

NATHAN J WALKER

PORTFOLIO

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PERSONAL PROFESSIONAL JOURNEY

10,000 FT. VIEW

BORN IN COLORADO SOME OF MY FIRST MEMORIES WERE LOOKING UP AT THE ROCKY MOUNTAINS AND BEING IN AWE OF NATURE. DR. SUESS FAMOUSLY SAID, "TODAY IS YOUR DAY, YOUR MOUNTAIN IS WAITING, SO GET ON YOUR WAY!" I BELIEVE THIS QUOTE SYMBOLIZES MY JOURNEY. HERE IS QUICK SYNOPSIS OF MY PROFESSIONAL CAREER AT A HIGH-LEVEL VIEW.

I MOVED AROUND QUITE A BIT AS A KID, BUT SPENT MY HIGH SCHOOL YEARS IN NORMAL, ILLINOIS, WHICH FOR THOSE THAT KNOW ME AT A MORE PERSONAL LEVEL FIND IRONIC. BEING A DECENT BASEBALL PLAYER, I HAD ASPIRATIONS OF PLAYING IN COLLEGE. I WAS QUICKLY HUMBLLED WHEN I DID NOT HAVE MANY OPPORTUNITIES PRESENTED TO ME, BUT THIS WAS MY FIRST OPPORTUNITY TO TAKE A RISK. I ENDED WORKING FOR A YEAR AND THEN ENROLLED IN HOLY CROSS COLLEGE, YES...THE COLLEGE RUDY WENT TO BEFORE GETTING INTO NOTRE DAME. REFLECTING ON HOW YOU GET TO THE TOP OF THE MOUNTAIN, I SEIZED AN OPPORTUNITY TO GO TO COLLEGE THAT WOULD ALLOW ME TO EVENTUALLY GRADUATE FROM ONE OF THE MOST PRESTIGIOUS INSTITUTIONS IN THE NATION. I WAS FORTUNATE ENOUGH TO BE ACCEPTED TO THE UNIVERSITY OF NOTRE DAME COMPLETED A DOUBLE MAJOR – HISTORY AND COMPUTER APPLICATIONS. CONTEMPLATING MY NEXT STEPS, I WENT BACK TO HOLY CROSS COLLEGE AND FOUND THERE WAS AN OPENING FOR AN ADMISSIONS COUNSELOR. I WAS FORTUNATE TO HIRE AND START MY JOURNEY IN HIGHER EDUCATION .

ALWAYS ENTHUSIASTIC, I QUICKLY LEARNED THAT A SMALL, TWO-YEAR, PRIVATE EDUCATION NEEDED STRONG OPPORTUNITIES FOR STUDENT INVOLVEMENT. I STARTED HELPING AND ORGANIZING THE INTRAMURAL PROGRAMS AND GET INVOLVED WITH THE STUDENT GOVERNMENT ASSOCIATION. I ACCEPTED THE DIRECTOR OF STUDENT ACTIVITIES POSITION IN 2004. WITH HOLY CROSS CONSIDERING GOING TO A FOUR-YEAR INSTITUTION, I SAW THE OPPORTUNITY TO HELP THIS TRANSITION WITH VARSITY ATHLETICS. I WAS NAMED AS HOLY CROSS COLLEGE'S FIRST ATHLETIC DIRECTOR. I COORDINATED THE EFFORTS AND PETITIONED TO THE NAIA TO BECOME A MEMBER. WE WERE ACCEPTED IN 2006 WITH CROSS COUNTRY (WE DID NOT HAVE ANY ATHLETIC FACILITIES). WE STARTED THE CONSTRUCTION OF THE PFEIL CENTER AND WE FINISHED THE ATHLETIC FIELDS. I ADDED MEN'S AND WOMEN'S SOCCER, REVIVED THE CLUB LACROSSE TEAM, AND STARTED CLUB BASKETBALL, AND CLUB HOCKEY. I HIRED MEN'S AND WOMEN'S BASKETBALL COACHES AND WENT VARSITY. REALIZING WE NEEDED TO BE IN A CONFERENCE, I SOUGHT OUT, PRESENTED TO THE CHICAGOLAND COLLEGIATE ATHLETIC CONFERENCE AND WAS ACCEPTED INTO THE CONFERENCE WITH EIGHT SPORTS: M/W BASKETBALL, M/W CROSS COUNTRY, M/W GOLF, M/W SOCCER. ADDITIONALLY, HC WAS ACCEPTED TO THE ACHA IN HOCKEY AND THE GLLL FOR LACROSSE AND STARTED CLUB BASEBALL AND CLUB CHEERLEADING. WITH ALL THE GROWTH, I WAS ADORNMENT NOT TO LOSE SIGHT OF THE STUDENT DEVELOPMENT, THEREFORE I INSTITUTED A SERVANT LEADERSHIP COMPONENT WHICH YIELDED THREE CONSECUTIVE YEARS OF BEING HONORED BY THE CHAMPIONS OF CHARACTER AWARD.

