



LEARN MANAGE LEAD



ROANOKE
COLLEGE™

The Management Institute™
Spring Semester

Now accepting nominations for 2019 Program

**Program which will consist of twelve sessions of
interactive instruction begins on
January 15th, 2019**



Location

Originally constructed in 1911 as the Roanoke County Courthouse and purchased by Roanoke College in 1986, this historical building is the home of various academic departments of the College, as well as The Management Institute. In 1998 it was named Francis T. West Hall.

TMI 2019 MANAGEMENT INSTITUTE

The mission of The Management Institute is to provide the Roanoke Valley Business Community with a viable management education program that is timely, competitive, informative, and thereby assists in the continued educational development of middle and upper-level managers. The Management Institute was developed by Roanoke College to meet the management training needs specific to the Roanoke Valley as identified by local business leaders. The Institute believes that continuous learning in today's changing environment is a critical necessity.

The 2019 Management Program is sponsored by The Management Institute, which is a part of the Business and Economics Department of Roanoke College. The program has been in operation for 30 years. The content of the program is continuously reviewed to determine the topics deemed most important for upper level managers.

What you can hope to gain as a result of this executive management education program:

- A fresh look at analyzing, planning and implementing innovative programs in today's work place.
- An excellent opportunity to interact with professional peers and knowledgeable faculty regarding basic issues of management and leadership.
- An informal introduction to various businesses in the Roanoke area and the chance to learn from others in those businesses about what is most important to them.
- An ongoing network comprised of Institute faculty and participants, who can offer support and encouragement regarding how to lead and manage individuals during the 21st century.

Candidates will be assigned to work teams throughout the semester. Case studies and other resources are incorporated into the core curriculum. In addition, the total curriculum is reviewed and revised annually by the steering committee.

For further information about The Management Institute call (540) 375-2224 or contact Dreama Poore at (540) 375-2426, e-mail dpoores@roanoke.edu , fax (540) 375-2577 or e-mail cmsmith@roanoke.edu., or visit Roanoke.edu/TMI.

THE STEERING COMMITTEE

Samuel L. Lionberger, Jr.	Retired Chief Executive Officer, Lionberger Construction Company & Steering Committee Chair
Dr. C. Michael Smith	Director of The Management Institute Roanoke College Lecturer
Dr. Ali Nazemi	Professor Roanoke College
Dr. Larry A. Lynch	Retired Professor of Business Administration & Economics Roanoke College
Ken Lanford	President Lanford Brothers Company, Inc.
Jim Cowan	Chairman CowanPerry, PC
Will Karbach	CEO The Branch Group

BUSINESS SPONSORS

The following is a list of companies who have sponsored candidates in The Management Institute:

