AN EXECUTIVE PROGRAM FOR CATHOLIC LEADERSHIP

JULY 7-17, 2014
MONDAY, JULY 7, 2014
OPENING RECEPTION
7:00 - 9:00 PM
The Morris Inn on the Notre Dame Campus,
Rooms Hesburgh & Joyce
Drinks and appetizers will be served.

7:30 PM | WELCOME INTRODUCTIONS

Presenter: Thomas Harvey,
The Luke McGuinness Director of Nonprofit Professional Development,
University of Notre Dame.

Harvey is an internationally recognized leader in social welfare,
and co-author of the recently published book, Nonprofit Governance. Over the course
of his 40-year career, he has led local and national organizations committed to confronting the challenges of poverty, discrimination, health care, and human services.
All sessions will be in the Giovanini Commons on the lower level of the Mendoza College of Business Building

TUESDAY, JULY 8, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 4:30 PM | PROGRAM EVALUATION CAPACITY BUILDING

Presenter: Sal Alaimo, Assistant Professor, School of Public, Nonprofit and Health Administration, Grand Valley State University

Today’s nonprofit organizations are being evaluated in order to demonstrate their programs’ effectiveness. This workshop helps nonprofit leaders prepare their organizations for the evaluation process as it relates to leadership, organizational culture, resources, structures and organizational context. Organizations that embrace the evaluation process tend to save resources, increase the quality of their evaluations, and prepare their organizations for long-term engagement in program evaluation.

Presenter Sal Alaimo has a Ph.D. in Philanthropic Studies from Indiana University and a Master’s degree in Urban Studies/Nonprofit Management from Georgia State University. Dr. Alaimo has worked for nonprofit organizations for nine years and has consulted with nonprofits for 10 years, specializing in evaluation, strategic planning and volunteer management. His most recent publications include the book chapters “Nonprofits and Evaluation: Managing Expectations from the Leader’s Perspective” in the Jossey-Bass Reader on Nonprofit and Public Leadership, and “Contracting out” in the Handbook of Research on Nonprofit Economics and Management.

WEDNESDAY, JULY 9, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 12:00 PM | MANAGING UP

Presenter: Sandra Collins, Associate Teaching Professor of Management, University of Notre Dame

Managing up is far more than just a strategy for dealing with a difficult boss. It is the opportunity to increase our own career success by improving our supervisors’ outcomes. In this session, participants will learn techniques for fostering communication and collaboration with their supervisors and for building highly effective relationships with bosses and peers. The focus will be on developing strategies for exhibiting leadership at any level of the organization and becoming partners with supervisors.

Professor Collins teaches courses in conflict management, persuasion, business speaking, and business writing to undergraduates and MBA candidates at Notre Dame’s Mendoza College of Business. Her publications include:
• Communication in a Virtual Organization,
• Managing Conflict and Workplace Relationships,
• Listening and Responding and
• Persuasion

With a background in social psychology, she specializes in intergroup interaction, conflict management, and persuasive communication.
Nonprofit Executive Development

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12:00 PM | GROUP PHOTO

1:00 - 4:30 PM | STRATEGIC PLANNING

Presenter: Mark Germano, President, Creating Solutions

We’ve often heard the term “strategic planning,” and we may have actually said, “We really need to put together a strategic plan for our organization.” However, it may not always be clear how a well-constructed plan can improve the effectiveness of a not-for-profit organization, for example, it may also lead to significant growth in revenue, service, and the ability to achieve the organization’s mission. This session deepens the participants’ understanding of strategic planning, how to begin the planning process, and factors necessary to successfully implement a strategic plan. This will be an interactive, practical, hands-on session.

Mark Germano is a seasoned nonprofit executive with more than 30 years of experience, both in working for nonprofit organizations as well as consulting in the industry. He has raised more than $650,000,000 in his career, and he consistently builds strong donor relationships with high net-worth individuals, corporate and civic leaders. He has been an innovator in the nonprofit industry by introducing such things as online giving, implementing program outcome measurements into the development efforts, and building effective strategies to work with a wide range of donors. Mark has held leadership roles at the local, regional, state and national levels in a variety of organizations, including social services, education, faith-based, and voluntary health organizations.

THURSDAY, JULY 10, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 4:30 PM | FUND DEVELOPMENT

Presenter: Mark Germano, President, Creating Solutions

Every nonprofit organization in the world relies to a greater or lesser extent on philanthropic contributions. The U.S. has more than 1,800,000 501(c)3 organizations, and the number is climbing. This session is designed to give you practical, straightforward tools and techniques that you can implement immediately to help you create a philanthropic culture. This will be an interactive session where participants will be exposed to the latest research on donor giving patterns and motivations, and what nonprofits must do to create alignment between the donor and their organization.
FRIDAY, JULY 11, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 12:00 PM | BUDGETING AND FINANCE
Presenter: Ed Hums, Professional Specialist, University of Notre Dame

This presentation provides very practical and fundamental aspects to accounting and budgeting in order to assist managers in analyzing departmental revenues and expenses, as well as how to create a budget. Discussion topics include:
- Concepts of accrual and cash-basis accounting
- Regulatory accounting matters
- Financial reporting issues
- Why cash flow is important
- How to assemble a budget, analyze and interpret budget variances
- Financial and regulatory audits, and related issues.