PERSONAL PROFESSIONAL JOURNEY

10,000 FT. VIEW - CONTINUED

IN 2010, I MET WITH A MENTOR, THEN ASST. ATHLETIC DIRECTOR AT NOTRE DAME, BILL SCHOLL WHO ADVISED ME TO TAKE A RISK — A LEAP OF FAITH. I ACCEPTED AN INTERNSHIP IN THE ATHLETIC DEPARTMENT IN RECSports RUNNING THE BOXING PROGRAMS, THE YOUNGER WOMEN'S PROGRAM (BARAKA BOUTS), AND THE HISTORIC BENGAL BOUT PROGRAM, THEN IN ITS 81ST YEAR. THIS NEW INTERNSHIP WAS TO WORK WITH THE ADMINISTRATIVE PROCESSES AND HELP EXECUTE EACH TOURNAMENT. THE SERVICE ASPECT OF THE CLUBS CONFIRMED MY DECISION TO TAKE A STEP BACK PROFESSIONALLY TO TAKE A STEP FORWARD. I WENT FROM AN INSTITUTION OF 500 STUDENTS TO RUNNING THE BOXING PROGRAMS THAT CONSISTED OF 500 STUDENTS. I QUICKLY BECAME ENAMORED BY THE SPORT OF BOXING, THE COMMITMENT OF THE STUDENTS, SELFLESSNESS OF THE COACHES, AND THE IMPACT THE ND BOXING PROGRAMS HAVE ON THOSE LESS FORTUNATE A HALF A WORLD AWAY. MY DEDICATION TO THE MISSION, ABILITY TO REFINE PROCESSES, AND DEVELOP AN OPERATIONS MANUAL OPENED THE DOOR FOR A FULL-TIME POSITION AS A CLUB SPORTS COORDINATOR WITH MY PRIMARY RESPONSIBILITIES WITH THE BOXING PROGRAMS. I QUICKLY FLOURISHED IN THE BOXING PROGRAMS THROUGH MY ABILITY TO RELATE TO STUDENTS AND STREAMLINE PROCESSES. IN ADDITION TO THE ADMINISTRATIVE ASPECTS, I DEVELOPED A FITNESS PROGRAM AND A SKILL DEVELOPMENT PLAN FOR THE COACHES TO IMPLEMENT FOR OUR STUDENT ATHLETES. THROUGH MY CAPABILITY TO MOTIVATE, EVALUATE SKILL, AND INSTRUCT, I WAS NAMED AS THE HEAD COACH OF BOTH PROGRAMS IN 2013. THROUGH MY TENURE THERE HAS BEEN RECORD DONATIONS FOR BOTH THE MEN'S AND WOMEN'S BOXING PROGRAMS. THROUGH THE 2015-2016 ACADEMIC YEAR WE WILL DONATE CLOSE TO \$300,000.

AT THE UNIVERSITY OF NOTRE DAME, I CONTINUED TO SEEK OUT, AND WERE PRESENTED OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT. I STARTED TEACHING A FITNESS CLASS, WHICH HAS BECOME SO POPULAR I MOVED IT TO THREE DAYS A WEEK. I HAVE AN IMMENSELY LOYAL FOLLOWING AND LOVE THE ABILITY TO BE CREATIVE WITH THE LATEST TRENDS IN FITNESS. MY DEMONSTRATED LEADERSHIP BROUGHT ME AN OPPORTUNITY TO BE A FACILITATOR FOR THE ROSENTHAL LEADERSHIP ACADEMY. I HAVE WORKED WITH VARSITY AND HIGH LEVEL CLUB SPORTS TO DEVELOP FITNESS PLANS AND HAVE LED SPECIALIZED WORK OUTS. I SOUGHT OUT THE OPPORTUNITY TO DEVELOP PROCESS IMPROVEMENT SKILLS THROUGH THE OFFICE OF CONTINUOUS IMPROVEMENT. I COMPLETED THE LEAN SIX SIGMA GREEN BELT CERTIFICATION, WHICH CONSISTED OF CLASS ROOM TRAINING, ONLINE TRAINING, AND SUCCESSFUL COMPLETION OF A PROJECT. I WAS APPROACHED TO CONTINUE HELP BY BEING NAMED A CONTINUOUS IMPROVEMENT COACH, WHERE CONTINUE TO HELP WITH PROJECTS TO IMPROVE PROCESSES THROUGHOUT CAMPUS.

I HAVE BEEN BLESSED TO HAVE AN ABUNDANCE OF ENERGY, OPPORTUNITIES TO DEMONSTRATE MY LEADERSHIP, MOTIVATE, COACH, AND HELP INDIVIDUALS REALIZE THEIR POTENTIAL AND REACH THEIR GOALS.

PERSONAL PHILOSOPHY

YOU HAVE TO HAVE FUEL TO HAVE A FIRE! BE ON FIRE FOR LIFE! BE FUELED BY THOSE AROUND YOU! BE FUEL FOR OTHERS FIRE!

