

Arizona State University Business Administrators Symposium Spring 2008 Day 1

Wednesday, April 2, 2008
8:00am - 5:00pm
Phoenix Zoo - Stone House Pavilion

Agenda

Time:	Topic:	Speaker:
8:00 – 8:30	Registration, Continental Breakfast & Self-Assessment	
8:30 – 8:45	Welcome	Kelly Gajewski Marilyn Mulhollan
8:45 – 10:00	Administration's View of the Business Administrator's Responsibilities	Carol Campbell Paul Ward Philip Regier Gerald Snyder
10:00 – 10:10	Break	
10:10 – 10:55	Departmental Financial Controls	Mike Kingery
10:55 – 11:05	Break	
11:05 – 11:50	University Audit and Advisory Services	Penny Whitmore
11:50 – 12:50	Lunch	
12:50 – 1:10	Operational Risk Activity	
1:10 – 2:10	Risk Assessment & Controls Breakout Session	
2:10 – 2:20	Break	
2:20 – 3:20	Tax Policies and Issues	Kathleen Rogers
3:20 – 3:30	Break	
3:30 – 4:30	Purchasing Policies and Procedures	John Riley
4:30 – 5:00	Day 1 Wrap-up	Kelly Gajewski

* Please remember to complete your evaluations for today's presentations *

Arizona State University
Business Administrators Symposium
Spring 2008
Day 2

Tuesday, April 8, 2008
8:00am - 5:00pm
Phoenix Zoo – Stone House Pavilion

Agenda

Time:	Topic:	Speaker:
8:00 – 8:15	Continental Breakfast	
8:15 – 8:30	Welcome	Kelly Gajewski
8:30 – 9:15	Managing Change	Matthew McElrath
9:15 – 9:25	Break	
9:25 – 10:55	Financial Services Policies & Procedures	Edalia Kousari Marilyn Mulhollan
10:55 – 11:05	Break	
11:05 – 12:05	Environmental Health & Safety	Leon Igras
12:05 – 1:05	Lunch	
1:05 – 1:35	Commitment Accounting	Edalia Kousari
1:35 – 2:35	Policies and Procedures Breakout Session	
2:35 – 2:45	Break	
2:45 – 4:30	Public Records Gifts & Gratuities and Employee Ethics	Daniel Bergin
4:30 – 5:00	Day 2 Wrap-up	Kelly Gajewski

* Please remember to complete your evaluations for today's presentations *

Arizona State University

Business Administrators Symposium

Spring 2008

Day 3

Wednesday, April 9, 2008
8:00am - 5:00pm
Phoenix Zoo – Stone House Pavilion

Agenda

Time:	Topic:	Speaker:
8:00 – 8:15	Continental Breakfast	
8:15 – 8:30	Welcome	Kelly Gajewski
8:30 – 9:00	University Strategic Planning	Lisa Frace
9:00 – 9:45	University Planning & Budget Process	Stephanie Metz
9:45 – 10:00	Break	
10:00 – 11:00	ASU Foundation	Judy Van Gorden Mary Wheeler
11:00 – 11:10	Break	
11:10 – Noon	Prerequisite Class Panel Discussion <ul style="list-style-type: none"> • Cash Handling • Travel Policies & Procedures • Purchasing Card Administration & Responsibilities 	Mike Kingery Penny Myers Riki Meier
Noon – 1:10	Lunch	
1:10 – 2:10	Handling Difficult Employee Situations	Kevin Freeman
2:10 – 2:20	Break	
2:20 – 3:20	Human Resources Breakout Session	HR Partners
3:20 – 3:30	Break	
3:30 – 4:30	Overview of Sponsored Accounting	Kenneth Felthouse
4:30 – 5:00	Day 3 Wrap-up	Kelly Gajewski

* Please remember to turn in your completed evaluation after the last presentation *

Reminder: Complete and submit your Post-Assessment by: Friday, April 25, 2008