



## **HYBRID TRACK SESSION LISTING**

### **SUNDAY**

#### **Making WESPaC Work for Building Secretaries**

Business practices that can reduce time and supplies. Quick reference to financial and student information.

Presenters: Regan Doyle

3/6/11

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: FM/ST

### **MONDAY**

#### **CEDARS WSIPC/OSPI Question and Answer Forum**

This session is a panel setting where the WSIPC CEDARS team and the OSPI CEDARS team will field questions regarding current processes and issues relating to the CEDARS extract process. Prior to the conference, the team will solicit questions from the regions which will be used to kick off the session.

Presenters: Mark Schultz, Steve Gerhardt, Julie Williams, Greg Beck, Emily Brown, Micah Ellison

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: FM/ST

#### **Electronic Records Management - What Should You Be Doing?**

Statutory requirements relating to the retention of electronic records. Email Management - How to capture, manage, and carry out disposition of emails. Management of Websites and Social Media - Guidance on capture, management and disposition of agency records on the Web and "in the cloud". Digital Imaging and the DAD Process - Requirements for agencies wishing to scan their paper records and dispose of the originals. For the Future - Information on transferring archival electronic records to the Digital Archives.

Presenters: Leslie Koziara

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

#### **HR/FM Track General Session: What's New with Skyward?**

Come see the new features in Human Resources and Finance since the December release and some features that are on the horizon. This session will highlight some

of the key features and give a you a walk though on how to use them. Q & A to follow.

Presenters: Andy Lind

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

### **Receipts and Disbursements: Controls to keep your money protected**

We will discuss the risks you need to know and the controls you can implement to protect your employees, financial assets, and financial records in the era of electronic and web-based cash receipting, procurement cards, and web-based purchasing.

Presenters: Peg Bodin

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

### **Tandem for Schools: Proactive Calendar Communication**

Learn about the public facing calendar in Tandem - a cutting edge platform that streamlines communication with your staff, faculty and the community via automated emails, text messages, and web cal subscriptions (automated calendar syncing). You make one change, the communication is instant.

Presenters: Darin Hanson, Mark Enkema

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: HR/FM

### **Web Print Queue - Scheduling Tasks**

Learn how one district is using the new Scheduled Tasks tool in WEB Print Queue to save time and increase efficiency. This functionality provides a way to schedule reports to run at a certain time and be emailed to individuals. Saves staff time and allows individuals to receive reports who may not otherwise have access to WESPac.

Presenters: Barb Couilliard

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

### **WESPac Tools of the Trade**

Accounts Payable ACH Payments, Online Expense Reimbursement, eCommerce, Credit Card Transaction Import, Web Requisitions, Building Level Access, Desktop ASB Budget Reporting? Take a high level look at how the options provided in WESPac Finance can work together to support efficient data collection and transparent, timely financial reporting. Use this session as a framework for exploring more detailed information provided in other sessions, or as a map for connecting the sessions you have already attended.

Presenters: Jean Deming

3/7/11

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: WESPac

## **TUESDAY**

### **Fraud Trends in the Washington Governments and Cash Receipting/Disbursement Investigations**

Continued declining economic conditions, growing unemployment and financial pressures have increased the risk of misappropriation at state and local governments. This is reflected in the number of misappropriations and losses governments have reported to our Office in the past year. We will discuss misappropriations reported over the last year, schemes used, and what you can do to detect and prevent them. We will discuss a multiple-year cash receipting and disbursement frauds.

Presenters: Jim Brittain

*3/8/11*

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: Audit & Control

### **Living Under One Roof - Who needs to talk to who after Conversion**

WESPaC Student & Fiscal/HR Database (definition-a beautiful blended family or an ugly step family whatever you want to make it) You never really know what life is going to be like until you live a day, a week, or a month in a blended family and learn the daily lessons. Day One: Address Change - Who contacts who? Who initiates the change? Are there students involved? Is the guardian an employee? Is the guardian also a vendor? Who makes the change? Day Two: New Employee - Is this name already in the system? Was this person a former student in the district? Just like in a real family, life goes on and on? These are the questions that districts need to continue to think about on a daily basis. It's all about communication, learning to live together and making decisions that work for your district. We'll talk about what one district did, and get the ball rolling with ideas from others. Remember, it takes a Village!

Presenters: Debbie Davis

*3/8/11*

Track: Hybrid (HR/FM, ST/HR, Etc)

Tags: HR/ST