FOCUS
Wednesday, November 14

10:00–12:30pm  **Golf Outing**
Come join us and enjoy Longwood’s beautiful and challenging 9-hole golf course. A box lunch will be provided in the $20.00 fee.

**Drive In Workshops:**

1:00 – 3:00pm  **Ethics**
Please join us for this two hour session on Ethics. This session has been organized through the Virginia Society of CPA’s and meets the two hour ethics requirement for CPAs in the Commonwealth of Virginia.

1:00 – 3:00pm  **SACUBO workshop on Internal Controls**
Part 1
3:00 – 5:00pm
Part 2
Jack Reagan from KPMG will present a four hour program on Internal Controls. The first part of the program will discuss topics related to basic internal control structure. The second part will include more in depth areas of internal controls and will include a discussion on SAS 112

7:00pm until  **Networking Social**
The Wednesday evening social at the Hampton Inn will be a great time to network with colleagues from other institutions in a casual and relaxed setting.

Thursday, November 15

7:00 – 8:30am  **Continental Breakfast**

**General Sessions:**

8:30 – 8:35am  **Welcome**
Kathy Worster Vice President for Administration & Finance

8:35–9:25am  **Secretary of Education Dr. Thomas Morris**
Please join us as we welcome the Secretary of Education for the Commonwealth of Virginia, the Honorable Dr. Thomas Morris, to deliver the keynote address for the Fall 2007 FOCUS conference. Dr. Morris’s address will go over current issues affecting higher education today.
9:25 –10:15am  Secretary of Finance Jody Wagner
Commonwealth of Virginia’s Secretary of Finance will discuss her tenure as Secretary of Finance. She will also touch on her experiences with issues in higher education and how FOCUS may be able to assist with these issues.

10:15-10:40am  Break

10:40-11:30am  Department of Accounts- Randy McCabe
Randy McCabe, the Department of Accounts (DOA) Assistant Comptroller for Accounting and Reporting, will provide an update of DOA’s activities, including: Agency Risk Management and Internal Control (ARMICS), Compliance with DOA’s Financial Statement Directive, and the State Enterprise Application Project.

11:30 – 1:00pm  Lunch

1:00 – 1:50pm  Motivational/Leadership Speech
Marge Connelly, COO of Wachovia Securities and Rector of the Longwood University Board of Visitors will give an exciting presentation on effective leadership and motivation techniques.

Concurrent Sessions:

2:00 – 2:50pm  A) Small Purchase Charge Card*
Laura Temple, AP Specialist from Mary Washington will lead a discussion of several issues involving the SPCC including the rebate process, sales tax, EVA requirements, capital outlay invoices, and moving and relocation requirements.

B) Payment Card Industry (PCI) Standards
Ken Sinarski from UVA and Tish Leeth from JMU will lead a roundtable discussion. Ken and Tish will collect survey data from each institution on PCI, and will discuss the programs and specific practices institutions have implemented in order to be PCI compliant. Discussion will also center on findings and next steps in order to ensure full compliance.

C) 2007 Fiscal Year Audit Experience and SAS 112
Representatives from VT, UVA, and VCU will provide a panel discussion on their 2007 fiscal year audit experience highlighting the major audit focus, what type of audit comments were received, and what effect SAS 112 had on the audit.
2:50 – 3:20pm  Break

3:20 – 4:10pm  D) Accounts Payable Roundtable*
Kelly Hamlin, Accounts Payable Manager at the College of William and Mary, will lead the roundtable discussion on current accounts payable interests including 1099 reporting and cost comparisons for personal vehicle reimbursements. Please contact Kelly at krhaml@wm.edu with any topic suggestions.

E) Bursar’s Roundtable*
Patrick Quinn, Director of Student Fiscal Services will lead a roundtable discussion focusing on issues regarding Student Financial Services. Topics for discussion should be forward to pquinn2@gmu.edu

F) Financial Reporting Roundtable*
Randy Ellis from UVA will lead a panel discussion on financial reporting issues. Institutions should be prepared to discuss the recent state directive submissions to the Department of Accounts, focusing on specific ways in which the process can be improved.

4:10 – 4:40pm  Primary Representatives Meeting

6:30 – 11:00pm  Dinner and Concert
Make sure to pack your dancing shoes and plan to join us Thursday night for an evening of fantastic food and music as we welcome to Longwood the world famous beach band The Embers!

Friday, November 16

7:00 – 8:30am  Breakfast Buffet

Concurrent Sessions:

8:30 – 9:20am  G.) ARMICS Update
Representatives from James Madison University, George Mason University, and the University of Virginia will conduct a panel discussion on implementation of State Comptroller, Directive 1-07 Agency Risk Management and Internal Controls (ARMICS)

H.) Payroll Update *
Leisa Shelor, Virginia Tech Payroll Manager, will facilitate a payroll Roundtable session to discuss current topics in the payroll area. Please forward discussion items to Leisa at shelor1@vt.edu.
I.) Budget Roundtable*
Glenda White from W&M and Martha Necessary from UVA-Wise will lead a traditional roundtable discussion providing an open forum for topics of interest such as legislative planning tools, budget development processes, and the six-year financial plan. Please contact Glenda White at gewhit@wm.edu or Martha Necessary at mcm2f@uvawise.edu for any topic suggestions.

General Sessions:

9:30 – 10:20am How to keep your President off of the front page of the newspaper!
Larry Goldstein, President, Campus Strategies
Larry Goldstein will delve into cases of higher education conflict of interests and ethical lapses to help participants understand tactical prevention techniques. Participants will have the opportunity to share their perspectives on the situations presented in cases during this interactive session.

10:20 – 10:50am Break

10:50 – 11:40am Political Update
Robert D. Holsworth, Dean of the College of Humanities and Sciences at Virginia Commonwealth University, will discuss the recent elections and the impact they could have.

11:40 – 12:00pm Wrap-up Session

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