

2019 DISTRICT 12
SPRING COUNTY OPERATIONS MEETING
FOR COUNTY SUPPORT STAFF
TEXAS A&M RESEARCH AND EXTENSION CENTER, WESLACO

DRAFT AGENDA

THURSDAY, APRIL 25, 2019

6:00 pm Social (*tentative*)

FRIDAY, APRIL 26, 2019

9:00 am Registration

9:15 am Welcome and Introductions
Dr. Ruben Saldaña, District Extension Administrator
Lou Garza, District Office Manager

9:30 am Extension – Who We Are
Dr. Ruben Saldaña

10:00 am Administrative Updates and AgriLife Resources
Lou Garza

10:30 am Refreshment Break

11:00 am Business Etiquette and Customer Service
Marissa Castillo, Administrative Associate III

11:30 am Media and Marketing
Elizabeth Benavides, Administrative Associate II
Marissa Castillo

12:00 pm **LUNCH**

1:00 pm Taking Advantage of Today's Technology
Lou Garza

1:45 pm Personality Profile
Dr. Ruben Saldaña

2:30 pm Refreshment Break

2:45 pm Organization and Time Management
Martha DeWitt and Elizabeth Benavides
Administrative Associates II

3:15 pm Roundtable Session
Sharing, Networking, Q&A

4:00 pm Adjourn

