

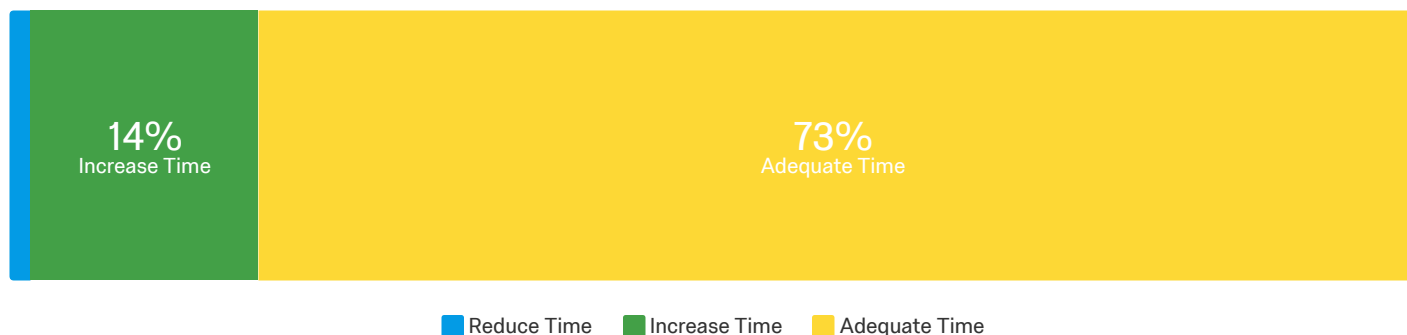
# CSUSB Business Conference Survey Results

March 20, 2018 4:25 PM MDT

On a scale of 1-5, Please rate the 2nd Annual CSUSB Business Conference.



Was the duration of each session adequate to provide enough useful information without overwhelming or losing interest, or should the time period for each session be increased or reduced?



Additional Comments:

Time of sessions was good

The presenters need more time and need to prepared better

Some sessions were full of information but time was inadequate, other session the information was lacking and it felt as if the presenters tried to fill the session with open Q&A

Perhaps offer one topic session instead of general info.

It would be nice to have a synopsis of each workshop to make an effective choice.

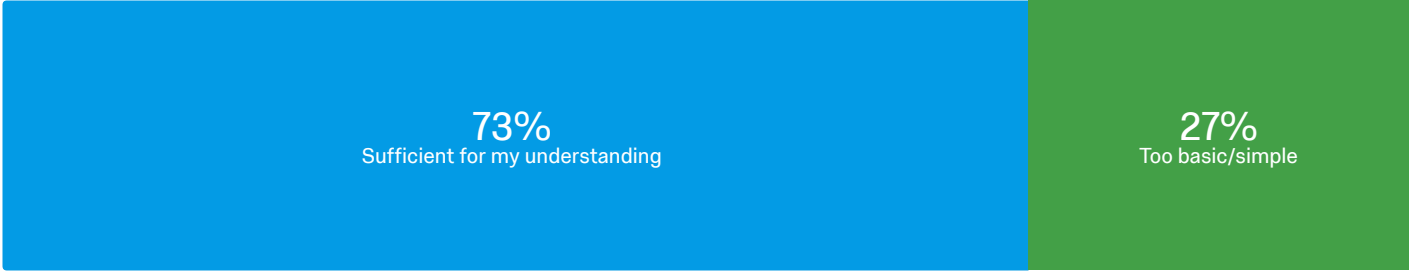
It was very difficult to accomplish much in-depth conversation(s) in the 40-min breakouts.

I would have really like some additional information about auxiliary accounting. It was limited and did not answer any questions other than who was in there and where they were located.

Go into more detail on actual processes.

another 15 min or so could make a big difference

Overall, the level of information provided in the presentations was:



■ Sufficient for my understanding ■ Too basic/simple ■ Too advanced/complex

Please select True or False for the statements below:

| # | Field   | True | False | Total |
|---|---|------|-------|-------|
| 1 | Information shared at the conference is useful to my current position | 96%  | 4%    | 69    |
| 2 | Information shared at the conference could benefit me in the future   | 97%  | 3%    | 69    |
| 3 | I learned something new from the conference                           | 97%  | 3%    | 69    |
| 4 | The conference was too long   | 9%   | 91%   | 69    |
| 5 | I was bored at the breakout sessions                                  | 9%   | 91%   | 68    |
| 6 | I enjoyed the breakout sessions                                       | 91%  | 9%    | 67    |

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# What was missing from this conference, if anything, that you would like to see incorporated?

more information from Sponsored Programs

Perhaps include HR next time.

