



DAY 1 | MONDAY, NOVEMBER 15

CONFERENCE OVERVIEW: Strong institutions are served by astute financial leaders who accurately manage the financial affairs of the organization and provide keen foresight for financial planning. Drill down and you're quickly immersed in the complex details of budgeting, reporting, financial ratios, KPI's, compliance, auditing standards, HR policy, & risk management. Embark on this journey of financial leadership excellence and take your service to a new level.

9:00 — 9:15

WELCOME AND INTRODUCTIONS OF PARTICIPANTS & FACULTY

9:15 — 10:15

SESSION 1: THE ESSENTIAL ROLES AND RESPONSIBILITIES OF THE CFO

Presenter: Jeff Spear, CFO — Southeastern University; Founder, CFO Colleague (FL)

Overview: In the specific context 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 distinguished veteran how wise CFO's give prudent leadership from their vital role as CFO.

- Grasping the essential functions and roles
- Understanding the risks and fiduciary responsibilities
- Tracking and interpreting key performance indicators and ratios
- Giving wise financial counsel to the president, board, and executive team

10:15 — 10:45

Q & A DISCUSSION

10:45 — 11:00

REFRESHMENT BREAK

11:00 — 12:00

SESSION 2: BUILDING & MANAGING THE INSTITUTIONAL BUDGET

Presenter: Matt Kelly, CFO — ABHE (FL)

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 and effectively manage this for sound financial operations? Learn from a veteran CFO and financial leader - observing key principles that will build strength and wisdom into your financial leadership.

- Setting up the process for building a good and balanced budget
- Securing input and ownership from the right institutional leadership
- Protecting the process from dangerous and typical mistakes
- Managing the budget in partnership with the leadership team

12:00 — 12:30

Q & A DISCUSSION

12:30 — 12:45

A WORD FROM OUR SPONSOR — SERVANT SOLUTIONS

12:45 — 1:30

LUNCH — CATERED AT THE CONFERENCE CENTER

1:45 — 2:45

SESSION 3: DATA-DRIVEN DECISION MANAGEMENT — HOW TO OBTAIN/ANALYZE THE DATA YOU NEED

Presenter: Jan Haas, Partner — CFO Colleague (PA)

Overview: Data-driven decision management (DDDM/D3M) is an approach to business governance that values decisions backed by verifiable data. Research shows that companies who rely on data expect better financial performance. Understand D3M, identify methodologies for applying D3M in higher education, examine the success and pitfalls of the data-driven approach, and consider approaches for implementation.

- Understand the principles of Data-Driven Decision Management (D3M)
- Identify steps for implementation of D3M
- Select good metrics for higher education (consistent, inexpensive, and easy to collect)
- Ask the right questions of the data

2:45 — 3:15

Q & A DISCUSSION

3:15 — 3:30

REFRESHMENT BREAK

3:30 — 4:30

SESSION 4: UNDERSTANDING AND EXPLAINING THE INSTITUTIONAL FINANCIAL AUDIT

Presenter: Charles Tegen, Retired Assoc. VP/Finance — Clemson University (SC); Member—ABHE COA

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 CPA and financial leader who's processed many audit reports, including . . .

- Understanding the basic structure and nature of a sound audit
- Knowing key terms and definitions
- Unpacking the audit – surveying the results
- Asking the right questions, grasping the essential picture



**4:30 — 5:00
6:00**

**Q & A DISCUSSION
DINNER & FELLOWSHIP**

DAY 2 | TUESDAY, NOVEMBER 16

9:00 — 9:15

WELCOME AND REVIEW

9:15 — 10:15

SESSION 5: LEGAL COUNSEL & INSTITUTIONAL LEGAL RISK MANAGEMENT

Presenter: Steve Case, Sr. Corporate Counsel — Brotherhood Mutual (IN)

Overview: Now more than ever, higher education institutions face a plethora of legal risks. Having savvy legal counsel is vital. So, what are the basic areas of risk and how do you select the right counsel? What are the essential deliverables you should expect and dangers you should avoid? Consider prudent legal advice from a distinguished risk management leader, including . . .

- ⦿ A survey of legal risks facing institutions - a current landscape review
- ⦿ Types of legal expertise needed for all major risk areas
- ⦿ Engaging the right legal counsel for the right price
- ⦿ Maintaining prudent legal risk assessment, counsel, and representation

**10:15 — 10:45
10:45 — 11:00**

**Q & A DISCUSSION
REFRESHMENT BREAK**

11:00 — 12:00

SESSION 6: CURRENT TAX REGULATIONS AND COMPLIANCE STANDARDS

Presenter: Dave Moja, CPA, CEO — Moja & Company; ABHE Senior Fellow (GA)

Overview: Wise CFO's steward institutional information to maintain steady compliance with the labyrinth of ever-changing tax regulations along with accounting protocols. How can the CFO stay abreast of all of the relevant tax regulations 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 reduce your risk of government audits and citations.

- ⦿ Overview of current federal and state tax regulations
- ⦿ Understanding and preparing the required tax forms
- ⦿ Common mistakes that are the most deadly
- ⦿ Staying abreast of what's important – a no-surprise financial operation

12:00 — 12:30

Q & A DISCUSSION

12:30 — 1:30

LUNCH – CATERED AT THE CONFERENCE CENTER

1:45 — 2:45

SESSION 7: EFFECTIVE SYSTEMS OF CHECKS & CONTROLS

Presenter: Dan Campbell, Partner — CapinCrouse (SC)

Overview: An important but often overlooked function for effective financial management is setting up the right processes that reflect a careful system of financial checks and controls. For the typical Bible college, what should this system look like and include? How do the right processes work? What procedures might a good auditor look for at your institution? Think through your processes with the help of a distinguished expert and sharpen the effectiveness of your financial checks and controls system including . . .

- ⦿ Reviewing the waterfront – knowing what to look for
- ⦿ Understanding compliance expectations – knowing the law
- ⦿ Conducting a checks & controls audit – before your auditor makes you
- ⦿ Giving effective oversight – inspect what you expect

**2:45 — 3:15
3:15 — 3:30**

**Q & A DISCUSSION
REFRESHMENT BREAK**

3:30 — 4:30

SESSION 8: MEETING CFO ACCREDITATION STANDARDS

Presenter: John Savage, CEO — The Savage Group, WA

Overview: As part of the institutional leadership team, CFO's bear a vital responsibility to demonstrate compliance with accreditation standards. What is the scope of a CFO's responsibility and how do exemplary institutions report their findings? Consider insights from a veteran accreditation team evaluator, including . . .

- ⦿ The unique role of the CFO in the Self-Study process
- ⦿ What's expected from the accreditation standards
- ⦿ Keys to demonstrating compliance
- ⦿ Avoiding common weaknesses and mistakes

**4:30 — 5:00
6:00**

**Q & A DISCUSSION
DINNER & FELLOWSHIP**