

*The Office of Human Resources is pleased to collaborate with
campus departments and organizations to present*

Training Tuesdays

November 2014

November 4

RECORD RETENTION SCHEDULE

1:30 p.m. – 2:30 p.m.
Room 115, Centennial Hall

Sponsored by Administrative Support Training Committee

Keeping and managing records is an important part of any campus office. By attending this session, University Archivist, Tom Steman will lead a discussion to assist office and other interested personnel manage records through the creation of record retention schedules. The record retention schedules will help efficiently and effectively manage records created by an office, as well as reduce physical and virtual space to store records, decrease retrieval time, comply with state law, and help staff make good decisions

PRESENTER: **Tom Steman**, University Archivist/Professor SCSU

November 18

BIG TOBACCO'S TARGET MARKET: YOU

Noon – 1:00 p.m.
Glacier North, Atwood Memorial Center

Sponsored by the Health and Wellness Committee

Join Danessa Sandmann, MPH, of Crave the Change, an initiative that seeks to reduce the harm of tobacco across Central Minnesota, to learn more about how Big Tobacco is targeting college students as their next, addicted customers. From e-cigarettes to advanced, targeted marketing ploys, Big Tobacco is changing its tune and trying to pull the wool over the eyes of young adults that didn't grow up in the era of tobacco and haven't seen the devastating effects of its use.

This training will focus on the new products and methods of the tobacco industry, including e-cigarettes, and what students can do about it, at the local, state, and even national level.

PRESENTERS: **Danessa Sandmann**, Program Specialist, Crave the Change, CentraCare Health Foundation.

Pre-registration is not necessary and there is no fee to attend.



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