Monday, April 6, 2015

10:00AM – 2:00PM  FOA Delegate Meeting (lunch provided)
                    PSSOA Delegate Meeting (lunch provided)
                    Affinity Group Sessions (lunch provided)
                    • Accounts Payable
                    • Accounting
                    • Budget
                    • Buyers
                    • Sponsored Programs
                    • Student Accounts Receivable
                    • Risk Management

3:00PM – 5:00PM  General Session: When Generations Connect - Communicating across the Generational Divide!

5:30PM – 7:00PM  Reception and visit with our Vendors

7:00PM – 9:00PM  Dinner and Keynote Speaker

Tuesday April 7, 2015

7:00AM – 8:30AM  Breakfast

8:30AM – 8:45AM  General Session: Welcome

8:45AM – 9:30AM  General Session: Executive Vice Chancellor/CFO Update

9:30AM – 10:15AM General Session: Assistant Vice Chancellor/Budget Update

10:15AM – 10:45AM  Morning Break and Visit with our Vendors

10:45AM – 11:30AM  Breakout Session A
                    • CSU Data Warehouse – Exciting Improvements and Enhancements
                    • Strategies for Retaining, Recruiting and Motivating

11:30AM – 12:15PM  Breakout Session B
                    • CSU Data Warehouse – Exciting Improvements and Enhancements
                    • Leadership for Every Generation

12:15PM – 1:30PM  Lunch
1:30PM – 2:10PM  Afternoon Breakout Session 1

- **Best Practices for Extended Education Financial Management**
  In this session participants will discuss and share best practices for aspects of extended education financial management including fees, campus partnerships, self-support summer.

- **Cashiering & Parking**
  This session will focus on the cashiering and system challenges related to accommodating a multitude of parking payment needs including eBusiness for permits, Luke terminals, credit card solutions for metered parking, citation payments, and the transition from cash to electronic payment methods. It will also cover lessons-learned about the FLEX interface and the pitfalls of having two systems where sales take place.

- **Hospitality and Travel Policy**
  This session will provide an overview of the CSU Hospitality and Travel Policies, including best practices and practical approaches to conducting business while still meeting the ICSUAM requirements and the needs of the campus.

- **Vendor Equipment Lease - Financing Guidelines**
  This session will provide a comprehensive overview of the CSU vendor equipment lease-financing program, covering various topics including key provisions of the Master Enabling Agreement, roles and responsibilities of related financing parties, and procedural steps involved in the documentation and funding process. There will also be a panel of CSU-approved lenders present to share their experience on certain lease-financing transaction completed in past years.

- **HR/LCD/Position Management**
  What reports do campuses use? Best practices for processing LCD. Inactivating chartfields; and the use of combo codes. Position management - methodologies; how to budget for temp faculty, release time. Benefits, central pools, vacation accruals, what works what doesn't.

- **Asset Management Tracking**
  This session will provide examples of how campuses are tracking assets, which were purchased by a Grant, in the PeopleSoft Asset Management system. It will review the flow, starting from the time the asset is purchased by a grant, to the close out of the grant.

- **ICSUAM Update**
  This session will go over recent updates and revisions to ICSUAM Section 5000 governing contracts and procurement in the CSU, in particular revised competition thresholds and methods.
2:15PM – 2:55PM  Afternoon Breakout Session 2

- **PCI & Mobile Payments**
  This session will focus on the current trends and hot topics related to PCI and mobile payments. Presented by CSULB, the session will provide a campus perspective on various challenges, demands, and solutions related to PCI and the ever-increasing desire for mobile payment methods.

- **Inter-Unit Chargeback Processing**
  How to utilize the CSU Chargeback modification to provide efficiencies in processing charges from Campus Service Providers to Auxiliaries that have been implemented in CFS, eg: Mail, telephone, facilities, etc. Cal State Long Beach will review their implementation of this modification and the impacts and benefits it has had on their Business Units; Campus, Research Foundation (Sponsored Programs) and 49R Foundation (Scholarships and Endowments).

- **CSU Construction Model Delivery Models (Part 1)**
  This session will give a brief overview of the construction project delivery methods currently used in the CSU. These methods include: Construction Manager at Risk, Design-Build, Collaborative Design-Build, Task Order Construction Agreements, and Job Order Contracts. Time will be devoted to discussion and questions and answers so that all will come away with an understanding of the different methods and when they should be used.