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Abbott Laboratories
Acadia Polymers
ACE Private Risk Services
Advance Auto Parts
Advance Stores Company, Inc.
Aeroprobe Corporation
Allstate Insurance Company
AMBU Medical, Inc.
American Electric Power
Atlantic Mutual Companies
BB&T
BellSouth Communication Systems
Blue Ridge Beverage Company, Inc.
Blue Ridge Independent Living Center, Inc.
W.W. Boxley Company
Branch & Associates, Inc.
Branch Civil
Branch Highways, Inc.
Carilion Clinic
Carter Machinery Company
City of Roanoke
CMR Institute
County of Roanoke
Court-Community Corrections
Creative Idea's & Media Solutions
Crestar Bank
Custom Wood Products, Inc.
Cycle Systems, Inc.
Davidsons
Davis H. Elliot Company, Inc.
Department of Economic Development
Downtown Roanoke, Inc.
Elizabeth Arden Company
Enterprise Rent-A-Car
Feed America Southwest Virginia
First Union National Bank
FNB/Salem Bank & Trust
Generation Solutions
Girl Scouts of Virginia Skyline
G.J. Hopkins, Inc.
GSS Computer Technology
Habitat for Humanity-Roanoke
Hamco of Roanoke
Harris Corporation
Hill Studio
Hometown Bank
Ingersoll-Rand Company
Integrated Textile Solutions, Inc.
ITT Night Vision
Jefferson Surgical Clinic, Inc.
Lewis-Gale Medical Center
Landis & Gyr Powers, Inc.
Lanford Brothers Company, Inc.
Lionberger Construction Company
Maid Bess Corporation
Member One Federal Credit Union
Merrill Lynch, Pierce, Fenner, and Smith
Moore's Lumber and Building Supplies
National Business College
NationsBank, NA
Newbern-Trane
Norfolk Southern Corporation
Optical Cable Corporation
Pella Window & Door Company
Pepsi Bottling Company
Physicians to Children, Inc.
R & B Communications, Inc.
Richardson-Wayland Electrical Corporation
Richfield Living
Richfield Retirement Community
Roanoke College
Roanoke County Police Department
Roanoke Gas Company
Roanoke Redevelopment and Housing Authority
Roanoke Times
Robertson Marketing Group, Inc.
RR Donnelley
Roanoke Symphony Orchestra
Roanoke Valley/Alleghany Regional Commission
Salem Family YMCA
Save-X USA, Inc.
Sawyer Paving Co., Inc.
SFCS, Inc.
Shenandoah Life Insurance Company
Sherertz Franklin Crawford Shaffner, Inc.
Smith Mountain Lake 4-H Educational Center
Southern Health Services
Southwest Construction
Southwest Virginia Business Development
SPM Corporation
Stryker Instruments
Tech Squared, Inc.
Tecton Products
The Branch Group
The Mennel Milling Company of Virginia
The O'Connor Group
The Patrick Henry
The Kroger Company
The Rescue Mission
Trane
United Health Care
United Way of Roanoke Valley
Valley Bank
Veterans Affairs Medical Center
Virginia Baptist Children's Home & Family Services
Virginia Bearings & Supply Company
Virginia Department of Transportation
Virginia Lutheran Homes
Virginia Sprinkler Company
Virginia Tech Carilion School of Medicine
Virginia Trane
Virginia Water Project, Inc.
Vision Point Systems, Inc.
Wachovia
Wells Fargo Bank
Wildwood Smoke House
Xpedx/National Paper
Yokohama Tire Manufacturing Virginia

2019 INSTITUTE PROGRAM FOR KEY MANAGERS

PRESIDENT'S RECEPTION

January 15th, 2019

Hosted by President Michael Maxey
Wortmann Ballroom - 6:30 P.M.

ORGANIZATIONAL BEHAVIOR THEORY IN LEADERSHIP AND MANAGEMENT OF YOUR BUSINESS

January 17th, 2019

Dr. W. Kevin Baker

INDIVIDUAL DIFFERENCES, PERCEPTION & MEMORY

January 24th, 2019

Dr. C. Michael Smith

THE LEARNING ORGANIZATION ADAPTING AND COPING WITH CHANGE

January 31st, 2019

Dr. Johanna Sweet

CREATIVE PROBLEM SOLVING AND DIFFUSION OF INNOVATION

February 7th, 2019

Dr. Ali A. Nazemi

FINANCE FOR NON-FINANCIAL MANAGERS

February 14th, 2019

Dr. Michelle Hagadorn and Ms. Arnica Mulder

SOCIAL COMPUTING: COSTS & BENEFITS

February 21st, 2019

Dr. Pamela Galluch

THE ROLE OF TEAMWORK, TEAMS AND LEADERSHIP FROM WITHIN

February 28th, 2019

Dr. C. Michael Smith and Mrs. Sharon Gibbs

SPRING BREAK – MARCH 4th – MARCH 8th

MANAGING YOUR HUMAN CAPITAL AND DEVELOPING YOUR WORKFORCE

March 14th, 2019

Mr. Todd Leeson, Esq.

COLLABORATION, COMMUNICATION AND SECURITY FOR BUSINESS IN THE CLOUD

March 21st, 2019

Ms. Terri Austin & Mr. David Mulford

MANAGING THE MULTI-GENERATIONAL WORKPLACE USING MOTIVATIONAL THEORY

March 28th, 2019

Dr. Johanna Sweet

HEALTH CARE IN THE WORKPLACE

April 4th, 2019

Dr. Alice L. Kassens

ACHIEVING PERSONAL FINANCIAL SUCCESS

April 11th, 2019

Dr. C. Michael Smith

GRADUATION BANQUET

April 16th, 2019

Hosted by the Steering Committee in honor of Graduates, Sponsors and Spouses
Wortmann Ballroom – Colket Center
6:30 P.M.

The Institute's 2019 program will consist of twelve sessions of formal instruction beginning on January 17th, 2019. All sessions will meet in **West Hall 210** on the Roanoke College campus from 6:30 – 9:00 P.M. Institute faculties are professors from the Roanoke College Department of Business Administration and Economics unless otherwise noted. Classes will emphasize participation and group interaction.

