



Business Advisor

A Publication of the Community College Internal Auditors (CCIA)

- ▶ Conference Highlights.....1
- ▶ President's Message2
- ▶ CCIA Updates 3
- ▶ Conference Agenda4
- ▶ Conference Registration.....6

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Community College Internal Auditors *Spring Conference*
April 30 & May 1, 2009
California Community Colleges System Office, 3rd Floor,
1102 Q Street, Sacramento, CA

11 CPE Hours

Welcoming Address – *Dr. Jack Scott, Chancellor, System Office*

Budget Update – *Chris Yatooma, Director of Fiscal Planning, System Office*, will provide budget updates on the 2008-2009 mid-year budget revisions and the 2009-2010 Budget Act, including a discussion on the various budget initiatives scheduled for voter approval in the May. There will also be an update on the changes in Contracted District Audit Manual.

Accreditation and the Role of the Internal Auditor – *Dr. Barbara Beno, President, and Dr. Steve Maradian, Vice President for Policy and Research, Accrediting Commission for Community and Junior Colleges (ACCJC)*, will provide an overview of the community college accreditation process and discuss how internal auditors and fiscal personnel can provide assistance to our colleges in the accreditation process.

Budget Panel: Effective Budget Strategies during Difficult Budget Times – *Claudette Dain, Director, Fiscal Affairs, North Orange County CCD, Theresa Matista, Associate Vice Chancellor, Finance, Los Rios CCD, and Doug Roberts, Vice President, Business Services, Santa Rosa Junior College*, will discuss the challenges facing community college districts during the State's fiscal crisis, and possible strategies for dealing with them.

Planning for Growth: Facility Master Plans – *David Clinchy, Director, Facilities Planning and Construction, Los Rios CCD*, will discuss how Los Rios planned and continues to plan for growth, the challenges they have faced, and how they manage the good and bad economic times in the construction industry.

Bureau of State Audits Report: The Affordability of Textbooks – *Dr. Debra Sheldon, Student Services Specialist, System Office*, will discuss legislation and Board of Governor recommendations for addressing this issue.

Fiscal Independence – *Kim Erickson, Director of Accounting Services, Anita Undercoffer, Director of Budgeting Services, and Patrick Cabildo, Internal Auditor, Chaffey College* will discuss the process to become a fiscally independent district and Chaffey College's own experience.

Attendance & Apportionment – *Elias Regalado, Fiscal Services Specialist, System Office*, will discuss TBAs, compressed calendar and other attendance and scheduling related topics.

President's Message



CCIA Members and Friends,

This year has been a memorable one for the record books. Never have community colleges faced such uncertain financial challenges while dealing with incredible growth and demand.

The CCIA Board has strived to provide you with a Spring Conference full of timely and useful information to bring back to your districts. This conference has a definite fiscal focus. Key personnel from our System Office will present on hot button topics, including the budget, attendance and apportionment. A panel of community college budget experts will provide insight on how their districts are managing the budget crisis. Members from Chaffey College will discuss strategies for fiscal independence. We will also have a presentation on facility master planning for growth in good and bad economic times.

We are privileged to have Drs. Barbara Beno and Steve Maradian from ACCJC/WASC, who will discuss how we as internal auditors and financial professionals can assist our colleges in the accreditation process. The System Office will also present the findings from the Bureau of State Audit's report on the affordability of college textbooks. Members have expressed interest in all of these areas and we have strived to provide this information to you in a cost-effective conference.

I am pleased to announce that we are proposing the election of three new members to the CCIA Board for the 2009-2010 year. Bob Rapoza from Long Beach CCD, Sheena Tran from Rancho Santiago CCD, and Arnold Blanchard from Los Angeles CCD are part of our proposed slate of officers. With your approval, these officers will provide new energy and ideas to the CCIA Board in the coming year.

