



## FALL 2018 WORKSHOP

### Unit & Academic Business Officer and Grants Management

September 10-12, 2018 | 8 a.m. – 5 p.m.

Hilton San Diego Airport/Harbor Island, San Diego, CA

## Unit & Academic Business Officer

Days 1 & 2 (ending at noon)

### Course Description

The world of higher education is changing—are you prepared? The evolution of the business officer as a strategic partner is stressing fundamentals and infusing new thinking and techniques. Attend this interactive and applied workshop to build your foundation for success and add value to your organization. This workshop is geared toward early and mid-career professionals.

### Learning Objectives

- Develop an action plan for adding value to your organization.
- Raise your awareness about challenges and ethical issues.
- Develop your role as a strategic partner to lead change.
- Practice techniques for interacting and communicating effectively with faculty, administrators, students and your peers.
- Explore ways to improve processes in complex environments.
- Build a network of colleagues who have similar roles and responsibilities and who face many of the same challenges and opportunities.

### Key Takeaways

- Strategies and an action plan for advancing your knowledge, expanding your skill set and adding value to your organization.
- Approaches for collaboration between central administration and academic/programmatic/auxiliary units.
- Road map for success beyond compliance and transactions.
- Financial presentation techniques.

### Who Should Attend

This workshop is designed for higher education professionals responsible for business administration in a college, school, division, department and other units. Individuals from central administration who are interested in understanding unit operations and the faculty mindset are encouraged to attend as well.

### Instructors



**Rondi Stein** is the Assistant Vice President of Academic Administration at the University of San Diego. Serving as the chief budget officer for Academic Affairs, Ms. Stein advises the Vice President on strategic, financial,

administrative, and personnel issues. She is responsible for monitoring all financial and personnel matters and advises and collaborates with the deans, directors and budget managers of all areas under Academic Affairs. Prior to her current role, Ms. Stein served as the Assistant Dean for Finance and Administration for the School of Leadership and Education Sciences. Serving as an integral member of the School's leadership team, Ms. Stein provided administrative leadership and oversight for the School of Leadership and Education Sciences's non-academic administration including budget and finance, and human resource, event and facilities management.

Ms. Stein received her Master's in Business Administration with an emphasis in international business and marketing from the University of San Diego.



**Jeffrey Ratje** is the Associate Dean, Finance and Administration for the division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension at the University of Arizona (UA) in Tucson.

He is also the Treasurer of the Arizona Experiment Station. His portfolio of responsibilities include overseeing an annual budget of \$140 million, HR functions for 1,500 employees, and the strategic integration of the land grant mission, which has a physical presence across the state.

Prior to the division, Jeffrey held professional business positions with the UA's Rogers College of Law, Budget Office, and Sponsored Projects Services. He is a Flinn-Brown Civic Leadership Fellow, NACUBO Rising Star recipient, and gubernatorial appointee to the State's 529 college savings plan.

Jeffrey holds an MPA in Public Finance and a BS in Business Administration from the Eller College at the UA. He is a proud community college graduate from Eastern Arizona College.

## FALL 2018 WORKSHOP

### Grants Management

Days 2 (beginning at 1 pm) & 3

#### Course Description

This workshop is designed to provide business officers a solid grants management and administration foundation. Understanding key concepts, overarching policy, related methodologies and identifying value-added activities are key to successfully managing sponsored research.

#### Learning Objectives

- Understand elements of sponsored agreements and arching applicable guidance.
- Learn value added activities to improve internal controls to assist the compliance process.
- Develop an understanding of methodologies used to monitor service/recharge centers.
- Refine your understanding of facilities and administrative cost proposal process and related negotiations.
- Understand elements of federally negotiated fringe rates, proposals and related issues.
- Build a network of colleagues who have similar roles and responsibilities and who face many of the same challenges and opportunities.

#### Key Takeaways

- Improved approach to addressing compliance concerns over sponsored research.
- Refine strategic approaches for F&A proposals.
- Understanding of potential risk areas.

#### Who Should Attend

This workshop is designed for higher education professionals responsible for grants management in a college, division, department or other units including central administration. Specifically, individuals who are regularly tasked with data analysis and compliance efforts in the daily management of sponsored funds.

