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I. ABOUT THE CONFERENCE

Target Audience:
The target audience for this conference is UIC academic fiscal officers and school/college/department
administrators with high-level research, human resources, and business and finance responsibilities.

Mission:
This professional development conference will strive to provide the target audience with knowledge,
resources, and networking opportunities to enable them to manage the challenges they face and pursue
excellence in their roles at the University. The conference planning team defines professional excellence as:

- being proactive through forecasting and planning versus being reactive;
- being open to different ways of doing business and developing creative solutions to business
  problems;
- breaking down silos and establishing connections across disciplines;
- seeing the big picture and understanding one’s contribution to it;
- networking and collaborating both within one’s department, as well as with other departments and
  units;
- actively developing one’s professional career and the careers of staff members; and,
- having a firm understanding of the UIC environment – being aware of changes that significantly
  impact the University and implementing goals that support the UIC strategic plan.

Goals:
The primary goals of the conference include the following:

1. to facilitate the sharing of best practices, new knowledge, tips, and tools that are relevant to this
   target audience and that can be passed down to their staff;
2. to provide a forum for this target audience to share problems and concerns and develop possible
   solutions for some of the most challenging issues they face;
3. to encourage networking and collaboration across units, departments, and schools/colleges; and,
4. to recognize the importance of the work being done by this group of administrators and foster a
   greater sense of purpose and camaraderie.

Theme:
The content of the conference (workshops, plenary sessions, etc.) is designed around a theme which
changes with each conference. The theme for the 2010 conference is “Succeeding in Challenging
Times”. This theme was chosen so that the conference planning team could aim to provide targeted and
informative sessions that will help the target audience proactively manage the University’s response to the
current economic crisis.

Conference Sponsors:
- R. Michael Tanner, Provost and Vice Chancellor for Academic Affairs
- Joe G.N. Garcia, Vice Chancellor for Research
- John R. Loya, Vice Chancellor for Human Resources
- Heather J. Haberaecker, Executive Assistant Vice President for Business & Finance

Conference Planning Team:
- Kim Laczynski, OBFS, Assistant Director for Change Management
- Courtney Parzych Stephan, OBFS, Assistant Director of Business and Finance
- Mary Malcolm, OBFS, Assistant Director for Technical Training
II. REGISTRATION

There are no registration fees for this conference. However, you must register so that the conference planning team knows you will be attending and can make the proper name tags, order the right amount of lunches, etc. Please also identify the workshops you would be interested in attending. The registration deadline is **Friday, April 2nd at 5 pm**. Please visit the [conference website](https://www.conference.com) to register.

III. DIRECTIONS

The UIC Forum is located at 725 West Roosevelt Road (on the corner of Roosevelt Road and Halsted Street). The main entrance to the building is facing Halsted.

**Driving Directions:**

*From the south:* Take the Dan Ryan Expressway (I-94 W). Take Exit 52B toward Roosevelt Road/Taylor Street. Stay straight to go onto Ruble Street. Turn left onto West Roosevelt Road.

*From the north:* Take the Kennedy Expressway (I-90 E). Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right onto Roosevelt Road.

*From the east:* US – 41S/Edens Expressway becomes I-94 E. Merge onto I-90 E/I-94 E. Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right on Roosevelt Road.

*From the west:* Take the Eisenhower Expressway (I-290 E). Take the Ryan Expwy/I-90 E/I-94 E exit toward Indiana. Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right on Roosevelt Road.

**Parking:**

The main parking lot for the UIC Forum is Lot 5C (located at 1135 South Morgan St. on the corner of Morgan & Roosevelt). In order to receive free relocation, you will need to present your current parking hang tag to the cashier upon exit. For those who do not have a valid UIC parking assignment, there will be a fee to park. See map for details: [https://fimweb.fim.uic.edu/CampusMaps/UICVisitorMap_E_8.5x11.pdf](https://fimweb.fim.uic.edu/CampusMaps/UICVisitorMap_E_8.5x11.pdf)

**Public Transportation:**

The closest public transportation options are the following CTA buses (which can be taken to Blue, Green, Orange or Red ‘L’ lines), the Inter-Campus Shuttle and the Halsted Street Metra Station:

