

2007 SPRING CONFERENCE

10 CPE HOURS

AGENDA

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

May 3 & 4, 2007

May 3, 2007, Thursday



- 7:30 – 8:15 *Sign In, Buffet Breakfast Provided*
- 8:15 – 8:45 **Welcoming by the Board of CCIA**
- 8:45 – 10:15 **SB 361: How does it impact your district's apportionment funding?** *Ed Monroe, CPA, State Chancellor's Office*, will discuss the financial impact or funding changes to districts since implementation of SB 361. Ed will also provide an overview of Attachment C, a recently issued document that allows districts to independently recalculate their apportionment funding.
- 10:15 – 10:30 *Break*
- 10:30 – 12:00 **Is There Fraud in Your District?** *Judy Vroman, CPA, CIA, CFE, Manager of Audit Services, Contra Costa Community College District*, will present a summary of the types of frauds investigated over the last 10 years, the steps to be taken if you suspect or discover fraud, and the policies, procedures, and processes you can implement to prevent and detect fraud.
- 12:00 – 12:45 *Lunch Provided*
- 12:45 – 1:15 **CCIA Business Meeting**
- 1:15 – 2:15 **What Student Fees Can I Charge?** *Terrie Robinson, Staff Counsel, State Chancellor's Office*, will cover guidelines for mandatory, permissive, and unallowable student fees. The session will clarify what fees districts may charge and the appropriate use of the student fees funds.
- 2:15 – 2:45 **Contracted District Audit Manual Revisions and Updates for 2006-07:** *Marty Rubio, CPA, State Chancellor's Office*, will provide an overview of the recently updated contracted district audit manual (CDAM) for fiscal year 2006-07.
- 2:45 – 3:00 *Break*
- 3:00 – 4:30 **Legislative Update**, *Kathy Williams, Account Executive, SunGard Higher Education*, will discuss legislative updates for State and Federal legislation including bills signed by the Governor and will provide a sneak peak at some legislative proposals for 2007-08. The Commission on the Future of Higher Education has signaled a reformation of higher education by advising that, "To meet the challenges of the 21st century, higher education must change from a system primarily based on reputation to one on performance." You can expect to see how legislation will directly affect performance criteria.
- 5:00 – 7:00 **CCIA Reception** at the Clarion Inn next door to the Holiday Inn Express in the Garden Room with light hors d'oeuvres and hosted bar by SCT SunGard immediately followed by dinner on your own. This will give you a chance to reconnect with professionals from around the State and develop new networks.

See AGENDA on page 6

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May 4, 2007, Friday

- 8:00 – 8:30 *Continental Breakfast Provided*
- 8:30 – 9:45 **Jazzing Up Your PowerPoint Presentations**, Stella Carter, Administrative Assistant, and Thom Gilbert, CPA, MBA, CVA, CFS of Gilbert Associates, will show you the latest tools and techniques to make your presentation dynamic and professional.
- 9:45 – 10:00 *Break*
- 10:00 – 11:30 **75%-25% Rule, Full-Time Faculty Obligation – How does this affect your district?** With more than twenty-five years of experience in labor, employment and education law, Mary Dowell, Partner, Liebert Cassidy Whitmore, will discuss Title 5 requirements regarding the full-time faculty obligation. Mary will discuss issues faced by districts having less than 75 percent of credit instruction taught by full-time instructors.
- 11:30 – 12:00 **Roundtable** – 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. This session will lead with the **Use of General Fund for Food Purchases**.
- 12:00 **Boxed Lunch Delivered, Conference Ends**



Presenters John Howard and Sheena Tran act out a skit on Sub-recipient monitoring in San Diego, California during the Fall 2006 Conference.

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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 (between O & P)
\$20.00/day
- 11th & 12th (between O & P)
\$20.00/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 - \$109.00
Ask the front desk for CCIA Rate
Reserve by April 13, 2007

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

2007 Spring CCIA Conference - Confirmation Notice

Fees and Deadlines:

\$75.00 - Single Attendee paid by April 16, 2007
\$65.00 - Multiple Attendees from a district paid by April 16, 2007
\$85.00 - Any Attendee paid after April 16, 2007

Refunds:

Must be requested in writing 7 days prior to conference.

To Register:

- 1) Contact Melissa Kane at (951) 222-8589 or melissa.kane@rcc.edu
- 2) Make Checks payable to: Community College Internal Auditors
- 3) Return this confirmation notice and registration fee to:
Riverside Community College District, 3845 Market Street
Riverside, CA 92501, Attn: Melissa Kane

_____	_____	_____
Name	Name	Name
_____	_____	_____
District Name	District Name	District Name
_____	_____	_____
Phone Number	Phone Number	Phone Number
_____	_____	_____
Email Address	Email Address	Email Address

* The information you provide above will be shared with the other participants at the conference, unless a written response is received with your objection.

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

May 3, 2007, Thursday How many will attend lunch? _____

May 4, 2007, Friday How many will attend lunch? _____