



**Employment Law and Higher Education: Understanding the Lay of the Land  
Pre-Planning Isn't Just for Funerals: Preparing for the (All But) Inevitable  
Lawsuit**

**Accreditation and the Financial Officer's Role  
Tennessee State Board of Accountancy Law/Rule Update  
Financial Reporting Update**

**Live-Group Presentation**

**3.5 CPE Credits – Business Law  
2 CPE Credits – Management Advisory Services  
2 CPE Credits – Regulatory Ethics  
4 CPE Credits – Accounting  
(11.5 Total CPE Credits)**

**Fee:** \$125.00 (\$140.00 if received after February 15, 2012)  
February 27 & 28, 2012  
Knoxville, TN

**Presented by**

Kae Carpenter, Donna Barrett, Mark H. Crocker  
and Representatives from Cherry Bekaert & Holland

**Hosted by**

University of Tennessee – Knoxville  
Tennessee Technological University

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**Agenda**

**Monday, February 27, 2012**

<b>Session Time</b>	<b>Session Topic</b>
12:15 - 1:00	Registration
1:00 - 1:05	Welcome/Introductions/Overview
1:05 - 3:00	Employment Law and Higher Education: Understanding the Lay of the Land
3:00 - 3:15	Break
3:15 - 4:45	Pre-Planning Isn't Just for Funerals: Preparing for the (All But) Inevitable Lawsuit

## **Tuesday, February 28, 2012**

<b>Session Time</b>	<b>Session Topic</b>
7:15 - 8:00	Registration/Continental Breakfast
8:00 - 9:45	Accreditation and the Financial Officers Role
9:45 - 10:00	Break
10:00 - 11:45	Tennessee State Board of Accountancy Law/Rule Update
11:45 - 1:00	Lunch (provided)
1:00 - 2:45	Financial Reporting Update
2:45 - 3:00	Break
3:00 - 4:45	Financial Reporting Update (Cont.)

### **Objective**

#### **Employment Law and Higher Education: Understanding the Lay of the Land**

This overview session will review the several laws that apply to the employment relationship and put the laws in context for higher education employees. Topics will include relevant aspects of Title VI, Title VII, Title IX, age discrimination laws, disability laws (ADA and Rehab Act), the PDA, GINA, USERRA, FMLA, FLSA, state laws, federal constitutional issues and common law claims such as defamation, libel, etc.

Upon completion of the session, attendees will be able to: 1) Identify generally which laws apply to their employment setting, 2) Recognize which specific laws may apply to particular circumstances in their workplace; and 3) Implement best practices in addressing employment-related matters.

#### **Pre-Planning Isn't Just for Funerals: Preparing for the (All But) Inevitable Lawsuit**

Employment lawsuits are a cost of doing business. This overview session will review steps an employer/supervisor/employee can take now to make the litigation process slightly more bearable. Topics will include steps to avoid lawsuits (to the extent possible), the proper documentation, management and retention of employment-related records, and actions or inactions that tend to prove or disprove discriminatory or illegal intent.

Upon completion of the session, attendees will be able to: 1) Identify the areas that are most vulnerable to attack in a lawsuit; 2) Identify specific actions that would be helpful in defending a lawsuit; and 3) Implement best practices for documenting and defending employment-related actions.

#### **Accreditation and the Financial Officer's Role**

The financial officer's role is critical in the accreditation process—during the reaffirmation process and on an on-going basis. This overview session will discuss how the process can be improved before, during and after the process for financial officers. Typical approaches to financial analysis by peer evaluators will be covered as well as ways to make better cases for an institution's financial compliance. Upon completion of this session, participants will have a

better understanding of the financial officer's role as part of the leadership team in the on-going reaccreditation process.

### **2012 Tennessee State Board of Accountancy Law/Rule Update**

This overview course on state-specific ethics covers current and pending laws and rules and the ramifications of non-compliance. Upon completion of this session, participants will have the latest information on the laws and rules which govern their everyday practices and will be aware of the consequences of non-compliance.

### **Financial Reporting Update (GASB/FASB)**

Accounting changes taking effect in the coming year will be discussed in this session. Information on new accounting pronouncements affecting higher education will be provided and presentation and analysis will be discussed. Upon completion of this overview session, participants will be prepared to apply the reporting changes at their institutions.

No prerequisites or advanced preparation is necessary for any session.

### **Presenters**

**Kae Carpenter** has been an Associate General Counsel for the Tennessee Board of Regents since April 2010. Prior to joining TBR, she was the Deputy Commissioner and General Counsel for the State of Tennessee Department of Human Resources, where she oversaw employment-related matters for Tennessee's executive branch of government. She also served as an Assistant Attorney General for the State of Tennessee, as well as having worked as an in-house attorney and an associate for a private law firm.

Kae has an undergraduate degree from Vassar College and a Juris Doctor degree from Vermont Law School.

**Donna Barrett** currently serves as Director for Institutional Finance for the Commission on Colleges of the Southern Association of Colleges and Schools. Her position was created in 2003 to support COC staff members and committees in understanding financial issues, and to support business officers in interpreting accreditation standards. In this position Donna created peer task forces to review and interpret the financial standards of the Principles of Accreditation. Also, a financial track for accreditation training was established at the Annual Meeting of the Commission on Colleges in hopes of providing support for business officers in the Southern region. Donna has traveled to and presented in every state in our region in an effort to assist member institutions. She reads institutional audits and narratives, and committee reports and findings, in an effort to assist institutions in responding to accreditation requirements.