**North-South HALSTED BUS #8,** Roosevelt Stop:
- Southbound Halsted Bus #8 stops just south of the UIC Forum (Halsted & Roosevelt)
- Northbound Halsted Bus #8 stops just north of the UIC Forum (Halsted & Roosevelt)

**East-West ROOSEVELT BUS #12,** Halsted Stop:
- Eastbound Roosevelt Bus #12 stops just east of Halsted, right in front of the UIC Forum
- Westbound Roosevelt Bus #12 stops just east of Halsted, across the street from the UIC Forum

**Eastbound 16th-18th BUS #18,** Halsted Stop:
- Eastbound 16th-18th Bus #18 stops just east of Halsted, right in front of the UIC Forum
Inter-Campus Shuttle:
http://fmweb.fm.uic.edu/Trans/intercampus.aspx
  • Stops on Halsted in front of Beckham Hall, across the street from the UIC Forum

Halsted Street Metra Station (on Halsted between 15th & 16th streets):
http://metrarail.com/metra/en/home/maps_schedules/metra_system_map/bnsf/station.HALSTED.html

For more information please visit:

UIC Campus map:
https://fimweb.fim.uic.edu/CampusMaps/UICVisitorMap_E_8.5x11.pdf

UIC Forum website:
http://www.uic.edu/depts/uicforum/directions.shtml

Chicago Transit Authority website:
http://www.transitchicago.com/
### IV. PROGRAM SCHEDULE

**Thursday, April 15, 2010**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - 9:00 AM</td>
<td>Check In (only coffee/tea/water will be provided)</td>
<td>Atrium</td>
</tr>
</tbody>
</table>
| 9:00 AM - 10:30 AM | Opening Remarks  
**Sponsor Unit Updates** from Heather Haberaecker (Exec. Asst. VP for Business & Finance), John Loya (Vice Chancellor for HR) and Joe Garcia (Vice Chancellor for Research)  
**Provost Tanner’s Presentation on the State of the Campus** | Main Hall          |
| 10:30 AM - 10:45 AM | Break                                                                 |                  |
| 10:45 AM - 11:45 AM | **Workshop Breakout Session 1**:  
- New and Upcoming Business & Finance Policies and Systems  
- Understanding Key Accounting Issues  
- Implementation of the Space Economy  
- Legal Issues Surrounding Human Resources  
- UIC Efforts to Refine Our Academic Mission and Improve Administrative Functions  
- Leveraging Institutional Data to Improve Decision Making*  | Room D            |
| 11:45 AM - 1:15 PM | **Lunch & Ask the Experts Session**  
The Ask the Experts session will provide you with an opportunity to speak with subject matter experts from various UIC and UA support units in order to get certain questions answered, learn more about the unit, share concerns and ideas, and/or simply to meet individuals you normally communicate with via phone or email. Feel free to bring your lunch with you! | Main Hall          |
| 1:15 PM - 2:15 PM | **Workshop Breakout Session 2**:  
- How to Write a Scope of Work to Expedite Your Procurement Process  
- Life of a Sponsored Project Activity (Part 1)  
- Best Practices for Department and College-Level Budgeting  
- Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC*  
- Models of Shared Service Centers and How They Drive Administrative Efficiencies  
- Leveraging Institutional Data to Improve Decision Making*  | Room D            |
| 2:15 PM - 2:30 PM | Break                                                                 |                  |
| 2:30 PM - 3:30 PM | **Workshop Breakout Session 3**:  
- How Using iBuy and Strategic Contracts Can Reduce Your Costs  
- Life of a Sponsored Project Activity (Part 2)  
- 50 Ways to Trim Your Budget*  
- Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC*  
- New Reporting Tools for HR and Finance That Will Make Your Life Easier*  
- The Importance of Internal Controls at the Unit Level  | Room D            |
| 3:30 PM - 3:45 PM | Break                                                                 |                  |
| 3:45 PM - 4:45 PM | **Workshop Breakout Session 4**:  
- Impact of New Procurement Code (Senate Bill 51) on UIC  
- Advanced Topics in Research Compliance  
- 50 Ways to Trim Your Budget*  
- Managing Unionized Employees  
- New Reporting Tools for HR and Finance That Will Make Your Life Easier*  | Room D            |

