

Financial Administrator Development Program

October 2015 - June 2016

Program Summary

<u>Speaker</u>	<u>Subject Matter</u>
Session 1 - October 15, 2015 - Henry Center (1:00 pm - 7:30 pm)	
Mark Haas	Welcome and Introduction
Debra Nelson-Dunbar	Success Strategies / Myers-Briggs
James Dorsett	Reception, Dinner, Speaker (5:00-7:30 pm) International Students at MSU
Session 1 - October 16, 2015 - Henry Center (8:15 am - 5:00 pm)	
<i>Continental Breakfast</i>	
Debra Nelson-Dunbar	Myers-Briggs
<i>Lunch</i>	
Mark Haas	University Strategic Planning
John Thelen/Katie Thornton	MSU Financial Statements/External Audit
Marilyn Tarrant	Internal Controls and Ethics
Session 2 - November 23, 2015 - Henry Center (8:15 am - 5:00 pm)	
<i>Continental Breakfast</i>	
Heather Swain	Communicating Institutional Information
Glen Klein/Valarie Montgomery/Lane Adams	Investments and Financial Management
Lee Hunter/Beth Powers	Financial and Tax Policies/Processes
Ellen Armentrout	FOIA
<i>Lunch</i>	
Hillary Gatlin	Records Management
Kirt Butler	MSU Financial Data Analysis
Session 3 - January 28, 2016 - Henry Center (8:15 am - 5:00 pm)	
<i>Continental Breakfast</i>	
Joanna Young	IT Services
Debbie Gulliver	Travel
Roger Somerville	Procurement Goods and Services
Denise Maybank	Student Affairs and Services
<i>Lunch</i>	
Bob Noto/Lynn Kriser	Legal Issues and Risk Assessment
Matthew McCabe/Dan Mackey/Anthony Lemke	Risk Management and Insurance
Rick Shipman	Financial Aid at MSU
Brent Johnston	Budget Administration
February session was canceled due to inclement weather. Sessions were made up in April.	
Session 4 - April 11, 2016 - Henry Center (8:15 am - 5:00 pm)	
<i>Continental Breakfast</i>	
Paul Hunt	Opening Remarks
Katie Cook/Laura Johnston	Finding Funding, Budget Preparation, and Proposal Submission for Sponsored Research
Twila Reighley/David Tuthill	Award Process
Evonne Pedawi, Dan Evon	Post-Award Contract and Grant Admin.
Evonne Pedawi/Dan Evon	Facilities and Administrative Costs
<i>Lunch</i>	
Ann Smith	Clinical Research

<u>Speaker</u>	<u>Subject Matter</u>
Bob Groves/Scott Westerman	University Advancement
Robert Groves/Sean Harwood	Working w/Gift Funds

Session 4 - April 26, 2016 - Henry Center (8:15 am - 5:00 pm)

Continental Breakfast

Gregory P. Ianni	Athletics
Mark Burnham/Janet Lillie	Office of the VP for Governmental Affairs
David Bertram	State Government Relations
Sarah Blanck	Advancing a Culture of High Performance – Allocating Resources

Lunch

Charles Hasemann	Research Outcomes
Bob Patterson	RHS Financials
	Discussion Forum

Session 5 - May 26, 2016 - Henry Center (8:15 am - 5:00 pm)

Continental Breakfast

Sharon Butler	Opening Remarks
Chuck Folino	Total Compensation and Wellness
Kathie Elliott/Jennie Yelvington	Talent Management
Amy Holda	Employee Relations
Yesim Askin/Stephanie Dombroski/Brian Werner	Data Services - HR Payroll Query Studio

Lunch

Sheila Wamhoff/Sue Vancamp	Payroll Policies
Jeff Brodie/Sue VanCamp	Benefits and Benefit Cost Rate
Camille Ash	Organization, Accounting, and Workflow Structures in KFS
	Discussion Forum

Session 6 - June 9, 2016 - UClub (8:15 - 4:30 p.m.)

Breakfast at UClub

Barb Kranz/Eric Boatman	Facilities Planning and Space Mgt - UClub
	Travel to Grand Rapids
Liz Lawrence	Secchia Center - Grand Rapids w/lunch and tour
Leisa Williams-Swedberg/Lynda Boomer	Understanding MSU Construction - G. Rpds
	Return to UClub

Session 6 - June 10, 2016 - UClub (8:15 am - 1:00 pm)

Continental Breakfast

Debra Nelson-Dunbar	Know Your Niche
Kirt Butler/R. Sam Larson	Multi Year Planning
Mark Haas	Final Session Review

Certificate Presentation and Lunch