

## CORPORATE RECORDS & ARCHIVES

# CU INFO SUMMIT 2026

### Schedule

#### March 3<sup>rd</sup>

	Session	Speaker
9:00-10:30	Privacy Awareness Training	James Gamble <i>Access to Information &amp; Privacy Manager</i>
10:45-12:00	Cybersecurity and Your Data	Steve Fraser <i>Director - Cybersecurity, Infrastructure and Research Computing</i>
<b>Lunch Break</b>		
1:30-3:30	Continuous Improvement in a Changing Environment	Melanie Dow & Laura Kelly <i>Office of Quality Initiatives</i>

#### March 4<sup>th</sup>

	Session	Speaker
9:00-10:00	MS Teams 101	ITS – Centre of Excellence
10:30-12:00	RM for Department Administrators	Travis Kinnear, Jen Nangreave, and Shannon Hodge <i>Corporate Records &amp; Archives Team</i>
<b>Lunch Break</b>		
1:30-4:00	<b>Lightning Presentations</b>	
	Governance and Policy 101	Amanda Goth <i>University Governance Secretary</i>
	Procurement Contracting: Compliance, Risk Assessment & Proper Approvals	Erin Chezick <i>Director, Strategic Procurement</i>
	Total Supplier Management	Laura Wilson <i>Director, Business Operations</i>
	Minute Taking Tips	Kerry Solomon <i>Assistant University Secretary (Board)</i>
	<i>10 Minute Break</i>	
	Branding 101	Christina Flavell <i>Director, Marketing &amp; Brand Strategy</i>
	Ombuds Office 101	Melanie Chapman <i>Carleton Ombudsperson</i>
	Pension 101	Brenlee Claman <i>Pension Specialist, Human Resources</i>
Alumni & Advancement 101	Sarah McKinnon <i>Senior Campaign Operations Officer</i>	

## Workshop Descriptions

**March 3<sup>rd</sup>, 2026**

### ***Privacy Awareness Training***

**James Gamble, Access to Information and Privacy Manager**

This session will introduce the topic of student privacy in the university environment in general, and specific to Carleton University, to provide participants with information and awareness into the primary privacy legislation in operation on campus. Participants will learn about how to manage student privacy inside, between and outside of the classroom.

### ***Cybersecurity and Your Data***

**Steve Fraser, Director - Cybersecurity, Infrastructure and Research Computing**

This session will introduce the topics of cybersecurity, data security and considerations in the university environment. We'll explore issues specific to Carleton University, provide participants with information and awareness of the new Enhancing Digital Security and Trust Act requirements and provide some tips on managing data security at Carleton and in their daily life.

### ***Continuous Improvement in a Changing Environment***

**Melanie Dow and Laura Kelly, Senior Quality Advisors**

This session provides a focused, interactive exploration of **continuous improvement in a changing environment**. Through guided discussion, scenario-based activities, and group problem-solving, participants examine how change impacts their work and how improvement mindsets can strengthen organizational resilience. Staff will analyze real challenges, generate improvement ideas, and identify practical actions they can apply within their roles. The session aims to build confidence, clarity, and shared ownership over improvement efforts across the organization.

**March 4<sup>th</sup>, 2026**

### ***MS Teams 101***

**Steve Gormley, Supervisor, Microsoft Centre of Excellence (ITS)**

The presentation will provide an introduction to Microsoft Teams and its key features. Adding and utilizing additional Apps with Teams will be introduced, focusing on the functionality of the Planner App.

### ***RM for Department Administrators***

**Travis Kinnear, Jen Nangreave, and Shannon Hodge, Corporate Records & Archives**

This session will provide a brief overview of key essentials of good records practice but also introduce new resources to support information management across campus. Using discussion and activities, attendees will review new updates to the *Carleton University Retention Schedule*, be the first to go through the new model file plan for the university, and review guidance on best practices for storing records.