EDUCATION

WESTERN MICHIGAN UNIVERSITY

- MASTERS OF ARTS IN HIGHER EDUCATION STUDENT AFFAIRS LEADERSHIP

UNIVERSITY OF NOTRE DAME

- BACHELOR OF ARTS IN HISTORY
- BACHELOR OF ARTS IN COMPUTER APPLICATIONS

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

UNIVERSITY OF NOTRE DAME

CLUB SPORTS COORDINATOR

2011 - PRESENT

- PRIMARY RESPONSIBILITIES ARE FOCUSED ON THE UNIVERSITY'S CLUB BOXING PROGRAMS, INCLUDING STRATEGIC PLANNING AND COORDINATION OF THE BENGAL BOUTS AND BARAKA BOUTS WHICH IMPACTS OVER 400 STUDENT ATHLETES ANNUALLY AND HAS A GLOBAL IMPACT PROVIDING FUNDING FOR EDUCATION, FOOD AND SHELTER
- PROVIDE TECHNOLOGY AND WEBSITE SUPPORT TO 41 CLUB SPORTS, 1700 PARTICIPANTS. INCLUDING REGISTRATION, REPORTING, ONLINE PAYMENTS AND COMPLETION OF WAIVERS
- ESTABLISHED AND ASSURED THAT ALL RISK MANAGEMENT PROTOCOLS ARE OBSERVED IN BOXING, INCLUDING CONSENT FORMS, CONCUSSION TESTING/RESEARCH, BLOOD BORN PATHOGEN PRESENTATIONS, PRACTICE AND BOUT PROCEDURES, AND OTHER RELATED ACTIVITIES
- LEAD THE COORDINATION BETWEEN BOXING AND FACILITIES, TICKET OFFICE, MARKETING, DIGITAL MEDIA (ESPN), AND DONOR SERVICES TO SUCCESSFULLY PREPARE, STAGE AND EXECUTE TWO ROUNDS OF THE BARAKA BOUTS AND FOUR ROUNDS OF THE BENGAL BOUTS
- SUPERVISE THE COORDINATION FOR ALL CLUBS MEDICAL AND STUDENT STAFF TO ENSURE THAT ALL PRACTICES, TRAINING SESSIONS, TRAVEL AND GAME MANAGEMENT ARE HELD ACCORDING TO ESTABLISHED GUIDELINES
- WORK CLOSELY WITH ALUMNI AND BENEFACTORS TO SUPPORT ESTABLISHED FUNDING AVENUES AND PROVIDE GUIDANCE FOR NEW FUNDRAISING AND SPONSORSHIP OPPORTUNITIES
- WORK WITH CONSTITUENTS THROUGHOUT UNIVERSITY, I.E. DEVELOPMENT, RISK MANAGEMENT, GENERAL COUNSEL, HOLY CROSS MISSION, STUDENT ACTIVITIES, ET AL.
- PREPARE AND OVERSEE BUDGET FOR MEN'S AND WOMEN'S BOXING PROGRAMS, AND WORK CLOSELY WITH ALL CLUB SPORT BUDGETS TO ENSURE ALL CLUB SPORTS ARE FINANCIALLY SOLVENT.
- COORDINATED 2012 AND 2013 RECSPORTS SUMMER STAFF TRAINING AND RETREAT

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

UNIVERSITY OF NOTRE DAME

BOXING ADMINISTRATOR/CLUB SPORTS INTERN

2010 – 2011

- HANDS-ON SUPERVISION OF RECSports CLUB BOXING PROGRAMS
- DETERMINE AND ADHERE TO RISK MANAGEMENT PROTOCOLS
- SUPERVISE ALL PRACTICES, INCLUDING THE SUPERVISION OF VOLUNTEER COACHES, MEDICAL STAFF AND CAPTAINS FOR BOXING
- COMPLETE ALL ADMINISTRATIVE WORK ASSOCIATED WITH MEN'S AND WOMEN'S BOXING CLUB INCLUDING SCHEDULES, FUNDRAISING, MARKETING, AND MERCHANDISING.
- PREPARATION AND STAGING OF BARAKA BOUTS AND BENGAL BOUTS – NOTRE DAME'S BOXING TOURNAMENTS
- PROVIDED SUPERVISION FOR INTRAMURALS

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

HOLY CROSS COLLEGE

ATHLETIC DIRECTOR

2005 - 2010

- STRATEGICALLY PLANNED AND CREATED ALL ATHLETIC COMPETITION AT HOLY CROSS COLLEGE; VARSITY, CLUB AND INTRAMURAL
- SUPERVISED AND REGULATED 12 INTERCOLLEGIATE SPORTS THAT BELONGED TO NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETIC (NAIA), AMERICAN COLLEGIATE HOCKEY ASSOCIATION (ACHA) AND GREAT LAKES LACROSSE LEAGUE (GLLL)
- HIRED AND SUPERVISED ALL 25 COACHES, SPORTS INFORMATION AND MARKETING, ATHLETIC TRAINER, UP TO FOUR INTERNS AND OTHERS ASSOCIATED WITH ATHLETIC PROGRAM
- MENTORED AND ADVISED STUDENTS ON CLASSES AND MAJORS, AND THE IMPACT OF THEIR CHOICES TOWARD THE PROGRESS OF A DEGREE
- EFFECTIVE IN DEVELOPING "PERSONAL PLAN" FOR INDIVIDUAL STUDENTS TO ACHIEVE SUCCESS IN COLLEGE AND IN LIFE
- SELECTED TO BE A PART OF THE RETENTION TEAM, WHICH YIELDED AN 18% INCREASE
- DEVELOPED REQUIREMENTS AND SYLLABUS FOR PHYSICAL EDUCATION CLASSES
- PREPARED AND OVERSAW BUDGET EXCEEDING \$500,000 FOR ALL VARSITY, CLUB, AND INTRAMURAL, SPORT PROGRAMS
- MANAGED ALL VARSITY AND RECREATIONAL INDOOR AND OUTDOOR ATHLETIC FACILITIES
- OVERSAW ALL FUNDRAISING, PROMOTIONS, AND SPONSORSHIPS FOR THE ATHLETIC DEPARTMENT
- DEVELOPED BOOSTER CLUB, RESPONSIBLE FOR ALL FUNDRAISING EFFORTS, AND NEGOTIATED THE START OF THE ATHLETIC GENERAL SCHOLARSHIP FUND
- ENSURED COMPLIANCE WITH ALL NAIA RULES AND REGULATIONS INCLUDING THE CERTIFICATION OF 168 ATHLETES
- INSTRUMENTAL IN THE PLANNING OF ORIENTATION TO ACCLIMATE NEW STUDENTS TO CAMPUS
- ATHLETIC PROGRAM RECEIVED NAIA CHAMPIONS OF CHARACTER AWARD 2007, 2008, 2009.
- INSTITUTED STUDENT-ATHLETE SERVANT LEADERSHIP PROGRAM

