

# 2004 SPRING Conference

## AGENDA

11 CPE HOURS

### Community College Internal Auditors Spring Conference State Chancellor's Office, Sacramento, CA

May 6 & 7, 2004

#### May 6, 2004, Thursday

- 8:00 - 8:15      *Sign In, Continental Breakfast Provided*
- 8:15 - 8:30      **Welcoming Address**, *Dr. Mark Drummond, State Chancellor*
- 8:30 - 10:00      **Attendance Accounting Mechanics**, *Doug Roberts, CPA, Comptroller, Contra Costa CCD, and Teresa Tena, State Chancellor's Office.* Doug Roberts will present the basics of apportionment funding and accounting, and Teresa Tena will cover the new proposed funding formula and equalization changes.
- 10:00 - 10:15      *Break*
- 10:15 - 12:15      **SAS 99 - Fraud Auditing**, *Thom Gilbert, CPA, CFS, Gilbert Associates, Inc., CPA's and Advisors,* will present an overview of SAS 99 and discuss its impact on community college June 30, 2004 audits from the planning and implementation standpoint. This includes the external assessment by the audit team, the District's internal assessment and the joint fraud assessment meeting.
- 12:15 - 1:00      *Lunch Provided*
- 1:00 - 2:30      **Conducting Workplace Investigations**, *Ernesto Fuentes, Esquire, Director of Human Resources, Contra Costa CCD, and former investigator for the Department of Justice,* will review the basic elements of workplace investigations including policies you should have and pitfalls to avoid.
- 2:30 - 2:45      *Break*
- 2:45 - 4:30      **Prop 39 Performance Audits**, *Heidi White, CPA, Vavrinek, Trine, Day & Co.,* will discuss accounting/reporting requirements including required documentation and allowable expenses.
- 4:30 - 5:00      **CCIA Business Meeting** - Election of Officers and General Business of the CCIA.

#### May 7, 2004, Friday

- 8:00 - 8:30      *Continental Breakfast Provided*
- 8:30 - 9:45      **Community College Whistleblowers Act**, *Bruce Monfross, staff Counsel, State Personnel Board,* will review the whistleblower complaint process as it pertains to community college employees and provide suggestions for employee training to prevent whistleblower complaints.
- 9:45 - 10:00      *Break*

[See AGENDA on page 10](#)

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11 CPE HOURS

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**May 7, 2004, Friday** (continued)

- 10:00 – 11:15      **Wrap-Up Insurance**, *Sharlene Horn, Keenan & Associates*, will present an overview of the Wrap-Up insurance program which provides a single insurance program that covers the job site risks of the project owner, general contractor, construction manager and all contractors of every tier. This is in contrast with the traditional approach of construction insurance where each contractor provides their own coverage. With the Wrap-Up approach, the district enhances coverage terms and conditions while reducing costs.
- 11:15 – 12:00      **Roundtable Discussion** - This is your opportunity to talk with your peers around the state and get their advice on budget, accounting and procedural matters.
- 12:00                *Lunch Provided, Conference Ends*



***Doug Roberts, CPA, Comptroller, Contra Costa CCD will address apportionment funding and accounting issues at the CCIA's Spring Conference at the State Chancellor's Office in Sacramento on May 6 and 7, 2004.***

# 2004 SPRING CONFERENCE

## State Chancellor's Office

1102 Q Street, Sacramento, CA  
May 6 & 7, 2004

### 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

#### 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/Two Person - \$79.00  
Ask for CCIA Rate  
Phone (916) 498-1101  
Reserve by April 5, 2004

#### Best Western Sutter House

1100 H Street  
Sacramento, CA  
One/Two Persons \$99.00  
Phone (916) 446-0100  
Reserve by April 5, 2004  
(Mention Conf. #K90000)

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

### 2004 Spring CCIA Conference - Confirmation Notice

#### Fees and Deadlines:

- \$75.00 - Single Attendee paid by April 16, 2004
- \$65.00 - Multiple Attendees from a district paid by April 16, 2004
- \$85.00 - Any Attendee paid after April 16, 2004
- \$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](mailto: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

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In order to have an accurate count for our caterer, please indicate the number of registrants attending lunch:

May 6, 2004, Thursday      How many will attend lunch? \_\_\_\_\_

May 7, 2004, Friday      How many will attend lunch? \_\_\_\_\_