



Minnesota
STATE COLLEGES
& UNIVERSITIES

Chief Financial and Facilities Officers (CFFO) Conference

Wednesday & Thursday, June 11 & 12, 2008
Minnesota State University Moorhead and
Minnesota State Community and Technical College
Moorhead, MN

A G E N D A

Tuesday, June 10, 2008 (Optional Events)

- 3:00 p.m.** **Golf Outing** [Ponderosa Golf Club]
 Walking Tour [Buffalo River State Park and MSUM Regional Science Center]
- 6:30 p.m.** **Social Hour and Dinner** [Usher House Restaurant, 700 First Ave. North, Moorhead]

Wednesday, June 11, 2008

- 7:30 a.m. – 10:00 a.m.** **Registration** [Kise Commons Lobby]
- 7:30 a.m. - 8:15 a.m.** **Buffet Breakfast** [Kise Commons]
- 8:15 a.m. – 8:30 a.m.** **Opening Remarks** [Comstock Memorial Union Ballroom]
 Laura M. King, Vice Chancellor – Chief Financial Officer
- 8:30 a.m. – 10:45 a.m.** **General Session I** [Comstock Memorial Union Ballroom]

Code of Conduct Presentation

Code of Conduct Procedure IC.0.1 **FAQ**

John Asmussen, Executive Director, Office of Internal Audit
Gail Olson, General Counsel

Minnesota Waste Wise

MMW Membership Brochure

Kate Worley, Membership Manager/Technical Assistant, Minnesota Waste Wise

Unifier

Allan Johnson, Associate Vice Chancellor, Facilities

Facilities Updates

Revenue Fund Overview

- 2008 Legislative Session Capital Budget Wrap-Up
- FY2010-FY2015 Capital Budget Guidelines
- Compliance Issues
- Sustainability – FY2009 Workplan

Allan Johnson, Associate Vice Chancellor, Facilities

- 10:45 a.m. - 11:00 a.m.** **Break**

11:00 a.m. - 11:45 a.m.

Concurrent Sessions

Facilities Breakout Session I [Comstock Memorial Union]

Two Roundtable Discussion Topics [choose one only; 45 minutes each]

- [Facilities Planning: Details on FY2010 – FY2015 capital budget, guidelines and predesign](#) [CMU Room 101], [2010 Guideline PowerPoint](#), [Master Plan Schedule](#), [Predesign Form](#), [Parking](#), [Space Utilization](#), [Space Planning Guideline](#)

Sally Grans, Director, Facilities Planning and Programming

- Real Estate: Stormwater management issues [CMU 227]

Greg Ewig, Director, Real Estate

Don Beckering, State Director, Fire/EMS/Safety Center

Dave Bjelland, Chief Financial Officer, Alexandria Technical College

Finance Breakout Session I [Science Lab Building Room 104]

Synchronized Budgeting with Academic Priorities

Susan Anderson, Program Director

Jan Mahoney, Vice President, Finance and Operations, Saint Paul College

11:45 p.m. - 1:15 p.m.

Luncheon and Welcome from Minnesota State University Moorhead

[Comstock Memorial Union Ballroom]

Laura M. King, Vice Chancellor - Chief Financial Officer

Roland Barden, President, Minnesota State University Moorhead

1:15 p.m. – 3:15 p.m.

General Session II [Comstock Memorial Union Ballroom]

FY2009 Finance Division Work Plan

Laura M. King, Vice Chancellor - Chief Financial Officer

FY2009 Budget Wrap Up and FY2010-2011 Biennial Budget

[Fy2010 – 2011 Biennial Operating Budget Planning](#)

[End of 2008 Legislative Session Highlights](#)

[2008 Higher Education and Workforce Development Finance](#)

[Draft Biennial Budget Board Report July 2008](#)

Laura M. King, Vice Chancellor - Chief Financial Officer

Judy Borgen, Associate Vice Chancellor, Budget

FY2008-2012 Minnesota State Colleges and Universities Strategic Plan

Leslie Mercer, Associate Vice Chancellor for Research, Academic & Student Affairs

3:15 p.m. - 3:45 p.m.

Relocate to:

Minnesota State College and Technical College, Moorhead Campus

3:45 p.m. – 5:15 p.m.