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

HOLY CROSS COLLEGE

PFEIL CENTER CONSTRUCTION

2008 - 2009

- PRIMARY REPRESENTATIVE FOR HOLY CROSS COLLEGE, BUILDING THE 7 MILLION DOLLAR, 55,000 SQUARE FOOT, ATHLETIC AND STUDENT RECREATION BUILDING
- SERVED AS A LIAISON BETWEEN THE ARCHITECTS, CONTRACTORS AND THE COLLEGE COMMUNITY BY ATTENDING WEEKLY PROGRESS MEETINGS
- DEVELOPED STAFF HANDBOOK CONCERNING USE AND SCOPE OF THE PFEIL CENTER, INCLUDING IMPLEMENTING TRAINING PROCEDURES WITH AN EMPHASIS ON WORKING WITH CONSTITUENTS OF DIVERSE POPULATIONS
- WAS THE PRIMARY NEGOTIATOR, PURCHASER AND OVERSEER OF THE DELIVERY AND INSTALLATION OF ALL OUTSIDE VENDORS, INCLUDING BUT NOT LIMITED TO ALL EXERCISE, OFFICE FURNITURE, SOUND SYSTEM, AND SCOREBOARDS, BLEACHERS
- HAVE PRESENTED ON THE IMPACT OF THE PFEIL CENTER FOR THE HOLY CROSS COLLEGE COMMUNITY TO THE BOARD OF TRUSTEES

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

HOLY CROSS COLLEGE

DIRECTOR OF STUDENT ACTIVITIES

2004 – 2007

- SERVED AS THE ADVISOR TO THE STUDENT GOVERNMENT ASSOCIATION (SGA)
- DEVELOPED THE MULTICULTURAL CLUB, PROMOTING ACCEPTANCE AND PROMOTION OF MULTIPLE ETHNIC CULTURES
- IMPLEMENTED A LEADERSHIP RETREAT FOR THE EXECUTIVE COMMITTEE OF THE SGA
- DEVELOPED THE MIND, BODY, SPIRIT PROGRAM, FOCUSING ON A HOLISTIC APPROACH FOR SUCCESS IN COLLEGE AND IN LIFE
- ORGANIZED WELCOME WEEKEND, HOLY CROSS COLLEGE'S FALL ORIENTATION
- PRESENTED AT SEVERAL CONFERENCES ON UTILIZING DATA MANAGEMENT TO PRODUCE A STUDENT AFFAIRS TRANSCRIPT
- OVERSAW STUDENT ACTIVITIES BUDGET AND APPROVED ALLOCATION OF FUNDS TO ALL CLUBS AND ORGANIZATIONS
- IMPLEMENTED STUDENT FUND RAISING PROGRAM WHICH HAS CONTRIBUTED OVER \$100,000

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

HOLY CROSS COLLEGE

ADMISSIONS AND FINANCIAL AID COUNSELOR

2002 – 2004

- PRIMARY CONTACT FOR ALL STUDENTS AND PARENTS FOR ADMISSION REQUIREMENTS AND FINANCIAL AID PACKAGES
- ORGANIZED AND CHOSE STUDENTS TO PRESENT TO THE STATE STUDENT ASSISTANCE COMMISSION OF INDIANA
- DEVELOPED AND DISTRIBUTED VICE PRESIDENTIAL GRANT
- PREPARED FINANCIAL AID PRESENTATIONS AND PRESENTED THEM IN LOCAL HIGH SCHOOLS AND COMMUNITY FINANCIAL AID NIGHTS
- DEVELOPED NEW RECRUITMENT STRATEGIES, INSTRUMENTAL IN THE CONTENT AND LOOK OF ALL NEW PUBLICATIONS
- WAS NAMED “SUPER USER” FOR EMPOWER, STUDENT MANAGEMENT SOFTWARE
- IMPLEMENTED MERIT BASED SCHOLARSHIP PROGRAM AND DEVELOPED REQUIREMENTS FOR EACH AWARD BASED ON MERIT OR COMMUNITY SERVICE
- DEVELOPED AND EDITED ADMISSIONS NEWSLETTER, *HOLY CROSS HAPPENINGS*
- DESIGNED AND IMPLEMENTED SUCCESSFUL PRESENTATION FOR ADMITTED STUDENTS TO HCC WHICH YIELDED A 96% MATRICULATION RATE
- WORKED WITH THE FEDERAL WORK STUDY PROGRAM AND LEADERSHIP SCHOLARSHIP PROGRAM

UNIQUE PROJECTS – PFEIL CENTER

PFEIL CENTER – HOLY CROSS COLLEGE



- PRIMARY REPRESENTATIVE FOR HOLY CROSS COLLEGE, BUILDING THE 7 MILLION DOLLAR, 55,000 SQUARE FOOT, ATHLETIC AND STUDENT RECREATION BUILDING
- SERVED AS A LIAISON BETWEEN THE ARCHITECTS, CONTRACTORS AND THE COLLEGE COMMUNITY BY ATTENDING WEEKLY PROGRESS MEETINGS
- DEVELOPED STAFF HANDBOOK CONCERNING USE AND SCOPE OF THE PFEIL CENTER, INCLUDING IMPLEMENTING TRAINING PROCEDURES WITH AN EMPHASIS ON WORKING WITH CONSTITUENTS OF DIVERSE POPULATIONS
- WAS THE PRIMARY NEGOTIATOR, PURCHASER AND OVERSEER OF THE DELIVERY AND INSTALLATION OF ALL OUTSIDE VENDORS, INCLUDING BUT NOT LIMITED TO ALL CARDIO AND STRENGTH EQUIPMENT, OFFICE FURNITURE, SOUND SYSTEM, SCOREBOARDS, BLEACHERS, FLOORING
- PRESENTED ON THE IMPACT OF THE PFEIL CENTER FOR THE HOLY CROSS COLLEGE COMMUNITY TO THE BOARD OF TRUSTEES
- HIRED ALL PROFESSIONAL AND STUDENT STAFF

UNIQUE PROJECTS – GREEN BELT CERTIFICATION



GREEN BELT CERTIFICATION – UNIVERSITY OF NOTRE DAME

LEAN SIX SIGMA IS A METHODOLOGY THAT RELIES ON A COLLABORATIVE TEAM EFFORT TO IMPROVE PERFORMANCE BY SYSTEMATICALLY REMOVING WASTE; COMBINING LEAN MANUFACTURING/LEAN ENTERPRISE AND SIX SIGMA TO ELIMINATE THE EIGHT KINDS OF WASTE: TIME, INVENTORY, MOTION, WAITING, OVER PRODUCTION, OVER PROCESSING, DEFECTS, AND SKILLS.

