

Story County Nonprofit Management Academy

A comprehensive educational program for the nonprofit sector

February – November 2009

Participants may enroll in individual courses or a program leading to a Certificate in Nonprofit Management



United Way of Story County

IOWA STATE UNIVERSITY
University Extension

STORY COUNTY

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Registration Information

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ISU Extension-Story County
P.O. Box 118
220 H. Ave.
Nevada, IA 50201

Internet

www.extension.iastate.edu/story

Course Information

David Andrews
ISU Extension-Story County
(515) 382-6551
andrewsd@iastate.edu

or

Lynn Scarlett
United Way of Story County
(515) 268-5142
lscarlett@uwstory.org

Facilities provided by the

- ISU Foundation
Ames, Iowa and
- DMACC (Des Moines Area Community College)
Career Academy/Hunziker Center
Ames, Iowa

CEUs provided through the

Office of Continuing Education and Professional Development
Iowa State University

... and justice for all

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About the Nonprofit Management Academy

The Nonprofit Management Academy was established in 1999 by Iowa State University in partnership with the United Way Management Assistance Program to enhance the management skills of those serving nonprofit human services groups, hospitals, government agencies, churches, private schools, arts organizations, environmental groups, and others in the nonprofit sector. The Story County Nonprofit Management Academy was established in 2003.

Distinguished representatives of the nonprofit sector have served as advisers in the process of developing this program. Outstanding practitioners and academicians have been selected as faculty.

Fee

The registration fee is \$65 per class, **which includes lunch, continuing education units (CEU's) and handout materials.**

About the Certificate Program

To receive a Certificate in Nonprofit Management, program participants must complete any combination of nine classes, totaling six continuing education units (CEUs). CEUs are noncredit units awarded at a rate of one CEU for every 10 hours of classroom time.

ISU Continuing Education will keep a permanent record of all CEUs earned. Participants who sign up for CEUs, but do not complete their certification, may carry over any CEUs earned to the next Nonprofit Management Academy. Participants from past years and/or other locations may continue their certification in Story County in 2009.

Who Should Attend?

The Academy welcomes anyone seeking professional development in the area of nonprofit management, including staff, management, volunteers, professional association employees, educators, and private sector employees who wish to make a career change to the nonprofit sector. Those who are interested in succession planning, building the skills of new managers, or enhancing leadership within the organization are strongly encouraged to participate.

Materials

Handout materials are included in the registration fee for each course.

Location

All courses except June, July and August sessions will be held in the Phyllis J. Lepke Community Room at the ISU Foundation, 2505 University Blvd., Ames, IA 50010. To reach the ISU Foundation, exit highway 30 at the University Blvd. exit (exit #146), turn south on University Blvd., then turn west (right) at the 1st drive south of The Gateway Hotel and Conference Center. Free parking is available adjacent to the ISU Foundation.

Courses held during June, July and August will be at the DMACC Career Center/Hunziker Center. To reach the Hunziker Center Des Moines Area Community College, exit highway 30 at the Dayton exit (exit #150), turn north to the stop sign. Turn east (right) on South 16th Street. At the stop sign (intersection of South 16th Street and Dayton) go straight through the intersection and follow the curve of the road. DMACC Career Center/Hunziker Center is on the east side of South Bell. Free parking is available adjacent to the DMACC Career Center/Hunziker Center.

Certificate Program Courses

Note: Given the possibility of scheduling conflicts, speakers are subject to change.

Stay Fit: Mind, Body and Soul

February 19, 2009

8:30 a.m. to 4:30 p.m.

Jim Hallihan, Laura West, Steve Cassabaum, Beth Fleming, Nicole Bruce, Kim Weaver, Barb Gerlach, Ros Dunblazier, Tina Colburn, Jeanne Allen, Linda Butler

The focus of the session will be **self**. Jim Hallihan of Iowa Sports Foundation will kick the event off in the morning. The day will be filled with sessions on healthy eating, Mind over Money Matters, Office Ergonomics, Yoga, and Brain-Based Learning throughout the day. Kim Weaver, a hypnotherapist from Des Moines, will be the lunch speaker and will offer a session in the afternoon. The day will end with a panel discussion by Story County women who have been successful in their various career fields. Attendees are encouraged to wear comfortable, casual clothing to the session so you can participate in a yoga session.

Fee: \$65, including lunch, and handout materials

No CEUs available for this session

Office Lean and Green and Volunteer Management

March 19, 2009

8:30 a.m. to 4:30 p.m.