* this workshop will be offered more than once
### V. WORKSHOP GRID

<table>
<thead>
<tr>
<th>SESSION 1</th>
<th>ROOM D</th>
<th>ROOM E</th>
<th>ROOM F</th>
<th>ROOM G</th>
<th>ROOM H</th>
<th>ROOM I</th>
</tr>
</thead>
<tbody>
<tr>
<td>SESSION 3</td>
<td>(2:30 - 3:30pm)</td>
<td>How Using iBuy and Strategic Contracts Can Reduce Your Costs (OBFS-Procurement)</td>
<td>Life of a Sponsored Project Activity (Part 2) (OBFS-Grants &amp; OVCR-ORS)</td>
<td>50 Ways to Trim Your Budget (OVCAA-Budgeting &amp; Program Analysis)</td>
<td>Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC (OVCHR-Compensation)</td>
<td>New Reporting Tools for HR and Finance That Will Make Your Life Easier (UA-Decision Support)</td>
</tr>
<tr>
<td>SESSION 4</td>
<td>(3:45 - 4:45pm)</td>
<td>Impact of New Procurement Code (Senate Bill 51) on UIC (OBFS-Purchasing)</td>
<td>Advanced Topics in Research Compliance (OBFS-Grants &amp; OVCR-ORS)</td>
<td>50 Ways to Trim Your Budget (OVCAA-Budgeting &amp; Program Analysis)</td>
<td>Managing Unionized Employees (OVCHR-Labor &amp; Employee Relations)</td>
<td>New Reporting Tools for HR and Finance That Will Make Your Life Easier (UA-Decision Support)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Business/Finance Topics</th>
<th>Budget Topics</th>
<th>Research Topics</th>
<th>Human Resources Topics</th>
<th>Other Topics</th>
</tr>
</thead>
</table>

= repeated workshops

OBFS = Office of Business & Financial Services
OVCR = Office of the Vice Chancellor for Research
OVCAA = Office of the Vice Chancellor for Academic Affairs
OVCHR = Office of the Vice Chancellor for Human Resources

UA = University Administration
LAS = College of Liberal Arts & Sciences
CUPPA = College of Urban Planning & Public Affairs
VI. WORKSHOP DESCRIPTIONS

SESSION 1: 10:45AM - 11:45AM

NEW AND UPCOMING BUSINESS & FINANCE POLICIES AND SYSTEMS

Presented By: Sandra Ehler, Executive Director of University Payables
              Stephen Wiggs, Director of Corporate Card Operations

Target Audience: All levels

Description: This workshop will provide information on new and revised OBFS policies relating to University Payables and P-Card. Particular emphasis will be placed on Telecommunications, Business Travel, P-Card and Human Subjects.

Learning Objective: To provide the audience with an in-depth understanding of the new and revised policies and related procedures

UNDERSTANDING KEY ACCOUNTING ISSUES

Presented By: Timisha Luster, Resource and Policy Analyst, University Accounting and Financial Reporting
              Roger Wade, Business and Financial Coordinator, University Accounting and Financial Reporting
              Jason Bane, Business and Financial Coordinator, University Accounting and Financial Reporting

Target Audience: All levels

Description: Succeeding in challenging times requires an emphasis on understanding. Understanding Self-Supporting funds and their restrictions can ensure departmental compliance. Understanding the NACUBO functions behind Program codes can reduce transaction errors and increase staff efficiency. Closing stagnant Self-Supporting or Gift fund balances and correcting inaccurate encumbrances can provide a more realistic picture of your department's financial standing. Join us to gain an understanding of these topics and where you can find additional information resources.

Learning Objectives: 1) Gain an understanding Self-Supporting funds and their unique challenges; 2) How to close stagnant Self-Supporting and Gift funds; 3) Obtain an understanding of NACUBO function codes as they relate to university transactions; 4) Review the proper way to complete budget transfers in different fund types; 5) Using the OBFS Home page to find additional resources

IMPLEMENTATION OF THE SPACE ECONOMY

Presented By: James Foerster, Associate Vice Chancellor, Facility and Space Planning
              Frank Goldberg, Vice Provost for Resource Planning and Management
              Todd Van Neck, Director of Budgeting and Program Analysis

Target Audience: Advanced

Description: In FY 2010, the campus is implementing a model of distributing space cost to units. This workshop will cover the rationale for the policy and provide units with a general overview on how it will work. There will be a short presentation with open discussion and adequate time for questions.

