

February 10, 1998

DEADLINE: March 5

MEMORANDUM

TO: Presidents, Business Officers,  
System Administrators, and  
Business Office Support Staff  
North Carolina Community College System

FROM: Kennon D. Briggs  
Vice President for Business  
and Finance

SUBJECT: Community College Business and Finance Conference  
April 6-8, 1998  
Holiday Inn Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 30th Annual Community College Business and Finance Conference, April 6-8, 1998, at the Holiday Inn Four Seasons. This year's conference will again encompass the IIPS finance meeting.

The attached "tentative" agenda indicates that both days contain vital information and you should make plans to attend all sessions. You should note that the meeting will begin with a business officers and system administrator's session on Monday, April 6 from 3:00 p.m. until 5:00 p.m. This session is a workshop to be conducted on topics of general interest.

The attached registration form should be completed and returned to the attention of Mrs. Myra Davis in this office by March 5, 1998. Included in the registration fee are breaks, the April 7 banquet, and the breakfast on April 8. The registration fee will entitle participants to attend all conference functions.

In keeping with a request from the Association of Community College Business Officials (ACCBO) and the Institutional Information Processing System (IIPS) Users Group, the spring meetings will be held the morning of April 8 following the breakfast.

CC-98-046

Paper Copy

Presidents  
Business Officers  
System Administrators  
Business Office Support Staff  
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Reservations can be made by calling Holiday Inn Reservations at 1-800-242-6556. When making reservations, please identify yourself as a participant of the Community College Business and Finance Conference. Room rates are \$91.00 plus tax, regardless of the number of occupants per room. All rooms not booked by March 5, 1998, will be released to the general public.

If you have any questions concerning the conference, please contact Mr. Larry Morgan in this office (919/733-7051; Extension 208).

KB/jmh

Attachments

COMMUNITY COLLEGE BUSINESS AND FINANCE CONFERENCE

CONFERENCE REGISTRATION FORM

April 6-8, 1998      Holiday Inn Four Seasons  
Joseph S. Koury Convention Center  
Greensboro, NC 27407

REGISTRATION FEE PER ATTENDEE:

Specify Number ( \_\_\_\_ ) @ \$55.00 = \$ \_\_\_\_

Registration Fee Includes:  
Breaks, Banquet on Tuesday - April 7, 1998 and  
Breakfast on Wednesday - April 8, 1998

In order to meet obligations to the hotel, all conference participants must register and pay the total registration fee. This fee will entitle you to full participation in all conference activities.

NAME(S)                      COLLEGE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE THE NUMBER OF PARTICIPANTS ATTENDING THE BREAKFAST AND THE BANQUET -- BREAKFAST \_\_\_\_ ; BANQUET \_\_\_\_

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Make check payable to "North Carolina Community College System" and mail to:

North Carolina Community College System  
Attention: Mrs. Myra Davis  
Auditing and Accounting  
200 West Jones Street - Room 2011  
Raleigh, NC 27603-1379

Your registration package should be mailed to reach us no later than MARCH 5, 1998!

COMMUNITY COLLEGE BUSINESS AND FINANCE CONFERENCE

April 6-8, 1998

Tentative Agenda

Monday, April 6

2:00 p.m. - 4:00 p.m. Registration

3:00 p.m. - 5:00 p.m. Business Officers

Topics of General Discussion

3:00 p.m. - 5:00 p.m. System Administrators

Unix System Administration -  
"Tips, Processes, and Procedures"

Tuesday, April 7

8:00 a.m. - 9:00 a.m. Registration

9:00 a.m. - Noon General Session

Planning for the Future of the NCCCS  
Administrative Computing System for the Future  
Legislative Issues  
1998-99 Expansion Budget Request

Noon - 1:30 p.m. Lunch (On Your Own)

1:30 p.m. - 4:30 p.m. Session Topics

Office of the State Controller - CAFR Reporting

--GASB - Securities Lending  
--GASB 31 - Certain Investments/External  
--Investment Pools

Office of the State Controller - Tax Update  
Community College System Office - Financial Update

--Student Social Security Withholding  
--Non-Resident Contractors Withholding

- New Hire Reporting Requirements
- HOPE Scholarship and Lifetime Learning Tax Credits
- Veterans Preference

Division of Purchase and Contract - Purchasing Update

- Credit Cards
- Internet Quotes
- Rules Change
- Lease Purchasing
- Purchasing Flexibility

System Administrators

- Unix System Administration -  
"Tips, Processes, and Procedures

7:00 p.m. - 9:00 p.m. Banquet

Wednesday, April 8

7:45 a.m. - 8:45 a.m. ACCBO/IIPS Breakfast

8:45 a.m. - 9:15 a.m. ACCBO Business Meeting

8:45 a.m. - 9:15 a.m. IIPS Business Meeting

9:15 a.m. - 9:30 a.m. Break

9:30 a.m. - 11:30 a.m. Business Officers

- Funding Formula Study
- Environmental Contract

Controllers/Bookkeepers

- New Industry Reporting Requirements
- Occupational Extension Reporting Requirements

Computer System Administrators

- System Office Update
- Fire Walls - A Discussion of Current Issues and Concerns

Equipment Coordinators/Purchasing Officers

- System Office Update

-- 11:30 a.m. Adjourn