



## **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**

Valarie 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](mailto: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](mailto: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.

**I.) Current IRS Issues – Lisa Suardi – Federal, State & Local Government**

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.**