Learning Objective: To gain an overview of the space economy at UIC

LEGAL ISSUES SURROUNDING HUMAN RESOURCES

Presented By: Thomas H. Riley, Jr., Director of Labor and Employee Relations
              Margaret Woulfe, Associate University Counsel

Target Audience: All levels

Description: This will be a panel discussion and presentation on labor and employment legal issues incorporating some case studies.

Learning Objectives: 1) To assist administrators in avoiding pitfalls, recognizing "red flags" and identifying available resources; 2) To proactively handle difficult HR matters and issue avoidance

continued …
UIC EFFORTS TO REFINE OUR ACADEMIC MISSION AND IMPROVE ADMINISTRATIVE FUNCTIONS

Presented By: Lon Kaufman, Vice Provost for Planning and Programs
Target Audience: All levels
Description: The current budget situation is forcing the University to refine the breadth and depth of our academic mission and how we are conducting our administrative functions. Interim President Ikenberry has recently appointed the Administrative Review and Restructuring Task Force to “review and make recommendations to improve the effectiveness and efficiency of our administrative organization and services.” UIC has established its own task force on this topic. At UIC, the Academic Directions Task Force has been appointed to review and make recommendations on “specific academic areas in which the campus should continue to invest or invest anew.” This workshop will provide participants with an overview of the work of these two task forces and what the potential implications are for the University.

Learning Objective: To learn about the upcoming activities of two University task forces assigned to make recommendations for improving academic and administrative efficiencies at the University

LEVERAGING INSTITUTIONAL DATA TO IMPROVE DECISION MAKING *

Presented By: Mary Lelik, Director of Institutional Research, Office of Institutional Research
Edward Valentine, Coordinator of Business Systems Users
Target Audience: All levels
Description: The Office of Institutional Research (OIR) maintains a broad set of specialized data systems which can provide valuable information for campus unit managers and decision-makers. Among those are the Activity Reporting System (which looks at how staff time is distributed); the Resource Performance Indicators (key ratios which can shape planning), and Cost Study credit hour data (which informs the yearly budget planning process). Knowing this information and how to use it can be a powerful management tool for those in college and departmental offices. This presentation will provide an overview of each of these data sets, how the information is gathered, what they reveal, what processes they influence and what reporting tools are available.

Learning Objectives: 1) To gain an understanding of the OIR systems and their relationship to Effort Reporting and the Decision Support Consolidated Faculty Analysis (CFA) systems; 2) To make optimal use of these data sources for management information needs

* this workshop will be offered more than once
HOW TO WRITE A SCOPE OF WORK TO EXPEDITE YOUR PROCUREMENT PROCESS

 Presented By:  Lourdes Coss, Director of UIC Purchasing  
                  Nancy Dorsch, Senior Contract Coordinator

 Target Audience:  All levels

 Description:  This hands-on workshop will touch on the importance of a well-described scope of services or detailed specifications.  We will divide into groups for a fun short exercise and discuss the outcome.  Later, we will review the components of the scope.  You will receive a new template for review.  Using the guidelines provided in the workshop will help cut down the time necessary for the development of requests for proposals.

 Learning Objectives:  1) To identify necessary components of a scope of services for a RFP; 2) To learn how to develop procurement documents

LIFE OF A SPONSORED PROJECT ACTIVITY (PART 1)

 Presented By:  Luis Vargas, Executive Director of Office of Research Services  
                  Patricia Manheim, Associate Director of Office of Research Services  
                  Mee Mee Lee-Choi, Associate Director of UIC Grants and Contracts  
                  Fuller Lyons, Associate Director of UIC Grants and Contracts

 Target Audience:  All levels

 Description:  Workshop participants will be walked through a complete cycle of the life of an award.  Frequently asked questions and potential problem areas for research administrators will be addressed.  The presentation will also incorporate the perspectives of the Business Manager, Human Resources and Central Office (ORS/GCO), allowing the participants to draw connections in a manner that can be readily applied to day-to-day grant administration activities.  Participants must attend both part 1 and part 2.