I would like to express my heart felt thanks and gratitude to our outgoing officers for their service. John Howard has been a part of the CCIA for many years and was a founding member of the Board. He will continue to serve in an advisory capacity, providing us with valuable CCIA history and counsel. Claudette Dain has faithfully served as our Treasurer for the last two years. In addition to her good financial management of CCIA resources, she has been an invaluable resource in the recruitment of outstanding speakers at our conferences. Richard Kudlik has worn many hats over the last few years, including serving as the CCIA Past President, President, and Publications Chair. Thank you all for all of your hard work!

I would also like to thank the CCIA for allowing me to serve as your President this year. I enjoyed working with this remarkable group of people. It has been a privilege. I will remain on the Board in 2009-2010 as your Past President, and I look forward to working with our new officers.

I am very excited about the Spring Conference. I know some of you have fiscal challenges in attending, and I strongly encourage all of you to make your attendance at this conference a priority. The information you will learn will be invaluable.

I look forward to seeing all of you at the Spring Conference!

Warmly,
Tania Walden

News & Updates

2009-2010 CCIA Board Election will take place during the business meeting, immediately preceding lunch on Thursday, April 30th.

Candidate Bios:

Judy Vroman – CPA, CIA, CFE

Running for President; has 23 years of experience in audit; currently the Manager of Audit Services at Contra Costa CCD for 18 years; previously served as Director of Internal Audit at Texas State University, San Marcos.

Arnold Blanshard – CPA, MBA

Running for First VP; has worked in the audit profession for more than 12 years and as an adjunct instructor for more than 5 years; currently the Director of the Internal Audit at LA CCD, the largest community college district in the US; also an adjunct instructor at El Camino College and Santa Monica College.

Robert Rapoza

Running for Secretary; has over 12 years of financial and management experience in both the public and private sector; currently the Internal Audit Manager for Long Beach CCD for 1 year; previously served as Department Head for the Beach Cities Health District.

Sheena Tran – CPA

Running for Treasurer; has 7 years of public accounting experience in the Education arena; currently the Internal Auditor for Rancho Santiago CCD for 3 years; previously served as Accounting Manager at Ontario Montclair School District.

Officers for Re-election:

Chris Yatooma

Running for Second VP; has been in the System Office for 9 years; currently the Director of Fiscal Services; previously served as the Community College Budget Analyst at the Department of Finance. Also served as a Congressional Aide in Washington DC for 5 years and as a Peace Corps Volunteer in the Philippines.

Tracy Young

Running for Secretary of Publications; has 7 years of accounting and finance experience in private industries; currently the Internal Auditor for Coast CCD for 2 years; previously served as Accounting Manager at a large commercial real estate management company in Newport Beach.



**Photos from the
Fall 2008 conference at
Anaheim, CA.**



We Want to Hear from YOU!

Do you have open positions at your district? You can submit your job listings to be announced to all CCIA members. Have you read anything of interest such as audit findings, fraud findings, interesting books or articles? Do you know any upcoming training courses? Please send us any news that would be of interest to your colleagues.

Please contact: Tracy Young at Tyoung@mail.cccd.edu.

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11 CPE Hours

AGENDA

April 30, 2009, Thursday

- 7:30 – 8:15 *Sign In, Breakfast*
- 8:15 – 8:30 **Welcoming Address** – *Dr. Jack Scott, Chancellor, System Office*
- 8:30 – 9:45 **Budget Update** – *Chris Yatooma, Director of Fiscal Planning, System Office*, will provide budget updates on the 2008-09 mid-year budget revisions and the 2009-10 Budget Act, including a discussion on the various budget initiatives scheduled for voter approval in the May. There will also be an update on the changes in Contracted District Audit Manual.
- 9:45 – 10:00 *Break*
- 10:00 – 11:30 **Accreditation and the Role of the Internal Auditor** – *Dr. Barbara Beno, President, and Dr. Steve Maradian, Vice President for Policy and Research, Accrediting Commission for Community and Junior Colleges (ACCJC)*, will provide an overview of the community college accreditation process and discuss how internal auditors and fiscal personnel can provide assistance to our colleges in the accreditation process.
- 11:30 – 11:45 **CCIA Business Meeting**
- 11:45 – 12:45 *Lunch*
- 12:45 – 2:15 **Budget Panel: Effective Budget Strategies during Difficult Budget Times** – *Claudette Dain, Director, Fiscal Affairs, North Orange County CCD, Theresa Matista, Associate Vice Chancellor, Finance, Los Rios CCD, and Doug Roberts, Vice President, Business Services, Santa Rosa Junior College*, will discuss the challenges facing community college districts during the State's fiscal crisis, and possible strategies for dealing with them.
- 2:15 – 2:25 *Break*
- 2:25 – 3:40 **Planning for Growth: Facility Master Plans** – *David Clinchy, Director, Facilities Planning and Construction, Los Rios CCD*, will discuss how Los Rios planned and continues to plan for growth, the challenges they have faced, and how they manage the good and bad economic times in the construction industry.
- 3:40 – 3:45 *Break*
- 3:45 – 5:00 **Bureau of State Audits Report: The Affordability of Textbooks** – *Dr. Debra Sheldon, Student Services Specialist, System Office*, will discuss legislation and Board of Governor recommendations for addressing this issue.

