

Agenda & Session Descriptions

Craven County Conference Center -- New Bern

April 16-18, 2018

MONDAY, April 16, 2018

10:00am-11:30am

Meet with Executive Committee -

Brent Barbee - The final conference planning session in which any last-minute issues are identified and addressed.

11:00am-5:00pm

Conference check-in -

Be sure to register!

1:00pm-1:30pm

Welcome and Opening Session -

Brent Barbee - Get here early to kick off the 2018 Spring conference in beautiful New Bern! We'll see you in Ballroom A!

1:45pm-2:35pm

Unlawful Workforce Harrassment - Ballroom A

Sarah Ford - As the #MeToo movement continues to reveal the breadth and depth of sexual harassment in the workplace, higher education employers are grappling with how to prevent and respond to inappropriate conduct. This seminar, designed for both Human Resource and Business Finance professionals will provide practical background on the laws that govern sexual harassment and nuts-and-bolts guidance on limiting organizational liability.

Unlawful Workplace Harassment - Ballroom B

Sarah Ford - As the #MeToo movement continues to reveal the breadth and depth of sexual harassment in the workplace, higher education employers are grappling with how to prevent and respond to inappropriate conduct. This seminar, designed for both Human Resource and Business Finance professionals will provide practical background on the laws that govern sexual harassment and nuts-and-bolts guidance on limiting organizational liability.

Best Practices - Ballroom C

Sherri Morris - Best Practices from JCC: Ideas to improve efficiency and accuracy in AR processes and tips for communication between department

Hand Held Equipment Bar Code Scanner - Berne

Amy Ford Kepley - Amy Ford Kepley (336) 224-4668 Do you use a handheld electronic scanner to scan your bar codes for annual equipment inventory? This session will explain the below: *Current cost for the scanners *What must be set up in Colleague regarding buildings and rooms *How to insure your scanner uploads are updating missing equipment in colleague *How to resolve errors when a building or a room is not set up in Colleague. *DCCC's "plan" to find equipment each year.

Spreadsheets Made Easier- Excel Tips and Tricks - Tryon

Bruce Cole & Shelly Alman -

Cashflow Drop-In - Craven Boardroom

Todd Dunn - This session is open to anyone who works with the cashflow spreadsheet. Feel free to drop in and talk to about your questions, concerns and/or issues concerning this spreadsheet and receive hands on guidance with entering data.

2:35pm-3:10pm

Break -

Visit with vendors and enjoy a snack in Heritage Hall!

3:10pm-4:00pm

Audit: A peek behind the curtain - Ballroom A

Amy Hisler - A brief background/overview of the audit process as well as an opportunity to ask a former state auditor any questions you may have or have had in the past but were afraid to ask related to the financial and financial aid audit process.

State Health Plan Update - Ballroom B

Martina Jones - This session will provide an update on the State Health Plan.

Town Hall Meeting - Ballroom C

Holly Martin - Hear ye, Hear ye! One and all are invited to attend this special Town Hall Meeting. This is an open forum to discuss matters that affect AR/CR. The latest news and updates will be shared, including, Hot Discussion Topics, Colleague reporting, Self Service, 1098Ts, upcoming classes, reminders and much more! You are welcome to attend and present ideas, voice your opinions, and ask questions.

Capital - Registering Contractors in eVP - Berne

LeaAnne Hahnel - Contractors - A brief overview of Interscope: why we have it and how we use it. We will cover the importance of eVP registration and how to get contractors registered in Interscope. SCO Interscope EVP E-Procurement/IPS/HUB Registering

ERP Open Forum/Q&A - Tryon

Midge Miller & Sarah Gaither - “Your future hasn’t been written yet. No one’s has. Your future is whatever you make it. So make it a good one.” – Doc Brown. Join us in this open forum discussion to ask any and all questions you may have about the ERP project.

4:10pm-5:00pm

Connect NC Bond Basics and Cash Flow - Ballroom A

Todd Dunn & Mark Cooney - This session will provide a brief overview of bonds and the importance of the cash flow. Presentation will give a basic understanding to what a bond is and how it works, and will discuss focus areas of the cash flow and ways to keep it maintained.

TimeClock Plus – Easing Your Time Tracking Burdens - Ballroom B

Sabra Smith - This session will discuss how to use TimeClock Plus and how your college will benefit from using it.

