

CCIA 2008 SPRING CONFERENCE

May 1 & 2, 2008

System Office, 3rd Floor, 1102 Q Street, Sacramento, CA

11 CPE Hours

AGENDA

May 1, 2008, Thursday

- 7:30 – 8:15 *Sign In, Breakfast*
- 8:15 – 8:30 **Welcoming Address**, *Erik Skinner, Vice Chancellor for Fiscal Policy, System Office*
- 8:30-10:15 **Electronic Discovery Laws and How They Impact the Internal Auditor** – *Francis Bueb, Director, Ueltzen & Company, LLP.*, will discuss the impact and risks associated with the recent laws on electronic discovery. He will be covering the elements of electronic discovery and the cases that help form the laws. You will also learn about the effect on organizations and the data retention process.
- 10:15 - 10:30 *Break*
- 10:30 – 11:30 **An Insight into the Accreditation Process** – *Steve Bruckman, Executive Vice Chancellor and General Counsel, System Office and Commission member of the Accrediting Commission for Community and Junior Colleges (ACCJC)*, will provide general background information on the accreditation process.
- 11:30 – 12:00 **CCIA Business Meeting** – CCIA Board Member Elections
- 12:00 – 12:45 *Lunch*
- 12:45 – 2:15 **403B** – *Robert Hornaday, Sr. VP, Keenan & Associates*, will provide an overview of the new responsibilities & plan structure, how to comply, establish new forms and procedures, effective dates of the new regulations, IRS updates, and the role of a third-party administrator.
- 2:15 – 2:30 *Break*
- 2:30 – 3:45 **How to Effectively Manage a Capital Building Program** – *Ron Beeler, District Director of Facilities Planning and Construction, North Orange County CCD* and *Claudette Dain, District Director of Fiscal Affairs, North Orange County CCD*, will discuss the various aspects to managing a construction program. This session will identify who the key players are, what key decisions need to be made, and how to juggle all aspects of a project from start to finish.
- 3:45 – 3:50 *Break*
- 3:50 – 5:00 **Contracted District Audit Manual Revisions and Updates for 2007-08** – *Marty Rubio, CPA, System Office*, will provide an overview of the recently updated manual for fiscal year 2007-08. She will discuss the top five district recurring findings and how to avoid them.

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May 2, 2008, Friday

11 CPE Hours

- 8:00 – 8:30 *Continental Breakfast*
- 8:30 – 9:30 **Sign These Blank Checks Please** – *Lisa Rose, CFE, Rose Investigations*, will present a case study on fraud in a small business. She will use this case to illustrate basic internal control principles we should all know and implement to prevent and detect fraud.
- 9:30 – 9:45 *Break*
- 9:45 – 11:15 **Student Attendance Accounting (Part II)** – *Elias Regalado, System Office*, will continue his update on current activities and issues related to student attendance accounting and reporting. He will also provide an update on the recent Title 5 changes and how the changes impact attendance accounting.
- 11:15 – 11:45 **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. This session will lead with ***Budget Cuts & Privacy Issues***.
- 11:45 *Boxed Lunch Delivered, Conference Ends*



Photos from the Fall 2007 Conference at Huntington Beach, CA.

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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 Street (between O & P) \$20.00/day
- 11th & 12th (between O & P) \$20.00/day
- 10th & R Street (across from Fox & Goose) \$8.00/day if paid before 8:30 am

Hotel Accommodations

Holiday Inn Express

Sacramento Convention Center
728 16th Street, Sacramento, CA 95814
(916)444-4436
One/Two Person - \$109
Ask for the CCIA Rate
Reserve by April 9, 2008

Residence Inn

Sacramento at Capitol Park
1501 L Street, Sacramento, CA 95814
(916) 443-0500
One/Two Person - \$139
Ask for the CCIA Rate or book online with group code CIACIAA
Web: [Residence Inn Sacramento at Capital Park](#)
Reserve by April 2, 2008

*Conference attendees
are encouraged to make
reservations early in
order to ensure a room.*

Fees and Deadlines:

\$85.00 – Per Attendee from a Community College
\$150.00 – Per Non-Community College Attendee

Registration deadline is April 15, 2008

Refunds:

Must be requested in writing 7 business days prior to conference date.

To Register:

- 1) Make Checks payable to: Community College Internal Auditors
- 2) Return this confirmation notice and registration fee to:
**North Orange County Community College District, Attention: Claudette Dain
1830 W. Romneya Drive, Anaheim, CA 92801-1819**

If you have any registration questions, please contact Claudette Dain at (714) 808-4751, or CDain@nocccd.edu

Attendee Name (One attendee per form) _____

District Name/Company Name _____

Phone Number _____

Email Address _____

In order to have an accurate count for our caterer, please indicate if you are attending lunch:

May 1, 2008, Thursday Attending breakfast? _____ Attending lunch? _____ Vegetarian? _____

May 2, 2008, Friday Attending breakfast? _____ Attending lunch? _____ Vegetarian? _____

____ Please check if first time attending CCIA. ____ Please check if you do not wish to be on the CCIA email list.