

# Financial Administrator Development Program

October 2017 - June 2018

## Program Summary

<u>Speaker</u>	<u>Subject Matter</u>	<u>Time</u>
<b>Session 1 - October 19, 2017 - Henry Center Rooms 106/107; Dinner Four Seasons Lounge (1:00 pm - 7:30 pm)</b>		
Mark Haas	Welcome and Introduction	1:00-1:30
Debra Nelson-Dunbar	Success Strategies / Myers-Briggs	1:30-5:00
James Dorsett	Reception, Dinner, Speaker (5:00-7:30 pm) International Students at MSU	5:00-7:30
<b>Session 1 - October 20, 2017 - University Club, Ballroom (8:15 am - 5:00 pm)</b>		
Debra Nelson-Dunbar	Myers-Briggs	8:15-Noon
Marilyn Tarrant	Internal Controls and Ethics	1:00-2:00
R. Sekhar Chivukula	Undergraduate Education and Undergraduate Studies	2:00-3:00
John Thelen/Shea Bryant	MSU Financial Statements/External Audit	3:15-4:15
Evo Pedawi	Audits	4:15-4:45
<b>Session 2 - November 28, 2017 - Henry Center (8:00 am - 5:00 pm)</b>		
Heather Swain	Communicating Institutional Information	8:00-8:45
Jeff Rayis/Becca Fedewa/Lane Adams	Treasury and Financial Management	8:45-9:55
Phil Zecher	Investments	9:55-10:15
Lee Hunter/Beth Powers	Financial and Tax Policies/Processes	10:30-11:30
Ellen Armentrout	FOIA	11:30-12:30
Rob McCurdy	IT Services	1:30-2:30
R. Sam Larson and Robert Patterson	MSU Financial Data Analysis	2:45-4:45
<b>Session 3 - January 15, 2018 - Henry Center (8:15 am - 1:00 pm)</b>		
Hillary Gatlin	Records Management	8:15-9:15
Sarah Blanck	Advancing a Culture of High Performance – Allocating Resources	9:15-10:00
<i>Break</i>		<i>10:00-10:15</i>
Kim Watson	Procurement Goods and Services	10:15-11:15
Denise Maybank	Student Affairs and Services	11:15-Noon
<i>Lunch</i>		<i>Noon-1:00</i>
Lynn Kriser	Legal Issues and Risk Assessment	1:00-1:30
Matt McCabe	Risk Management and Insurance	1:30-2:15
<i>Break</i>		<i>2:15-2:30</i>
Anthony Lemke	Worker's Compensation	2:30-3:00
Brent Johnston	Budget Administration	3:00-4:30
	<i>Check to see if Byelich presenting as time is closer</i>	
<b>Session 3 - January 16, 2018 - Henry Center (8:15 am - 1:00 pm)</b>		
Traci Gulick/Kimberly Blair-Chambers	Registrar's Office	8:15-9:00
Laurie Schlenke	Student Financial Services	9:00-9:45
<i>Break</i>		<i>9:45-10:00</i>
Rick Shipman	Financial Aid at MSU	10:00-11:00
James Cotter	Admissions Office	11:00-Noon
<i>Lunch</i>		<i>Noon-1:00</i>

<b>Speaker</b>	<b>Subject Matter</b>	<b>Time</b>
<b>Session 4 - February 22, 2018 - Henry Center (8:15 am - 5:00 pm)</b>		
	Opening Remarks on Research	8:15-8:30
Laura Johnston	Finding Funding, Budget Preparation & Proposal Submission for Sponsored Research	8:30-9:15
David Tuthill and Aimee Wilson	Award Process	9:15-10:00
<i>Break</i>		10:00-10:15
Evonne Pedawi and Kristy Smith	Post-Award Contract and Grant Admin.	10:15-11:00
Evonne Pedawi and Ryann Kelemen	Facilities and Administrative Costs	11:00-Noon
<i>Lunch</i>		Noon-1:00
Kristen Burt and Sharon Schooley	Clinical Research	1:00-1:45
R. Sam Larson, Robert Patterson and Debra Collver	Financial Data Analysis of MSU units	1:45-3:00
<i>Break</i>		3:00-3:15
Marc Melton and Shyam Gedela	KC Update	3:15-4:00
Greg Ianni	Athletics	4:00-5:00
<b>Session 5 - April 26, 2018 - Henry Center (8:15 am - 5:00 pm)</b>		
Charles Hasemann	Research Outcomes	8:15-9:15
S. Dombroski/B.Werner/Y. Askin	Data Services/EIS	9:15-10:30
<i>Break</i>		10:30-10:45
S. Dombroski/B.Werner/Y. Askin	Data Services/Demo	10:45-11:15
Debbie Gulliver	Travel	11:15-Noon
<i>Lunch</i>		Noon-1:00
Mark Burnham/Janet Lillie	Office of the VP for Governmental Affairs	1:00-1:45
David Bertram	State Government Relations	1:45-2:15
Robert Groves/ Scott Westerman	University Advancement	2:15-3:15
<i>Break</i>		3:15-3:30
Robert Groves/Sean Harwood	Working w/Gift Funds	3:30-4:30
	Discussion Forum	4:30-5:00
<b>Session 6 - May 24, 2018 - Henry Center (8:15 am - 5:00 pm)</b>		
Sharon Butler	Opening Remarks	8:15-8:30
Chuck Folino	Total Compensation and Wellness	8:30-9:30
Kathie Elliott / Jennie Yelvington	Talent Management	9:30-10:15
<i>Break</i>		10:15-10:30
Amy Holda	Employee Relations	10:30-11:15
Greg Deppong/Mark Haas	Table Discussion	11:15 - Noon
Sue Vancamp	Payroll Policies	1:00-2:00
Jeff Brodie/Sue VanCamp	Benefits and Benefit Cost Rate	2:00-2:45
<i>Break</i>		2:45-3:00
Camile Ash	The Organization Change Process and Accounting Data Structures and Workflow in KFS	3:00-5:00
<b>Session 7 - June 1, 2018 - Henry Center and Secchia Center in Grand Rapids (8:15 am - 4:45 pm)</b>		
Barb Kranz/Eric Boatman	Facilities Planning and Space Mgt	8:15-9:30
<i>Break</i>		9:30-9:45
Leisa Williams-Swedberg	Understanding MSU Construction	9:45-10:30
	Travel to Grand Rapids	10:45-11:45
<i>Lunch</i>		Noon- 1
Liz Lawrence	Secchia Center - CHM	1-1:45
<i>Break</i>		1:45-2

<b><u>Speaker</u></b>	<b><u>Subject Matter</u></b>	<b><u>Time</u></b>
Tour		2-3:15
	Return to Henry Center	3:30-4:45
<b>Session 7 - June 4, 2018 - Henry Center (8:15 am - 1:00 pm)</b>		
Debra Nelson-Dunbar	Know Your Niche	8:15-10:45
Mark Haas	Final Session Review and Discussion	11:00-Noon
<i>Certificate Presentation and Lunch</i>		<i>Noon- 1:00</i>

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