

CSU Business Conference (March 26-28, 2012); Hyatt Regency Sacramento  
Monday, March 26 (Day 1)

THEME: Capitalizing on Collaboration

DRAFT

<u>Start Time</u>	<u>End Time</u>	<u>Session Title</u>	<u>Session Descriptions</u>	<u>Speaker/Facilitator</u>	<u>Speaker Titles</u>
10:00 AM	7:00 PM	Registration Desk Open		none	
1:00 PM	2:45 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		FOA Delegate Meeting	Financial Officers Association and Affinity Group Meetings and Sharing Sessions	Karen Wall	DH Associate Vice President, Administration & Finance
		SAR		Gina Curry	SA Director of Student Financial Services and University Bursor
		Accounts Payable		Lauri Reilly	CO Accounts Payable Manager
		Budget (Accounting Staff may attend as guests) - CI Budget Software and Fiscal Incentives proposed in Governor's Budget		Stacy Hayano, Marysia Wancewicz, Robert Turnage and Vi SanJuan	SA Associate Vice President of Budget, Planning & Administration, CI Financial Business Analyst, CSU Assistant Vice Chancellor for Budget and CSU Assistant Vice Chancellor Capital Planning
		Small Business / DVBE Program Management Practices	This session will review policy updates, new forms, Commercially Useful Function (CUF) requirement, new system-wide contracts and ideas on how campuses can enhance their SB/DBVE program.	Darryl Dearborn & Tom Johnson	CO SB/DVBE Advocate & LA Procurement Director
		CSU 1 - Intro to CSU Procurement	This session is an abbreviated and lively version of the full day course (of the same name) presented regionally by the PSSOA. The session will concentrate on the fundamentals of purchasing and contracting, delegation of authority, the related ICSUAM, formal bidding, scopes of work, elements of contracting, leases, Auxiliary operating agreement and client services. This course is designed for <u>any financial services employee</u> interested in a broad based overview or refresher of Procurement in the CSU.	Tom Roberts	CO Director Contract Services and Procurement
2:45 PM	3:15 PM	Refreshment Break		none	
3:15 PM	5:00 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		FOA Delegate Meeting (continued)	Financial Officers Association and Affinity Group Meetings and Sharing Sessions	Karen Wall	DH Associate Vice President, Administration & Finance
		SAR (continued)		Gina Curry	SA Director of Student Financial Services and University Bursor
		Accounts Payable (continued)		Lauri Reilly	CO Accounts Payable Manager
		Accounting (Budget Staff may attend as guests)		Kendal Chaney-Buttleman	SA Director of Accounting and University Controller

		Small Business / DVBE in RFPs; Reports in CFS; and Buy Recycled with OfficeMax	This session will be an interactive discussion of SB/DVBE requirements in formal bids and RFP's, reporting requirements and how to use the CFS system to minimize tedious transaction by transaction review. A representative from OfficeMax will present information on recycled products.	Bob Todaro and Darryl Dearborn	EB Asst Director of Procurement Services and CO SB/DVBE Advocate
		CSU 2 - Negotiations	The presenter will tell you at the outset there is very little about negotiation that you don't already know, at least intuitively. We all negotiate all the time; we've been doing it since we were children. But the way we plan for and conduct a negotiation and the way we define our objectives and categorize our outcomes will all contribute to whether we will consider a negotiation successful. This shortened version of the CSU #2 Buyer Training Module will present tools, tactics and techniques that can add structure to and increase the effectiveness of the negotiations we conduct professionally, even personally.	Stephen Smith	SF Procurement Director
<b>4:30 PM</b>	<b>9:00 PM</b>	<b>Vendor Show &amp; Dinner</b>		see below	
4:30 PM	7:00 PM	Vendor Show		see below	
5:30 PM	7:30 PM	Wine & Beer (first two drinks hosted)		see below	
7:00 PM	9:00 PM	Dinner		see below	
		Welcome and Opening Remarks		Karen Wall, Vineeta Dhillon and Ming-Tung "Mike" Lee	DH AVP Admin & Finance, MA Director of Purchasing & Risk Management and SA VP for Administration and Chief Financial Officer

