UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Succeeding in Challenging Times

UIC FORUM
April 15, 2010

2010 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

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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 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 Expy/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*

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:
http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=167
- 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:
http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=173
- 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:
http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=177
- 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		
8:00 AM - 9:00 AM	**Check In** (only coffee/tea/water will be provided)	**Atrium**
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	Room D
	- Understanding Key Accounting Issues	Room E
	- Implementation of the Space Economy	Room F
	- Legal Issues Surrounding Human Resources	Room G
	- UIC Efforts to Refine Our Academic Mission and Improve Administrative Functions	Room H
	- Leveraging Institutional Data to Improve Decision Making*	Room I
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	Room D
	- Life of a Sponsored Project Activity (Part 1)	Room E
	- Best Practices for Department and College-Level Budgeting	Room F
	- Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC*	Room G
	- Models of Shared Service Centers and How They Drive Administrative Efficiencies	Room H
	- Leveraging Institutional Data to Improve Decision Making*	Room I
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	Room D
	- Life of a Sponsored Project Activity (Part 2)	Room E
	- 50 Ways to Trim Your Budget*	Room F
	- Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC*	Room G
	- New Reporting Tools for HR and Finance That Will Make Your Life Easier*	Room H
	- The Importance of Internal Controls at the Unit Level	Room I
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	Room D
	- Advanced Topics in Research Compliance	Room E
	- 50 Ways to Trim Your Budget*	Room F
	- Managing Unionized Employees	Room G
	- New Reporting Tools for HR and Finance That Will Make Your Life Easier*	Room H

this workshop will be offered more than once

V. WORKSHOP GRID

	ROOM D	ROOM E	ROOM F	ROOM G	ROOM H	ROOM I
SESSION 1 (10:45 - 11:45am)	**New and Upcoming Business & Finance Policies and Systems** (OBFS-Payables)	**Understanding Key Accounting Issues** (OBFS-Univ. Accounting & Financial Reporting)	**Implementation of the Space Economy** (OVCAA-Budgeting & Program Analysis)	**Legal Issues Surrounding Human Resources** (OVCHR)	**UIC Efforts to Refine Our Academic Mission and Improve Administrative Functions** (OVCAA-Planning & Programs)	[R] **Leveraging Institutional Data to Improve Decision Making** (OVCAA)
SESSION 2 (1:15 - 2:15pm)	**How to Write a Scope of Work to Expedite Your Procurement Process** (OBFS-Purchasing)	**Life of a Sponsored Project Activity (Part 1)** (OBFS-Grants & OVCR-ORS)	**Best Practices for Department and College-Level Budgeting** (OBFS-Budgets & OVCAA-Budgeting & Program Analysis)	[R] **Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC** (OVCHR-Compensation)	**Models of Shared Service Centers and How They Drive Administrative Efficiencies** (OBFS, OVCAA, LAS, CUPPA)	[R] **Leveraging Institutional Data to Improve Decision Making** (OVCAA)
SESSION 3 (2:30 - 3:30pm)	**How Using iBuy and Strategic Contracts Can Reduce Your Costs** (OBFS-Procurement)	**Life of a Sponsored Project Activity (Part 2)** (OBFS-Grants & OVCR-ORS)	[R] **50 Ways to Trim Your Budget** (OVCAA-Budgeting & Program Analysis)	[R] **Job Analysis - Establishing the Career Foundation for Academic Professionals at UIC** (OVCHR-Compensation)	[R] **New Reporting Tools for HR and Finance That Will Make Your Life Easier** (UA-Decision Support)	**The Importance of Internal Controls at the Unit Level** (OBFS-Accounting & University Audit)
SESSION 4 (3:45 - 4:45pm)	**Impact of New Procurement Code (Senate Bill 51) on UIC** (OBFS-Purchasing)	**Advanced Topics in Research Compliance** (OBFS-Grants & OVCR-ORS)	[R] **50 Ways to Trim Your Budget** (OVCAA-Budgeting & Program Analysis)	**Managing Unionized Employees** (OVCHR-Labor & Employee Relations)	[R] **New Reporting Tools for HR and Finance That Will Make Your Life Easier** (UA-Decision Support)	

Business/Finance Topics
Budget Topics
Research Topics
Human Resources Topics
Other Topics

[R] = 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

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

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!

11:45AM - 1:15PM, MAIN HALL		
TABLE:	**EXPERTS:**	
(#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

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) OVCR - 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 Jancius	Conflict of Interest Coordinator

TABLE:	EXPERTS:	
(#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)