THE INSTITUTE FACULTY

Ms. Terri Austin, PMP
Associate CIO
Roanoke College

Received her B.S. in Computer Science and Statistics from Roanoke College. She manages the Client Services and Data Services departments of Information Technology. Ms. Austin also works closely with end user and Roanoke College classroom/lab support including overseeing the college's IT Helpdesk.

Dr. W. Kevin Baker
Professor
Roanoke College

Received his Ph.D. in Management (Organization Behavior) from Virginia Tech. Dr. Baker is the owner of BKL Research & Consulting that specializes in organization and marketing research for industry.

Dr. Pamela Galluch
Associate Professor
Roanoke College

Received her B.B.A. in Decision Science and Information Systems from the University of Kentucky with a minor in Economics, a M.S. in Accounting and Computer Information Systems from Middle Tennessee State University, and has a Ph.D. in Management Information Systems from Clemson University. She teaches information Systems and conducts experiments studying technostress.

Mrs. Sharon C. Gibbs, CPA
Associate Professor &
Department Chair
Roanoke College

Received her B.S. and MA in Accounting from Virginia Tech. Prior to her joining the Department in 2002 she was employed by Norfolk Southern Corporation. She has also taught at Virginia Western Community College. Her research interests are pedagogical developments in active learning. She currently teaches Accounting and Leadership.

Dr. Michelle Hagadorn, CPA
Associate Professor
Roanoke College

Received her Ph.D. in Financial Management from North Central University, MA from Virginia Tech, and B.B.A. from Roanoke College. Dr. Hagadorn worked for Carilion Clinic as the Director of Finance for Carilion Medical Center prior to joining the Department in 2004. She has also taught at Virginia Tech, Hollins University and Ferrum College. She teaches Accounting and Finance courses.

Dr. Alice Louise Kassens
Professor
Roanoke College

Received her B.A. from The College of William and Mary and her Ph.D. from North Carolina State University. Prior to joining the Department in 2005, she held teaching positions at Washington and Lee University, North Carolina State University and UNC-Pembroke. Her research interests include the impact of government regulation on labor market outcomes and child health and female autonomy in Papua New Guinea.

Mr. Todd Leeson
Partner
Gentry Locke

Received his J.D., cum laude, at Notre Dame Law School and his B.A. at The College of William and Mary. Mr. Leeson is a partner with Gentry Locke in Roanoke. He concentrates on labor and employment law and litigation. He has almost 30 years of experience defending companies in employment litigation and also handles labor union matters for companies, as well as disputes that arise with departing executives.

Ms. Arnica Mulder, CMA
Lecturer
Roanoke College

Received her B.A. at the Hogeschool van Utrecht, MBA with a concentration in Finance and M.S. in Accounting from Old Dominion University. She is a Certified Managerial Accountant and a Certified Fraud Examiner. She is currently working on her Ph.D. in Advanced Accounting. Ms. Mulder previously worked as a Senior Accountant at Luna Innovations, Inc. and as a Finance Manager at Nuvotronics, LLC. She teaches Accounting and Finance Courses.

Mr. David H. Mulford
Media Technology Director
Lecturer
Roanoke College

Received his B.S. in Media Advertising with Marketing, Management and Organizational Psychology Minors and a M.S. in Educational Technology from Appalachian State University. Prior to Roanoke College he worked for Information Technology at Kenyon College in Gambier, OH and MCI Worldcom in Charlotte. He has also taught at Virginia Western. Mr. Mulford has over 20 years experience in supporting and deploying Instructional Technologies in Higher Education. He currently teaches Communications and Video Production courses at Roanoke College and operates the College's Television Studio and Radio Station – WRKE.

Dr. Ali Nazemi
Professor
Roanoke College

Received his Ph.D. in Management, MBA, and M.S. in Engineering Management, and M.S. in Electrical Engineering from the Florida Institute of Technology; he received his B.S. in Electrical Engineering from the University of Illinois. Dr. Nazemi is a former Senior Partner with Computron Computer Systems Consultants and a bank credit analyst.

Dr. C. Michael Smith
Lecturer
Roanoke College

Received his Ph.D. in Resource Management and MBA from Virginia Tech. He obtained his B.B.A. from Roanoke College. He currently teaches courses on Leadership, Investments, and Personal Finance and recently published his second edition of a book for young adults on how to achieve financial success.

