

Tune Up Your Skills

February 29-March 1, 2012

Indianapolis, Indiana

www.cacubo.org



Session Topics

Opening

Cherie Simmons – Strategic Success

Session 1

- 101 Introduction to GASB Standards
- 102 Five Key Ingredients for Amazing Internal Service
- 103 Collaboration Technology

Session 2

- 201 Travel & Entertainment Fraud and Red Flags
- 202 Thriving During Change
- 203 Access – Basic

Session 3

- 301 P-Card vs. Traditional AP Fraud Prevention
- 302 Strategic Success
- 303 Access – Intermediate

Session 4

- 401 FASB
- 402 Performance Management
- 403 A Dean's Perspective on the Role of the Fiscal Officer

Session 5

- 501 College and University Tax Update
- 502 Career Management
- 503 Excel – Intermediate

Session 6

- 601 Update on ADA/FMLA
- 602 Ethics
- 603 Excel – Advanced

Session 7

- 701 The Basics of Tax Preferred Retirement Programs for Colleges and Universities
- 702 Paperless Human Resources: a Best Practice Model
- 703 Identifying, Responding, and Reporting Concerning Student Behaviors on Campus

Closing

Danny Bader – Take Back Your Life



CACUBO Mission Statement

The mission of the Association is to improve college and university financial management and business administration, and to promote the profession's ideals, ethics and standards.

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44th Annual CACUBO Winter Workshop

"Tune Up Your Skills"

February 29, 2012 – March 1, 2012

Indianapolis, Indiana

Location: The workshop will be held at the University Place Conference Center and Hotel, on the Indiana University Purdue University at Indianapolis campus, located at 850 West Michigan Street, Indianapolis, Ind.

The Winter Workshop is targeted to entry- and mid-level financial staff in higher education.

Registration – Please register online at www.cacubo.org. Refunds requested prior to Feb. 15 will be refunded less a \$50 fee. No refunds will be made after that date.

Fee – The registration fee is \$325 for the Winter Workshop. The fee includes the cost of instruction

and conference materials, lunch, networking reception, Thursday's breakfast and lunch, and all refreshments at session breaks.

Continuing Education – CACUBO is pleased to sponsor continuing education for the higher education community. Additional information will be included with the registration materials distributed at the workshop.

Lodging – Accommodations will be available at the University Place Hotel at the rate of \$115 single occupancy or \$135 double occupancy. Reservations need to be made by Jan. 29, 2012 to ensure the CACUBO block rate. You can make reservations online by visiting www.cacubo.org or by calling 1-800-627-2700 (select Option #1) and referencing CACUBO.

For more information – Contact Camy Broeker at cbroeker@iupui.edu or 317-278-2269.

Schedule

Wednesday, February 29, 2011

8:30 a.m. – 4:00 p.m.	Registration open
8:30 a.m. – 9:00 a.m.	Coffee, pastries available
9:00 a.m. – 10:30 a.m.	Opening Session: Cherie Simmons
10:30 a.m. – 10:45 a.m.	Transition break
10:45 a.m. – 11:45 a.m.	Concurrent Sessions #1
12:00 p.m. – 1:00 p.m.	Buffet lunch
1:00 p.m. – 2:00 p.m.	Concurrent Sessions #2
2:00 p.m. – 2:30 p.m.	Snack break
2:30 p.m. – 3:30 p.m.	Concurrent Sessions #3
3:30 p.m. – 3:45 p.m.	Break
3:45 p.m. – 4:45 p.m.	Concurrent Sessions #4
5:00 p.m. – 6:00 p.m.	Social hour

Thursday, March 1, 2012

7:30 a.m. – 9:30 a.m.	Registration open
7:15 a.m. – 8:30 a.m.	Breakfast
8:30 a.m. – 9:30 a.m.	Concurrent Sessions #5
9:30 a.m. – 10:00 a.m.	Snack break
10:00 a.m. – 11:00 a.m.	Concurrent Sessions #6
11:00 a.m. – 11:15 a.m.	Break
11:15 a.m. – 12:15 p.m.	Concurrent Sessions #7
12:15 p.m. – 1:15 p.m.	Lunch

Closing remarks

1:15 p.m. – 2:45 p.m.	Closing Session: Danny Bader
2:45 p.m. – 3:15 p.m.	Raffle drawing and adjourn

Keynote Speakers



Cherie Simmons' 15+ years of industry experience working in education, training and curriculum development means she can create, facilitate and deliver results. Companies have turned to Cherie to determine company-wide curriculums, individualized coaching and specialized classes. Each situation leads her and them to the same conclusion; the best training either increases revenue or decreases expenses. Whether working with the entire staff of a prison system to increase communication while decreasing errors and potential legal problems, helping a manufacturing company create a management curriculum and then deliver it, or leading a sales staff to uncover why they are individually struggling and how to overcome the issues, Cherie always helps her clients create results.

Cherie has presented to thousands across the United States, been recognized as "Trainer of the Year" by a national training company, and is asked back time and again because she finds the problem, delivers the solution, and does it with charm and quick wit.



Danny Bader, an international trainer and facilitator, brings exceptional interpersonal skills to his role as executive consultant at McGhee. His enthusiasm for helping clients really understand themselves, their personal goals and motivators is contagious, as the many beneficiaries of his work will attest. His passion for improving communication and interpersonal interaction skills is evident from his years of experience and his own journey of development, which led him to pursue coaching certification through the Hudson Institute.

At McGhee, Danny puts his skills and experience to good use facilitating the company's popular training and coaching programs, and developing new relationships. He is a master at helping teams and individuals utilize their talents and reach their full potential, which makes him a perfect fit for clients as they move toward focus and sustainability in both work and personal settings.