FOCUS Fall 2008

Wednesday, November 5th

9:00 – 11:00am  Registration

9:30 – 4:00pm  PCI Compliance Standards – Walt Conway-President-Walter Conway Associates, LLC
This workshop on PCI Compliance Standards will be presented by Walt Conway – President of Walter Conway Associates, who was chosen by NACUBO to represent Higher Education at the PCI Security Standards Council. He is a frequent speaker on PCI DSS, security, and e-commerce topics at NACUBO, EDUCAUSE, Commonfund, Treasury Institute, and other professional conferences (http://www.walterconway.com/).

1:00 - 3:00pm  Registration

1:00 – 3:00pm  Ethics for CPA’s – Dr Douglas Ziegenfuss – Professor of Accounting - ODU
Please join us for this two hour session on Ethics. This session meets the two hour ethics requirement for CPAs in the Commonwealth of Virginia.

3:00 – 5:00pm  BANNER SCT Roundtable * – Allison Leonard and Elsa Everling – Sungard/SCT
Allison Leonard and Elsa Everling from Sungard/SCT will lead a roundtable discussion of issues and topics that Commonwealth Banner schools are facing.

5:00 – 6:30pm  Registration

Thursday, November 6th

7:00 – 8:30am  Continental Breakfast

7:30 – 8:30am  Registration
General Sessions:

8:30–9:20am  **Strategic Resource Allocation – Larry Goldstein – President Campus Strategies**
There are numerous approaches to resource allocation. Some processes—especially those integrated with planning—are more successful than others. But that’s only part of the equation.

Institutions must have processes for assessing the effectiveness of their resource allocation decisions as well as their progress toward the goals identified through planning. This session identifies an approach that can be used to support decision making related to resource allocation including criteria for making additional investments and for making cuts.

9:20 –10:10am  **Finance Issues in Higher Education – Manju Ganeriwala – Deputy Secretary of Finance**
The Deputy Secretary of Finance will discuss current finance issues in Virginia and how they affect higher education.

10:10-10:40am  Break

10:40-11:30am  **Department of Accounts/APA Update - Randy McCabe/Helen Vanderland**
Mr. Randy McCabe, Assistant Comptroller for the Commonwealth of Virginia, will provide an update on new initiatives and recent developments at the Department of Accounts.

Ms. Helen Vanderland, Higher Education Team Director, and Joe Stepp, Supervisor, Higher Education Programs, will provide an update from the state auditor’s office.

11:30 –1:00pm  Lunch

1:00 –1:50pm  **Information on the Virginia College Savings Plan**
Gary Ometer – CFO of the Va College Savings Plan
Gary Ometer, CFO of the Va College Savings Plan will give a presentation on the savings plan and will answer questions from the conference attendees.

Concurrent Sessions:

2:00 –2:50pm  **A) AP Roundtable – Purchase Cards – Valerie Smith - DOA**
Valerie Smith from the Department of Accounts will lead a roundtable discussion about the Commonwealth’s Small Purchase Charge Card program.
B) Financial Reporting Roundtable * – Carol McGinnis- Assoc Controller - GMU
Carol McGinnis, Associate Controller at George Mason University, will lead a roundtable session covering financial reporting topics of interest to the group. The session will include discussion of the ways institutions define and use the functional expense categories (instruction, research, etc.) for reporting and other purposes. Please send other topics to Carol at cmcginn2@gmu.edu. This session is limited to FOCUS members only, and all institutions are encouraged to participate in this open exchange of questions, concerns, experiences, and solutions that affect financial reporting for us all.

C) Bursars Roundtable * – Diane Rice – Bursar - CNU
Diane Rice, Bursar at CNU will lead a roundtable discussion that will delve into issues facing Bursars offices in the Commonwealth.

2:50 – 3:20pm     Break

3:20 – 4:10pm     D) Ratio Analysis – Larry Goldstein President-Campus Strategies
This session examines the methodology for employing financial ratio analysis in higher education using audited financial statements. The composite financial index (CFI) will be discussed including both its primary and supporting ratios. Special emphasis is placed on the background of ratio analysis in higher education as well as the common pitfalls of ratio analysis

E) Payroll Roundtable * – Leisa Shelor – Payroll Mgr – Va Tech
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 shelorl@vt.edu.

F) Bursars Roundtable * – Financial Aid – Sandra Riggs-Bursar-NSU
Sandra Riggs, Bursar at Norfolk State will lead a roundtable discussion on topics and issues related to Financial Aid at the Commonwealth’s Higher Education institutions.

4:10 – 4:40pm     Primary Representatives Meeting
Friday, November 7th

7:00 – 8:30am  Breakfast Buffet

Concurrent Sessions:

8:30 – 9:20am  G.) ARMICS Roundtable*
Representatives from the Virginia Higher Education ARMICS Joint Task Force will conduct a panel discussion on ARMICS and the next phase of this project.

H.) Budget Roundtable * – Dennis Jones-Budget Director-VSU
Dennis Jones, Budget Director at Virginia State will lead a roundtable discussion on issues related to budgeting at the FOCUS schools.

Lisa Suardi, from the IRS Tax Exempt & Government Entities Division, will discuss IRS audits and reviews in the area of 1099 reporting, payroll fringe benefits, and business use of cell phones and related tax issues.

General Sessions:

9:30 – 10:20am  Political Update
Robert D. Holsworth, Professor of Political Science at Virginia Commonwealth University will discuss the recent Presidential and congressional elections and the impact they could have on Virginia.

10:20 – 10:50am  Break

10:50 – 11:40am  Motivation and Leadership Skills – Jennifer Testa – HR – JMU
Jennifer Testa, Director of Training at James Madison University, will provide a presentation on Motivation and Leadership Skills for Accountants.

11:40 - 12:00pm  Wrap-up Session

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