#### Instructors



**Andres Chan** is a Director at the University of Southern California in the Office of Financial Analysis. His responsibilities include the preparation of the university's facilities and administrative cost rate proposal, fringe benefit rate

proposals, paid leave proposals, as well as negotiating with the government on behalf of the university. Additionally, he oversees recharge center compliance, effort certification compliance, as well as acting as the audit liaison for all university audits associated with research grants and contracts. He has over 21 years of financial analysis/planning experience, with extensive experience in preparing F&A Proposals, Space Surveys, Effort Reporting, and uniform guidance related activities. He's very knowledgeable with Uniform Guidance (formerly OMB Circulars A-21, A-110 & A-133). He worked as a Senior Manager while a consultant with MAXIMUS Inc. as well as spent his first 7 years at California Institute of Technology. He has developed dozens of F&A and Forward Pricing Proposals as well as space surveys and Research Administration system implementations. Prior to his work in Higher Education, Andres worked as Financial Advisor for both American Express and Prudential.



**Ken Erickson** is the Director of Research Management & Compliance at the University of Utah (a \$4 Billion research and teaching Institution of Higher Education, Hospitals and Clinics). Ken's central administration role provides oversight for three main

areas: Grants & Contracts Accounting (post-award), Cost Accounting & Analysis (F & A rate calculations, proposals, etc.), and Compliance Oversight and Reporting (effort certification, audit coordination, service centers, etc.) Ken has extensive knowledge of the financial administration and compliance aspects of sponsored programs and research. Ken facilitates leadership team strategic coordination for more than 5,000 active research projects (\$425 Million annual revenues) with the VPR, CFO, VPs, Deans, PIs and key administrators in 200+ campus departments. Ken has more than 35 years' experience in audit (external and internal), compliance, internal controls, accounting, finance, analysis, management, reporting and process improvement.

Ken holds an MAcc in Financial Accounting & Auditing and a BS in Accounting from Brigham Young University.

# WACUBO Workshop Registration

Register online at: [www.wacubo.org/workshops](http://www.wacubo.org/workshops)

Workshop	Member	Non-Member
Both Workshops (September 10-12, 2018)	\$600	\$650
UABO ONLY (September 10-11 2018)	\$400	\$450
GRANTS ONLY (September 11-12, 2018)	\$400	\$450

**If special accommodations are required, please advise  
at the time of your registration.**

## Hilton San Diego Airport/Harbor Island

1960 Harbor Island Drive  
San Diego, CA 92101

A quick five minutes from the airport, the Hilton San Diego Airport/Harbor Island provides guests with a complimentary shuttle service to and from the airport, making your arrival and departure a breeze. For more hotel information click [here](#).

### Workshop Contacts:

Cheryl Wiescamp: [wiescamp\\_c@fortlewis.edu](mailto:wiescamp_c@fortlewis.edu)

Nancy Herbst: [nherbst@ucsd.edu](mailto:nherbst@ucsd.edu)

**Cancellation Policy:** Refunds will be given upon written request 30 days prior to program, less a \$50 cancellation fee. Substitutions are allowed at any time at no additional charge.

**Meals:** Breakfast, lunch and snacks provided for each individual workshop. Tuesday lunch provided for those that attend both workshops.

### CPE Information

Attendees of Unit and Academic Business Officer & Grants Management workshop will be eligible to earn 12 CPE's for UABO and 9.5 for Grants in the field of Management Services. CPE hours are subject to adjustment due to minor schedule modifications. Please visit [www.wacubo.org/cpe](http://www.wacubo.org/cpe) for more information.

**The Western Association of College and University Business Officers (WACUBO) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org)**



### Book Your Room:

- WORKSHOPS FILL QUICKLY!!**

Please register and get your confirmation for your spot in the Workshop from WACUBO before booking your room and/or travel.

- Room rate for WACUBO guests: \$159 per night.
- To reserve a room call (800) 445-8667 and mention the WACUBO Block or book room online at:

[Hilton San Diego Airport/Harbor Island](#)

### Parking at the Hotel:

- Overnight parking for workshop participants is \$20; day use parking is \$8.