

2005 SPRING Conference

AGENDA

11 CPE HOURS

Community College Internal Auditors Spring Conference
State Chancellor's Office
1102 Q Street, Sacramento, CA

May 5 & 6, 2005

May 5, 2005, Thursday

7:45 - 8:15 *Sign In, Continental Breakfast Provided*

8:15 - 8:30 **Welcoming Address**, *Dr. Mark Drummond, State Chancellor*

8:30 - 10:00 **Internal Auditors - Who Needs Them?** *Cory Wathen, CPA, Los Rios CCD and Judy Vroman, CPA, CIA, CFE, Contra Costa CCD*, will discuss Internal Audit basics: The definition of internal audit, scope of work, what internal auditors can do for a district, what to look for in an internal auditor, and internal control principles. In addition, they will present case studies in fraud and internal control.

10:00 - 10:15 *Break*

10:15 - 12:00 **State Chancellor's Watch List**, *Fred Harris, Assistant Vice Chancellor, College Finance and Facilities Planning*, will review the criteria and trends used to trigger Watch List status.

12:00 - 12:45 *Lunch Provided*

12:45 - 2:00 **District Best Practices and Updates**, *Ed Monroe, CPA, Specialist*, will review district best practices in the areas of potential fiscal impact of salary and benefit agreements, FTES Management including noncredit courses, Instructional Services, P.E. Courses, District Ethics Codes and Hotlines.

2:00 - 2:05 *Break*

2:05 - 2:50 **2% Credit FTES Regulation and General Legislative Update**, *Myrna Huffman, Dean - Management Information Services and Ed Monroe, CPA, Specialist*, will review the issue of implementing the requirements of revised section 58139 of Title 5. This revision establishes a 2% cap on district credit FTES activity that is not related to student needs within the three categories of transfer, basic skills, and vocational/workforce training including degree applicable and ESL.

2:50 - 3:00 *Break*

3:00 - 4:30 **Faculty Authored Instructional Materials - They Wrote It, Now Who Owns It?** *Jeff Cooper, Executive Vice President/Deputy Superintendent, Victor Valley College*, will present background on intellectual property rights from the California community college perspective.

4:30 - 5:00 **CCIA Business Meeting**



Dave Aspling, Office of Inspector General, discussed financial aid fraud in community colleges at the CCIA Fall Conference in Newport.

See AGENDA on page 6

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May 6, 2005, Friday

8:00 - 8:30 *Continental Breakfast Provided*

8:30 – 10:00 **Fraud Hotline**, *Tim Howard, Education Channel Specialist, EthicsPoint*, will present best business practices surrounding the emerging process of anonymous fraud and ethics reporting. Topics of discussion will include Creating Anonymous Actionable Reports, Web and Call Center solutions, Report Distribution, Oversight, Analytics, Resolution and Information Technology.

10:00 – 10:15 *Break*

10:15 – 11:15 **Beyond Basic Excel**, *Marc Groenier, CPA, Fiscal Operations Specialist, Contra Costa Community College District*. Marc, a power Excel user, will show you how to save time and impress your boss with pivot tables, highly useful functions, report building methods and productivity techniques. On screen examples, useful handouts and a time for questions on topics of interest will be provided to help you become a hero in your office.

11:15 – 12:00 **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.



CCIA Fall 2004 Conference attendees enjoyed the views from the David A. Grant Collegiate Rowing Center, Orange Coast College in Newport Beach. The upcoming Spring Conference will be in Sacramento, known more for its political views.

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May 5 & 6, 2005

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 95814
One/Two Person - \$84.00
Ask for CCIA Rate
Phone (916) 498-1101
Reserve by April 8, 2005

Holiday Inn

300 J Street
Sacramento, CA 95814
One/Two Persons \$129.00
Ask for CCIA Rate
Phone (916) 446-0100
Reserve by April 8, 2005

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

2005 Spring CCIA Conference - Confirmation Notice

Fees and Deadlines:

\$75.00 - Single Attendee paid by April 15, 2005
\$65.00 - Multiple Attendees from a district paid by April 15, 2005
\$85.00 - Any Attendee paid after April 15, 2005
\$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
3835 Freeport Blvd., Sacramento, CA 95822

_____	_____	_____
Name	Name	Name
_____	_____	_____
District Name	District Name	District Name
_____	_____	_____
Phone Number	Phone Number	Phone Number

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

May 5, 2005, Thursday How many will attend lunch? _____

May 6, 2005, Friday How many will attend lunch? _____