



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 14, 2005

**DEADLINES: April 4 (Hotel)**  
**April 8 (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  
May 4-6, 2005  
Sheraton Four Seasons - Greensboro, NC

The Community College System's Business and Finance Division extends an invitation to you to attend the 36th Annual Community College Business and Finance Conference, May 4-6, 2005, 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 Wednesday, May 4 from 1:30 p.m. until 4:00 p.m.

The attached registration form should be completed and returned to the attention of Ms. Helen McCrimmon in this office by April 8. Included in the registration fee are breaks, the Thursday banquet, and the Friday breakfast. The registration fee will entitle participants to attend all conference functions. **The registration fee must be paid in advance and is non-refundable.**

CC05-058  
E-Mail

Presidents  
Business Officers  
System Administrators  
Business Office Support Staff  
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In keeping with a request from ACCBO, the spring business meeting will be held the morning of May 6 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 \$113.00 plus tax, regardless of the number of occupants per room. All rooms not booked by April 4, 2005, will be released to the general public.**

If you have any questions concerning the conference, please contact Mr. Larry Morgan in this office (919/807-7073).

KB/jmh

Attachments



# COMMUNITY COLLEGE BUSINESS AND FINANCE CONFERENCE

May 4-6, 2005

## Tentative Agenda

### Wednesday, May 4

1:00 p.m. - 5:00 p.m.

*Registration*

1:30 p.m. – 4:00 p.m.

**Business Officers, Controllers, and Bookkeepers**

~~☞~~ SACS

?? CORE Requirements and Comprehensive Standards as  
They Relate to Finance

?? Discussion – On-Site Visit

**System Administrators**

~~☞~~ Understanding Unix

?? In-Depth Look at IT Standards

### Thursday, May 5

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

*Registration*

9:00 a.m. – 11:30 a.m.

*General Session:*

?? Economic Forecast

?? 2005-2007 Consensus Budget Request

?? Proposed Presidential Cuts in Federal Funds

11:30 a.m. - 1:00 p.m.

*LUNCH (On Your Own)*

1:00 p.m. - 4:30 p.m.

*Session Topics:*

~~☞~~ **Office of the State Controller:**

?? Discussion and Update on Year-End Closing

~~☞~~ ~~☞~~ **System Administrators:**

- ?? Risk Management 101
- ?? Work Session on Risk Management

~~☞~~ ~~☞~~ **Purchasing Officers/Equipment Coordinators:**

- ?? E-Procurement
- ?? State Purchase and Contract

~~☞~~ ~~☞~~ **Windstar**

- ?? Update and General Discussion

~~☞~~ ~~☞~~ **Financial Aid**

- ?? Working Relationship Between Financial Aid Office and Business Office

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

***BANQUET***

**Friday, May 6**

**7:30 a.m. - 8:30 a.m.**

***BREAKFAST***

**8:30 a.m. - 9:00 a.m.**

***ACCBO Business Meeting***

**9:30 a.m. - 11:30 a.m.**

***Break-Out Sessions:***

~~☞~~ ~~☞~~ **Business Officers:**

- ?? Energy Conservation Programs
- ?? Environmental Services Contract
- ?? Professional Development
- ?? Discussion

~~☞~~ ~~☞~~ **Controllers/Bookkeepers:**

- ?? Monthly Reporting With Student Live
- ?? Positive Pay Program Update
- ?? Year-End Close-Out

~~☞~~ ~~☞~~ **System Administrators:**

- ?? Review of Current EDP Audits
- ?? Roundtable Discussion

~~2.2~~ **Equipment Coordinators/Purchasing Officers:**

- ?? Equipment Inventory
- ?? Year-End Reports
- ?? Inventory Conversion

**11:30 a.m.**

***ADJOURN***