Colleen Rogers and Jan Milroy

Office Lean and Green – How an Organization Can Address the Triple-Bottom Line of Sustainability. Sustainability is a buzz word in organizations and businesses and it seems everyone is “going green.” What is sustainability and how can an organization be “green” while addressing and balancing its social, environmental and economic responsibilities? Rogers will discuss definitions of sustainability and provide guidance and examples to show attendees how to develop a sustainability policy and a set of indicators to track progress in their organizations. Ideas for demonstrating and encouraging green behaviors in the office will also be shared.

Volunteer Management – Jan Milroy will cover the foundations that need to be in place in any volunteer program, as well as the new challenges presented by a changed volunteer pool and a volatile economy. Come prepared with questions.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Human Resources and Diversity

April 23, 2009

8:30 a.m. to 4:30 p.m.

Jessica Stolee

Leading the Next Generation Workforce is a highly interactive, blended learning that focuses on leadership fundamentals. As leaders, we must make it our personal mission to foster an inclusive environment where individuals feel appreciated and respected. It also means adjusting our perspectives, if necessary, so that valuing the efforts of our employees is top of mind in everything we do. In order to unleash the potential of our teams, today's leaders must see employees as V.I.P.'s – very individual people, with unique contributions to make. Leaders must manage the knowledge each employee brings, not just the tasks they are responsible for completing. In order to accomplish this, leaders must ensure they have a good understanding of key elements such as understanding generational work habits, how to reward employees, and how to develop trust. The workshop is designed to help supervisors build the tactical day-to-day skills and competencies they need to work effectively with their team members.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Communicating Effectively in Order to Resolve Workplace Conflict

May 21, 2009

8:30 a.m. to 4:30 p.m.

Don Broshar

Communicating is essential to being effective in the current workplace. Poor communications can add to the difficulties of working together and lead to excessive controversy and conflict. While communicating effectively will not eliminate conflict in the work place, it can enhance the opportunity to resolve the conflict and lead to more productive outcomes and relationships. This workshop will explore how to improve communications and how to effectively address conflict to create a more productive work environment.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Excel Introduction

Hunziker Center Des Moines Area Community College

June 11, 2009

7:30 a.m. to 3:00 p.m.

Linda Plueger

You've been asked to enter data in Microsoft Office Excel 2007, but you've never worked with Excel. Where do you begin? Or perhaps you have worked in Excel a time or two, but you still wonder how to do some of the basics – how to enter different kinds of data, how to edit data, or how to add and delete extra columns and rows. In this class you will design spreadsheets to make your data work for you; enter and edit cell labels and values, create formulas for basic functions, format spreadsheets and use common workbook features.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Computer Security and Website Development

Hunziker Center Des Moines Area Community College

July 9, 2009

7:30 a.m. to 3:00 p.m.

Jeff Gullion

Are you a small non-profit organization that is struggling to get by with outdated computer equipment or that dreams of creating a website to highlight your organization but the cost is completely out of your budget? This session will focus on inexpensive ways to develop a website, help an organization determine what they absolutely need to have for computer security, and know what software an organization needs to have to be able to communicate with their board members and donors.

Fee: \$65, including lunch, CEUS and handout materials

CEUs: 0.7

Windows XP, File Management and Office 2007

Hunziker Center Des Moines Area Community College

August 13, 2009

7:30 a.m. to 3:00 p.m.

Linda Plueger

Windows XP – Microsoft Windows XP is an operating system, a program that manages all other software applications on your computer and its peripherals such as the mouse and printer. Software applications that run under Windows have many common features. You will understand how to customize your desktop for multi-tasking and easily share information among Windows applications.

File Management – Thought file management was just for paper files? Think again. It's just as important to keep the files on your computer organized and up-to-date. Just as with paper files, the goal of computer file management is to ensure that you can find what you're looking for, even if you're looking for it years after its creation. This class will enable you to organize your electronic files.

Office 2007 – Get a great start on learning Microsoft Office 2007. This new Office Fluent interface replaces menus, toolbars, and most of the task panes from earlier versions of Microsoft Office with a single mechanism that is simple and discernable. You will increase your productivity by learning how to use the Ribbon for easy access to commands, customize your Quick Access Toolbar and use shortcuts. Attendees will receive the following Quick Reference Cards: Microsoft Office 2007, Access 2007, Excel 2007, PowerPoint 2007, Outlook 2007, and Word 2007.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Grant Writing

September 17, 2009

8:30 a.m. to 4:30 p.m.

