General Sessions

**Productive Business Conversations**
With today’s reliance on email and electronic information flow, what has happened to everyday business conversations? How often do we even talk with each other? And when we do, how productive are those business conversations? This session looks at the role of conversation in today’s work world and how to improve your business conversations for maximum productivity. Building on concepts from Daniel Goleman’s groundbreaking work on emotional intelligence, and other research on the various “speech acts,” Ms. Teresa Simons, consultant and executive coach specializing in leadership and management development, builds a case for viewing your business conversations in new ways and developing essential business conversation skills.

**Higher Education Restructuring Update**
Mr. Dwight Shelton, the Vice President for Budget and Financial Management at Virginia Tech, will provide an update on restructuring legislation and the status of management agreements.

Concurrent Sessions

**Accounts Payable Roundtable**
Terry Butler, Assistant Director of Procurement Services at University of Virginia, will lead this traditional FOCUS roundtable discussion. It is an open forum to discuss all A/P-related topics. Please send topics of interest to Terry Butler at tbb@virginia.edu.

**Bursar’s Roundtable**
Evelyn Ratcliffe, Bursar at Virginia Tech, will lead the Bursar’s Roundtable, which will be the traditional roundtable discussion providing an open forum for topics of interest. Send topics for discussion to Debbie Taylor at mrgray@vt.edu.

**Payroll Roundtable - Sessions C and L:**
Carmelita Holmes, Virginia Community College System Payroll Manager, will facilitate two payroll roundtable sessions to discuss current topics in the payroll area. Please forward discussion items to Carmelita at cholmes@vccs.edu.

**Financial Reporting Roundtable**
Dennis Jones, Budget Director at Virginia State University, will lead a roundtable discussion on preparing financial reports, with an emphasis on developing annual financial statements. Send questions or topics of interest to dxjones@vsu.edu.
New MasterCard Contract (DOA)
Representatives from the Department of Accounts and GE/MasterCard will provide information on the new credit card program and answer questions.

Data and ID Theft Prevention
Matt Tandy will present tips and suggestions for protecting confidential data at your institution. He will also provide information about preventing and dealing with ID theft from an individual’s perspective. Matt presented similar material at the Todd, Bremer & Lawson Collections Conference held earlier this year in Charlottesville. It was well received and is being presented again at participants’ requests.

Payroll Tax Issues
Mr. Donald “Dee” Rich, Partner with KPMG, will provide an update on payroll tax issues related to higher education.

Auditor of Public Accounts Update
Mr. William H. Cole, Deputy Auditor of Public Accounts, will provide an update from the state auditor’s office.

UBIT & Non-payroll Tax Issues
Mr. Donald “Dee” Rich, Partner with KPMG, will provide an update on unrelated business income tax and other non-payroll tax issues related to higher education.

Federal Family Education Loan Program Update (FFELP)
Two years ago, University of Virginia presented a session explaining its decision to switch from the Direct Loan program to FFELP. Yvonne Hubbard, Director of Student Financial Services at University of Virginia, will now provide an update on the conversion, explaining the challenges and benefits which were realized.

Travel Roundtable
Zaheer Tariq, Manager of Accounts Payable at Norfolk State University, will facilitate the Travel Roundtable. Topics should be forwarded to ztariq@nsu.edu.

Ethics for CPAs – Sessions M and Q
Dr. Douglas E. Ziegenfuss, Professor of Accounting at Old Dominion University, will present a two-hour training course which covers mandatory ethics material required by the Virginia Board of Accountancy for the calendar year 2005. (This is a two-part session.)

Performance Management Reporting
Susan Herod, Projects Manager at University of Virginia, will discuss the implementation of performance management reporting in the Comptroller’s area. She will discuss the reporting model, provide specific examples of the new reporting, and discuss its challenges and benefits.
1042-S Reporting and Other International Tax Issues
Terri Crowl, International Tax Coordinator at George Mason University, will present an overview of 1042-S reporting requirements and will lead a group discussion on other nonresident visa holder issues. Contact Terri at tcrowl@gmu.edu with any topics you would like included in the discussion.

First Things First – Steven Covey – Sessions P and T
Cheryl Orr, Director of Human Resources at Norfolk State University, will present this session at 8:30 am and again at 9:30 am. Manage your time by learning to balance your life, both personally and professionally. Rather than focus on time and things, “First Things First” emphasizes relationships and results. And instead of efficiency, this approach emphasizes effectiveness.

Grants Management
Karla Gordon, Financial Services Manager at Norfolk State University, will facilitate the Grants Management session. Topics should be forwarded to kagordon@nsu.edu.

Credit Card Security
Mira Levine, Director of Cost Accounting and Internal Controls at George Mason University, and Chuck Banner, Controller at University of Virginia Wise, will discuss implementing the new Payment Card Industry (PCI) security standards at their schools.

Legislative Update
Robert D. Holsworth, Acting Dean of the College of Humanities and Sciences, Director of the School of Government and Public Affairs, Director of the Center for Public Policy, and Professor of Political Science and Public Administration at Virginia Commonwealth University, will provide a legislative update.