Spring 2016 FOCUS Conference
May 11 – 13, 2016
Kirkley Hotel & Conference Center
Lynchburg, Virginia

Hosted by
Longwood University
Welcome to the 2016 Spring FOCUS Conference!

Longwood University is pleased to host the 2016 spring FOCUS conference. We welcome you to Lynchburg. A robust agenda has been planned with informative sessions designed to prepare and challenge professionals at all levels.

These conferences are developed to promote collaboration and information sharing among Virginia higher education institutions. We invite you to take advantage of opportunities to network with your colleagues from across the state. A networking reception will be held on May 12th beginning at 5:30 pm. You will have an opportunity to continue discussions with colleagues during and after dinner.

About Longwood University

Founded in 1839 as the Farmville Seminary Association, Longwood had a series of names over its early history, becoming Longwood College in 1949 and turning fully co-educational in 1976. In 2002, Governor Mark Warner signed legislation designating Longwood a university.

Longwood students are known for their commitment to campus leadership in extracurricular life. There are more than 125 campus organizations, including active programs in sports and the arts, and a vibrant, service-oriented Greek system (four national sororities were founded at Longwood). Most students live on or close to the university’s central campus, which – combined with the relatively small scale of about 1,100 students in each entering class – contributes to the look and feel of a private college with the cost and scope of a public institution. To learn more about Longwood University, visit us at http://www.longwood.edu/

About FOCUS

Organized in 1982, FOCUS promotes a sharing of information between member institutions of higher education within the state of Virginia to improve fiscal management for all members and establishes dialog with central state agencies to inform them of the organization's position or concern on financial management issues. Visit http://www.virginia.edu/finance/focus/index.html to learn more about our FOCUS organization.
Many thanks to our generous partners.

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CONFERENCE DETAILS

In 1996 Peter and Edy Greenberg entered the luxury hotel business in Alexandria, Virginia, when they purchased the Morrison House – one of the first luxury boutique hotels in America. Within 10 years the Morrison House was consistently listed among the best hotels in the world by Condé Naste Traveler and other travel magazines. The hotel was sold in 2006, and in 2007 the Greenbergs purchased the Kirkley seeing its potential to give guests the opportunity to experience some aspects of the luxury they had consistently provided, but at a very affordable price.

The Kirkley Hotel and Conference Center is centrally located in Lynchburg. Unlike chain hotels, it is unique, personal, warm, and creative. All of the interiors, and much of the furnishings, have been designed by Peter. The hotel features luxury bed linens, luxury bath towels, custom amenities and dozens of small touches that make the Kirkley a home away from home.

Visitors to the Kirkley have a wonderful starting point for all the sites and history of Central Virginia: National D-Day Memorial, Thomas Jefferson’s Poplar Forest, Patrick Henry’s Home “Red Hill”, the Appomattox Surrender Grounds, Smith Mountain Lake, Civil War Trails, the Blue Ridge Parkway, several History and Art Museums, Amazement Square Children’s Museum, Lynchburg’s Art and Culture District and more.

WIFI Access

Complimentary WIFI is accessible by choosing the “Kirkley” network. No password is required. A business center is also available in the lobby for your convenience.

Dietary Restrictions

A dietary card has been placed behind your nametag to indicate any dietary restrictions indicated at registration. This card should be presented to your server.
Multi-Purpose Parlor

Salon 6
Salon 5
Salon 4

Pre-Function Lobby

Grand Ballroom
Salon 3
Salon 2
Salon 1

The Garden Room

The Great Room

Vending

Gym

Guest Rooms

Corridor

MEETING ROOMS
FOCUS Spring 2016 Conference Agenda
Kirkley Hotel & Conference Center, Lynchburg, VA
Longwood University

WEDNESDAY, MAY 11TH

2:00 – 5:00 PM
   Early Registration   (Lobby)

3:00 – 5:00 PM
   Ethics 2016 – Your License Depends On It! – Vic Taylor, CPA, VSCPA   (Grand Ballroom)
   Mr. Taylor will conduct a Virginia Society of Certified Public Accountants session on ethics as required to maintain CPA licensure.

THURSDAY, MAY 12TH

7:00 – 8:00 AM – Registration (Lobby) and Continental Breakfast (Grand Ballroom)

8:00 – 8:10 AM – Welcome   (Grand Ballroom)

General Sessions   (Grand Ballroom)
8:10 – 9:00 AM
   General Session I – University and Real Estate Foundation Relationship – Ken Copeland, Vice President for Administration and Finance, Longwood University
   Mr. Copeland will discuss the relationship between Longwood University and the LU Real Estate Foundation.

9:10 – 10:00 AM
   General Session II – NACUBO Legislative Update – Anne Gross, Vice President for Regulatory Affairs, NACUBO
   Ms. Gross will provide an update on national legislative activities affecting higher education.

10:00 – 10:20 AM – Break

10:20 – 11:10 AM
   General Session III – DOA/Cardinal Update – Randy McCabe, Deputy State Comptroller, Department of Accounts
   Mr. McCabe will provide an update on recent activities within the Department of Accounts, including the recent Cardinal implementation.
11:20 – 12:10 PM
**General Session IV – SCHEV Legislative Update** – Beverly Covington, Senior Associate for Academic and Legislative Affairs, SCHEV
Ms. Covington will provide an update on recent legislative activities pertaining to higher education.