Prior to joining the Commission staff, Ms. Barrett served as a business officer at a small private college in Georgia for nearly a decade, from 1994 to 2003. During this time she served on SACS/COC committees including special committees, reaffirmation committees, as a special finance reader, testified for COC appeals hearings, and developed a real respect for the peer

review process. Professional experience prior to 1994 included work as a financial examiner (state auditor), and experience in a large public university and a large private university.

**Mark H. Crocker** is a native of Nashville, Tennessee. He is a graduate of Middle Tennessee State University with a Bachelor of Arts degree in American History with minors in French and Economics; a Master of Arts degree in American History with an emphasis in Historic Preservation; and added Accounting as a second undergraduate major eight years after receiving his Master's degree.

The field of Accounting has provided many opportunities for Mark. He began his career in accounting in 1987 and has held many positions in the public, private and government sectors. He accepted the position of Investigator for the Tennessee State Board of Accountancy in August of 2004 and has been the Executive Director since October of 2007.

In addition to his regular full-time positions, Mark has also taken the opportunity to teach as an adjunct professor in the Department of Accounting at Middle Tennessee State University since 1993. He has also taught at Tennessee State University and at Nashville Technical Institute. He has been a certified public accountant in the State of Tennessee since 1992, and holds professional memberships in the Tennessee Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

Representatives from **Cherry Bekaert & Holland** Education and Not-for-Profit Group will discuss audit and financial reporting topics. As an innovative and highly professional, certified public accounting and consulting firm, CB & H serves as a valued advisor to clients by providing guidance on important operational and individual matters.

Currently ranked among the nation's largest accounting firms, Cherry Bekaert & Holland provides quality, cost-effective and practical advice to clients. As one of the largest regional CPA firms headquartered in the Southeast, their resource network stretches across five states and as well as internationally. CB & H is an active supporter of SACUBO and has made presentations at both annual meetings and fall workshops.

### **Workshop Location**

The workshop will be held at the University of Tennessee Conference Center (4<sup>th</sup> floor), 600 Henley Street, Knoxville, Tennessee.

### **Accommodations**

A block of rooms has been reserved at the Hilton Knoxville located at 501 West Church Avenue in Knoxville, Tennessee. The Hilton Knoxville is conveniently located across the street from the UT Conference Center. To make reservations, you may call the hotel directly at 1-865-523-2300 or 1-865-251-2578, toll-free at 1-800-HILTONS (445-8667) or online at [www.hilton.com](http://www.hilton.com). To receive the workshop rate of \$86.00/night, please use the group code **SACUBO**. Cut-off date for reservations is **February 12, 2012**.

## **Directions to the Hilton Knoxville**

### **NORTH ON I-75 OR EAST ON I-40**

Take 40 East into the Downtown Area. Take exit #388 (U.S 441; Downtown/Henley)—you will exit off Interstate to right. Go through tunnel to Henley Street. Go to the second traffic light, turn left onto Church Avenue. Hotel is one block up on the left.

### **SOUTH ON I-75 (I-275 SOUTH)**

Take I-40 East Exit. Merge to the far right, take Henley Street S. Exit. Go through tunnel to Henley Street. Go to the second traffic light, turn left onto Church Avenue. Hotel is one block up on the left.

### **WEST ON I-40 \*\*\*Construction Detour\*\*\***

Take Exit 389, Hall of Fame. Follow Hall of Fame toward downtown. Turn Right on Summit Hill. Turn left on Locust Street. Turn left on Clinch (to go to garage) or left on Church Ave for entrance of hotel.

### **MCGHEE TYSON AIRPORT**

Take 129 North to I-40 East. Follow I-40 East into the Downtown area and get off on exit #388 (U.S 441; Smoky Mountain Exit). You will exit off the interstate to the right, stay left and go through the tunnel to Henley Street. Go to the second traffic light, turn left onto Church Street and the hotel is one block up on the left.

## **Parking**

Designated parking is available for attendees in the Locust Street Parking Garage located adjacent to the UT Conference Center. Daily rates are available with no in/out privileges.

### **Additional Information**

This is a 1 ½ day workshop. CPE certificates will be awarded for sessions attended.

## **Registration**

The deadline for early registration is February 15, 2012. There are two ways to register:

1. Complete, print, and mail the accompanying registration form with check made payable to TTU/SACUBO Knoxville Workshop to the following address:

ATTN: Darla Wilhite  
Tennessee Technological University  
P.O. Box 5037  
Cookeville, TN 38505

2. Online registration with accompanying credit card payment may be made online at:  
[https://epay.tntech.edu/C20205\\_ustores/web/index.jsp](https://epay.tntech.edu/C20205_ustores/web/index.jsp).

Questions: Contact Darla Wilhite, [dwilhite@tntech.edu](mailto:dwilhite@tntech.edu) or (931) 372-3302.

Enrollment is limited. Refunds will be made based on written requests received on/before February 15, 2012. For more information regarding administrative policies such as complaints and refunds, please contact our office at (931) 372-3302.

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**SACUBO (FEIN #76-0427292)**

**Registration Form**

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**Financial Reporting Update**  
**February 27-28, 2012 - Knoxville, Tennessee**

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you require CPE credit? Yes \_\_\_\_\_ No \_\_\_\_\_

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The Southern Association of College and University Business Officers (SACUBO) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

The SACUBO sponsor identification number is 104508