Ron Mirr

The Program Development and Grant Writing Workshop is intended for anyone interested in obtaining grant funds from public or private sources at the federal, state, and local levels. The workshop is designed to give participants the practical skills they will need to begin the development of grant proposals. Participants will leave the workshop with a clear understanding of how to begin the grant writing process, where to look for resources, and how to prepare a highly competitive grant proposal. All workshop participants receive the Program Development and Grant Writing Manual that includes all of the information presented at the workshop.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Fearless Fundraising

October 22, 2009

8:30 a.m. to 4:30 p.m.

Florine Swanson

Learn how to determine your organization's fundraising needs and how you can meet them. In an interactive environment, learn how to put together a fundraising plan that might include memberships, corporate gifts and sponsorships, direct mail campaigns, major gifts, planned giving, capital campaigns, and special events. Registrants will be asked to fill out surveys in advance about their particular interests.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Organization Development through Teams, Team Building and Trust

November 19, 2009

8:30 a.m. to 4:30 p.m.

Larry Jarvis

This is a one-day experiential team-building exercise. Through classroom discussion and practical application, the team will focus on 12 concepts to strengthen team relationships and team effectiveness. Approximately 50 percent of the class is devoted to classroom discussion and exercise and 50 percent to outside experiential activities. The team will go outside regardless of weather. Wear comfortable, rugged clothing that is appropriate for the forecast weather conditions.

Fee: \$65, including lunch, CEUs and handout materials

CEUs: 0.7

Certificate Program Faculty

Jeanne Allen loves fabric and quilting. After 25 years of doing custom sewing and alterations from her home, she changed her focus to retail. Starting in a 1,200 square foot former diner with one part time and one full time employee, she grew her business to one of the largest quilting shops in Iowa with over 20 employees including her husband who retired from corporate life two years ago to work full time with her at the quilt shop.

Don Broshar, Extension Youth and Community Development Specialist, has worked in youth and organization development for over 34 years, 31 of those with ISU Extension. He currently provides leadership and training in youth and community development for Extension staff and other community leaders. He works with communities and organizations to help build the capacity for youth development. He also works in Iowa's communities providing leadership training and consults with individual organizations, departments, and groups in dealing with organizational change, difficult situations, and conflict.

Nicole Bruce is an employee of the Iowa Sports Foundation in Ames. At the Foundation, Nicole is responsible for working with Iowa communities as they coordinate their Live Healthy Iowa programs. Before working for the Iowa Sports Foundation, Nicole was the Assistant Youth Coordinator at the ISU Extension Office and instrumental in Nevada's popular wellness program. Nicole was recognized by Governor Chet Culver last year for her efforts.

Linda Butler is the pastor of Spiritual Formation and Pastoral Care at the 1000+ member Collegiate United Methodist Church and Wesley Foundation. She has been a United Methodist pastor for 17 years serving both in New Jersey and Iowa. Prior to entering the ordained ministry, she taught junior high math and science and she was a corporate executive in telecommunications and data processing in the New York area. Rev. Butler received her Master of Divinity degree from Drew University School of Theology, Madison, New Jersey.

Steve Cassabaum, M.S.P.T. is a Physical Therapist and the president of 21st Century Rehab. He has practiced in orthopedic private practice for 19 years and has been providing physical therapy services in Nevada, IA, since 1995. Areas of specialization and certification include: Isernhagen Work Systems and work injury management, TMJ and facia pain, sports and orthopedic rehabilitation.

Tina Colburn was born and raised in Ames. After graduation from Iowa State University, she moved with her husband to Kansas City. Because of their passion for food, they bought Ge-Angelo's Italian Restaurant in April of 2005 to live their dream and raise their children in Ames.

Ros Dunblazier has been employed by Midwest Insurance Corporation since March 1, 1988 in various departments. She is currently a sales agent for all lines of insurance, claims administrator and marketing coordinator. She is also active in Rotary and United Way of Story County.

Beth Fleming has worked with Iowa State University Extension for 18 years and has been privileged to interact with a variety of audiences on human development and relationship issues. Participants in recent workshops have included business partners, service providers, parole offenders and corrections officers. Beth's personal mission is to encourage and challenge people to discover possibilities for making life more enjoyable and meaningful.

Jeff Gullion is the District Chair for Computer Information Systems Degrees at DMACC. Along with teaching, Jeff's role as District Chair is to keep the content, courses and CIS degrees up to date and relevant with current technology trends. He also works with an advisory board of industry representatives in the IT field to ensure that DMACC's programs meet the IT employment needs of local employers. Jeff has been with DMACC over 10 years specializing in web programming and E-commerce. He has a double major in Accounting and Computer Information Systems from Drake University as well as an MBA from Drake. Jeff has been working with e-commerce and web development since the mid-1990s. He has used a variety of web development tools and technologies ranging from simple text editors to full scale Internet development environments in the ever-changing field of computer technology and web development.