12:10 – 1:30 PM – Lunch  *(Grand Ballroom)*

**Concurrent Sessions**  
(* FOCUS members only session*)

1:30 – 2:20 PM
A) **Bursar Roundtable** – Linda Combs, Bursar (JMU)
   Ms. Combs will lead discussions on Payment Plans and general Bursar topics.

B) **Fraud and Abuse** – Bill Cole, Executive Director of Audit & Compliance Services (VCU)
   Mr. Cole will conduct a session on issues surrounding fraud and abuse.

C) **Accounts Payable Roundtable** – Leigh Penn, AP Manager (UMW) and Laura Temple, AP Specialist (UMW)
   Ms. Penn and Ms. Temple will lead discussions on current topics and general issues related to the accounts payable function.

2:30 – 3:20 PM
D) **Bursar Roundtable** – Sandra Riggs, Bursar (NSU)
   Ms. Riggs will lead discussions on general Bursar issues.

E) **ARMICS** – Raymond Ho, Internal Control Auditor (ODU), Peaches Nicholls, Internal Control Accountant (GMU), Brian Smith, Internal Control Director/ARMICS Coordinator (VT), Carla Linkous, Internal Control/ARMICS Coordinator (RU), and Ashley Comer, Internal Control Coordinator (JMU)
   Mr. Ho will facilitate a panel discussion regarding Agency Risk Management and Internal Control Standards (ARMICS) recent efforts and best practices.

F) **Accounts Payable Roundtable** – Sarah O’Neill, APM, Travel & Corporate Card Services Manager (VCU) and Lauren Katchuk, Corporate Card Administrator (VCU)
   Ms. O’Neill and Ms. Katchuk will lead discussions regarding general Purchasing Charge Card topics.

3:20 – 3:40 PM – Break
**Concurrent Sessions** (*FOCUS members only session*)

3:40 – 4:30 PM

G) **GASB Update** – Rob Churchman, Partner, Cherry Bekaert  
Mr. Churchman will provide an update on GASB activity and impacts to higher education.

H) **Payroll Roundtable** – Leisa Shelor, Payroll Manager (VT) and Gloria Boone, Payroll Manager (ODU)  
Ms. Shelor and Ms. Boone will lead discussions on current payroll topics.

I) **Information Technology – Preventing and IT Security Incident** – Allen Campbell, Senior Director, Application Architecture and Planning (VT)  
Mr. Campbell will describe an IT security incident and how previously established controls helped in its detection and minimization. Decisions, challenges faced and lessons learned will also be discussed.

4:30 – 5:00 PM – Primary Representative Meeting  *(Hospitality Suite)*

5:30 – 6:30 PM – Reception  *(Salons 4-6)*

6:30 – 8:00 PM – Dinner  *(Grand Ballroom)*

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**FRIDAY, MAY 13TH**

7:00 – 8:00 AM – Breakfast

**General Sessions** *(Grand Ballroom)*

8:00 – 8:50 AM  
**General Session V – Managing Ambiguity and Change** – Jim Burke and Linda Pierce, Performance Management Group (VCU)  
In this session you will gain new understanding and tools for managing ambiguity and change, both personally and in your role of supervisor/coach. Using presentation, individual assessment and reflection, film clips, and small group discussions, we will explore these areas to help promote personal development and have some fun in the process.

9:00 – 9:50 AM  
**General Session VI – Managing Ambiguity and Change** – Jim Burke and Linda Pierce, Performance Management Group (VCU)  
Continuation of General Session V
10:00 – 10:50 AM

**General Session VII – SACSCOC Accreditation** – David Wolcott, Associate Vice Provost for Academic Accreditation (UVA) and Susan Bosworth, Associate Provost for Institutional Accreditation and Effectiveness (W&M)

Mr. Wolcott and Ms. Bosworth will discuss recent SACSCOC accreditation efforts, best practices and lessons learned. The speakers will highlight differences in these areas between a large institution and a small institution.

10:50 – 11:10 AM – Break

**Concurrent Sessions**  (* FOCUS members only session)  
11:10 – 12:00 PM

J) **Gaining New Project Approval** – Larry Goldstein, President, Campus Strategies
   Mr. Goldstein will discuss best practices surrounding gaining new project support on campus.

K) **Virginia Higher Education Procurement Cooperative Update** – Ryan Balber, Director, VHEPC
   Mr. Balber will provide an update on VHEPC activity and accomplishments.

L) **Tax Update*** – Cindi Fellows, Tax & ARMICS Compliance Officer (W&M) and Elena Cirmizi, International Tax Manager (GMU)
   Ms. Fellows and Ms. Cirmizi will lead discussions regarding current tax issues faced by colleges and universities.

12:00 – 1:00 PM – Lunch   **(Grand Ballroom)**

**General Session**   **(Grand Ballroom)**

1:00 – 1:50 PM

**General Session VIII – Keeping Your President Off of the Front Page** – Larry Goldstein, President, Campus Strategies

Mr. Goldstein will discuss risk management and best practices in the avoidance of negative press.

1:50 – 2:10 PM – Wrap up