



## WORKSHOP DESCRIPTIONS

*Each of the conference workshops is aligned with one or more of the values that guide Sigma Kappa's housing endeavors: Service, Safe and Attractive Housing, Diversity of Talent, and Fiscal Responsibility.*

Saturday – July 8

10:30-11:15 AM **Managing the Money**

*Fiscal Responsibility*

Julie Napper, Vice President of Finance | NHC

Ann-Marie Fontaine, Finance Coordinator | NHC

Jeff Passage, Controller | NHC

Our finance experts will share their guidance and tips on effectively managing cash flow throughout the year including topics such as: how and when to transfer funds among cash for operations, housing & furnishing, & reserve savings and determining payment plans and due dates.

**Building Your Team: Cultivation, Recruitment, and On-boarding**

*Diversity of Talent*

Roxanne Evans, Vice President of Housing Operations | NHC

Emily Shepard, Vice President of Communications | NHC

Appealing to potential alumnae volunteers and preparing them to be effective board members is a multi-stage process that is most successful when it is intentionally planned and implemented. Explore new ways to communicate about volunteer opportunities, encourage alumnae to become involved, and welcome new board members with a comprehensive on-boarding process.

**House Directors' Institute – Session 1**

*Sponsored by College Chefs*

Jordan Wigton, Director of Sales & Marketing | College Chefs

Susan Willis, President | NHC

Becky Patel, Vice President for Finance | Sigma Kappa

Peggy Cook, Associate Director of HOMES & Project Management | NHC

During this first session of programming exclusively for house directors, we'll share an overview and update on Sigma Kappa's three entities followed by a session on successful kitchen management presented by conference sponsor College Chefs.

11:30 AM-12:25 PM

### **Focus on Safety and Security**

*Safe & Attractive Accommodations*

Cindy Stellhorn, Executive Vice-President | MJ Insurance Sorority Division

Woody Ratterman, Managing Partner | CSL Management

The first priority for any campus housing is to provide a safe and secure facility for residents. Our expert presenters will share the latest information, products, and programs that are available to ensure that the accommodations are as risk-free as possible.

### **Preparing for the Big Project: Long-Range Capital Budgeting**

*Fiscal Responsibility*

Mark Krittenbrink, Owner | Krittenbrink Architecture

Veronica Kentish, Director of Strategic Partnerships | Krittenbrink Architecture

Sue Wingard, Finance Coordinator | NHC

If your corporation is considering making any major improvements to the facility in the next ten years, now is the time to start preparing for both the financial impact and processes required to plan and manage the project. The presenters will share tools and tips for looking ahead so that the “big one” can be completed successfully.

### **House Directors' Institute – Session 2**

*Sponsored by College Chefs*

Lisa Humenik, Vice President of Programming | NHC

Jackie Treat, Vice President of Property Management | NHC

During this portion of our time with house directors, we'll explore ways to enhance the experience of collegians and things that can be done in the house on an everyday basis to impact sustainability.

1:45-3:00 PM

## **Connecting with Today's Collegian, Planning for Tomorrow's**

*Service*

Amy Jo Gabel, Director of Client Experience | CSL Management

Working with today's college student is \_\_\_\_ (insert your favorite adjective here!). For most of us, that word probably changes daily. However, no matter the descriptor you use, one thing is true: it isn't easy for them either. In this session, we will discuss the key characteristics of today's college generation and identify tips and strategies for communicating positively and effectively with them. We will also explore the complex challenges student face today and how we can prepare ourselves, our volunteers, our facilities, and chapters to better understand and assist our members.

## **Not Your Mother's Chapter House: Campus Living Trends**

*Safe & Attractive Accommodations*

Sarah Schwartzkopf, President & CEO | Rowland Design

Mary Janz, Executive Director Housing & Residence Life | Marquette University

Jackie Treat, Vice President of Property Management | NHC

Moderator: Casey Keller, Executive Director | NHC

Staying competitive and appealing in the current campus housing environment requires a strong understanding of the amenities and community living experiences that collegians are seeking. Our panel of experts will share the latest trends they see happening on college campuses and their recommendations on how to offer housing experiences that will attract and retain residents.

## **House Directors' Institute – Session 3**

Claude Warren, Associate Director of Operations | NHC

Brian Ruiz, Associate Director of Finance | NHC

Emily Shepard, Vice President of Communication | NHC

Michael Zebrowski, Psy.D., Director | Marquette University Counseling Center

During this final session with the house directors, we'll share important "nuts and bolts" about managing chapter house staff, effective financial management processes, professional communication, and mental health resources for collegians.