Jim Hallihan is in his 15th year at the Iowa Sports Foundation (ISF) and has watched the total number of participants in all events or health programs go from 22,000 in 2002 to over 150,000 in 2008 of which 120,000 were lowans. Jim was recently appointed to the new Governor's Council on physical fitness and nutrition, a three-year term where he hopes to make Iowa the healthiest state in America. Before joining the ISF, he was an assistant basketball coach under legendary Coach Johnny Orr at Iowa State University from 1982 to 1994.

Larry Jarvis is in his 33rd year with John Deere. He is currently the Industrial Relations Administrator at John Deere Ottumwa Works where he is responsible for the administration of the labor agreement between the Company and the Union. Larry is also responsible for employee training and development for the 1,000 employees at John Deere Ottumwa Works. In 1997 John Deere Ottumwa Works began replenishing its work-force. Jarvis has been responsible for the development of training programs to integrate the new workforce into the facility. Since 1997 over 1,500 people have attended Jarvis' one-day workshop on building and strengthening team relationships. In addition to team building workshops, Jarvis conducts workshops on Personal Effectiveness, Conflict Resolution, Job Instruction and Conducting Effective Meetings.

Jan Milroy has been with Living History Farms for 19 years, the last 17 years as Manager of Volunteer Services. She has attended and participated in a number of educational offerings over the years and has been a presenter on aspects of volunteer management at the Iowa Conference on Volunteerism and at local and national museum conferences.

Ron Mirr is a master's level social worker who has assisted school districts and human service agencies to obtain more than \$80 million in grant funds since 1989. He is a private consultant who has received public and private sector funding from federal, state, and local sources. Mirr has worked as a mental health clinician, a school administrator, and a consultant to educational and human service agencies in multiple states and has pre-

sented at conferences on conflict resolution, violence prevention, bias awareness, peer mediation, and gender and violence workshops for adults and elementary through high school students, while collaborating with others in designing curricula in each area for middle and high school students.

Linda Plueger is currently an instructor in the Business and Technology Department of Des Moines Area Community College on the Boone campus. She has taught 27 years at the community college level and currently also serves as the Phi Beta Lambda (PBL) advisor for the student-run business organization. Many of her students have competed successfully at both the state and national levels. She was the Outstanding Adviser of the Year in 2000. Linda was also awarded the Business Educator's Iowa BEST award at the Iowa Business Education Association (IBEA) 2007 conference. Iowa BEST award is designed to recognize educators who are active in their communities and in their professions. Linda has conducted many corporate training programs.

Colleen Rogers is a development director in the Iowa State University Foundation for the College of Design. She holds a master of science degree in Environmental Education from the University of Wales and wrote her thesis on campus sustainability. She uses her expertise in university sustainability at Iowa State as a member of the steering committee for the Council on Sustainability and was selected to serve on President Geoffrey's Advisory Committee on Energy Conservation and Global Climate Change. She has planned educational and outreach events on campus sustainability, presented her master's research to classes and student organizations and assisted with developing concepts for university-wide sustainability initiatives. Last spring, she planned the ISU Foundation's first carpooling and alternate transportation effort.

Jessica Stolee is part of the Office of Equal Opportunity and Diversity for Iowa State University. In her role she acts as the lead investigator for claims of discrimination and harassment based on Federal, state, and university-defined protected classes. She is also responsible for discrimination and harassment training at the university. Mrs. Stolee partners with campus administrators to ensure that every unit provides employees and students a safe and welcoming environment. In addition to her role in the Office of Equal Opportunity and Diversity, Mrs. Stolee leads Learning and Development for the university. In this capacity she is responsible for university-wide orientation and acclimation for all new faculty and staff. Mrs. Stolee also assists departments in identifying training needs and vendors which will best serve their areas. Mrs. Stolee has presented diversity and leadership at the national level, most recently presenting at the National Conference On Race and Ethnicity (NCORE).

Florine Swanson served as the Executive Director of the Iowa 4-H Foundation for 18 years and as a member of the board of directors for 11 years. She currently is the national president of Women Graduates – USA and has served on the national board of the AAUW Educational Foundation and the Virginia Gildersleeve International Fund. Her career has focused around causes for women and children in the non-profit world, often starting them from scratch or turning them around financially.

