CHIEF FINANCIAL OFFICERS LEADERSHIP DEVELOPMENT CONFERENCE

OCTOBER 31 — NOVEMBER 1, 2019

ABHE

www.abhe.org/leadership-development

PROGRAM SCHEDULE | DAY 1

THURSDAY, OCTOBER 31

Conference Overview: Strong institutions are served by astute financial leaders who both accurately manage the financial operations of the organization and provide keen foresight for the financial planning of institutional leaders. Drill one level down and you are quickly immersed into the complex details of effective budgeting and reporting, financial ratios and key performance indicators, governance compliance, auditing standards, HR policy, risk assessment/ management, and the list continues. Embark on this journey of excellence in financial leadership and take your service to your institution and the cause of Christ to a new level.

8:00 – 8:30 Welcome and Introductions of Participants & Faculty

8:30 – 9:15 **SESSION 1 — THE ESSENTIAL ROLES AND RESPONSIBILITIES OF THE CFO**

Presenter — Fred Johnson, CEO/CPA, Telecom Communications

Overview: In the specific context of an institution of higher education, what are the most important duties and responsibilities of the CFO? What bucks unavoidably stop at their desks? How do distinguished CFO's provide oversight and direction to the financial operations of the institution and discharge their fiduciary responsibilities to the board and public? What does integrity and efficiency look like in the financial department? Learn from a veteran CFO and former member of the ABHE Commission on Accreditation how wise CFO's give prudent leadership from their vital role as CFO.

9:15 – 9:45 Q&A Discussion
9:45 - 10:15 Refreshment Break

10:15 – 11:00 **SESSION 2 — BUILDING & MANAGING THE INSTITUTIONAL BUDGET**

Presenter — Matt Kelly, CFO, ABHE

Overview: Building and managing a sound operational budget is at the financial heart of every great institution. How does a wise CFO effectively build the annual budget, secure the right input and buy in, protect the process from blue sky temptations, meet expectations . . . and then effectively manage this for sound financial operations? Walk through the process with a veteran CFO and financial leader - observing key principles that will build strength and wisdom into your financial leadership.

11:00 – 11:30 Q&A Discussion
11:30 – 12:00 Stretch Break
12:00 – 1:00 Lunch — Catered at the Conference Center

1:00 – 1:45 **SESSION 3 — LEADING WITH FINANCIAL KEY PERFORMANCE INDICATORS & DASHBOARD DEVELOPMENT**

Presenter — John Zeswitz, Executive Vice President, Lancaster Bible College

Overview: What is the art and science of compiling the relevant financial data (Key Performance Indicators) into a meaningful financial dashboard? How do you move from historical data (lagging indicators) to projections (leading indicators)? Why is timing of the essence? Learn from a distinguished EVP how he serves his president and leadership team with the right information in a clear and timely manner.

1:45 – 2:15 Q&A Discussion
2:15 – 2:45 Refreshment Break

2:45 – 3:30 **SESSION 4 — UNDERSTANDING KEY FINANCIAL RATIOS AND INDICES**

Presenter — Jeff Spear, CFO, Southeastern University; CEO, CFO Colleague

Overview: No one at the institution should have a better understanding of key financial ratios than the CFO. That's also true for other relevant indices and financial scores that reflect the financial health of the institution. Learn what these mean and how to interpret these key ratios and indices for your board and leadership team – led by the CFO of one of the fastest growing members of ABHE and financial consultant with over 80 institutions of Christian higher education.

3:30 – 4:00 Q&A Discussion
4:00 – 4:30 Freshen Up Break (back at the hotel)
5:00 Dinner Off Site

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PROGRAM SCHEDULE | DAY 2

FRIDAY, NOVEMBER 1

8:00 – 8:30 Welcome and Warm Up

8:30 – 9:15 **SESSION 5 — SERVING THE EXECUTIVE TEAM – VITAL, TIMELY INFORMATION & DECISIONS**

Presenter — Jeff Spear

Overview: Financial planning and management is a team sport with the CFO serving the institution's executive team with vital, timely information that empowers prudent decisions. What is the appropriate role of the CFO with each executive in the chief suite and how does the CFO coordinate their financial input and management resulting in a well-coordinated team appraoch to financial management?

9:15 – 9:45 Q & A Discussion

9:45 – 10:15 Refreshment Break

10:15 – 11:00 **SESSION 6 — UNDERSTANDING AND EXPLAINING THE INSTITUTIONAL FINANCIAL AUDIT**

Presenter — Fred Johnson

Overview: Every institution is required to secure an annual, independent financial audit. So, what information and insight should this provide and how does the CFO share this with the appropriate leaders? What are the most important numbers to watch and understand? How do these often get missed or misunderstood? What does a wise CFO ask their auditor during the review and what are common mistakes made by auditors? Consider sage advice from a financial leader who's processed many audit reports, observing the good, bad, and ugly.

11:00 – 11:30 Q & A Discussion

11:30 – 12:00 Stretch Break

12:00 – 1:00 Lunch — Catered at the Conference Center

1:00 – 1:45 **SESSION 7 — NAVIGATING COMPLEX HR CULTURAL WATERS WITH GRACE AND PRUDENCE**

Presenter — Mark Griffin, Chief Consultant, In HIS Name HR

Overview: Issues of discrimination, harassment, compliance and risk assessment are all too familiar for today's CFO's. How do wise leaders stay ahead of these complex issues with careful policy development, staff training, and keen oversight? Learn from an industry expert what you should know about how to safely navigate you and your institution through the white water of these high-risk HR issues.

1:45 – 2:15 Q & A Discussion

2:15 – 2:45 Refreshment Break

2:45 – 3:30 **SESSION 8 — CURRENT TAX REGULATIONS AND COMPLIANCE STANDARDS**

Presenter — Dave Moja, CEO, Moja & Company CPA, ABHE Senior Fellow

Overview: Wise CFO's steward institutional information to maintain steady compliance with the labyrinth of confusing and ever-changing tax regulations and reports along with accounting protocols. How can the CFO stay abreast of all of the relevant federal and state tax regulations and forms and maintain financial information in accordance with currently accepted accounting standards? Walk through a "virtual reality" audit of this compliance landscape with a regulations expert and check these insights against your current operations. Reduce your risk of government audits and citations. Prepare for what you can expect.

3:30 – 4:00 Q & A Discussion

4:00 – 4:30 Freshen Up Break (back at the hotel)

5:00 Closing Dinner Off Site

EXECUTIVE LEADERSHIP TRAINING

Growing Leaders for a Growing Movement