

# 2006 SPRING CONFERENCE

12 CPE HOURS

## AGENDA

**Community College Internal Auditors Spring Conference**  
State Chancellor's Office, 3rd Floor  
1102 Q Street, Sacramento, CA

**May 4 & 5, 2006**

### May 4, 2006, Thursday

- 7:30 – 8:00 *Sign In, Buffet Breakfast Provided*
- 8:00 – 8:15 **Welcoming Address**, Dr. Marshall Drummond, Chancellor, State Chancellor's Office
- 8:15 – 10:00 **Refunding of General Obligation Bonds**, Michael Bush, Vice President of Kelling, Northcross & Nobriga, will provide a high level overview of bond refunding and could save your taxpayers millions of dollars. The workshop will discuss the mechanics of the refunding process as well as the legal and stewardship issues that may arise as you manage the public debt.
- 10:00 – 10:15 *Break*
- 10:15 – 12:15 **Documenting Unsatisfactory Employee Performance**, Todd Goluba, Partner with Atkinson, Andelson, Loya, Ruud & Romo, will review the FRISK method which is the most popular model statewide for documenting public employee performance. Consistent use of the FRISK model maximizes your ability to improve employee performance and also functions as legally sufficient documentation to sustain adverse personnel actions.
- 12:15 – 1:00 *Lunch Provided*
- 1:00 – 2:00 **Hot Topics in Community Colleges**, Fred Harris, Assistant Vice Chancellor, College Finance and Facilities Planning will present the most current issues arising within community colleges. The session will include time for attendees to ask specific questions impacting their college.
- 2:00 – 2:10 *Break*
- 2:10 – 3:00 **Contracted District Audit Manual - Recurring Findings Update**, Tina Henton, CPA, Manager with Vicenti, Lloyd & Stutzman, LLP will address recurring state compliance audit findings identified in District contracted audit reports. The session will include a discussion of recommended steps to correct or resolve the findings and improve District compliance and internal controls.
- 3:00 – 4:30 **Proposition 39 - Smaller Classes, Safer Schools & Financial Accountability Act**, Gary M. Caporicci, Senior Partner and Co-Founder of Caporicci & Larson, CPA Firm, will discuss District's oversight responsibilities, common audit findings, and effective internal controls to oversee projects for the insurance of a successful audit.
- 4:30 – 4:35 *Break*
- 4:35 – 5:00 **CCIA Business Meeting - CCIA Board Member Elections**



See AGENDA on page 7

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May 5, 2006, Friday

- 7:30 – 8:00 *Continental Breakfast Provided*
- 8:00 – 9:30 **Independent Contractor, 1099 & W-9 Reporting Issues**, Richard Kudlik, CPA, Director of Internal Audit, Coast Community College District. The IRS has specific rules, regulations and reporting procedures that must be followed for all independent contractors. We will discuss those procedures and the penalties associated with non-compliance.
- 9:30 – 9:45 *Break*
- 9:45 – 11:15 **ASB, Club, Trust and Foundation Accounts - How to Classify and Manage Various Fund-Raising and Income Generating Activities**, Thom Gilbert, CPA, Gilbert Associates. Do you find that your staff or departments sometimes get creative on how they handle their "extra income" from fundraisers or granting agencies? Get the scoop on the correct accounting methods for typical community college activities.
- 11:15 – 12:00 **Roundtable – Group Topic on Retiree Benefits – Districts' Approaches**. This is your opportunity to talk with your peers around the state and get their advice on the suggested topic, other presentation topics and any other budget, accounting or procedural matters.
- 12:00 **Boxed Lunch Delivered, Conference Ends**



CCIA Fall 2004 Conference attendees enjoyed the views from the David A. Grant Collegiate Rowing Center, Orange Coast College in Newport Beach.

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## State Chancellor's Office, 3rd Floor

1102 Q Street, Sacramento, CA

May 4 & 5, 2006

### 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 (between O & P)  
\$12.00/day
- 11th & 12th (between O & P)  
\$12.00/day
- 10th & R (across from Fox & Goose)  
\$6.00/day if paid before 8:30 a.m.

### Hotel Accommodations

#### Holiday Inn Express

Sacramento Convention Center  
728 16th Street  
Sacramento, CA 95814  
Phone (916) 444-4436

One/Two Person - \$84.00  
Ask the front desk for CCIA Rate  
Reserve by April 12, 2006

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

### 2006 Spring CCIA Conference - Confirmation Notice

#### Fees and Deadlines:

\$75.00 - Single Attendee paid by April 1, 2006  
\$65.00 - Multiple Attendees from a district paid by April 1, 2006  
\$85.00 - Any Attendee paid after April 1, 2006

#### Refunds:

Must be requested in writing 7 days prior to conference.

#### To Register:

- 1) Contact Cory Wathen at (916) 691-7251 or [wathenc@crc.losrios.edu](mailto:wathenc@crc.losrios.edu)
- 2) Make Checks payable to: Community College Internal Auditors
- 3) Return this confirmation notice and registration fee to:  
Cosumnes River College, 8401 Center Parkway  
Sacramento, CA 95823-5799, Attn: Cory Wathen

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

May 4, 2006, Thursday

How many will attend lunch? \_\_\_\_\_

May 5, 2006, Friday

How many will attend lunch? \_\_\_\_\_