Concurrent Sessions [MSCTC, Moorhead]

Facilities Breakout Session II

Two Concurrent Roundtable Discussion Topics [45 minutes each]

- Sustainability: Climate commitment best practices roundtable and the FY2009 System workplan [Room C116]

[Sustainability Website](#)

[Sustainability Comments 2007](#)

[Sustainability Comments 2008](#)

Allan Johnson, Associate Vice Chancellor, Facilities
Roger Broz, Facilities Director,
Minneapolis Community and Technical College
Paul DeMuth, Facilities Management Director,
Dakota County Technical College
Sally Grans, Director, Facilities Planning and Programming
Marilyn Hansmann, Vice President of Finance and Facilities,
Rochester Community and Technical College
Bill Maki, Vice President, Finance and Administration,
Bemidji State University

- o [Environmental compliance–Hazardous waste & OSHA inspections](#)
[Room C118]
Don Beckering, State Director, Fire/EMS/Safety Center
Anita Mujumdar, Safety/Compliance Manager, Fire/EMS/Safety Center

Finance Breakout Session II [Bergos Auditorium]

Student Loans—Effective Practices & Panel Discussion

Chris Halling, System Director, Financial Aid
Sue Traaseth, Director, Loan Operations

Fleet Vehicle Procedures

Sieglinde Bier, Director, Facilities Business Support
Keswic Joiner, Director, Risk Management

5:15 p.m. - 6:00 p.m.

Open House and Welcome from Minnesota State Community & Technical College, Moorhead

Ann Valentine, President, Minnesota State Community & Technical College
Jerry Migler, Provost, Minnesota State Community & Technical College Moorhead

6:15 p.m. – 7:00 p.m.

Social Hour [Courtyard by Marriott, Grand Ballroom Salon G]

7:00 p.m. – 8:30 p.m.

Banquet [Courtyard by Marriott, Grand Ballroom Salon G]

Thursday, June 12, 2008

7:00 a.m. - 8:30 a.m.

Buffet Breakfast [Kise Commons]

8:00 a.m. – 9:00 a.m.

Campus Tours of Minnesota State University Moorhead

MSU Moorhead Student Ambassadors
[meet outside Kise Commons at 7:45 a.m.; ambassadors will be wearing red blazers]

9:00 a.m. - 10:30 a.m.

Concurrent Sessions

Facilities Breakout Session III [Comstock Memorial Union]

Three Concurrent Roundtable Discussion Topics [30 minutes each]

- o NIMS Training Updates [CMU 101]
Don Beckering, State Director, Fire/EMS/Safety Center
Tracy Worsley, Emergency Preparedness Manager, Fire/EMS/Safety Center
- o [Recommissioning: the process and results](#) [CMU 227]
Ed Cook, Principal, Edward Cook & Associates
- o Construction update with the Program Managers [CMU 203]
Kent Dirks
Jim Morgan
Jeanne Qualley
Barry Schaub

Finance Breakout Session III [Science Lab Building Room 104]

Tuition Study (including price of attendance)

Draft Tuition Study Report

Karen Kedrowski, System Budget Director

Allocation Framework

Presidents' Allocation Review Committee Recommendations

Category D – Overarching questions

Judy Borgen, Associate Vice Chancellor, Budget

Karen Kedrowski, System Budget Director

10:30 a.m. - 10:45 a.m.

Break

10:45 a.m. – 12:45 p.m.

Concurrent Sessions

Facilities Breakout Session IV [Comstock Memorial Union]

Three Concurrent Roundtable Discussion Topics [40 minutes each]

- **Facilities Planning: Details on FY2010 – FY2015 capital budget, guidelines and predesign** [CMU Room 101], **2010 Guideline PowerPoint, Master Plan Schedule, Predesign Form, Parking, Space Utilization, Space Planning Guideline**

Sally Grans, Director, Facilities Planning and Programming

- **APPA – Leadership in Educational Facilities** [CMU 203]

Allan Johnson, Associate Vice Chancellor, Facilities

Clint Castle, Physical Plant Supervisor,

Northland Community and Technical College

Judy Enright, Physical Plant Director, Riverland Community College

Bob Gooden, Physical Plant Supervisor,

Northland Community and Technical College

Kip Oveson, Physical Plant Director, Ridgewater College

- **Real Estate: Stormwater management issues** [CMU 227]

Greg Ewig, Director, Real Estate

Don Beckering, State Director, Fire/EMS/Safety Center

Dave Bjelland, Chief Financial Officer, Alexandria Technical College

Finance Breakout Session IV [Science Lab Building Room 104]

Financial Reporting FY2008 Updates

Denise Kirkeby, System Director, Financial Reporting

Study Abroad Programs: Risk Management and Strategic Sourcing

Mark Rice, Business Manager & Comptroller, Minnesota State University Moorhead

Jill Holsen, Director, Study Abroad Program, Minnesota State University Moorhead

Steve Gednalske, Tax Administrator, Financial Reporting

Keswic Joiner, Director, Risk Management

12:45 p.m.

Box Lunch and Departure [box lunches will be available beginning at noon]