 Learning Objective:  To develop an understanding of the pre-award process from proposal submission to award and sub-award execution

BEST PRACTICES FOR DEPARTMENT AND COLLEGE-LEVEL BUDGETING

 Presented By:  Russell Biskup, Director of Budgets and Financial Analysis, Office of Business and Financial Services  
                  Todd Van Neck, Director of Budgeting and Program Analysis, Office of Vice Chancellor for Academic Affairs

 Target Audience:  Beginning / Intermediate

 Description:  This workshop will provide a general overview of unrestricted and restricted funds management.  We will address how to assess the financial position (budget versus actual) for various fund types prior to year end and how to fix problems and avoid/minimize the incurrence of final balance deficits.  The appropriate use of budget transfers/exchanges and Journal Voucher cost transfers with the importance of observing critical year end cut-off dates and appropriate dating of transactions will also be discussed.

 Learning Objective:  To gain a basic understanding of the ground rules for managing unrestricted and restricted funds

JOB ANALYSIS – ESTABLISHING THE CAREER FOUNDATION FOR ACADEMIC PROFESSIONALS AT UIC *

 Presented By:  Anniese Lemond, Director of Compensation

 Target Audience:  All levels

 Description:  This workshop will provide an overview of the most recent Civil Service audit and a major component of UIC’s compliance plan, job analysis.  Job analysis is the systematic study of work in an organization.  The results of job analysis provide a foundation on which to establish critical employee programs (including compensation, performance management, training and professional development) that ultimately help in the attainment of organizational goals and operating objectives.

 Learning Objectives:  1) To gain an understanding of the Civil Service audit process; 2) To receive an overview of UIC’s recent Civil Service audit, UIC’s response, and plan of action; 3) To have an introduction to the concept of job analysis and its implications for the Academic Professional workforce at UIC; 4) To learn the importance of job analysis and its necessity in establishing critical employee programs

continued …
MODELS OF SHARED SERVICE CENTERS AND HOW THEY DRIVE ADMINISTRATIVE EFFICIENCIES

Presented By: Frank Goldberg, Vice Provost for Resource Planning and Management
Heather J. Haberaecker, Executive Assistant Vice President for Business and Finance
Richard Alpern, Associate Dean for Administration, College of Liberal Arts and Sciences
Albert Schorsch, Associate Dean, College of Urban Planning and Public Affairs

Target Audience: Advanced

Description: Interim President Ikenberry has recently formed a committee responsible for providing recommendations on shared service centers (e.g., teams of business, finance, research and human resources administrators who service more than one department). In this workshop, participants will learn about different models that are already in use at UIC and ones that are being considered. There will be discussion regarding how shared service centers can potentially reduce costs and how to effectively deploy them at UIC.

Learning Objective: To develop an understanding of the concept of shared service centers, different models that exist and how they can save costs

LEVERAGING INSTITUTIONAL DATA TO IMPROVE DECISION MAKING *

Presented By: Mary Lelik, Director of Institutional Research, Office of Institutional Research
Edward Valentine, Coordinator of Business Systems Users, Office of Vice Chancellor for Academic Affairs

Target Audience: All levels

Description: The Office of Institutional Research (OIR) maintains a broad set of specialized data systems which can provide valuable information for campus unit managers and decision-makers. Among those are the Activity Reporting System (which looks at how staff time is distributed); the Resource Performance Indicators (key ratios which can shape planning), and Cost Study credit hour data (which informs the yearly budget planning process). Knowing this information and how to use it can be a powerful management tool for those in college and departmental offices. This presentation will provide an overview of each of these data sets, how the information is gathered, what they reveal, what processes they influence and what reporting tools are available.

Learning Objectives: 1) To gain an understanding of the OIR systems and their relationship to Effort Reporting and the Decision Support Consolidated Faculty Analysis (CFA) systems; 2) To make optimal use of these data sources for management information needs

* this workshop will be offered more than once
HOW USING IBUY AND STRATEGIC CONTRACTS CAN REDUCE YOUR COSTS

Presented By: Heather J. Haberaecker, Executive Assistant Vice President for Business and Finance
Barbara Roemer, Associate Director of Procurement Systems, University Strategic Procurement
Nancy Reynolds, Purchasing Officer, UIC Purchasing

Target Audience: All levels

Description: In this workshop, we will provide an overview of the iBuy strategic contracts currently in place and how to use them. We will also give a brief overview of the iBuy system and upcoming improvements to the system. Participants will be presented with benchmark data on spending trends at UIC and the implications of using Banner or the P-card versus using iBuy to make purchases.