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AGENDA

May 1, 2009, Friday

11 CPE Hours

- 8:00 – 8:30 *Continental Breakfast*
- 8:30 – 9:45 **Fiscal Independence** – *Kim Erickson, Director of Accounting Services, Anita Undercoffer, Director of Budgeting Services, and Patrick Cabildo, Internal Auditor, Chaffey College* will discuss the process to become a fiscally independent district and Chaffey College’s own experience.
- 9:45 – 10:00 *Break*
- 10:00 – 11:15 **Attendance & Apportionment** – *Elias Regalado, Fiscal Services Specialist, System Office*, will discuss TBAs, compressed calendar and other attendance and scheduling related topics.
- 11:15 – 11:45 **Roundtable** – This is your opportunity to talk with your peers around the state and get their advice on the suggested topics as well as any other budget, accounting or procedural matters. This session will lead with “*Enrollment Fees: collection or write-off*”.
- 11:45 *Boxed Lunch Delivered, Conference Ends*

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Directions

From the Bay Area:

I-80 East to Hwy 50/Bus 80
Exit I-5 North to Redding
Exit Q Street

From the Airport:

I-5 South
Exit Q Street
East on Q Street

3 Parking Garages at:

- 10th & P Street (between O & P) \$20.00/day
- 11th & 12th (between O & P) \$20.00/day
- 10th & R Street (across from Fox & Goose) \$8.00/day if paid before 8:30 am

Hotel Accommodations

Holiday Inn Express

Sacramento Convention Center
728 16th Street, Sacramento, CA 95814
(916)444-4436
One/Two Person - \$89
Ask for the CCIA Rate
Reserve by April 3, 2009

Conference attendees are encouraged to make reservations early in order to ensure a room.

Residence Inn

Sacramento at Capitol Park
1501 L Street, Sacramento, CA 95814
(916) 443-0500
One/Two Person - \$149
Ask for the CCIA Rate
Web: [Residence Inn Sacramento at Capitol Park](#)
Reserve by April 1, 2009

Fees and Deadlines:

\$85.00 – Per Community College Attendee
\$150.00 – Per Non-Community College Attendee
Registration deadline is April 17, 2009

Refunds:

Must be requested in writing 7 business days prior to conference date.

To Register:

- 1) Make Checks payable to: Community College Internal Auditors
- 2) Return this confirmation notice and registration fee to:
**North Orange County Community College District, Attention: Claudette Dain
1830 W. Romneya Drive, Anaheim, CA 92801-1819**

If you have any registration questions, please contact Claudette Dain at (714) 808-4751, or CDain@nocccd.edu

Please type or print
(One attendee per form)

Attendee Name/Job Title _____

District Name/Company Name _____

Phone Number _____

Email Address _____

In order to have an accurate count for our caterer, please indicate the meals you will be attending:

April 30, 2009, Thursday Attending breakfast? _____ Attending lunch? _____ Vegetarian? _____

May 1, 2009, Friday Attending breakfast? _____ Attending lunch? _____ Vegetarian? _____

____ Please check if first time attending CCIA. ____ Please check if you do not wish to be on the CCIA email list.