- **Uniform Guidance - New Federal Regs Governing Federal & Grant Contract Administration (Part 1)**
  Overview of the UG, highlighting some of the changes from the OMB circulars that formerly governed the management of federally funded awards.

- **BI 11G Tips & Tricks**
  This session will introduce user to the new look & feel of 11G - including the new search features. We will also show the helpful new functionality that is available to all users in OBIEE11G - specifically users can:
  - add &/or delete columns in reports & drill downs
  - create dynamic sections &/or pivots in reports & drill downs
  - & sort columns in reports & drill downs

- **International Students Study Abroad**
  Covering a wide range of topics related to International Students and Study Abroad programs, this session will focus on the various types of programs including Faculty-Led, Partner, Exchange, and Intra-System Visitor programs, and will include a discussion about charging and collection challenges, holds, health insurance, travel insurance and other administrative fees, financial aid, and payments through Extended Ed.

3:00PM – 3:30PM  Afternoon Break and Visit with our Sponsors

3:30PM – 4:10PM  Afternoon Breakout Session 3

- **Leadership at any Level**
  This session includes a discussion of what leadership is - that it is more than a position. The presentation will cover five traits/skills for the effective leadership and provide tips/strategies to become a leader at any level.

- **CSU Construction Model Delivery Models (Part 2)**
  This session will give a brief overview of the construction project delivery methods currently used in the CSU. These methods include: Construction Manager at Risk, Design-Build, Collaborative Design-Build, Task Order Construction Agreements, and Job Order Contracts. Time will be devoted to discussion and questions and answers so that all will come away with an understanding of the different methods and when they should be used.
• **Uniform Guidance - New Federal Regs Governing Federal & Grant Contract Administration (Part 2)**  
  Focus on UG requirements related to property/asset management and procurement on federally funded awards.

• **Accessible IT Products**  
The CSU Accessible Procurement Process was developed as a collaborative systemwide effort to create a standardized procurement process that could be adopted or adapted by any one of the 23 CSU campuses. The process emphasizes that the responsibility for procuring accessible IT products should not rest solely with the campus Procurement Department. This presentation will focus on sharing the Accessible Procurement Process deliverables (Process Steps; Roles and Responsibilities; and Templates) and report on the status of the proof of concept implementation underway at CSU Fresno.

• **Overview of CMS/CFS**  
This session will provide attendees with an overview of the basics about CMS and CFS in order to help you better understand where to find key items and solutions, and the tools that are available to provide you with information to make your jobs easier.

• **New Capital Financing Authority**  
The CSU has new capital financing authority which has far reaching effects on the university’s overall budgetary, spending, debt and reserve policies. In this session we will provide historical background on funding capital improvement and deferred maintenance, and then showcase the new authority in planning for future revenue to service capital financing, balancing risk, and managing debt capacity. We will also address the impact on credit ratings and cash flow, as well as the need to build a facility reserve fund and account for capital improvement costs separately from major repair costs. Join us for a lively discussion on the opportunities and challenges of this new authority.

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**Wednesday, April 8, 2015**

7:00AM – 8:30AM  Breakfast

8:30AM – 9:10AM  Morning Breakout Session 1

• **Enrollment - CO Budget Target vs. Campus Plan**  
  How do campuses project enrollment vs what is given in the budget memo. How are these two numbers tied together. Planning often happens long before budget memo. Best practices.

• **Proper Use of Transfers vs. Loans vs. Expenses**  
  This session will provide rules, guidance and scenarios in determining when it is appropriate to use Transfer object codes, when it is appropriate to use expense object codes, and if and when loans are allowed in the legal basis records.

• **Negotiations**  
  This session will discuss various types and methods of negotiation. It will focus on interest-based or principled negotiations and present the keys to achieving a successful negotiation.

• **US Bank (Pcard)**  
  In this session we will discuss the various card programs currently utilized by campuses state-wide. In addition to product discussion, the intention is to engage in open discussion around best practices, challenges, and program successes.

• **Procurement Electronic Files and Forms**  
  Come see how Fresno State Procurement is utilizing Hyland OnBase for electronic storage of files; along with the use of electronic forms and approvals.

