

Who Should Attend: Mid-level career professionals who manage programs and/or people within Procurement

Dates: Based upon content from Tier II of NAEP’s Procurement Academy, the Procurement Professional Workshop will be presented immediately after the Great Plains Meeting. Offered in two 4-hour sessions presented over two days, Wednesday, September 18th from 12noon to 5:30pm and Thursday, September 19th from 8am to 12:30pm.

Facilitators: Nancy Brooks, Iowa State University and Burr Millsap, University of Oklahoma, Norman Campus (bios are included)

Location: Hilton Des Moines Downtown, Des Moines, IA

NAEP Competency-based Certificate: Earn a competency-based certificate upon successful completion of a post-training assessment along with a pre-reading assignment

Cost: \$210 per person for NAEP members = 8 hours of education; \$300 per person for non-members

Agenda:

| Procurement Professional Workshop | | |
|---------------------------------------|---|-------------------------------|
| Wednesday, September 18 th | Topic | Presenter |
| 12noon – 1:00pm | Lunch and Registration | |
| 1:00 – 1:30 pm | Welcome and Introductions | Nancy Brooks and Burr Millsap |
| 1:30 – 3:45 pm | Ethics in Practice (includes 15-minute break) <ul style="list-style-type: none"> • Discuss and explore the concept of ethics • Apply your understanding of ethics to work through a series of ethical problems • Reflect on ethical situations and how you would approach different scenarios | Nancy Brooks and Burr Millsap |
| 3:45 – 5:30 pm | Data Analytics and Visual Story Telling <ul style="list-style-type: none"> • Explore the differences among Data Analytics, Data Visualization, and Data Storytelling • Identify related tools that are available in the marketplace • Apply Data Analytics strategies through guided practice • Discuss the relevance of these disciplines to our Procurement operations | Burr Millsap |
| Thursday, September 19 th | Topic | Faculty |
| 7:00 – 8:00 am | Breakfast | |
| 8:00 – 10:30 am | Contract Development and Management (includes 15-minute break) <ul style="list-style-type: none"> • Analyze and interpret industry best practices for developing and managing contracts • Apply knowledge of contract management to implement contract processes | Nancy Brooks |
| 10:30 am – 12:15 pm | Business Communication <ul style="list-style-type: none"> • Establish best practices for leading meetings • Identify writing tips for effective communication | Burr Millsap |
| 12:15 – 12:30 pm | Wrap Session/Q&A | |

Facilitators:



Nancy Brooks, MPA

Assistant Vice President for Business Services from Iowa State University (retired)

Nancy is Retired Assistant Vice President for Business Services from Iowa State University. She has been with ISU Purchasing since 1989. Her purchasing career actually began in the private sector, as a purchasing agent in a large manufacturing facility. Her background also includes a number of years in the construction management field. She received her B.S degree in Business and a Master's degree in Public Policy and

Administration from Iowa State University.

Nancy is very active in the National Association of Educational Procurement (NAEP). She has served on many national and regional NAEP committees including the Editorial Board, the Professional Development and E-commerce Committee, the Annual Meeting Program Committee, the Regional Development Ad Hoc Committee, and the Awards Committee. She was a Past President of the MINK region and Past President of NAEP.

Nancy also promotes the procurement profession through presentations and articles. She has presented workshops and/or participated in panels at Annual Meetings and Regional Meetings, at a national Educause Conference, and numerous workshops at ISM meetings and State of Iowa conferences for disadvantaged businesses. She is currently NAEP faculty for the Procurement Academy.



Burr Millsap, CPA, M.B.A.

University of Oklahoma, Norman Campus

Burr is the Associate Vice President for Administration and Finance and Chief Purchasing Officer at the University of Oklahoma. Burr earned a Bachelor of Science degree in Accounting at the University of Central Oklahoma and a Master of Business Administration degree at the University of Oklahoma. He is a Certified Public Accountant. Burr has served on the boards of the National Association of Educational

Procurement, E&I Cooperative Services, Inc., the Oklahoma Minority Supplier Development Council, and the Southwest Minority Supplier Development Council. He has received multiple awards from these organizations. He has chaired the Environmental Concerns Committee at OU and has been an active supporter of sustainability, both on campus and personally. From time to time Burr teaches classes in not-for-profit accounting and finance and has written three texts related to the subject. Burr also serves as the Associate Editor of the Journal of the National Association of Educational Procurement for which he has written several articles. Burr served 20 years in the United States Navy Supply Corps, having retired at the rank of Commander. He is a lifetime member of the United States Navy League, the Association of the United State Navy, and the Reserve Officers Association.