THE LEAN SIX SIGMA GREEN BELT IS A PROFESSIONAL WHO IS WELL VERSED IN THE LEAN SIX SIGMA METHODOLOGY WHO BOTH LEADS AND SUPPORTS IMPROVEMENT PROJECTS. A LEAN SIX SIGMA GREEN BELT POSSESSES A THOROUGH UNDERSTANDING OF ALL ASPECTS WITHIN THE PHASES OF D-M-A-I-C. THEY UNDERSTAND HOW TO PERFORM AND INTERPRET SIX SIGMA TOOLS AND HOW TO USE STANDARD PRINCIPLES OF LEAN.

MY GREEN BELT PROJECT FOCUSED ON IMPROVING THE PROCESS BEHIND WAIVERS IN THE RECSPORTS DEPARTMENT. WAIVERS ARE REQUIRED FOR ALL RECSPORTS PROGRAMS AND EVENTS. A WAIVER MUST BE COMPLETED TO USE FACILITIES AND PARTICIPATE IN AQUATICS, CLUB SPORTS, INTRAMURALS, FITNESS/INSTRUCTIONAL PROGRAMS, AND FAMILY AND SPECIAL EVENTS. NEARLY 20,000 PAPER WAIVERS ARE SIGNED AND ADDED TO STORAGE EACH ACADEMIC YEAR. RECSPORTS HAS EXPERIENCED THE FOLLOWING PROBLEMS WITH THE WAIVER PROCESS:

- A CONSIDERABLE AMOUNT OF TIME IS REQUIRED TO MANAGE A PAPER WAIVER PROCESS
- TIME REQUIRED TO MANAGE THE PAPER WAIVER PROCESS INCREASES WITH EACH UNIQUE WAIVER ADDED; CURRENTLY HAVE 30+ UNIQUE WAIVERS
- WAIVERS ARE INCONSISTENTLY COMPLETED, GATHERED AND FILED, INCREASING THE RISK THAT WAIVERS WILL NOT BE FOUND IF NEEDED BY GENERAL COUNSEL



Continuous Improvement Making Notre Dame Better Every Day

RecSports Waiver Process

Waivers are required for all RecSports programs and events. A waiver must be completed to participate in aquatics, club sports, intramurals, fitness/instructional programs, and family and special events.

Nearly 20,000 paper waivers are signed and added to storage each academic year.



What is the Problem?

RecSports has experienced the following problems with the waiver process:

- A considerable amount of time is required to manage a paper waiver process
- Time required to manage the paper waiver process increases with each unique waiver added; currently have 30+ unique waivers
- Waivers are inconsistently completed, gathered and filed, increasing the risk that waivers will not be found if needed by General Counsel

What is the Goal?

1. Decrease the amount of time spent by staff in collecting and filing waivers from an average of 15-60 minutes per program or event, to an average of less than 5 minutes per program or event
2. Decrease the amount of time required to retrieve a waiver from more than 10 minutes to less than 1 minute
3. Reduce the number of unique waivers forms from 36 to fewer than 10

Improvement Actions

Root Cause of Problem	Improvement Action
Large number (30+) of unique waivers created based on perceived legal requirements	<ul style="list-style-type: none">• Met with General Counsel and Risk Management to understand the requirements• Reduced the number of unique waivers to 6
Physical movement required to collect and store the waivers due to hard copy format and limited storage space	Transitioned to electronic waivers
No requirement to complete waiver results in less than 100% compliance	Incorporated waiver into the registration process to ensure 100% compliance
No standard waiver storage requirements could lead to lost or prematurely disposed waivers	<ul style="list-style-type: none">• Waivers are electronically stored in each participant's profile• Legal requirements for waiver storage were communicated to RecSports staff

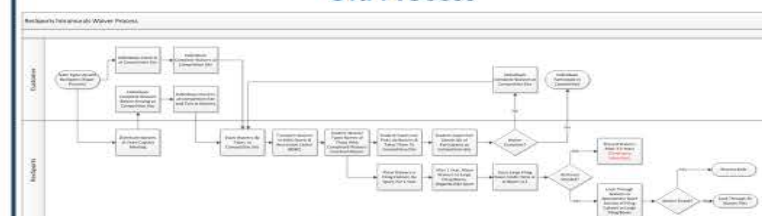
RECSORTS WAIVER PROCESS



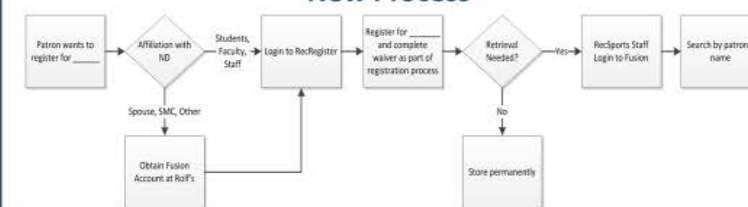
Sponsor
Missy Conboy
Project Leader
Nathan Walker
Team Members
Brandon Roach, Barb Davey
Subject Matter Experts

Jessica Brubaker Horst, Dave Brown, Jennie Phillips, Kerry Kemp, Sarah Ryckman, Amy Marquez, Ed Beven, Tim Flannigan

