

2023 First Year Participants' Courses

1110 — Auxiliary Services Panel

The type of services requested by students today differs from that of their predecessors. The need to change many of the traditional services offered by campus service organizations is significant. Freedom of choice, variety, and flexibility are the challenges facing today's service providers. This session focuses on the basic services offered by colleges and universities and the changes that need to occur if customer satisfaction is to be sustained. The types of changes will be discussed, including their financial benchmarks, methods of cost analysis, and their financial impact. Representatives from three institutions (large, medium, small; public and private) will describe what services are provided by their unit and how auxiliary services supports the mission of their institution. The panelists will also share how auxiliary services has played a role in supporting their institution during COVID-19.

1120 — The Business of Higher Education

This course presents an overview of the organization, administration, and critical role of college and university business officers in the educational process. Lectures and discussions will focus on effective leadership practices, business affairs issues, and challenges facing college business professionals.

1130 — Fundamentals in Accounting

This course discusses the relationship of accounting to all other elements of management information and to functions of management. The course covers principles of fund accounting, accounting details and reporting standards for various funds based on Financial Accounting Standards Board (FASB 117), Governmental Accounting Standards Board (GASB 35), NACUBO's Financial Accounting and Reporting Manual for Higher Education, and other pronouncements of FASB and GASB. Selected financial ratios and indicators of financial statements will be discussed.

1135 — Problems in Accounting

The basic concepts of college and university accounting will be reviewed. Emphasis will be placed on FASB and GASB standards. Issues and problems which commonly confront a college and university accounting office will be addressed, as will acceptable accounting practices and standards in reporting and how to treat special problems and concerns encountered. Recommended for those with some experience in college accounting.

1140 — Basic Purchasing Policies

This course provides a general overview of the role of Purchasing, also known as Procurement in an institution of higher education. Content covers different organizational structures and areas of campus operations as well as the responsibility Purchasing has to the campus community and suppliers. Additional information includes the fundamental business and ethical principles on which purchasing is based, and techniques utilized to achieve proper balance between the campus goal of getting purchases fast, with best value and risk mitigation.

1145 — The Beginners Guide to Insurance and Risk in Higher Education

Insurance and Risk Management are integral to protecting our colleges and universities as they seek the achievement of strategic goals. Sooner or later, for every business officer, the dreaded topic of insurance will arise, with its confusing terminology and complex questions. This course will provide attendees with a foundational understanding of the various risk exposures associated with higher education and how insurance and other risk management techniques provide protection and security against these exposures. Attendees will

be encouraged to share real-world experiences, both personally and professionally, involving insurance and risk.

Learning Objectives:

- Identify and understand the primary risk exposures in higher education.
- Describe the basic lines of insurance coverage and how they apply to higher education risk exposures.
- Recognize key insurance terms and potentially problematic language.
- Provide essential guidance to colleagues on the core principles of insurance and sound risk management.

Engagement/Interaction:

- Interactive Polls
- Multiple choice questions
- Open Q&A NASBA Field of Study: Management Services

1150 — Human Resources

This course will provide an overview of the human resource management function at institutions of higher education. Participants will obtain a foundation of information related to processes and techniques for effectively recruiting, interviewing, developing and retaining qualified staff in the higher education setting. This session reviews basic elements of the human resource process including job analysis, recruitment, selection, orientation and development, performance management, compensation and benefits. Techniques to be applied in each of the elements and interdependencies will be discussed.

1155 — Compliance 101

This session will provide participants with tips to manage compliance at their college or university whether they have a centralized compliance office or a decentralized system. Participants will learn how to develop a compliance program or enhance an existing program.

Learning Objectives:

- Be able to identify and track compliance with federal and state laws governing higher education institutions.
- Be able to develop or enhance the compliance program at your institution.
- Basic understanding of current hot topics in compliance.

1170 — Facilities Management

This course presents an overview of the functions, organization, and management of a facilities unit in higher education. Topics to be discussed will be general administration, operations and maintenance, utilities and planning, design, and construction.