



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 20, 2001

DEADLINES: March 9 (Hotel)
March 16 (Registration Fee)

MEMORANDUM

TO: Presidents, Business Officers,
System Administrators,
Business Office Support Staff, and
Vocational Education Coordinators

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

SUBJECT: Community College Business and Finance Conference
April 9-11, 2001
Sheraton Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 33rd Annual Community College Business and Finance Conference, April 9-11, 2001, at the Sheraton Four Seasons. This year's conference will again encompass the IIPS finance meeting.

The attached tentative agenda indicates that all three 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, controllers/bookkeepers, vocational education officers, and system administrators session on Monday, April 9 from 1:30 p.m. until 4:00 p.m.

The attached registration form should be completed and returned to the attention of Mrs. Myra Davis in this office by March 16. Included in the registration fee are breaks, the Tuesday banquet, and the Wednesday breakfast. The registration fee will entitle participants to attend all conference functions. **The registration fee must be paid in advance and is non-refundable.**

CC01-039
Paper Copy and
E-Mail

Presidents
Business Officers
System Administrators
Business Office Support Staff
Vocational Education Coordinators
Page 2
February 20, 2001

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 11 following the breakfast.

Please note that the dress code for all sessions is business casual.

Reservations can be made by calling Sheraton 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 \$105.00 plus tax, regardless of the number of occupants per room. All rooms not booked by March 9, 2001, 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

April 9-11, 2001

Tentative Agenda

Monday, April 9

- 1:00 p.m. - 5:00 p.m. Registration
- 2:00 p.m. - 4:00 p.m. Business Officers and Vocational Education Coordinators
- Maintaining Carl Perkins Timesheets/Salary Preparation
- 2:00 p.m. - 4:00 p.m. System Administrators
- Blackboard Administration
- 4:00 p.m. – 4:30 p.m. System Administrators
- IIPS Business Meeting

Tuesday, April 10

- 8:00 a.m. - 9:00 a.m. Registration
- 9:00 a.m. - Noon General Session
- Economic Forecast
 - E-Procurement
 - Performance-Based Funding
 - Legislative Update
 - Faculty and Staff Salary Study
- 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
 - Schedule of Federal Expenditures
 - Cash Management
 - Roundtable Discussion – GASB 34

College Information System

- Panel Discussion on New Information System

Equipment Coordinators/Purchasing Officers

- Purchasing and Contract Issues
- ITS
- HUB Requirements

System Administrators

- College Information System Technology/Planning Update

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

Banquet

Wednesday, April 11

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.

Break-Out Sessions

➤ Business Officers

- Budget Adjustments – FY 2001-03
- HB 275 – Re-Authorization
- Bond Funds

➤ Controllers/Bookkeepers

- Automated Receipts Process
- Year-End Closeout
- Chart of Account Changes
- Credit Card Procedures

➤ Computer System Administrators

- System Office Update

➤ Equipment Coordinators/Purchasing Officers

- System Office Update

11:30 a.m.

Adjourn