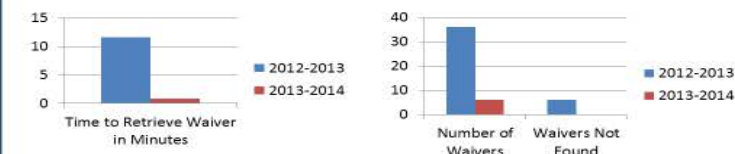
Old Process



New Process

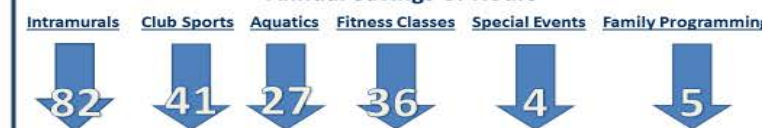


Results



Results

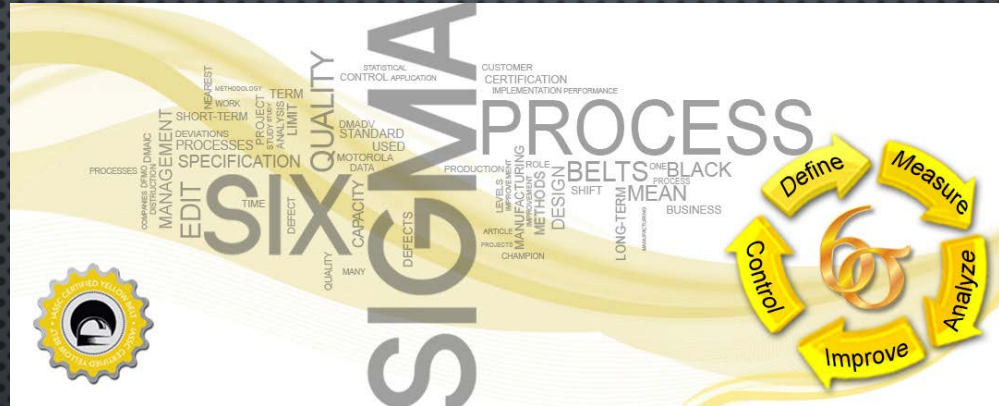
Annual Savings of Hours



Summary Remarks

The RecSports Waiver Process met the goals set forth and has saved over 180 hours of waiver management incorporating the waiver in the registration process. We were able to streamline the amount of waivers needed and provided an electronic solution to ensure all registrants sign a waiver and it can be retrieved.

UNIQUE PROJECTS – GREEN BELT CERTIFICATION



CONTINUOUS IMPROVEMENT COACH – UNIVERSITY OF NOTRE DAME

UPON THE COMPLETION OF MY LEAN SIX SIGMA GREEN BELT CERTIFICATION, I STILL WANTED TO BE INVOLVED IN THE “MAKING NOTRE DAME BETTER EVERYDAY.” THEREFORE, I HAVE BEEN NAMED AS A CONTINUOUS IMPROVEMENT COACH. IN MY ROLE, I AM LEADING YELLOW BELT TRAININGS AND PROJECTS WITH MANY DIFFERENT DEPARTMENTS ON CAMPUS. ADDITIONALLY, I WILL BE ASSISTING AS A CONTINUOUS IMPROVEMENT COACH FOR GREEN BELT LEVEL PROJECTS.

LEADERSHIP PHILOSOPHY

I HAVE BEEN BLESSED TO HAVE POSITIVE INFLUENCERS IN MY LIFE. I HAVE SEVERAL EXPERIENCES INTERACTIONS THAT HAVE IMPACTED MY VIEW OF LEADERSHIP. FIRST AND FOREMOST, MY FATHER HAS ALWAYS BEEN THERE TO COUNSEL, REDIRECT, GIVE PERSPECTIVE AND ABOVE ALL HAVE FAITH IN MY ABILITIES. I CONTINUE TO UTILIZE MENTORS THROUGHOUT MY PROFESSIONAL LIFE THAT HAVE BEEN INVALUABLE IN MY FORMATION AS LEADER, COACH AND INNOVATOR. THE KEY COMPONENTS THAT DEFINE MY LEADERSHIP PHILOSOPHY ARE:

- SERVANT LEADERSHIP
- POSITIVE ENGAGEMENT (FUELING FIRE!)
- LEAVE LEGACY

LEADERSHIP PHILOSOPHY – SERVANT LEADERSHIP

SERVANT LEADERSHIP-

SERVANT LEADERSHIP - ROBERT K. GREENLEAF IN 1970 WITH THE PUBLICATION OF HIS CLASSIC ESSAY, *THE SERVANT AS LEADER* STATED "SERVANT-LEADERS AS PEOPLE WHO INITIATE ACTION, ARE GOAL-ORIENTED, ARE DREAMERS OF GREAT DREAMS, ARE GOOD COMMUNICATORS, ARE ABLE TO WITHDRAW AND RE-ORIENT THEMSELVES, AND ARE DEPENDABLE, TRUSTED, CREATIVE, INTUITIVE, AND SITUATIONAL."

I BELIEVE IF YOU HAVE THE MENTALITY TO SERVE YOUR STAFF, STUDENTS, TEAM, AND CONSTITUENTS BY HELPING THEM ACHIEVE THEIR GOALS, GUIDE THEM THROUGH A PROBLEM OR DIVE-IN TO AN ISSUE WITH THEM, YOU WILL BUILD LOYALTY AND TRUST. TWO KEY ITEMS THAT LEAD TO SUCCESS IN AN ATHLETIC FORUM, ORGANIZATIONS, AND BUSINESS. I DO NOT BELIEVE YOU CAN CONTEXTUALIZE SERVANT LEADERSHIP BY SPECIFIC THINGS, IT IS NOT ONLY A MINDSET, BUT A CHARACTERISTIC OF WHO YOU ARE AS A LEADER.