Town Hall Meeting (Cont.) - Ballroom C

Holly Martin - Hear ye, Hear ye! One and all are invited to attend this special Town Hall Meeting. This is an open forum to discuss matters that affect AR/CR. The latest news and updates will be shared, including, Hot Discussion Topics, Colleague reporting, Self Service, 1098Ts,

upcoming classes, reminders and much more! You are welcome to attend and present ideas, voice your opinions, and ask questions.

NC e-Procurement Updates - Berne

Jeff Singer - NC e-Procurement updates and Q & A

5:30pm-7:00pm

Vendor reception -

Stop by the vendor social to unwind with our conference vendors, colleagues, and friends. We'll see you in Heritage Hall!

TUESDAY, April 17, 2018

7:30am-8:30am

Breakfast -

Please join us for breakfast in Ballroom A!

8:00am-9:30am

Welcome, General Session, Business Meeting -

Brent Barbee - Join us for the Welcome, General Session, and Business Meeting in Ballroom A.

8:00am-12:00pm

Conference check-in -

Be sure to register!

9:30am-10:00am

Break -

Visit with vendors and enjoy a snack in Heritage Hall!

10:00am-10:50am

CCP - It's Impact on Enrollment, FTE, and Resources - Ballroom A

Wesley Beddard & Bill Schneider - This session will focus on the current impact of Career and College Promise (CCP) in our System, including a very brief history, enrollment trends, factors currently influencing participation, and where (we think) CCP is heading.

Clean Up of Personnel Data - Part 1 - Ballroom B

Pam Stutts - "Clean-up! Clean-up! Everyone do your share!" Learn how this pre-school song applies to Human Resources and Payroll as we move toward the future. We all have tasks that we procrastinate over and try to avoid, but as we think about future possibilities we need to begin taking some action towards getting those tasks completed. We are going to look at steps we need to start taking to get those tasks completed. Examples of topics to be covered: Internal Service Audits, Cleaning up Old Positions and Benefits. Join us Tuesday, April 17, 2018 at 10:00AM session on Human Resource and Payroll data clean-up.

DOR - Ballroom C

Cindy Matthews - Cindy Matthews from the Department of Revenue will be joining us to give collections information.

Update - IT - Berne

Powerful Presentation Skills - Tryon

Susanne Gaddis - In today's fast-paced, hyper-connected, information-driven world, having the ability to deliver outstanding, persuasive and memorable presentations is critical to your success. Whether you're delivering a presentation to one or thousands, the skills that you'll learn in this highly-interactive course will result in instant ROI. Afraid of public speaking? Not to worry. Although it ranks a whopping fourth on the top 100 list of human phobias (behind snakes, heights and flying), it is a fear worth overcoming and a skill worth fine-tuning for anyone eager to empower and lead in our full-tilt communicative society. With the skills you learn in this workshop, you can and will become an exceptional presenter. REPEAT session given Tuesday @ 2:00 pm.

11:00am-11:50am

CAFR Package and GASBS 75 Update - Ballroom A

Virginia Sisson, Joy Darden, Barry Brown - Joy and Virginia will provide an overview of the new GASB Statements that are effective for fiscal year 2017-18 and subsequent years, as well as upcoming GASB standards and projects. Barry will provide updates on the year-end reporting process. Don't miss it!

Clean Up of Personnel Data - Part 2 - Ballroom B

Pam Stutts - Part two- "Clean-up! Clean-up! Everyone do your share!" Learn how this pre-school song applies to Human Resources and Payroll as we move toward the future. We all have tasks that we procrastinate over and try to avoid, but as we think about future possibilities we need to begin taking some action towards getting those tasks completed. We are going to look at steps we need to start taking to get those tasks completed. Examples of topics to be covered: Internal Service Audits, Cleaning up Old Positions and Benefits. Join us Tuesday, April 17, 2018 at 10:00AM session on Human Resource and Payroll data clean-up.

Spring Cleaning Time - AR/CR Maintenance - Ballroom C

Sarah Gaither - Do you have a bunch of old, unused NARD codes in Colleague? What about student PERC holds that don't seem to connect to any debts? When was the last time you really looked through your student account records to see what is valid, what should be written off, and what would need to move forward to a new ERP? Join us in this session for some AR/CR 'spring cleaning' tips!

