



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 19, 2002

DEADLINES: March 15 (Hotel)
March 22 (Registration Fee)

MEMORANDUM

TO: Presidents
Business Officers
System Administrators
Business Office Support Staff

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

SUBJECT: Community College Business and Finance Conference
April 15-17, 2002
Sheraton Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 34th Annual Community College Business and Finance Conference, April 15-17, 2002, 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, and system administrators session on Monday, April 15 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 22. 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.**

CC02-039
E-Mail

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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 April 17 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 \$110.00 plus tax, regardless of the number of occupants per room. All rooms not booked by March 15, 2002, 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 15-17, 2002

Tentative Agenda

Monday, April 15

- | | |
|-----------------------|--|
| 1:00 p.m. - 6:00 p.m. | Registration |
| 1:30 p.m. - 2:30 p.m. | <u>Business Officers, Controllers, and System Administrators</u> <ul style="list-style-type: none">• College Information Systems Technology/Planning Update |
| 2:30 p.m. – 3:00 p.m. | BREAK |
| 3:00 p.m. - 4:00 p.m. | <u>System Administrators</u> <ul style="list-style-type: none">• College Information Systems Technology/Planning Update (Continued)
<u>Business Officers and Controllers</u> <ul style="list-style-type: none">• College Information Systems Phase I – Panel Discussion |
| 4:00 p.m. – 4:30 p.m. | <u>System Administrators</u> <ul style="list-style-type: none">• IIPS Business Meeting |

Tuesday, April 16

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

Registration

9:00 a.m. - Noon

General Session

- Office of the State Auditor
- Office of the State Controller
- Economic Forecast
- 2002-2003 Budget Adjustments
- Legislative Update

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 34
- Cash Management

Chief Business Officers, Equipment Coordinators/Purchasing Officers

- E-Procurement
- HUB Requirements (Purchasing)
- Purchasing Module

System Administrators

- College Information Systems System Security/Changing Role of System Administrators

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

Banquet

Wednesday, April 17

- | | |
|------------------------|---|
| 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. | <u>System Administrators</u> <ul style="list-style-type: none">• System Office Update |
| 9:15 a.m. - 9:30 a.m. | BREAK |
| 9:30 a.m. - 11:30 a.m. | <u>Break-Out Sessions</u> <ul style="list-style-type: none">➤ <u>Business Officers</u><ul style="list-style-type: none">• Budget Adjustments – FY 2001-02• HB 275 – Re-Authorization• Bond Funds/HUB Reporting➤ <u>Controllers/Bookkeepers</u><ul style="list-style-type: none">• Construction Reimbursements• Cash Certifications• Year-End Closeout➤ <u>Computer System Administrators</u><ul style="list-style-type: none">• System Office Update (Continued)• System Administrators Roundtable➤ <u>Equipment Coordinators/Purchasing Officers</u><ul style="list-style-type: none">• System Office Update |
| 11:30 a.m. | Adjourn |