Learning Objective: To recognize the time and cost saving benefits of using iBuy

LIFE OF A SPONSORED PROJECT ACTIVITY (PART 2)

Presented By: Luis Vargas, Executive Director of Office of Research Services
Patricia Manheim, Associate Director of Office of Research Services
Mee Mee Lee-Choi, Associate Director of UIC Grants and Contracts
Fuller Lyons, Associate Director of UIC Grants and Contracts

Target Audience: All levels

Description: Workshop participants will be walked through a complete cycle of the life of an award. Frequently asked questions and potential problem areas for research administrators will be addressed. The presentation will also incorporate the perspectives of the Business Manager, Human Resources and Central Office (ORS/GCO), allowing the participants to draw connections in a manner that can be readily applied to day-to-day grant administration activities. Participants must attend both part 1 and part 2.

Learning Objective: To develop an understanding of the pre-award process from proposal submission to award and sub-award execution

50 WAYS TO TRIM YOUR BUDGET *

Presented By: Frank Goldberg, Vice Provost for Resource Planning and Management
Todd Van Neck, Director of Budgeting and Program Analysis

Target Audience: Beginning / Intermediate

Description: This workshop will present ways to trim your budget along with an update on the State budget situation with UIC responses.

Learning Objectives: 1) Will receive tips, tools and techniques for assessing and prioritizing programs; 2) Will receive an update on the State budget situation

JOB ANALYSIS – ESTABLISHING THE CAREER FOUNDATION FOR ACADEMIC PROFESSIONALS AT UIC *

Presented By: Anniese Lemond, Director of Compensation

Target Audience: All levels

Description: This workshop will provide an overview of the most recent Civil Service audit and a major component of UIC’s compliance plan, job analysis. Job analysis is the systematic study of work in an organization. The results of job analysis provide a foundation on which to establish critical employee programs (including compensation, performance management, training and professional development) that ultimately help in the attainment of organizational goals and operating objectives.

Learning Objectives: 1) To gain an understanding of the Civil Service audit process; 2) To receive an overview of UIC’s recent Civil Service audit, UIC’s response, and plan of action; 3) To have an introduction to the concept of job analysis and its implications for the Academic Professional workforce at UIC; 4) To learn the importance of job analysis and its necessity in establishing critical employee programs
### NEW REPORTING TOOLS FOR HR AND FINANCE THAT WILL MAKE YOUR LIFE EASIER *

**Presented By:**
- Beth Ladd, Functional Area Coordinator, Decision Support
- Aaron Walz, Assistant Director, Business Information, Decision Support

**Target Audience:** Beginner and Intermediate Data Warehouse Users

**Description:** This workshop will review some existing reporting templates for departments as well as for those interested in grants data. An overview of new reporting universes for grants, financial data and personnel will be included. There will be explanations of report samples with comparisons and contrasts of new universes.

**Learning Objectives:**
1) To expand awareness of Data Warehouse report samples for use;
2) To learn new Business Objects universes as well as other related information products

### THE IMPORTANCE OF INTERNAL CONTROLS AT THE UNIT LEVEL

**Presented By:**
- Neal Crowley, Director of UIC Office of University Audits
- Ron Miner, Associate Director, Accounting Consulting, University Accounting & Financial Reporting
- Uma Sriram, Business and Financial Coordinator, Accounting Consulting, University Accounting & Financial Reporting
- Vanessa Smith, Associate Director for Business and Finance for the Urban Transportation Center, College of Urban Planning and Public Affairs

**Target Audience:** All levels

**Description:** In today’s University climate it is more important than ever for units to develop strong business practices that utilize good internal controls. Discussion will focus on key concepts of internal control and the State’s Fiscal Control & Internal Auditing Act (FCIAA). Case studies of significant audit findings at the unit level will highlight why internal control procedures are imperative. Participants will leave with in-house resources that can assist in the process.

