

2002 FALL Conference

State Chancellor's Office - 1102 Q Street, Sacramento

October 3rd and 4th, 2002

Directions and Parking

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

2 Parking Garages At:

- 10th & P (between O & P)
\$12.00/day
- 11th & 12th (between O & P)
\$12.00/day

Hotel Accommodations

Vagabond Inn
909 Third Street
Sacramento, CA
One Person - \$79.00
Additional Person - \$10/day
Ask for CCIA Rate
Phone (916) 498-1101

Holiday Inn
300 "J" Street
Sacramento, CA
One Person - \$119.00
Additional person - \$10
Reserve by Sept. 11, 2002
Ask for CCIA Rate
Phone (916) 446-0100

Conference participants are encouraged to book room reservations early in order to insure a room

2002 Fall CCIA Conference - Confirmation Notice

Fees and Deadlines:

- \$85.00 - Single Attendee paid by Sept. 20, 2002
- \$75.00 - Multiple Attendees from a District paid by Sept. 20, 2002
- \$95.00 - Any attendee paid after Sept. 20, 2002
- \$30.00 - Materials Only

Refunds:

Must be requested in writing 7 days prior to conference.

To Register:

- 1) Contact Cory Wathen at (916) 568-3083 or wathenc@losrios.edu
- 2) Make Checks payable to: Community College Internal Auditors
- 3) Return this confirmation notice and registration fee to:
Cory Wathen, Los Rios Community College District
1919 Spanos Ct., Sacramento, CA 95825

Yes, I am planning to attend. Enclosed is a check for \$ _____

Name

District Name

Phone Number

Name

District Name

Phone Number

Name

District Name

Phone Number

In order to have an accurate count for our caterer, please indicate the number of registrants attending lunch.
October 3, 2002 Thursday How many will attend lunch? _____
October 4, 2002 Friday How many will attend lunch? _____

2002 Fall Conference

AGENDA

10 CPD HOURS

Community College Internal Auditors Fall Conference State Chancellor's Office October 3rd and 4th, 2002

October 3, 2002, Thursday

- 8:00 to 8:30 Sign In, Conference Rooms 3A, B, & C, *Continental Breakfast*
- 8:30 to 10:15 **Legal Aspects of Bond Funds** - *John Hartenstein, Attorney at Law, Orrick, Herrington and Sutcliffe*, a bond counsel firm will cover post issuance legal issues, federal tax arbitrage, rebate compliance, investment of funds and continuing disclosure compliance.
- 10:15 to 10:30 *Break*
- 10:30 to 11:45 **Construction Management** - *Timothy Murchison J.D., Senior Vice President, 3D International* will cover general overview of the construction process (responsibilities, critical path, time delays, change orders) and prebid strategies for minimizing construction problems and costs.
- 11:45 to 1:00 *Lunch Provided*
- 1:00 to 2:30 **Construction Audits** - *Scott Jones, General Manager, PinnacleOne*, a construction consulting and management firm, will address the internal auditor as a positive player in the construction process. Mr. Jones will discuss how internal auditors can be proactive in the process of construction and assist in the overall cost control and success of a project, from budgeting, through change order negotiation, and project close-out.
- 2:30 to 2:45 *Break*
- 2:45 to 4:30 **State Capital Outlay and Local Assistance Programs** - Paul Barth and Cheryl Larry, Program Managers, California Community Colleges Chancellor's Office, will give an overview of the project selection process and reimbursement guidelines for capital outlay and local assistance (i.e. Scheduled maintenance and Hazardous Substance) programs.
- 4:30 to 5:00 **Business Meeting** - *General Business of the CCIA.*

October 4, 2002, Friday

- 8:00 to 8:30 *Continental Breakfast Provided*
- 8:30 to 9:45 **Bookstore Operations:** *Mark Freed, Orange Coast College Bookstore, and Jim Ladd, Foothill & DeAnza Bookstores*, will present on Bookstore Operational issues. These seasoned professionals will cover areas such as inventory control methods, contracted vs. district operated bookstores, working with book wholesalers and buyback contracts, and other operational issues facing today's bookstores.
- 9:45 to 10:00 *Break*
- 10:00 to 11:15 **Vending Commission and Auxiliary Audits** – *Jane Chawinga, CPA, Yosemite CCD, Judy Vroman, CPA, CIA, CFE, Contra Costa CCD, and Richard Pagel, CIA, Coast CCD*, will present an overview of their procedures and findings on vending commission and auxiliary operations audits. Audit recommendations resulted in \$17,000 in back due vending commission revenue as well as corrected commission rates and improved cash/inventory controls and information security for auxiliaries.
- 11:15 to 12:00 **Roundtable Discussion** - Here is an opportunity to talk with your peers around the state and get their advice on budget, accounting or procedural matters.
- 12:00 *Lunch Provided*