UBI Session Descriptions

Purpose of the Institute
This institute “kick off” session will provide participants with an overview of institute, introduce the concept of stewardship of University resources and the participants’ role in this regard, to provide a context for core themes of the institute that will be developed throughout the various sessions.

University Resources: Planning & Budgeting
This session will introduce generally accepted higher education planning and budgeting principles, provide an overview of the State, CSU, and University budget processes, discuss the various sources and uses of University revenue, and provide a more detailed understanding of the University’s General Fund.

Fiduciary Roles and Responsibilities
Individuals involved in managing the University’s resources frequently act as fiduciaries of the University. This session will define the various University fiduciary roles and responsibilities, discuss the characteristics of a successful fiduciary, and provide specific guidance regarding fulfilling these important responsibilities.

The Control & Audit Environment
This session will focus on internal control techniques participants can use to provide reasonable assurance regarding effectiveness and efficiency of operations, reliability of financial information, and compliance with applicable laws and regulations. This session will also discuss the differences between internal controls and internal audits and provide an overview of the CSU audit process. It will conclude with a structured internal controls exercise designed to provide participants with an opportunity to further understand and apply effective internal controls techniques.

Understanding Working Styles
Working effectively with other people is perhaps one of the most important traits in achieving success. This session will teach participants to identify their own and their colleagues' working styles, how they may be perceived by others based on their working style, and how to work most effectively and get positive results from interactions with coworkers, managers and associates.

Making Connections
During this informal session, participants will have an opportunity to discuss topics presented and become more familiar with other participants and their responsibilities.

Ethical Decision Making
The session will introduce participants to the principles, policies, and regulations that guide behavior, interactions, and decision making, discuss different ethical systems, and the important and relevance of ethics in the work environment. The session will also
provide techniques for exploring ethical aspects of a decision in the absence of specific policies or regulations.

**Academic Perspective on Business “Officers”**
All academics are not the same; all business “officers” are not the same. Perceptions are based on experiences, good and bad. This panel discussion will explore from the academic perspective collaborative and creative ways in which business “officers” and academics can work together more effectively.

**Human Resource Management within the Changing Business Environment**
This session will provide current information on a variety of Human Resource issues and provide participants with additional insight regarding how to manage personnel issues in their role as business “officers”. Topics discussed will include faculty and staff equity and salary programs, performance management, and recruiting and selecting the best candidates.

**Legal Issues In Human Resource Management**
This practical session will provide an overview of highly litigated personnel issues such as harassment, discrimination, and retaliation and highlight some evolving legal principles and case law updates. This session will also review basic steps participants should take when faced with a personnel issue and need to gather facts.

**Risk Management, Whistleblower Complaints & the Business “Officer”**
This session will provide information to assist participants in assessing the risks within their areas of responsibility and implementing techniques to mitigate unanticipated and unintended losses to personnel, financial resources and property. In addition, this session will provide an overview regarding process and procedures for reporting and investigating waste, fraud, abuse of authority, violation of law, or failures to comply with state rules and regulations.

**Auxiliary Funds**
This session will provide an overview of what is an “auxiliary,” the role of an auxiliary, the number and types of auxiliaries, auxiliary revenue sources and the appropriate uses of auxiliary revenues. This session will also discuss the types of funds that can and can not be deposited into each auxiliary, and important considerations regarding oversight and management of these funds.

**Sponsored Programs**
This session will provide an overview of what is a “sponsored program,” revenue sources, and uses, and management of sponsored programs at the University. The session will also discuss the life cycle of a sponsored project and applicable federal regulations, including allowable costs and other requirements. Valuable advice regarding developing a budget during the pre-award phase, monitoring the budget during the duration of the project, and completing required follow-up reports will also be provided.

**Managing Information Assets**
In addition to financial and human resources, the University also needs to manage its valuable information assets. This session will explore technical and non technical aspects of information and fixed asset security and management.

**Business “Officer” Resources: Navigating University Waters**
This practical lunch-time session will walk participants through the various resources available to help them “get things done” the “right” way in the University environment.

**Personal Action Planning**
This practical and personalized session will assist participants in applying “lessons learned” from the institute to the work environment and provide a framework for identifying additional training that will be of most value in further enhancing participants’ knowledge regarding specific aspects of their role as stewards of the University’s resources.