Ed Hums holds a BBA from the University of Notre Dame, both an MBA and MSBA from Indiana University, and is a CPA in Indiana. His expertise lies in the areas of budgeting, accounting information systems and nonprofit financial management. Ed is in his 23rd year of teaching at Notre Dame with the last 10 years as a full-time faculty member.

1:00 - 4:30 PM | NONPROFIT MARKETING
Presenter: Joel Urbany, Professor, University of Notre Dame

This course will introduce marketing concepts and strategies typically thought to apply only to the for-profit sector. Potential discussion topics include branding and the importance of protecting brand, controlling the message to your markets, segmenting markets, and consumer input.

Joel Urbany is a professor of Marketing in Notre Dame’s Mendoza College of Business. He earned his Ph.D. at The Ohio State University. His research focuses on buyer behavior, information search, managerial decision-making, and competitive strategy. His research has appeared in
- The Journal of Consumer Research
- The Journal of Marketing, Marketing Science
- Harvard Business Review
- the Journal of Retailing
- the Journal of the Academy of Marketing Science
- the Journal of Economic Psychology
- and the Journal of Behavioral Economics

Joel’s work has been cited in U.S. News and World Report, USA Today, MSNBC, the Wall Street Journal, and in other international media. His research has received several distinctions, including the Davidson Award for best paper by the Journal of Retailing in 2002 and he has consulted and conducted executive education programs for a wide variety of organizations and state governments. Previously he was associate dean of Graduate Programs in the Mendoza College of Business. Professor Urbany has won teaching awards at both The Ohio State University and the University of South Carolina. He has also served as a fellow for the Kaneb Institute for Teaching Excellence at Notre Dame.
MONDAY, JULY 14, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 12:00 PM | DYING TO LIVE: A Theology of Migration

Presenter: Fr. Daniel Groody, C.S.C., Director of the Institute’s Center for Latino Spirituality and Culture and Associate Professor of Theology, University of Notre Dame

Immigration is a complex issue that is changing the face of cultures worldwide. In the United States, it is controversial with many social, economic, political and religious implications. In the debate, what often gets lost are the human issues at stake. This presentation includes a film called “Dying to Live,” which is a profound look at the human face of the migrant. Drawing on the insights of Pulitzer Prize winning photographers, theologians, church and congressional leaders, activists, musicians and the immigrants themselves, this film explores the places of conflict, pain and hope along the U.S.-Mexico border.

Rev. Daniel G. Groody has spent many years working in Latin America, particularly along the U.S.-Mexico Border, and is the author of various books and articles which have been translated into five languages, and the titles include Border of Death, Valley of Life: An Immigrant Journey of Heart and Spirit; and Globalization, Spirituality, and Justice.

Rev. Groody served as the editor of The Option for the Poor in Christian Theology and co-editor of A Promised Land, A Perilous Journey: Theological Perspectives on Migration. Rev. Groody holds a BA from the University of Notre Dame, a Master of Divinity and a Licentiate in Sacred Theology from the Jesuit School of Theology at Berkeley, and a Ph.D. from the Graduate Theological Union. He also is the executive producer of various documentaries, including Strangers No Longer and Dying to Live: A Migrant’s Journey. He teaches courses in U.S. Latino spirituality, globalization, Christian spirituality, and social justice and lectures around the world.

1:00 - 4:30 PM | AMERICAN NONPROFIT LAW AND CATHOLIC ORGANIZATION GOVERNANCE TRENDS

Presenter: Sister Melanie Di Pietro, Director of Seton Hall University Law School Center for Religiously Affiliated Corporations, Seton Hall University

This session focuses on the work of the apostolate carried on in a separate corporation that is related to diocese/parish or one that is related to a new canonical entity made up of lay persons. Sister Di Pietro will focus on the single board or two-tiered governance corporate structures carrying on the work of an apostolate and explain the relationship of members to trustees as well as the interplay among members, trustees, the bishop, diocesan staff or to the new lay canonical entity. Sister Di Pietro will describe the federal tax status of the corporation and discuss the duties of obedience, care and loyalty of trustees and conflicts of interest. Additionally, Sister will discuss the requirement of independent judgment of trustees and to whom duties of obedience and loyalty are owed.
Sister Di Pietro teaches exempt corporations. Previously, she was a shareholder in the law firm of Buchanan Ingersoll and Rooney where she worked extensively with nonprofit corporations. Sister has a doctorate in canon law from the University of St. Thomas in Rome. She is an elected member of the American Law Institute and serves on the Members’ Consulting Group for the revision of Principles of the Law of Nonprofit Organizations. She has served on numerous college, healthcare, social service and community organizations boards. She currently serves on the Legal Commission of Caritas Internationalis, the umbrella organization for Catholic Charities organizations throughout the world which is located in Rome, Italy and Dominican Health Services in Jackson, Miss.
TUESDAY, JULY 15, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 4:30 PM | CANON AND CIVIL LAW 101

