

Please send me an application for membership in CACUBO.

Please have a CACUBO representative contact me.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Send completed form to:

**Brenda M. Guenther**  
**CACUBO Member Relations**  
**Ottawa University**  
**1001 S. Cedar #20**  
**Ottawa, KS 66067**

The Central Association of College and University Business Officers (**CACUBO**) was founded in 1909. CACUBO offers school, college, and university business officers the opportunity to develop professionally; share thoughts, challenges and solutions; enjoy a forum for professional and social contact with colleagues; and speak in concert on matters affecting higher education.

CACUBO seeks a diverse membership - men and women of various ethnic backgrounds - from large and small, public and private institutions. As one of four regional associations (Central, Eastern, Southern and Western) working with the National Association of College and University Business Officers (NACUBO), CACUBO has access to a wealth of expertise and information and to the resources of a Washington, D.C.-based national office well known for its professional presentation of the needs and interests of higher education.

Membership in the central association includes (but is not limited to):

Presidents	Deans
Vice Presidents	Managers
Controllers	Directors
Bursars	Treasurers

from Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Wisconsin and surrounding states.

## CACUBO Mission, Goals and Objectives

### Mission:

The mission of CACUBO is to improve the principles and practices of college and university financial management and business

administration and to promote the ideals, ethics and standards of the profession.

### Goals:

CACUBO seeks to fulfill its mission by pursuing the following goals:

Provide professional and personal development opportunities as well as leadership training for all levels of staff in business and financial management,

Provide effective, concerted action in all matters affecting the financial welfare of institutions of higher education,

Support the mission and goals of the National Association of College and University Business Officers.

### Objectives:

Maintain a growing membership that is representative of all constituent institutions and business/finance professionals within the region,

Develop a diverse and capable pool of volunteers to support the delivery of professional development programs,

Maintain a committee structure that provides continuity of leadership and efficient delivery of professional development programming,

Manage the affairs of CACUBO in a fiscally responsible manner that ensures the perpetuation of the Association.

## Professional Development Programs

CACUBO gives professional development its highest priority and has developed five major

program offerings for the professional development of its membership: *CACUBO Annual Meeting, Collegiate Management Institute, Higher Education Accounting Workshop, St. Louis Professional Development Workshop and Current Issues Workshops.*

## CACUBO Annual Meeting

The annual meeting held each fall provides a setting for direct interface with fellow business officers, speakers on matters of general interest, sessions on selected topics, as well as information and exhibits provided by business partners.

## Collegiate Management Institute

The Collegiate Management Institute (CMI) is designed to provide access to leadership and management development opportunities. It is a program that allows individuals to develop essential competencies leading to professional, technical, and personal growth. The Institute provides custom-designed training delivered by nationally and internationally renowned faculty. Its uniqueness stems from intensive case-study work involving group interaction throughout the week.

CMI is for all those in higher education interested in enhancing their leadership opportunities in fiscal and business operations and management. This includes all levels of college, central administration, or departmental business and financial personnel; middle and upper management with new assignments; or administrative personnel in academic units such as deans or chairpersons.

The program is divided into two levels, each consisting of five days of study. The first-year emphasis is on the development of creative

leadership and management performance skills related to conducting business and fiscal operations and practices throughout the week. Level One participants become involved in intensive studies and practical experiences relevant to everyday work.

The second year enables participants to continue to develop and extend business related concepts with an emphasis on the application of skills and knowledge to fiscal and business operations and management in higher education. Level Two activities enhance creative thinking and problem-solving abilities through a continuation of teamwork using work-related tasks and networking. Participants learn how to take charge of life-long learning, identify valuable resources, and develop the personal means of continued professional growth.

## Higher Education Accounting Workshop

The Higher Education Accounting Workshop provides program participants with an introduction to college and university accounting concepts and the basic formats used by both public and private institutions in their financial statements.

The affordable day and one-half program targets accounting and financial administration personnel with a need to develop a greater understanding of financial reporting principles.

Topics include: Introduction to Main Fund Groups, Fund Classification, Grid Account Classification Structure, Authoritative Basis for College and University Accounting, Annuity and Life Income Funds, Plant Funds, and Financial Aid Presentations. The workshop

provides continuing professional education credits for qualified participants and touches on current changes and trends which impact accounting and presentation of fund groups.

## St. Louis Professional Development Workshop

The Professional Development Workshop is presented by CACUBO as a quality professional and personal development opportunity for those persons with higher education administrative responsibilities. The Workshop is designed for all levels of higher education staff members and focuses on those skills and technical competencies needed to succeed in current positions or in the assumption of greater institutional responsibilities.

The program format is spread over three days. The opening and closing general session(s) establish the tone for the workshop and encourage the individual's responsibility for self-development by providing skill-building techniques. The second day of the program offers multiple theme tracks for individual choice including technical skill building, current issues in higher education, and personal skill enhancement.

## Current Issues Workshops

Localized one-day workshops on a variety of topical subjects provide professional development opportunities at minimal cost. Workshops are held throughout the region, employing knowledgeable presenters, often in joint sponsorship with other higher educational organizations.

## Opportunities for a Lifetime

CACUBO is a leading source of information for the fiscal administration of post-secondary schools. The present-day dynamics of post secondary education provide an ever increasing challenge to college administrators to keep abreast of changing rules and regulations by federal, state and regional governance.

CACUBO meetings and workshops provide opportunities to develop important contacts. The ability to meet and network with colleagues is an invaluable resource to the management of colleges and universities.

With a diverse membership, CACUBO offers you support from fellow professionals of all backgrounds, from both independent and public institutions and from varied positions within an institution.

## Membership Categories

**Regular** - Degree-granting institutions of higher education and organizations determined to be primarily related to higher education.

**Membership Fee: \$200.00**

**Associate** - Non-profit organizations having interests closely related to higher education or to the profession of business management in education.

**Membership Fee: \$100.00**

**Subscribers** - Institutions or organizations which operate for profit.

**Membership Fee: \$500.00**

**Provisional** – Institutions which have attained a pre-accreditable status.

**Membership Fee: \$100.00**

**Retirees** - Individuals who were previously CACUBO members through their institution's or organization's membership in CACUBO.

**Membership Fee: \$25.00**

CACUBO web address:

<http://www.CACUBO.org>