



FALL 2017 WORKSHOP

Unit & Academic Business Officer and Grants Management

September 11-13, 2017 | 8 a.m. – 5 p.m.

DoubleTree, Portland, Oregon

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 SOLES'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, and Treasurer, Arizona Experiment Station at the University of Arizona's College of Agriculture and Life Sciences (CALS). In these roles, he is the chief finance and strategy officer

for a land grant organization with 1,500 employees, the steward of 140,000 acres of land, and oversees all business activities for an operation located in every county in Arizona. Prior to CALS, he held professional business positions in the UA's Rogers College of Law, Budget Office, and Sponsored Projects Services.

He's excited to co-present this course to expand the partnership between academic and business leaders, and enhance the collaboration between units and central administration.

Jeffrey is a gubernatorial appointee to the State's 529 college savings plan committee, and holds an MPA in Public Finance and a BS in Business

FALL 2017 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 & 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 & 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, Pls 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 a MAcc in Financial Accounting & Auditing and a BS in Accounting from Brigham Young University.

WACUBO Workshop Registration

Register online at: www.wacubo.org/workshops

Workshop	Member	Non-Member
Both Workshops (September 11-13, 2017)	\$600	\$650
UABO ONLY (September 11-12, 2017)	\$400	\$450
GRANTS ONLY (September 12-13, 2017)	\$400	\$450

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

DoubleTree by Hilton Hotel Portland

1000 NE Multnomah Street
Portland, Oregon, 97232

Located in Portland's Lloyd Eco District, adjacent to MAX light rail with access to many downtown businesses. Sparkling seasonal outdoor pool and 24-hour fitness center. Two tantalizing on-site restaurants serving delicious local, seasonal ingredients. Portland MAX Light Rail System also stops directly outside the hotel, making it easier than ever to explore the area. Direct service is also available to Portland International Airport for a small fee.

Workshop Contacts:

Guadalupe Valencia: gvalenci@uw.edu



Book Your Room

- **WORKSHOPS FILL QUICKLY,** please reserve Workshop before booking room and/or travel
- Room rate for WACUBO guests: \$179 per night*
- To reserve room: 1-503-281-6111 and mention WACUBO Training Room Block or book room online at:

[Doubletree by Hilton Portland](#)

Parking at the Hotel

Complimentary daily/overnight on-site parking (Garage is available for use by all overnight guests and event attendees and availability of parking is not guaranteed).

CPE Information

Attendees of Unit and Academic Business Officer & Grants Management workshop will be eligible to earn approximately **11.5 CPE units each** in Management Advisory Services. CPE hours are subject to adjustment due to minor schedule modifications.



Please visit 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 Quality Assurance Service (QAS) sponsor of continuing professional education. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding QAS program sponsors may be submitted to NASBA through its website: www.learningmarket.org.