Kim Weaver, Social Worker, Hypnotherapist, and Life Path Facilitator, lives her life with passion, purpose, and the belief that when you change the way you think, you have the ability to change the entire course of your life. After being hit on the side of the head with the cosmic baseball bat more than a few times, she finally realized that reality really is “all in your head.” As a recovering perfectionist her mission in life is to help others realize that the pursuit of perfection is highly overrated and really not that much fun or productive. Join her as she challenges all that you hold to be true, a few things you don’t, and dares you to really live your life!

Laura West is a certified financial planner and certified public accountant with West Financial Advisors, LLC. Her firm specializes in personal financial planning, investment management, and tax consultation. She also serves as the Central Iowa Local Provider for The Dave Ramsey Show. Laura enjoys helping people unlock their dreams and establish plans for their life goals. She believes everyone can learn how to grow and protect their wealth.

Advisory Board

David Andrews
Iowa State University Extension

Shannon Bardole
United Way of Story County

Alison Boelman
Iowa State University Extension

Lynn Scarlett
United Way of Story County

On the Internet

For more information about the organizations sponsoring the Nonprofit Management Academy, visit the following Web sites:

Institute for Design Research and Outreach
www.design.iastate.edu/idro

Iowa State University Extension – Story County
www.extension.iastate.edu/story

United Way of Story County
www.uwstory.org

Registration Information

Registration Deadline

The registration deadline is five working days prior to the first class meeting for each course. Registrations will not be processed unless accompanied by payment in full. An acknowledgement receipt will be sent as confirmation.

Refund and Cancellation Policy

If a participant cancels at least five business days in advance of the start of a registered class, a full refund will be made. For cancellations received fewer than five business days in advance, there will be no refunds, although substitutions are welcome at any time. In case of cancellation due to insufficient enrollment, a full refund will be made.

Additionally, classes will be cancelled if the Ames Public Schools are closed due to bad weather. Weather cancellations will be announced via the local television and radio stations. If these classes cannot be re-scheduled, a full refund will be made.

To Register

Mail registration form and cash or check (payable to Story County Extension) to:

ISU Extension – Story County
P.O. Box 118
220 H Ave.
Nevada, IA 50201

A registration form can be downloaded at www.extension.iastate.edu/story. ***Credit card payments cannot be accepted.***

Questions Regarding Registration?

Contact ISU Extension at (515) 382-6551. For information on program content, contact David Andrews at (515) 382-6551 or Lynn Scarlett at (515) 268-5142.

Special Needs

If you need accommodations for a disability, call ISU Extension at (515) 382-6551.

Nonprofit Management Academy

Registration Form*

Please type or print legibly all information. This form may be duplicated for additional registrations.

First Name		Last Name	
Company/Affiliation			
Social Security Number* (last 4 digits only)		E-mail Address	
Day Phone	Fax	Evening Phone	
Mailing Address			
City	State	Zip Code	County

Please enroll me in the following course(s):

Dates

Fee

Please mark box(es) for the course(s) of your choice

<input type="checkbox"/> Stay Fit: Mind, Body and Soul	2/19/09	\$65
<input type="checkbox"/> Office Lean and Green/Volunteer Management	3/19/09	\$65
<input type="checkbox"/> Human Resources and Diversity	4/23/09	\$65
<input type="checkbox"/> Communicating Effectively to Resolve Conflict	5/21/09	\$65
<input type="checkbox"/> Excel Introduction	6/11/09	\$65
<input type="checkbox"/> Computer Security and Web Development	7/9/09	\$65
<input type="checkbox"/> Windows XP, File Management, Office 2007	8/13/09	\$65
<input type="checkbox"/> Grant Writing	9/17/09	\$65
<input type="checkbox"/> Fearless Fundraising	10/22/09	\$65
<input type="checkbox"/> Organization Development through Teams	11/19/09	\$65

Certification requires a minimum of nine classes. Participants who do not complete their certification may carry over any CEU's earned to the next Nonprofit Management Academy. Participants from past years and/or other locations may continue their certification in Story County in 2009.

Amount enclosed

\$ _____

Payment should be either cash or check, made payable to Story County Extension. Credit card payments cannot be accepted.

NOTE: Temperature in the classroom may vary, so it is advisable to bring along a sweater or light jacket.

* Iowa State University requests this information to pre-register you in a conference. No one outside the university is provided this information. If you fail to provide the required information we cannot promise accurate registration. (Reference: Iowa Code, Chapter 22.11; Iowa Fair Information Practices Act.)

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