

February 9, 1999

**DEADLINES: February 28 and
March 1**

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
March 29-31, 1999
Holiday Inn Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 31st Annual Community College Business and Finance Conference, March 29-31, 1999, 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, March 29 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 1, 1999. Included in the registration fee are breaks, the March 30 banquet, and the breakfast on March 31. The registration fee will entitle participants to attend all conference functions.

CC99-043
Paper Copy

Presidents
Business Officers
System Administrators
Business Office Support Staff
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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 March 31 following the breakfast.

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 \$96.00 plus tax, regardless of the number of occupants per room. All rooms not booked by February 28, 1999, 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

March 29-31, 1999

Holiday Inn Four Seasons
Joseph S. Koury Convention Center
Greensboro, NC 27407

REGISTRATION FEE PER ATTENDEE:

Specify Number (_____) @ \$60.00 = \$_____

Registration Fee Includes:

Breaks, Banquet on Tuesday - March 30, 1999 and
Breakfast on Wednesday - March 31, 1999

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 _____**

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 201I
Raleigh, NC 27603-1379

Your registration package should be mailed to reach us no later than **MARCH 1, 1999!**

COMMUNITY COLLEGE BUSINESS AND FINANCE CONFERENCE

March 29-31, 1999

Tentative Agenda

Monday, March 29

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

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

- EPA's Energy Star Building Program
- Topics of General Discussion

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

- Document Imaging/Workflow Processing

Tuesday, March 30

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

9:00 a.m. - Noon General Session

- 1999-2001 Expansion Budget
- Administrative Computing System for the Future
- Legislative Issues - Funding Study
- Tobacco Settlement Funds

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
 - Single Audit
 - Schedule of Federal Expenditures
 - Other OSC Issues
- HOPE Scholarship/Accounts Receivable

- Division of Purchase and Contract - Purchasing Update
 - Credit Cards
 - Internet Quotes
 - Rules Changes
 - Lease Purchasing
 - Purchasing Flexibility
- System Administrators
 - A Y2K Status Report -
“An Update on the Status of Efforts to Ensure Y2K Compliance”

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

Wednesday, March 31

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
 - Forms Reporting - Dates/Penalties
 - Self-Supporting Guidelines
 - Workers' Compensation Changes
 - Controllers/Bookkeepers
 - Travel Regulation Changes
 - Distant Learning Guidelines/Receipts
 - Computer System Administrators
 - System Office Update
 - Equipment Coordinators/Purchasing Officers
 - System Office Update

11:30 a.m. Adjourn