• **Cost Allocation Models**  
  Best practices in creating cost allocation models which are sustainable and don't require excessive time - cost/benefit.
9:15AM – 9:55AM  Morning Breakout Session 2

- **What - Another Audit?**
  *This session will provide tips on surviving audits - from preparing for the audit to responding to the audit findings. We will also review the audit process, internal controls and roles of responsibilities of management and campus auditors. Lastly we will discuss ethics and fraud as it relates to audit.*

- **Hospitality and Travel Policy (Repeat)**
  *This session will provide an overview of the CSU Hospitality and Travel Policies, including best practices and practical approaches to conducting business while still meeting the ICSUAM requirements and the needs of the campus.*

- **Reimbursed Payroll and Cost Share**
  *Review campus practices for tracking reimbursed payroll, assigned time and other cost shared expenditures. This session will review practices and work with attendees to recommend potential sounds business practice(s)*

- **Campus Marketplace – eProcurement**
  *Demonstration of the online shopping portal that affords faculty and staff the opportunity to purchase goods at contract pricing to support their academic and operational needs.*

- **Information Security, The View Forward**
  *Join Ed Hudson and Neal Fisch for an information security view forward. What and who are targeting our campuses may surprise you. What are we doing to not become the next Anthem, Target or Sony and what part do you play?*

10:00AM – 10:30AM  Morning Break

10:30AM – 11:10AM  Morning Breakout Session 3
• Delegation of Authority
Cal State Long Beach will present how they have implemented the CSU Delegation Of Authority modification in CFS. Through the use of this modification CSULB has created common guidelines for appropriate signature and delegation of authority for various transactions and activities at the University. These guidelines are applicable to those Business Units utilizing CFS; Campus, Research Foundation (Sponsored Programs) and 49R Foundation (Scholarships and Endowments).

• Carry Forward Policy, Revisions, Balance Thresholds (Operating, Lottery, Ext Ed)
This is to recap the CSU Carry-forward policy provisions and updates including changes resulting from the new CSU authority included in state Budget Act of 2014 to use the GF support appropriation (and other CSU revenues) for capital expenditures and capital outlay projects, internal lottery audit, health services, and GAAP balance methodology.

• Bonds Preliminary Notices & Stop Payment Notices
Presenters from Alliant Insurance Services will talk about CSU Owner Controlled Insurance Program (OCIP) for major capital construction projects that have been used for the last 3 years on a systemwide basis for projects over $10 M. One Presenter from CPDC CM will discuss performance and payment bonds, preliminary notices, and stop payment notices for construction projects.

• Systemwide Pooled Fringe Benefit Rate

• BI 11G Tips & Tricks (Repeat)
This session will introduce user to the new look & feel of 11G - including the new search features. We will also show the helpful new functionality that is available to all users in OBIEE11G - specifically users can;
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• Asset Management and Property Dashboards
This session will provide an overview as well as a live demonstration of the Cal Poly, San Luis Obispo Property Dashboard. As a part of a major physical inventory improvement project and in collaboration with their campus data warehouse team, Cal Poly SLO developed this dashboard resource tool using PeopleSoft Asset Management data that may be used by the Property Office, Fixed Asset Accountant, central Accounting and the campus-wide department inventory coordinators.

11:10AM – 11:55AM  Morning Breakout Session 4

• Budget Birds of a Feather - Wrap Up

• Legal Updates for Contracts & Procurement
This presentation will include hot topics, recent updates, and provide an opportunity to "Ask the Lawyer" about specific Contracts & Procurement questions.

• New Capital Financing Authority (Repeat)
The CSU has new capital financing authority which has far reaching effects on the university’s overall budgetary, spending, debt and reserve policies. In this session we will provide historical background on funding capital improvement and deferred maintenance, and then showcase the new authority in planning for future revenue to service capital financing, balancing risk, and managing debt capacity. We will also address the impact on credit ratings and cash flow, as well as the need to build a facility reserve fund and account for capital improvement costs separately from major repair costs. Join us for a lively discussion on the opportunities and challenges of this new authority.

• Leadership at any Level(Repeat)
This session includes a discussion of what leadership is - that it is more than a position. The presentation
will cover five traits/skills for the effective leadership and provide tips/strategies to become a leader at any level.

- **Campus Marketplace - eProcurement (Repeat)**
  Demonstration of the online shopping portal that affords faculty and staff the opportunity to purchase goods at contract pricing to support their academic and operational needs.

- **Small Business & DVBE Bidding**
  Find out how we at the CSU can learn from each other and work together to increase SB/DVBE spend in Goods, Services and Construction. Additionally, how might the latest CSU procurement policy changes affect how we contract with Small Business and DVBE. Also get information about the latest changes in standard forms and reporting.

12:00PM – 1:30PM  Lunch