**Tuesday, March 27 (Day 2)****DRAFT**

<u>Start Time</u>	<u>End Time</u>	<u>Session Title</u>	<u>Session Descriptions</u>	<u>Speaker/Facilitator</u>	<u>Speaker Titles</u>
7:00 AM	11:00 AM	Registration Desk Open		none	
7:30 AM	8:30 AM	<i>Breakfast, Vendor Show and Vendor Raffles</i>		none	
8:30 AM	9:45 AM	General Session		Alexander Gonzalez to Introduce	SA President
		Speaker: Finance Update	Dr. Quillian will discuss the need for greater campus collaboration during difficult budget times. Focusing on "synergies," he will explain why it is important for the CSU to assess, simplify and consolidate business practices in order to continue the delivery of quality educational offerings to its students.	Ben Quillian	CSU Executive Vice Chancellor and Chief Financial Officer
		Speaker: HR Update	In September 2010, the Board enthusiastically endorsed the first CSU vision and goals for Human Resources and asked us to report annually on our progress. We prepared a special website "Moving Forward" that shows our progress and plans and formed the basis for our report to the Board. This progress report will be discussed at the meeting.	Gail Brooks	CSU Vice Chancellor, Human Resources
9:45 AM	10:15 AM	Refreshment Break		none	
10:15 AM	12:00 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		Public Private Partnerships	This session will provide a basic understanding of general principles of public/private partnerships and the CSU policies and procedures governing campus real property development projects.	Syrus En	CO Finance & Treasury Financial Manager
		Travel Policy Proposed Changes	<i>This session is intended for individuals that are actively involved with travel reimbursement processes. The ICSUAM Travel Policy became effective April 1, 2011. Several revisions have been suggested during the past year which we will share and discuss. Attendees are encouraged to review the proposed changes prior to the session and come prepared to provide constructive feedback. A synopsis of the changes may be obtained from your FOA delegate.</i>	Lauri Reilly and Jean Gill	CO AP Manager and CO Assistant Controller

		CFS AR/BI Lessons Learned	Presentation of issues associated with the implementation of the Accounts Receivable and Billing (AR/BI) modules in CFS and current capabilities/challenges. An open discussion will follow to answer/provide guidance for any questions.	Lynda Reposo, LaVerne Simmons-Barnett, Chris Lambert and Dan Zorn	SA University Accounts Receivable Supervisor, SA Director of Accounting Services, SM Manager of Accounting & Systems Operations & Development, and SM Director of Fiscal and Technology Services
		CFS and Data Center Updates	System wide technology projects impact how we perform our day to day operations. This session will include information on recent CSU technology projects including the Data Warehouse, the Data Center Transition, as well as, an update on CFS and other CMS projects.	George Mansoor, Carlos Prieto, and Mick McBride	CO Director of Technical Services, CO Director of Business Intelligence, and CO Director of Application Development
		Avoiding Unpleasant Surprises by Managing Risk Assessment in Procurement	In this session we will review the risk management process specifically as it can be applied to the procurement of goods and services. Risk identification and analysis in the procurement of goods and services can signal the need for modification and/or additional techniques to manage a risk of loss to the university. We will examine risk management techniques to prevent, control and/or transfer losses and some specific examples of risks which can be unpleasant surprises.	Joe Risser	Risk Management Design
		Buying for the CSU	See how the CSU spends its' procurement dollars. See what your campus spent on goods, services and public works. Presentation designed to show overview of procurement spending in the CSU and the processes that guide it.	Matt Roberts	SL Procurement Director
12:00 PM	1:30 PM	<i>Luncheon</i>		none	
1:30 PM	3:00 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		Private Use Limitations	The CSU has IRS requirements that need to be met and monitored in order to maintain its tax-exempt status for both State and Nonstate facilities. This session will outline the requirements and provide tools to monitor usage at all its facilities, including housing, parking, student unions, and academic facilities.	Rosa Renaud	CO Senior Financial Manager
		ICSUAM Updates	Update on the Integrated California State University Manual (ICSUAM) - overview of policies implemented over the past year and plans for the near and long term. Discussion of the the policy development and consultative process and the importance of your contribution to the initiative.	Mike Redmond	CO Senior Director Fiscal Control and Special Initiatives

