



## **North Central Region New Administrator's Bootcamp 2024**

### **July 23-25, 2024**

### **Kansas City, MO**

*This training opportunity is focused on administrative management, including recruiting, and retaining talent and other personnel management, fiscal management, effective advocacy, cultivating external partnerships, and caring for the health and well-being of others and yourself. Appropriate participants include newly appointed North Central Region (NCR) 1862 and 1890 university Agriculture Experiment Station (AES) and Cooperative Extension Service (CES) administrators and unit leaders (department heads/chairs, institute directors, assistant deans) and, especially, targeting those in this group who aspire to move into an Associate or Dean level position. Once nominated, each nominee will receive a survey to better understand their personal interest and commitment to the training and to gather input on possible "wild card topics".*

#### **DRAFT 2024 New Administrator's Bootcamp; July 23-25<sup>th</sup>, Kansas City, MO**

##### **July 23<sup>rd</sup>, 1 pm to 4:30 pm**

- Bootcamp participants are expected to arrive by noon CT.
- Afternoon Bootcamp kickstart (1:00 pm - 4:30 pm)
  - **Welcome**
    - Welcome by NCCEA and NCRA Chairs, Quentin Tyler (MSU) and Gary Pierzynski (OSU).
    - Welcome and overview of NCR Bootcamp by co-Chairs Marty Draper and Chuck Hibberd.
    - Lisa Kaslon (UNL) will provide opening remarks on the importance of self-care and management and how it will be tied throughout this training.
  - **Session I: Foundations for Effective Management;** Session Lead: Marshall Stewart (KSU)  
TOPICS:
    - Blending your management and leadership skills.
    - Where are you in the organizational structure? – Administrative "Integration" of the LGU.
    - The personal journey and challenges of a new administrator.
    - Organizational culture (e.g., how our organizations think about things, why they sometimes do what they do, how to effectively challenge the culture of an organization, and "culture -vs- strategy).

**July 24<sup>th</sup>, 8:15 am to 5:00 pm**

- **Session II: Personal (self) Management – The importance of balance in work and life.**  
Session Lead: Lisa Kaslon (UNL).  
TOPICS:
  - The importance of personal wellness.
  - Balancing it all.
- **Session III: Personnel Engagement and Management;** Session Leaders: Chuck Hibberd, Quentin Tyler (MSU), Tala Awada (UNL), Gary Pierzynski (OSU), Germán Bollero (UI).  
TOPICS:
  - Characterizing our human assets.
  - Diversity, Equity, and Inclusion – focus on the challenges for an administrator.
  - Building a talented workforce.
  - Retaining talent.

**Group Lunch**

- **Session IV: Fiscal Management;** Session Leaders: Gary Pierzynski (OSU), George Smith (MSU), Quentin Tyler (MSU) and Mary Weinzwieg (MSU)  
TOPICS:
  - Characterizing managing budgets 101 (understanding fiscal complexity).
  - Common challenges in budget management – especially reductions.
  - Building a trust-based relationship with your CFO.
  - The culture of budget management on campus.
  - The rules of fiscal management.
  - Fiscal negotiations across Research and Extension--positions, salaries, and split appointments.
  - Working with Federal Partners – accountability focused (e.g., NIFA).

**Dinner on your own**

**July 25<sup>th</sup>, 8:15 am to 3 pm**

- **Session V: Personnel-Part 2 - Proactive Things You Can Do;** Session Leaders: Chuck Hibberd, Quentin Tyler (MI), Tala Awada (NE), Gary Pierzynski (OH), Germán Bollero (IL).  
TOPICS:
  - Engaging underperforming faculty and staff.
  - Importance of being proactive – otherwise it catches up.
  - Conflict management/knowing HR policies and people and when to get guidance.
  - Building the administrative team around you – your immediate support network.
  - Being a great boss.
  - The signs of stress in your teams and staff.

- Current politically sensitive issues universities are faced with, such as how to be prepared for and handle events/incidences that include controversial free speech.
- Anticipating and dealing with trouble (understanding/recognizing problems). This session will address joint-appointment aspects, working as a team on these topics with Extension and Research administrators.
- **Session VI: External Partnerships and Relations;** Session Leaders: Gary Pierzynski (OSU), Ernie Minton (KSU), and Adam Ward (OSU).

TOPICS:

- What does partnering mean/involve?
- Importance of relationships, best practices for good relationships.
- Examples (principles and expectations) could include:
  - Who are key state partners?
  - How do you identify these partners?
  - Who are key federal partners?
- Who are industry and private sector partners?
- Panel discussion on effective relationships with: (1) organizational partners; (2) state department of ag; and/or (3) county board members.

### Group Lunch

- **Session VII: Balancing it all;** Session Lead: Lisa Kaslon (UNL)
 

TOPICS:

  - Understanding the work and life balance, including mental health.
  - Ideas for finding satisfaction in the job without sacrificing personal needs.
- **Session VIII: Advocacy; Session Leaders:** Geroge Smith (MSU), Jason Henderson (ISU), Adam Ward (OSU), Ben Steffen (UNL CARET representative), Connie Kays (KSU CARET representative).
 

TOPICS:

  - Understanding where advocacy fits in your position.
  - Understanding that each LGU may have its own boundaries for where/when you are an advocate.
  - Where do our LGU communicators and government affairs staff fit (understand their role, what they bring to the table, how to work with them)?
  - CARET and PILD – what are these and why should I care?
  - Engaging state and national elected officials (advocacy versus education)?
  - How to prepare and always be ready to advocate and educate.
  - Advocating for funding before state or federal funders (law/policy makers).
  - The ask – shaping the ask, ready to make the ask yourself, integrating other voices in making the ask.
  - **Closing**
    - NCR Bootcamp co-chairs and Lisa Kaslon
  - **Adjourn** by 3 pm CT