



Subject to Change [June 13, 2017]

North Central Region Administrative Management Boot Camp

Crowne Plaza Aire (3 Appletree Square) Bloomington, Minnesota.

Working Agenda

June 20, 2017 (Day 1):

- 11:30am Registration Opens
- 1:00pm **Welcome and Overview of the Boot Camp (Section I)**
[Robin Shepard, NCCEA and Jeff Jacobsen, NCRA]
- Why management?
 - This is an on-going journey
 - The logistics of the Boot Camp
- 1:30pm **Foundations for Being an Effective Manager (Section II)**
[Keith Smith, The Ohio State University; Steve Slack, The Ohio State University; and C.Y. Wang, South Dakota State University]
- Management Demands on the Job / The Management – Leadership Continuum
- 2:30pm Break
- 3:00pm **Foundations for Being an Effective Manager (Section II)**
[Keith Smith, The Ohio State University; and Jeff King, The Ohio State University]
- Self-Evaluation of Skills and Goals
 - The Importance of Trust in Organizational Culture
- 5:00pm **Debrief – Open Discussion [Problem Solving & Wild-Card Time]**
- 5:30pm Break for The Day

June 21, 2017 (Day 2):

- 8:00am **Personnel Management (Section III)**
[Chuck Hibberd, University of Nebraska]
- Recruiting, Hiring, On-Boarding and Retaining Talent
- 9:30am Break
- 10:00am **Personnel Management (Section III) – *continued***
- Pathways to Academic Success
 - Anticipating Trouble – an ability that positions you for success
- 12:00pm Lunch

- 1:00pm **Debrief** On Personnel Management – Open Discussion [**Problem Solving & Wild-Card Time**]
- 2:00am **Fiscal Management (Section IV)**
[Ernie Minton, Kansas State University; Geneva Jahnke, Kansas State University; and Tim Nesbit, New Mexico State University]
 - Fiscal/Budget Management 101
- 3:00pm Break
- 3:30pm **Fiscal Management (Section IV) – *continued***
 - Strategic Investments
- 4:30pm Debrief on Fiscal Topics – [**Problem Solving & Wild-Card Time**]
- 5:00pm Break for The Day

June 22, 2017 (Day 3):

- 8:00am **Fiscal Management (Section IV) – *continued***
[Ernie Minton, Kansas State University; Steve Slack, The Ohio State University; and Keith Smith, The Ohio State University]
 - Revenue Generation
 - Infrastructure Management
- 9:30am Break
- 10:00am Topics Discussed Will Be Identified by Participants [**Problem Solving & Wild-Card Time**]
 - Personal Sustainability [Chris Boerboom, North Dakota State University]
 - Other topics to be determined
- 11:00am Sharing Ideas About Professional Development, Mentoring and Boot Camp Follow-up.
- Noon Adjourn