		A Successful Collaboration Model: Sac State Student Financials and Student Affairs	Learn how one institution's Student Financial Service Center developed and strengthened its relationships with Student Affairs to achieve mutual goals, despite historically challenged relationships. Collaboration on a major project resulted in significantly reduced receivables, increased financial aid disbursement, fewer enrollment cancellations and meeting the enrollment target.	Ed Mills and Gina Curry	SA Associate Vice President Enrollment Services, SA University Bursar
		Cost Recovery Open Forum - Lessons Learned	This session will involve an open discussion regarding lessons learned implementing the cost recovery guidelines. Included will be an exchange of ideas and information on how to deal with various concerns and issues pertaining to campus reporting, budget, FIRMS 07, and GAAP requirements. Also, learn from campuses cost recovery best practices.	Dan Zorn, Liz Rojas, Diana Cumming and Ken Toet	SM Director of Fiscal and Technology Services, SM Director of Budget Office, SM Accountant in Fiscal and Technology Services, and MA Controller
		Leases	A practical guide to leasing space on and off campus. What to know and watch out for whether you are the lessee or Lessor. Session will include leasing to and from CSU Auxiliary Organizations as well as third parties (landlords, property managers and tenants).	Dru Zachmeyer, Matt Roberts and Tom Roberts	SL Procurement Associate Director, SL Procurement Director and CO Director Contract Services and Procurement
		Reverse Auctions - successful collaborations combine the CSU purchasing power with the experience of our reverse auction business partners resulting in significant savings.	This session is designed to provide the "story" of reverse auctions and is focused on the campus experience in initiating the process, overcoming obstacles, educating partners, the auction event, and the award and contracting.	Jose Gomez Don Green, Cathy Garcia and Michael MacKinnon with Procurex Tom Johnson, Laurinda Fuller and Tamara Doss with eBridge	Business Partners
3:00 PM	3:30 PM	Refreshment Break		none	
3:30 PM	5:00 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		Budget Session: Hot Topics	Budget Hot Topics include Operating Budget and Fee Revenue Projections, Cost Saving Measures, and Capital Budgeting.	Bradley Olin, Missy Jarnagin and Cathy Rank	CO Budget Analyst, CI Associate Vice President of Finance & Budget, and MB Director of Budget and Planning
		Legal vs. GAAP Handling of Cost Recovery	This presentation will answer the question "What is cost recovery?" giving the background, identifying all the stakeholders and suggesting tools to record the activity correctly.	Debbie Brothwell	EB Deputy VP, Finance
		Unrelated Business Income Tax (UBIT)	Discussion will center on the identification of UBI through application of the 3-prong test. Specific types of activities will be examined to evaluate their potential for generating taxable revenue.	Roberta McNiel and Dale Zuehls, CPA & JD	CO Manager of Financial System Internal Controls and Compliance and Founding Partner of CPA Firm Zuehls, Legaspi and Co.
		CO Internal Audit Updates	In this session, Wendee and Michelle will review the 2011 audits, including some best practices and common problems noted in the field. The audit team will also discuss the audit planning process, including updates on the audits that will be performed in 2012.	Michelle Schlack abd Wendee Shinsato	CO Senior Director Office of the University Auditor and CO Audit Manager

