



July 13, 2009

Dear College/District Business Officer:

As the chief business officer for your district or campus you know that the increasing number of retirements and transfers within the system mean new personnel who may or may not be trained in the latest best practices. Additionally, the lack of quality programs that focus on the basics for second and third line business administrative personnel just haven't been there, until now.

The Association of College Business Officials (ACBO) has created a program intended to be a comprehensive "nuts and bolts" curriculum to address this growing need. We're especially pleased that the program has received resounding praise for its content over the past two years and ACBO will be bringing the program back in 2009-10 with a solid line up of topics, presenters and materials that has benefited from the improvements suggested by participants of earlier programs.

The ACBO Institute is comprised of four inter-related 2-day sessions that are presented over the course of the operating year. These sessions will cover the most critical topics facing the community college business officer today. Our experienced presenters will come from the ranks of the Chancellor's Office, seasoned business officers and the best of the private sector.

After a quick review of the tentative curriculum highlights below, we're sure you'll think of colleagues in your own business office that will greatly benefit from this outstanding training opportunity. Note that all sessions will be held at the Embassy Suites Hotel in Sacramento.

<b>SESSION</b>	<b>CURRICULUM HIGHLIGHTS</b>
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<b><i>First Session</i></b> <b><i>September 10-11</i></b>	
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|  | --An Overview: The Best Solution for the Worst Case Scenario<br>--An Examination of the Apportionment Process<br>--Unraveling the Mysteries of DSPS Funding<br>--Other Categorical Apportionments |
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**Second Session**  
**November 19-20, 2009**

- The Role & Responsibility of the CBO
- Building the Budget: Best Practices & A Timeline to Live By
- Preparing for & Forecasting Negotiations
  - ~Best Practices and Resources
- Forecasting Enrollment: Conducting a WSCH/FTE & Productivity Analysis
- Identifying and Understanding Revenue and Expense Factors

**Third Session**  
**February 11-12, 2010**

- Auxiliary Operations: Supervision & Best Practices
- Internal Controls of Cash Management
- Managing Contracts, Employees & Purchasing

**Fourth (and final) Session**  
**April 8-9, 2010**

- Working with the Legislature: A Field Trip to the Capitol
- Public Relations for the Business Manager: What to Say When a Reporter Asks
- Management Best Practices For:
  - ~Board Relations
  - ~Audit Role and Function
  - ~Prop 39
  - ~Efficient Budget Committees
- Managing a Campus in Crisis
- Resources to Rely On

**FEE AND REGISTRATION PROCESS:**

The program encompasses all four sessions and participants will not successfully complete the program without attending all four sessions.

Each of the sessions is limited to 32 participants to ensure thorough instruction and optimal class interaction. Advance reservations have now reduced the available capacity in this year's class to about 20 remaining places. Because of the limited availability we are requesting that no more than one participant come from any one district.



**Again, in order to successfully complete the Institute's comprehensive curriculum, all participants are expected to commit to all four sessions at the time of registration.**

The cost of registration for all four sessions is just **\$700 per participant** and includes the instructional program, all materials and post-session updates, breakfast, lunch and refreshments each day. Travel to and from sessions and lodging is not included in the fee. Accommodations have been blocked at the Embassy Suites Hotel at a reduced rate and participants of the program are asked to book their reservations in advance.

To register for the Institute please complete the attached form and fax it to ACBO at (916) 443-1817 and you will be billed for the registration fee. To register online go to [www.acbo.org](http://www.acbo.org) and complete the online registration form or you may call the ACBO office (916) 443-2226 and register over the phone with a purchase order or credit card.

**To ensure your registration in the next class, all fees must be paid prior to the first session in September.**

**Cancellations/refunds will only be processed through August 15.**

For questions or if you need assistance please contact the program's logistical coordinator Susan Bray at ACBO (916) 443-2226.



**ACBO TRAINING INSTITUTE  
REGISTRATION FORM**

**Registrant Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Years in that position:** \_\_\_\_\_

**College/District:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City**

**State**

**Zip**

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**PAYMENT OPTIONS:**

\_\_\_\_\_ **Bill my district \*P.O.#** \_\_\_\_\_  
*\*(If you prefer to be billed you must submit a district P.O. to process)*

**OR**

\_\_\_\_\_ **Charge My Credit Card (Amex / MC / VI / DIS)**

**Name:** \_\_\_\_\_

*(As it appears on the card)*

**Card Billing**

**Address:** \_\_\_\_\_

**City**

**State**

**Zip**

**Card**

**Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Authorized Signature**

**Thank you for participating!**

*Your receipt will be emailed to you along with each session's agenda and additional travel details.*

**Please remit this form to ACBO at 2017 O Street, Sacramento, CA 95811**