Getting the Credit you Deserve: Reporting on Historically Underutilized Business Spending - Berne

John Guenther - This session will cover the definition of Historically Underutilized Businesses, goals for using HUBs, how to find HUBs, good faith efforts in recruiting HUBs and the reporting requirements around both construction spending and goods and services.

Change Your Attitude-Change Your Life! - Tryon

Susanne Gaddis - Attitude – they say – is EVERYTHING. There's a lot of truth to that. Formed by our thought patterns, perceptions and emotions, your attitude affects how you relate to the people in your life. Family. Friends. Colleagues. Customers. EVERYONE. So, making sure your attitude is healthy, happy and positive is the very foundation for a better life. This interactive and insightful workshop provides you with the tools and strategies to get in touch with various aspects of your inner-self – the one's that matter the most. By applying these transformational techniques, you can change your attitude and change your life.

11:50am-2:00pm

Lunch on your own -

Stop by the food truck behind the convention center or enjoy lunch at one of New Bern's many local restaurants! For dining options, visit <https://www.visitnewbern.com>.

2:00pm-2:50pm

Spring Cleaning Time - GL Maintenance - Ballroom A

Libba Thomas & Sarah Gaither - Do you have a lot of old, GL accounts collecting dust in your system? Have you looked at your Institutional accounts lately and tried to decide if they are necessary, should be inactivated, and/or combined with other accounts? How about old grants and

scholarships that no longer exist? Are you managing these types of things in a prompt manner? Would your GL be ready for a new ERP? Join us in this session for some 'spring cleaning' tips!

ERP - Envision, Realize, Prepare - Ballroom B

Midge Miller, Lydia Vanhoy, Kara Bosch - So, you've heard about the ERP, over and over and over again, right? Excited, worried, stressed or just confused? Tell us how you really feel about it in a fun, interactive way!

Using ARBV (AR Billing Verification) to Research Billing Registration - Ballroom C

Holly Martin - Has your college staff ever wondered if you have billing registration issues on a student's account? Put your mind at ease by joining this session. This session will be an overview of how a college can utilize running the ARBV report to identify billing registration errors and discuss other Colleague processes which may help resolve some of these billing issues.

P&C Updates - Berne

Odessa McGlown - A short presentation on current status and proposed changes within Purchase and Contract, followed by a Q&A session.

Powerful Presentation Skills (REPEATED) - Tryon

Susanne Gaddis - In today's fast-paced, hyper-connected, information-driven world, having the ability to deliver outstanding, persuasive and memorable presentations is critical to your success. Whether you're delivering a presentation to one or thousands, the skills that you'll learn in this highly-interactive course will result in instant ROI. Afraid of public speaking? Not to worry. Although it ranks a whopping fourth on the top 100 list of human phobias (behind snakes, heights and flying), it is a fear worth overcoming and a skill worth fine-tuning for anyone eager to empower and lead in our full-tilt communicative society. With the skills you learn in this workshop, you can and will become an exceptional presenter. This is a REPEAT of the previous Powerful Presentation Skills session given at 10:00 am.

2:50pm-3:30pm

Break -

Visit with vendors and enjoy a snack in Heritage Hall!

3:30pm-4:50pm

Guidelines and Procedures for Bond Compliance - Ballroom A

Mark Cooney - Session will provide an overview of the new guidelines and procedures for federal tax compliance of Community College facilities financed by Connect NC Bonds. Key presentation items will include federal tax requirements, tax certifications, rules for private use, equity, records retention, and IRS audits flags. Why Important? When the IRS audit comes & it will - these guidelines and procedures will ensure that Community Colleges will have no significant findings.

Reasonable Accommodations - Ballroom B

Travis Nicholson - The EEOC received more than 84,000 charges in fiscal year 2017 and over 26,000 of those charges involved an allegation of employment discrimination under the Americans with Disabilities Act. This workshop is designed to offer attendees an overview of the ADA, and to provide tips and best practices in recognizing, and resolving, ADA issues in the workplace to include requests for reasonable accommodation.

Boot Camp: Student Sponsorships - Ballroom C

Brian Stevenson - During the presentation, you will learn basic to moderate information on how to build a Student Sponsorship in Colleague and its function.