		Imaging	Providing an update on the system wide RFP process to procure a single product for the CSU to accommodate document imaging, workflow management, web forms, and more.	Jason Wenrick	SO Acting Chief Information Officer
		US Bank Card Program	Come join US Bank for a fascinating session about the various payment solutions offered to CSU. Find out how to optimize your Pcard program potential in order to receive the maximum rebate reward. Learn about the newest program functionality that will allow you to place various audit rules and parameters on your card program and receive alerts and reports with possible violations. An update will be provided regarding Travel cards and the status of campus's implementing the US Bank travel card solution. Obtain information about how the fraud process works at the bank, review numbers related to fraud occurrences within CSU system, and find out how to minimize your chances of fraud.	Courtney Hoppe	US Bank CPS Public Sector Relationship Manager
		The New CSU Auxiliary Open Records Act	The McKee Transparency Act, effective January 1, 2012, provides that records maintained by a CSU auxiliary organization shall be available to the public to inspect or copy except as provided in the Act. Learn about the provisions of this new law and its interaction with the California Public Records Act. Attendees will participate in 'hands-on' exercises using hypothetical requests to learn how the Act will apply to auxiliary records.	Marlene Jones	CO University Counsel
5:00 PM	6:00 PM	PSSOA Annual Business Meeting	All Procurement staff requested to attend	Vineeta Dhillon	MA Director of Purchasing & Risk Management
		<i>Dinner: On your own in Sacramento</i>		none	

**Wednesday, March 28 (Day 3)****DRAFT**

<b>Start Time</b>	<b>End Time</b>	<b>Session Title</b>	<b>Session Descriptions</b>	<b>Speaker/Facilitator</b>	<b>Speaker Titles</b>
7:00 AM	11:00 AM	Registration Desk Open		none	
7:30 AM	8:30 AM	<i>Breakfast</i>		none	
8:30 AM	9:45 AM	General Session		Karen Wall to Intro.	DH Associate Vice President, Administration & Finance
		Motivational Speaker: The Value of Working for the CSU	Dr. Koester will explore the challenges, joys, consequences, and guidelines for success in working for the vast system of public higher education that is the California State University.	Jolene Koester	Northridge President Emeritus
9:45 AM	10:15 AM	Refreshment Break & Check Out of Hotel		none	
10:15 AM	12:00 PM	General Session		see below	
		Speaker: Legislative Update	This session will explore the policy and politics of this election year and its impact on CSU's budget and legislative agenda. 2012 will be marked with lots of change; the question is whether we can use our ongoing difficulties to turn the challenges into opportunities for the system, its students, faculty and staff and ultimately the state. Ms. Zamarripa will discuss the Sacramento scene, the policies and politics of the election year, and strategies for the CSU.	Karen Zamarripa	CSU Assistant Vice Chancellor, Advocacy & State Relations
		Speaker: Budget Update	Mr. Turnage will provide an update on the state/CSU budget, including developments in the legislative budget hearings.	Robert Turnage	CSU Assistant Vice Chancellor for Budget
12:00 PM	1:30 PM	<i>Farewell Luncheon and Campus Raffles</i>		Karen Wall, Vineeta Dhillon & Justine Heartt	DH AVP Administration & Finance, MA Director of Purchasing & Risk Management, and SA AVP for Financial Services
1:30 PM	3:00 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		Making the Move into Management	There comes a time in everyone's career when assessing your career is important. A promotional move into management can be your next move. With planning and preparation, you can be in a strong position to take that next step. Come learn the how you can start preparing today for that management job tomorrow!	Maria De Guevara	SJ Associate Vice President of Human Resources
		KPMG: New GASB Pronouncements affecting the CSU	This session will focus on two new GASB standards: <i>GASB 60 – Service Concession Arrangements</i> , and <i>GASB 61 – Financial Reporting Entity: Omnibus</i> . KPMG will explain the standards, and their effects to the CSU. The Chancellor's Office will advise on the planned approach.	Mark Thomas, Sedong John, and Lily Wang	KPMG Partner, CO Director of Systemwide Financial Standards & Reporting, and CO Director of Management & Accounting Practices Office