Presenter: Sister Melanie Di Pietro, Director of Seton Hall University Law School Center for Religiously Affiliated Corporations, Seton Hall University (for biography, see page 7)

Sister Di Pietro will introduce participants to the principles of canon law related to the layperson’s participation in various apostolates in the church carried on in the diocese/parish. This session will explain the fundamental difference between the governance and management structures assumed in canon law and general practices in American law. The session will explain the difference between the canonical structure of the parish/diocese and the civil law structure that carries on the business affairs of the diocese/parish. This session will explain the difference between performing the activities in the diocesan/parish civil law structure and in a separate corporation.

WEDNESDAY, JULY 16, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 4:30 PM | EMPLOYMENT LAW

Presenter: Barbara Fick, Professor, University of Notre Dame Law School

Barbara Fick will review the major federal and state laws affecting employment. The session will begin with an analysis of the basic principle of employment-at-will and the public policy and implied contract exceptions. Next will be an examination of federal anti-discrimination law (NLRA, Title VII, ADEA and the ADA) and leave laws (USERRA and FMLA). The session will conclude with an overview of state leave laws and anti-retaliation provisions in employment laws.

Barbara J. Fick joined the Notre Dame Law School faculty in 1983 as a visiting associate professor of law, and became a permanent member of the faculty one year later. She earned her B.A. from Creighton University in 1972 and her J.D. from the University of Pennsylvania in 1976. A member of the Wisconsin Bar since 1976, Professor Fick has worked as an associate at the Milwaukee firm of Foley & Lardner and as a field attorney for the National Labor Relations Board in Philadelphia. While at the NLRB, she also lectured in law at St. Joseph's University in Philadelphia. Professor Fick’s teaching and scholarship concentrate on various aspects of labor law such as employment discrimination, individual rights in the workplace, and international and comparative labor law. Since 1995, she has worked with the American Center for International Labor Solidarity advising and teaching trade union leaders in Central and Eastern Europe on issues relating to protecting worker rights and ensuring domestic compliance with international labor standards. In the spring semester of 2000, Professor Fick served as a visiting professor of law at Katholieke Universiteit Leuven, Belgium.
THURSDAY, JULY 17, 2014

8:00 - 8:30 AM | CONTINENTAL BREAKFAST IN THE GIOVANINI COMMONS

8:30 AM - 12:00 PM | NONPROFIT BOARD GOVERNANCE: A Design for Quality

Presenter: Thomas Harvey, The Luke McGuinness Director of Nonprofit Professional Development, University of Notre Dame

Prior to this session, Thomas Harvey will survey all the participants in the Catholic Leadership Program on issues facing their own nonprofit boards. Specific information will be kept confidential, but the material will be summarized into an agenda for this all morning session to maximize the value of the class. Participants are encouraged to share successes, problems, current challenges or structural concerns in filling out the survey. If time permits, you will have the opportunity during the session to work in teams to suggest solutions to the identified problems, and to determine how successful board dynamics can be replicated in all participating agencies.

Thomas J. Harvey is an internationally recognized leader in social welfare, and co-author of the recently published book, Nonprofit Governance. Over the course of his 40-year career, he has led local and national organizations committed to confronting the challenges of poverty, discrimination, health care, and human services. In October 2003, he was chosen by the Council on Social Work Education as one of the 50 pioneers in the field of social work, and was highlighted in its publication Celebrating Social Work: Faces and Voices of the Formative Years. From 1998 until 2005, Tom served as the senior vice president of the Alliance for Children and Families, a Milwaukee-based international association of more than 300 private, nonprofit child-and family-serving agencies that strengthen the lives of over five million disadvantaged families annually. Earlier in his career, he served as president and CEO of Catholic Charities USA, one of the nation’s largest networks of social service organizations. Currently he is the director of a special master degree program for nonprofit leaders at the University of Notre Dame’s Mendoza College of Business. Tom received a M.S. from Columbia University School of Social Work; a Master’s degree and B.A in Theology from the Gregorian University in Rome, Italy; and a B.A. in Philosophy from St. Charles Borromeo College in Philadelphia. In 1977, he earned a Certificate in Nonprofit Management from the Wharton School of Business at the University of Pennsylvania.

12:00 PM | PROGRAM IS ADJOURNED - HAVE A SAFE TRIP HOME!
University of Notre Dame
Nonprofit Professional Development
Celebrating 60 Years of Impact

Nonprofit Executive Development
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