NC Bids - Berne

Odessa McGlown - An update on technological system changes that may impact how public entities subject to G.S. 143, Section 3 will conduct procurements. A Q&A will follow.

The Power of Positive Communication: The Art and Science of Managing Communication in the Workplace - Tryon

Susanne Gaddis - Behavior. Words. Actions. Attitudes. All can POSITIVELY affect or NEGATIVELY infect your organization. This exciting and interactive 'wellness check' is designed to improve the way you communicate. You will learn how to diagnose and treat common communication breakdowns and motivate and inspire the people you work with everyday. Learn how to diagnose your level of engagement, write and deliver 3-step feedback, ignite POSITIVE communication with 50 power-packed phrases, use your body language to connect with others and much, much more.

6:00pm-7:00pm

Social -

Come unwind with old and new friends in Heritage Hall!

7:00pm-11:00pm

Banquet -

Come ready to have fun at our I Love the 80's party! Dinner will be served followed by music by Love Tribe in Ballroom A. Prizes will be awarded for best dressed!

WEDNESDAY, April 18, 2018

7:30am-8:30am

Breakfast -

Please join us for breakfast in Ballroom A!

7:45am-8:50am

Giveaways and Closing Session -

Brent Barbee - Join us after breakfast in Ballroom A to wrap up the spring conference! Some lucky attendees will also get to leave with great prizes!

9:05am-9:55am

Cash Reporting Model - Ballroom A

Arthur Hohnsbehn - Review a new cash reporting model that improves cash reporting while reducing complexity of troubleshooting receivable issues.

Service Animals on Campus - Ballroom B

Kelly Natoli - This session discusses CPCC's journey through creation, implementation and revision of our Animals on Campus policy. It discusses the differences in the various ADA laws as they apply to employees, students and the public.

Bankruptcy - Ballroom C

David Sullivan - David Sullivan will be joining us to bring us information concerning how to handle bankruptcy.

P-Cards - Berne

Wade Quinn - Understanding P-Cards. Process to apply for a P-Card program and setting up the program.

Get the Data You Need- Using Colleague, Informer, and Excel - Tryon

Bruce Cole & Shelly Alman -

Interscope Drop-In - Craven Boardroom

Todd Dunn - This session is for anyone that works in the SCO Interscope System. Feel free to drop in with your questions, concerns and/or issues. Guidance on how to enter data or maneuver around through the multiple tabs in this system will be provided. edit

9:55am-10:20am

Check out and break -

Check out time is 12:00pm at the Doubletree. This would be a great time to avoid the crowd and get it done!

10:20am-11:10am

Business/Finance Roundtable - Ballroom A

Kathi Riffe - This session is for all financial business office personnel. How are things going? What questions do you have? This session will be a roundtable/open discussion. Come and ask your questions and get feedback from your peers. If someone can't help, we will take your question away and try to follow up after the conference.

Employment Contracts - Ballroom B

David Sullivan - Employment Contracts: After briefly exploring whether community colleges are legally required to issue written employment contracts, this session will explore the legal ramifications of offering written employment contracts and examine common clauses and best practices associated with employment contracts.

Debt Write-offs - Ballroom C

Pat Sasser - An overview to end of year write-offs.

Bank of America - Works - Berne

Wade Quinn - Understanding and maneuvering through WORKS.

Interscope Drop-in - Craven Boardroom

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11:20am-12:10pm

Monthly Reports from the System Office and College Perspective - Ballroom A

Debra Smith & Debbie Batten - This session will be a collaborative effort with System Office and College staff to cover monthly reporting issues and address concerns and corrections from both perspectives.

HR/Payroll Roundtable - Ballroom B

Jane Phillips - Join your fellow HR and payroll professionals for a roundtable discussion on a variety of topics.

AR/CR Mnemonics - Ballroom C

Amber Friant - An overview of commonly used screens in AR/CR

Purchasing and Equipment Roundtable - Berne

Wade Quinn - Come ask your questions and get help from your peers!

Cashflow Drop-In - Craven Boardroom

Todd Dunn - This session is for anyone that works with the Connect NC cashflow spreadsheet. Feel free to drop in with your questions, concerns and/or issues. Guidance on how to enter data or maneuver around through the spreadsheet will be provided.