**Learning Objectives:**
1) Recognize the key concepts of internal controls;
2) Understand the importance of internal controls at the unit level
3) Know available in-house resources

* this workshop will be offered more than once
IMPACT OF NEW PROCUREMENT CODE (SENATE BILL 51) ON UIC

Presented By: Heather J. Haberaecker, Executive Assistant Vice President for Business and Finance
               Lourdes Coss, Director of UIC Purchasing

Target Audience: All levels

Description: Senate Bill 51 (SB 51) takes effect on July 1, 2010 and makes significant changes to the Illinois Procurement Code. In this workshop, we will highlight how changes such as the creation of chief procurement officer and state procurement officer roles, reporting of communications with potential vendors, charging vendors a fee for submitting bids, and public hearings for sole source purchases will impact the University and timelines for purchases.

Learning Objective: To understand the impact of SB 51 on how procurement is done at the University

ADVANCED TOPICS IN RESEARCH COMPLIANCE

Presented By: Vanessa Peoples, Executive Director of UIC Grants and Contracts
               Luis Vargas, Executive Director of Office of Research Services
               Mee Mee Lee-Choi, Associate Director of UIC Grants and Contracts
               Fuller Lyons, Associate Director of UIC Grants and Contracts
               Patricia Manheim, Associate Director of Office of Research Services

Target Audience: Intermediate

Description: Topics for discussion in this workshop include effort reporting, sub-recipient monitoring, unallowable costs, and pre-award compliance issues (IRB, existing protocols, biosafety, stem cell). Additional topics will include audit findings and questions asked by auditors, as well as other questions that have come up through recent desk reviews or sponsor inquiries.

Learning Objective: To develop a deeper understanding of research compliance issues and implications

50 WAYS TO TRIM YOUR BUDGET *

Presented By: Frank Goldberg, Vice Provost for Resource Planning and Management
               Todd Van Neck, Director of Budgeting and Program Analysis

Target Audience: Beginning / Intermediate

Description: This workshop will present ways to trim your budget along with an update on the State budget situation with UIC responses.

Learning Objectives: 1) Will receive tips, tools and techniques for assessing and prioritizing programs; 2) Will receive an update on the State budget situation

MANAGING UNIONIZED EMPLOYEES

Presented By: Stephen G. Katz, Associate Director of Labor and Employee Relations

Target Audience: All levels

Description: This will be a presentation and discussion about effectively managing unionized employees at UIC with its 18 collective bargaining agreements and its unique atmosphere as a public higher education employer.

Learning Objective: To assist administrators to manage effectively in the UIC unionized environment

NEW REPORTING TOOLS FOR HR AND FINANCE THAT WILL MAKE YOUR LIFE EASIER *

Presented By: Beth Ladd, Functional Area Coordinator, Decision Support
               Aaron Walz, Assistant Director, Business Information, Decision Support

Target Audience: Beginner and Intermediate Data Warehouse Users

Description: This workshop will review some existing reporting templates for departments as well as for those interested in grants data. An overview of new reporting universes for grants, financial data and personnel will be included. There will be explanations of report samples with comparisons and contrasts of new universes.

Learning Objectives: 1) To expand awareness of Data Warehouse report samples for use; 2) To learn new Business Objects universes as well as other related information products

* this workshop will be offered more than once
VII. ASK THE EXPERTS

This session provides you with an opportunity to speak with subject matter experts from various UIC and UA support units face-to-face in order to get certain questions answered, learn more about a unit, share concerns and ideas, and/or simply to meet individuals you normally communicate with via phone or email. It is an unstructured session and you can move to as many different tables as you want. Feel free to bring your boxed lunch with you to the session!