LEADERSHIP PHILOSOPHY – POSITIVE ENGAGEMENT

POSITIVE ENGAGEMENT – FUELING OTHERS FIRE!

ENGAGING PEOPLE IN A POSITIVE WAY CREATES BUY-IN TOWARDS YOUR STRATEGIC GOALS. TO PROPERLY IMPLEMENT A VISION OR STRATEGIC PLAN, THERE MUST BE BUY-IN FROM ALL THE STAKEHOLDERS. TO CREATE THIS BUY-IN YOU NEED TO BUILD RELATIONSHIPS TO KNOW HOW TO PROPERLY ENGAGE INDIVIDUALS IN THE PROCESS. WHEN INDIVIDUALS ARE INVOLVED IN THE PROCESS THEY BECOME CHAMPIONS OF THE OUTCOME. I BELIEVE EVERYONE HAS STRENGTHS, AND IF YOU LEAD PEOPLE TO HAVE WINS, EVEN SMALL WINS, IT WILL CREATE AN ENVIRONMENT WHERE POSITIVITY IS CHAMPIONED.

LEADERSHIP PHILOSOPHY – LEAVE LEGACY

LEAVE LEGACY –

MANY INDIVIDUALS ASSOCIATE LEGACY WITH THE END OF A CAREER OR THE END OF LIFE. I BELIEVE LEGACY SHOULD ASSOCIATED IN DAILY ACTIVITY. WEBSTER DEFINES LEGACY AS “ANYTHING HANDED DOWN FROM THE PAST,” THEREFORE IF YOU HAVE A MINDSET OF LEAVING A LEGACY EVERYDAY, YOU WILL SET OUT THAT DAY TO DO SOMETHING GREAT OR TO THE BEST OF YOUR ABILITY. TWO COACHES HAVE HELPED ME DEFINE THIS: LOU HOLTZ – “WHAT’S IMPORTANT NOW (W.I.N)” AND TOM SUDDER – “USE A LASER BEAM, NOT A FLAME THROWER.” IF YOU ARE ABLE TO HAVE FOCUS ON THE NOW YOU WILL BE IN THE MOMENT, THEREFORE BE IN A LEGACY MINDSET WHICH WILL HELP DICTATE BEHAVIOR AND CREATES A CULTURE SUCCESS.

LEADERSHIP EXPERIENCE

- NAMED HEAD COACH OF BOXING AT NOTRE DAME
- LED SOCIAL MEDIA CAMPAIGN'S FOR BOXING YIELDING RECORD DONATIONS
- COORDINATED AND APPROVED ESPN BROADCAST
- CAPTAIN'S CLINIC
- FAMILY LEARN TO BOX CLINIC
- PRESENTED AT MIDDLE SCHOOL
- CLUB SPORT COMMUNITY SERVICE REQUIREMENT
- ROSENTHAL LEADERSHIP ACADEMY
- STAFF TRAINING RETREAT
 - LOW ROPES/STAFF OLYMPIC GAMES
- SUPER USER FOR DATA MANAGEMENT SYSTEMS
 - EMPOWER/FUSION
- NAMED TO THE BEHAVIORAL ASSESSMENT TEAM
- CLUB SPORTS OFFICER TRAINING
- CLUB SPORT COACHES TRAINING
- GRADUATE STUDENT LIFE COMMITTEE
- PRESENTED TO NAIA
- PRESENTED TO CCAC
- BOARD OF TRUSTEE PRESENTATIONS
- STUDENT-ATHLETE SERVANT LEADERSHIP PROGRAM
- 212 DEGREE LEADERSHIP SERIES
- DEVELOPED AND PRESENTED ON STUDENT LIFE TRANSCRIPT
- STUDENT GOVERNMENT LEADERSHIP RETREAT
 - ORGANIZED AND LED STUDENT GOVERNMENT RETREAT TO CHICAGO – MET WITH CEO, TONY MEOLA FOR BOARD ROOM EXPERIENCE

COACHING EXPERIENCE AND DEVELOPMENT

- NOTRE DAME MEN'S BOXING
- NOTRE DAME WOMEN'S BOXING
- NCAA CLUB COACH CLINIC - COMPLIANCE
- FITNESS COACH
- YELLOW BELT COACH
- NAIA CHARACTER DRIVEN COACHING
- NAIA CHAMPIONS OF CHARACTER

FITNESS – GROUP/PERSONAL TRAINING

- OVERSEE ALL FITNESS FOR MEN'S AND WOMEN'S BOXING
- FOOTBALL PLAYERS
- HOCKEY
- PROPOSED ND FIT
- TAUGHT A HIGH INTENSITY INTERVAL CLASS
- PERSONAL TRAINING
 - OLYMPIC HOPEFUL – EMMA RAINEY
 - ND FOOTBALL
 - SWIMMING AND DIVING TEAM
 - ND RUGBY CLUB
 - STUDENTS/STAFF
- DEVELOPED SYLLABUS FOR PE REQUIREMENT



UNIVERSITY OF NOTRE DAME Department of Athletics

Brant Ust
Assistant Athletics Director

April 21, 2016

To whom it may concern,

I have been attending lunchtime Tabata sessions for more than a year and feel strongly compelled to offer my highest endorsement and praise for the combination of programming and instructor that has been crucial to my personal growth and health development.

