Spring 2012
FOCUS Spring 2012 Session Agenda
Hotel Roanoke and Conference Center
Roanoke, VA

Tuesday, May 15
3:00–5:00pm
Ethics 2012 – Your License Depends On It! (Shenandoah B) – James Cole will conduct a Virginia Society of Certified Public Accountants session on ethics, which is required to maintain your CPA license.

Early Arrival & Registration: (Roanoke Foyer)
5:00–8:30pm
If you are arriving at the Hotel Roanoke, please stop by our registration table in the lobby where we will provide you with your conference materials and answer questions.

Wednesday, May 16
7:00-8:30 am
Registration and Continental Breakfast (Roanoke Foyer)

General Sessions:
8:30 – 10:10am
Business Protocol: Present Yourself with Confidence and Authority – Kathleen Harshberger, Director of University Advancement, College of Visual & Performing Arts, RU (Roanoke Ballroom A & B)
Ms. Harshberger will present on appropriate business protocol and how to ensure you make a good impression in your business interactions.

10:10-10:40am
Break (Roanoke Foyer)

10:40-11:30am
The Future of Higher Education – Larry Goldstein, President, Campus Strategies (Roanoke Ballroom A & B)
Mr. Goldstein will provide an overview on the state of the higher education industry with statistics, trend analyses, and implications for Virginia colleges and universities.
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11:30 – 1:00pm
Lunch (Roanoke Ballroom D)

1:00 – 1:50pm
PCI: The Dark Side – Ron King, President and COO, CampusGuard (Roanoke Ballroom A & B)
Mr. King will present on how the hackers hack, what they can do with the information they steal from your students, parents, alumni, and staff.

Concurrent Sessions:

2:10 – 3:00pm
Mrs. Schwartz and Mr. Hastings will lead a roundtable discussion on the latest issues and best practices in the fixed assets area.

B) Lessons Learned in Systems Implementation – Wendell Vest, Associate Controller, VT (Roanoke Ballroom G & H)
Mr. Vest will share lessons learned in various financial implementation projects at Virginia Tech. The session will highlight tools and tips that can be used to help ensure a successful project.

C) Automated Reconciliations* – Susan Herod, Chief of Staff Office of Strategic Planning and Analysis, UVA (Roanoke Ballroom A & B)
Ms. Herod will discuss UVA’s new automated reconciliation system for departments, which began being phased in during Fall 2011.

3:00-3:20pm
Break (Roanoke Foyer)

3:20 – 4:10pm
D) Financial Reporting Panel*– GMU, VCU, & VT (Roanoke Ballroom A & B)
Representatives from George Mason, VCU, and Virginia Tech will discuss their approach to preparing the annual financial statements and DOA Template. Timing, time commitments and resources used will be discussed.
E) Business Professionals Development Program – Tommye Arnold, Associate Comptroller for Accounting Services, UVA (Roanoke Ballroom G & H)
Ms. Arnold will discuss UVA’s training and professional development program for business professionals throughout the organization.

F) ARMICS Roundtable* – Jesse Horneber, Director of Financial Reporting and Ashley Comer, ARMICS Coordinator, JMU (Roanoke Ballroom E & F)
Mr. Horneber and Ms. Comer will facilitate a roundtable discussion of issues, developments, and best practices in addressing ARMICS.

4:10 – 4:40pm
Primary Representatives Meeting (Roanoke Ballroom A & B)

5:30-6:30pm Reception (Roanoke Foyer)
6:30-8:00pm Dinner (Roanoke Ballroom D)
8:00-8:30pm Entertainment – Chickenwings & Gravy a.k.a. Bill Smith & Rich Rittenhouse (Roanoke Ballroom D)

Thursday, May 17

7:30-8:30am Breakfast (Roanoke Ballroom D)

Concurrent Sessions:

8:30 – 9:20am
G) Overview of Receivables Management and Collection Practices* – Melinda West, University Bursar, VT (Roanoke Ballroom G & H)
Based on survey responses from the schools, Virginia Tech will present an overview of accounts receivable management and collections practices. A discussion of best practices will follow the presentation.

H) Accounts Payable Roundtable I* – Terry Butler, Asst Director for Procurement Services, and Dolores Hildebrand, Asst Director for Business Operations and Purchasing Card Administration, UVA (Roanoke Ballroom E & F)
Ms. Butler and Ms. Hildebrand will lead a roundtable session focusing on the use of ghost cards, epayables, and other payment methods.
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I) **GASB Update** – Larry Goldstein, President, Campus Strategies  
   (Roanoke Ballroom A & B)  
   Mr. Goldstein will discuss the latest GASB updates affecting higher education.

9:20 – 9:40am  
   **Break**  
   (Roanoke Foyer)

9:40 – 10:30am

   J) **Bursar Roundtable** – Melinda West, University Bursar, VT  
      (Roanoke Ballroom E & F)  
      Ms. West will lead a roundtable discussion on topics including the following: consent to call cell phones; mobile payments; reporting qualified charges and scholarships to Veterans Affairs; orientation best practices; contract management-loan services, collections, billing, etc.; PCI best practices; security of non-public consumer information. Please send other topics to mwest@vt.edu.

   K) **Board Reporting** – Dave Boling, Deputy Comptroller, UVA (Roanoke Ballroom A & B)  
      Mr. Boling will lead an interactive session on financial reporting to the Board of Visitors, providing information on changes that have been made at UVA, including the provision of interim financial statements.

   L) **Accounts Payable Roundtable II** – Laura Temple, Senior Accountant, and Julie Smith, Accounts Payable Manager, UMW (Roanoke Ballroom G & H)  
      Ms. Temple and Ms. Smith will lead a roundtable discussion on the latest issues and best practices in the accounts payable arena.

10:30 – 11:00am  
   **Break**  
   (Roanoke Foyer)

General Sessions:

11:00 - 11:50am

   **Auditor of Public Accounts Update (APA)** – Andy Powell, Director, Higher Education Programs, APA (Roanoke Ballroom A & B)  
   Mr. Powell will provide an update on the latest developments at the Office of the Auditor of Public Accounts.

11:50 – 1:00pm  
   **Lunch**  
   (Roanoke Ballroom D)
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1:00 – 1:50pm
Higher Education/Legislative Update – Peter Blake, SCHEV (Roanoke Ballroom A & B)
Mr. Blake will address current SCHEV initiatives and the impact of the 2012 legislative session on higher education in Virginia.

1:50 – 2:40pm
Lessons Learned and Good Stories – Colonel Bob Gilbert, Comptroller, retired, VMI (Roanoke Ballroom A & B)
Col. Gilbert will share some of his experiences and lessons learned, and possibly just some plain good old stories, from his impressive career of more than 30 years with the Commonwealth of Virginia.

2:40 – 3:00pm
Wrap Up (Roanoke Ballroom A & B)

* Attendance at these sessions is reserved for FOCUS members only.

Please see CPE Disclosure below.

CPE Disclosure

The learning objective of the Spring 2012 FOCUS meeting is to provide attendees with information useful to them in their positions within higher education fiscal operations. This includes updates on legislative and regulatory requirements, accounting principles and practices, and administrative systems and procedures. Prerequisites and advance preparation are not required. The teaching method will be lecture and panel discussion. A maximum of 11 CPE credits will be awarded to attendees who complete a CPE Credit and Evaluation Form at the conclusion of the meeting.