		In-Depth Budgeting	This session will provide an explanation of the policies, procedures and calculations used to determine campus annual budget allocations. The session will focus on General Fund allocations, tuition revenue projections, enrollment targets and marginal cost of enrollment formulas and allocations, and the State University Grant set-aside and financial aid pool.	Rodney Rideau	CO Budget Director, System Budget
		CFS AM Lessons Learned	Presentation of issues associated with the implementation of Asset Management and its current capabilities/challenges. An open discussion will follow to answer/provide guidance for any questions.	Stephen Scalley, Thurman Watson and Chris Lambert	SA GAAP Accountant, SA Property Supervisor, and SM Manager of Accounting and Systems Operations & Development
		CSU Legal Review and Problem Contract Clauses - <i>All Procurement Staff to Attend</i>	This popular session reviews the hot issues in public procurement and contracting. Steve will review current topics of concern including relevant case laws. In addition, there will be an overview of commonly challenging contract clauses and recommendations in negotiating contract clauses.	Steve Raskovich	CO University Counsel
		US Bank Card Program - REPEAT	Come join US Bank for a fascinating session about the various payment solutions offered to CSU. Find out how to optimize your Pcard program potential in order to receive the maximum rebate reward. Learn about the newest program functionality that will allow you to place various audit rules and parameters on your card program and receive alerts and reports with possible violations. An update will be provided regarding Travel cards and the status of campus's implementing the US Bank travel card solution. Obtain information about how the fraud process works at the bank, review numbers related to fraud occurrences within CSU system, and find out how to minimize your chances of fraud.	Courtney Hoppe	US Bank CPS Public Sector Relationship Manager
3:00 PM	3:15 PM	Refreshment Break		none	
3:15 PM	4:30 PM	<i>Break-Outs, Meetings, and/or Training:</i>		see below	
		EO 1059 Guidelines	Join in a panel discussion of E.O. 1059 - Utilization of Campus Auxiliary Organizations and implementing policies and guidelines. Bring your questions and suggestions for additional guidelines in support of your campus' implementation of this important CSU policy.	Mike Redmond, Lorretta Leavitt, and Agnes Wong Nickerson	CO Senior Director Fiscal Control and Special Initiatives, SD Assistant Vice President & Controller, and SF Associate Vice President for Fiscal Affairs



		KPMG: Revised Systemwide Audit Scope for 2011/12	Assembly Bill No. 114 amended Section 12440.1 of the Government Code to eliminate the issuance of campus stand-alone financial statements. In its place, the statement of net assets, statement of revenues, expenses, changes in net assets, and statement of cashflows of each campus shall be included as an addendum to the annual systemwide audit, along with summary information on transactions with auxiliary organizations for each campus. The Chancellor's Office will share the decisions reached to implement the new requirements, and provide a sample consolidated statements with the required addendum. KPMG will address the audit approach.	Mark Thomas, Sedong John, and Lily Wang	KPMG Partner, CO Director of Systemwide Financial Standards & Reporting, and CO Director of Management & Accounting Practices Office
		Records Disposition: Keeping Your Institution Safe	This session will provide an overview of a records management program; current CSU policy on records disposition; and why you and your institution should care about records despite an institutional culture inclined towards hoarding.	Lori Erdman	CO Chief of Staff, Business and Finance
		Best Practices in Student Placements, Service Learning and Internships	The CSU has made a substantial commitment to support the concept of "learning by doing" and nowhere is that manifested as much as in our annual placement of thousands of students in internship and service learning opportunities. Attendees will leave the session with a better understanding of what is entailed in student placements and how the CSU has taken steps to mitigate risk associated with student placements while simultaneously fostering the continuing growth of the CSU's commitment.	Zachary Gifford	CO Associate Director, CSU Claims Office
		Public Works vs. Maintenance Workshop	General review of the laws and discussion on how to determine whether a project is public works or maintenance.	Jim Sowerbrower and Barbara Nicholson	CO Chief of Construction Management and CO Principal Construction Program Manager
4:30 PM	??	<i>Dinner on Your Own - Have a Safe Trip Home</i>		none	