Since my professional baseball playing career ended I had not been able to re-create the drive and focus necessary in workouts that once propelled me to push myself to the limit and beyond. A colleague initially recruited me to the class, and I must admit I was a bit skeptical – mainly driven by ego and unfamiliarity with the Tabata technique. From the first session it was obvious that I had found the style and intensity of workout that had been missing - this was largely due to the quality of instruction led by Nate Walker. What I have genuinely enjoyed is the leadership that fosters a culture of team and comradery in overcoming what often times seems like the physically impossible. Nate empowers us all with the confidence, technique and the inner drive necessary with each and every session. Each session is a challenge; each session is unlike the previous by maintaining unpredictability. I relate it to competition, where you are trained and empowered with a game plan to accomplish the day's tasks. In fact, I am astonished at the range and creativity that goes into creating the content of each class – which includes the opportunity to train via Boxing.

What this class and Nate's instruction has meant for my well-being, health and confidence is something for which I will always be grateful. As I was recruited to join, I seek any opportunity to share with others the power and benefit of being part of a team led by a true teacher and motivator, who cares.

Thank you for the opportunity to share my feelings and experiences. I am happy to answer any further questions and provide greater detail as needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brant Ust'.

Brant Ust
Assistant Athletics Director

LETTERS OF REFERENCE AND SUPPORT



April 22, 2016

To Whom it May Concern;

Nate Walker has been the instructor of the Tabata and Boxing classes that I have taken for the past two years. I have found him to be an instructor who is constantly learning new fitness techniques, therefore keeping all participants interested.

The class (held three days a week) has many of the original members which shows that Nate is able to constantly challenge and encourage us to achieve new fitness goals. As new members join, Nate provides less intense alternatives to each exercise, so as not to turn them off, thinking the class is only for experienced members.

Nate is able to provide a work out that enables people of all fitness levels to not only participate in, but to enjoy. Our class consists of former professional athletes, current coaches, 25 year old runners and people over the age of 55. All walk away saying, "That was a great work out!"

Thank you,


Cyndi Sykes
Coordinator – Compliance and Legal



April 20, 2016

To Whom It May Concern,

I have been enrolled in Nate Walker's M/W/F Tabata class for more than two-years. The class continues to be what I most look forward to during my day. Nate's approach, creativity, variety, and teaching style compel me to continue returning for each class - not to mention the physical and psychological results.

Whether a novice or highly-skilled athlete, Nate crafts his workouts to challenge all who participate. With each exercise, he provides and demonstrates a modification (or two) to suit all fitness levels. For those who are seeking a high-level challenge, he will push and motivate you to go further, faster, longer than your body ever thought possible.

Nate creates innovative workouts, which are both fun and rigorous, and creates an atmosphere and environment which keep participants coming back week after week. What I appreciate most about Nate's workout is his thoughtful approach. He takes time to craft unique workouts each week. Nate could easily rotate the same 5-10 workouts over the course of each semester, however, he mixes things up to challenge different muscle groups (some of which, I never knew existed!) and to keep things fun. For example, theming a workout based on an upcoming holiday (e.g. "12 Days of Christmas" workout), workouts based on our work environment (e.g. "Sweet 16" workout), or pairing a workout with a song (e.g. the notorious "Sally" workout).

I continue to recommend Nate Walker's Tabata class to colleagues in the Notre Dame athletics department. His commitment, innovation, and approach are second-to-none.

Sincerely,


Beth Hunter
Associate Athletics Director

LETTERS OF REFERENCE

April 25, 2016

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Nathan Walker. I first met Nathan eleven years ago when we were colleagues at Holy Cross College. I hold him in the highest regard both personally and professionally.

Nathan Walker is one of the most creative, energetic, collaborative, and hard working professionals that I have had the pleasure working with in my almost two decades in higher education. The significance of Nathan's accomplishments, especially at Holy Cross College, will be hard to duplicate. I witnessed firsthand how he improved two key components to the College's overall growth during a time of great transition in which the school moved from a two-year college to a bachelor degree granting institution. In Nathan's first leadership role as the Director of Student Activities, he was able to dramatically increase student involvement. His enthusiasm and creative ideas helped to draw students to participate in a more vibrant and growing community on campus. Because of this success, Nathan was entrusted to be the first Athletic Director in the history of the College. This was a tremendous undertaking because all intercollegiate sports had to be created from scratch. Nathan worked tirelessly to create teams, hire and manage coaches, recruit players, provide sports information, market athletics, create and administer a budget, and contract with the National Association of Intercollegiate Athletics. Not to mention, Nathan also was a key contributor to the construction of a brand new athletic and student recreation building. Without Nathan's leadership and strong collaborative skills, Holy Cross College would not have been as successful as it was in creating a dynamic and diverse athletic program.

I feel fortunate to have been able to stay in touch with Nathan Walker as he advanced in his career at the University of Notre Dame. He again displayed his strong leadership abilities as he creatively expanded the boxing programs in both the Bengal Bouts and Baraka Bouts while being an important contributor in RecSports. Nathan worked collaboratively with administrators, staff, alumni, students, and the national media to elevate the Bengal Bouts to a national level by getting it covered through ESPN and by raising record donations that have helped thousands of people in a third world country receive education, food, and shelter. Watching Nathan in action during the Bengal Bouts as he manages the multitude of his responsibilities while easily communicating with students, administrators, alumni, and referees is always impressive every year that I am in attendance. I can only imagine how much work is done by Nathan behind the scenes and throughout the year to not only make the Bengal Bouts and Baraka Bouts successful, but also to coordinate club boxing including being the Head Boxing Coach. In general, Nathan can do all of these tasks well because he has an innate ability to inspire others to work as hard as he does.

I am confident that you will be impressed and will find him to be a person with great character. If you would like to discuss Nathan's qualifications in more detail, please contact me anytime.

Sincerely,

Brian Howard
Dean, Academic Support Services
Holy Cross College
574-239-8384
bhoward@hcc-nd.edu