Dr. Johanna Sweet
Assistant Professor
Roanoke College

Received her Ed.D. in Human & Organization Learning from the Executive Leadership Program at The George Washington University, MBA from East Carolina University, and B.A. from UNC-Wilmington. She is a Senior Professional in Human Resources (SPHR, SHRM-SCP) and her research interests are focused on psychological capital, self-authorship, and learning organizations. Dr. Sweet teaches Human Resource Management, Organizational Behavior and Women in the Workplace.

SPONSORSHIP OF INSTITUTE NOMINEES

- * Each executive sponsor is requested to write a letter of nomination for the candidate from his/her organization. The nomination letter should highlight the candidate's work experience, history with the organization, and the individual's ability to participate in and contribute to the management program.
- * A resume of the candidate, as well as the completed Nomination Form (see below) should accompany the executive sponsor's letter of nomination. **The deadline for receipt of nomination materials is Friday, November 9th, 2018.**
- * For each nominee, college experience is a prerequisite for acceptance into the Institute's Management Program.
- * Nominations are screened by the Institute's Faculty and Steering Committee. Candidates and Sponsors will be notified by **Friday, December 7th, 2018**
- * A minimum of fourteen candidates and a maximum of twenty-two candidates will be admitted to the Institute.
- * To be eligible for graduation from the Institute's 2019 Management Program, **candidates must attend 66% of all activities and formal classroom instruction.** Perfect attendance will be recognized.
- * Institute tuition is **\$1,550.00 per person** and is payable after the candidate's acceptance into the program. Tuition is due after notification of acceptance and before **Monday, January 7th, 2019.**

If you have further questions, please feel free to contact Dr. C. Michael Smith, Institute Director. He can be reached by phone (540-375-2224) or Dreama Poore at (540-375-2426); dpoore@roanoke.edu, fax: (540-375-2577), e-mail cmsmith@roanoke.edu or in person at:

The Management Institute, Francis T. West Hall, Roanoke College, 221 College Lane, Salem, Virginia 24153

SELECTION CRITERIA FOR TMI CANDIDATES*

- Application/Admission – Candidates must be nominated by a superior officer or owner in their organization, unless they are the senior officer or are self-employed.*
- Education Level – Four years of college or a minimum of 3 years of management experience.
- Management experience – Be at least a middle manager or above. (Experience has shown that first level managers often do not achieve the maximum benefits from this intensive course.)
- Potential for Promotion – Be under strong consideration to take on higher levels of responsibility within the sponsoring organization unless currently the senior officer of that organization or self-employed.
- Years of Work Experience – The number of years with the sponsoring organization and/or previous organization and/or previous organization(s) should also be emphasized.
- Personal Qualities - should possess the ability to:
 - Motivate others to attain a goal
 - Articulate what are important characteristics of an effective leader
 - Make quality contributions to a class discussion based on previous experience
 - Solve complex problems
 - Have a sense of humor
 - Involve others in the decision making process
 - Be a team leader, as well as a team player
 - Design and manage a budget
 - Possess the ability to communicate
- Basic knowledge of:
 - Budgets
 - Functional area requirements
 - Mission statement
 - Factors from the external environment which can impact a business

*No direct reporting relationship should exist among candidates from the same company.

NOMINATION FORM

Note: Please be sure the entire form is completed for the candidate and the sponsor.
You may also use the online nomination form at Roanoke.edu/TMI

I nominate the following person for the 2019 Management Program of The Management Institute at Roanoke College.

NAME _____

PROFESSIONAL TITLE _____ DEPARTMENT _____

COMPANY/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (WORK) _____ (EXT) _____ (CELL) _____

(HOME) _____ (E-MAIL) _____

PLEASE SEND NOMINATION MATERIALS BY FRIDAY, NOVEMBER 9th, 2018 TO:

Dr. C. Michael Smith, Director
The Management Institute
Roanoke College
221 College Lane
Salem, Virginia 24153-3794

- (1) Letter of Nomination from Executive Sponsor
- (2) Resume of Nominee
- (3) Completed Nomination Form

SPONSOR NAME & TITLE _____ (E-MAIL) _____

COMPANY _____ (TELEPHONE) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

SPONSOR SIGNATURE _____

We seek to accommodate persons with disabilities. Please contact Dr. C. Michael Smith, Institute Director at (540) 375-2224, or Dreama Poore at (540) 375-2426; dpoore@roanoke.edu or cmsmith@roanoke.edu at least ten working days in advance to discuss your accommodation needs.