<table>
<thead>
<tr>
<th>TABLE:</th>
<th>EXPERTS:</th>
</tr>
</thead>
</table>
| (#1) OBFS - Student Financial Services & Cashier Operations | Charmaine Daniels, Associate Director, Customer Service  
John Hockersmith, Assistant Director, Accounts Receivable Operations |
| (#2) OBFS - Training & Communications | Marietta Walton, Executive Director  
Mary Malcolm, Assistant Director, Technical Training  
Jennie Situ, Training Assistant  
Melinda Carr, Communications Managing Editor |
| (#3) OBFS - Office of Business Development Services | Francis Jatico, Director  
Patricia Menguito, Associate Director  
Nicole Williams, Assistant Director for Business & Finance  
Mike Hallahan, Senior Contract Coordinator |
| (#4) OBFS - University Payables / P-Card | Sandy Ehler, Executive Director  
Steve Wiggs, Director, Corporate Card Programs  
Susie Baker, Assistant Director, University Payables |
| (#5) OBFS - Purchasing & iBuy | Lourdes Coss, Director  
Kevin Fair, Assistant Director  
Brandie Knazze, Assistant Director  
Nancy Dorsch, Senior Contract Coordinator  
Rachel Porrata, Senior Contract Coordinator  
Ruth Rios, Senior Contract Coordinator  
Arlene Shorter, Senior Contract Coordinator  
Janice Thomas, MAFBE Coordinator  
Nancy Reynolds, Purchasing Officer, iBuy Trainer  
Barbara Roemer, Associate Director of Procurement Systems, University Strategic Procurement |
| (#14) OBFS - Grants & Contracts | Vanessa Peoples, Executive Director  
Mee Mee Lee-Choi, Associate Director  
Fuller Lyons, Associate Director  
Etzer Cantave, Assistant Director  
LaShawnda Hall, Assistant Director  
Michael Moss, Assistant Director  
Edward Seighman, Assistant Director  
Joseph Stefanich, Assistant Director |

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continued …
| TABLE: |
| EXPERTS: |

| (#18) OBFS - University Accounting & Financial Reporting |
| Brent Rasmus: Associate Director, University Accounting Services |
| Paul Walters: Assistant Director |
| Roger Wade: Business & Financial Coordinator |

| (#23) OBFS - University Payroll & Benefits Service Center |
| Saundra Hester: Associate Director, Payroll Operations |
| Laura Barnett: Assistant Director, Payroll Services |
| Larry Hanyzewski: Assistant Director, Payroll Operations-Systems |
| Brenda Butts: Coordinator, Benefits Service Center |
| Tim Gavin: Coordinator, Benefits Service Center |

| (#6) OVCHR - Organizational Effectiveness |
| Kim Morris Lee: Director |

| (#7) OVCHR - Compensation |
| Anniese Lemond: Director |

| (#8) OVCHR - Labor & Employee Relations |
| Tom Riley: Director |
| Dan Harper: Associate Director |
| Steve Katz: Associate Director |
| Marilyn LaBlaiks: Associate Director |

| (#9) OVCHR - Recruitment & Staffing |
| Mirta Mendez: Associate Director |
| Patricia Barrera: Assistant Director |

| (#10) UA - Decision Support (Data Warehouse) |
| Aaron Walz: Assistant Director |
| Beth Ladd: Functional Area Coordinator |

| (#11) UA - Office of Capital Programs & Real Estate Services |
| Ellen Hamilton: Director of Real Estate Services |
| Tomeiko Windham Sewell: Real Estate Specialist |

| (#12) UA - Office of University Audits |
| Neal Crowley: Director at Chicago |
| Jeff Mina: Enterprise-wide Auditor |

| (#13) OVCNR - Office of Research Services / Research Development Services / Conflict of Interest |
| Luis Vargas: Executive Director, Office of Research Services |
| Patti Manheim: Associate Director, Office of Research Services |
| Jennifer Czak: Assistant Director, Research Development Services |
| Jacquelyn Jančius: Conflict of Interest Coordinator |

continued …
| (15) VCAS - Facility Information Management | Darlene Ebel Director  
Shweta Chopra Assistant Director  
James Cook Resource and Policy Analyst |
| (16) VCAS - Facilities Management | Clarence Bridges Director of Operations and Maintenance  
Viktor Gliozeris Assistant Director, Systems & Services |
| (17) VCAS - Office of Sustainability | Cynthia Klein-Banai Associate Chancellor for Sustainability  
Dan Fredman Program Coordinator |
| (19) OVCAA - ACCC-Telecom | Josh Naylor Assistant Director |
| (20) OVCAA - Faculty Affairs HR | Angela Yudt Director  
Amira Ghadeer Assistant Director |
| (21) OVCAA - Office of Institutional Research | Mary Lelik Director of Institutional Research  
Edward Valentine Coordinator of Business Systems Users |
| (22) OVCAA & OBFS - Budgeting | Russ Biskup Director, Budget and Financial Analysis (OBFS)  
Todd Van Neck Director, Budgeting and Program Analysis (OAA)  
Mary Ellen Korman Associate Director, Budgeting and Program Analysis (OAA) |