It would be useful if Auxiliary Accounting could explain better their functions and their forms. How they are different from the state and provide examples of common issues.

maybe incorporating another presenter

An advanced track for more seasoned employees on campus that can provide some hands-on training for more complex business processes.

More departments involved. I enjoyed it but it seems really focused on budget/and or accounting.

Real problems scenarios, day to day questions on each office and real answers to the common errors.

Incorporating tracks to the conference for newer employees/less experienced in budgets/business related workload and a track for experienced employees.

HR, Facilities

T

Information from Information Security department - how we can better incorporate security in our computer activities. Records and Registration - details of how they work with students in determining their needs.

N/A

N/A

If it's possible to have a few intermediate or advanced breakout budget sessions.

Aux break out session only provided general info. missing Aux. processes.

N/A

Synopsis of each workshop. Ice breaker was fun but more time would have been nice.

I would like to know more about Auxillary Accounting and how they function more. Although, it was interesting, I feel they spent too much time on the construction that is taking place on campus. I was hoping for more information on their operations and how it might help me better understand.

I felt the breakout sessions were too short and superficial to really make an impact.

more salads at lunch

Nothing that I can think about, I thought all the workshops went great.

I think a higher level of expertise breakout session would be beneficial

HR procedures was missing from the conference.

n/a

I hope you keep some of the basic budgeting workshops, but also add some that are a bit more advanced. Variety is key, especially if the conference will continue in the future, so that employees continue to learn and grow each time they attend.

Different levels of information depending on the role or experience of people. E.g Basic for Intro Level Administrative Support Coordinators, or Administrative Analysts. Deeper information for the next level, and so forth.

Can't think of anything (you all were nice enough to ask for our input prior to the conference and I feel you listened).

Access after the conference to the powerpoints that were presented.

Nothing was missing.

Additional departments/divisions and possibly making it a two-day conference in order to cover more

The breakout session regarding auxiliary services was not as informational as I had hoped in terms of auxiliary organizational structure and functions. It was interesting to hear about the plans for expanding and improving the campus dining service options, and that presentation was great, but I believe that information would have been more useful if presented during the general session vs. a breakout session.

I would like to see other departments involved in the breakout sessions

I think perhaps dedicating the conference to only those things that are changes from the year before would be nice. Especially if we weren't expected to attend 3 breakout session. Maybe it'd be better to offer to sessions running concurrently, covering two separate, broad topics, and then going into detail within the same time frame as we had for the three sessions. Some hands on (but fun!) examples would be great too!

This was mentioned at the conference, but it may be beneficial to have a session for HR as well as having Facilities explain the work order process and how billing is submitted.

If possible, I would like to see more about the Auxiliary model of functioning talked about with the stateside rules. It seems a lot of people do not know how auxiliaries function and it might help :-)

It might be nice to incorporate other aspects of the University campus (i.e. Human Resources, Sponsored Programs, Academic Divisions, etc) to provide a more diverse overview of our community.

I have commented earlier to what was missing.

Maybe to see some examples of processes- like what a completed Procard report should look like when we turn it in, or hospitality expense, also from UEC side

More information. Some of the presenters seemed unorganized and very vague.

It would be nice if printing, duplicating and campus stores were involved. It would be nice to have a better understanding of those depts.....also Telecom

An information session about human resources.

What aspects of the conference, if any, should be removed or done away with in future years? Please explain.

I can't think of any at this time. I missed the very first conference so I can't compare it to the first one. However, I really enjoyed Dr. Sheil presentation.

none

N/A

N/A

Auxiliaries need different presenters or be remove completely. They don't provide with anything useful at all. Sponsored Programs should be added to the conference.

In my opinion, it's well planned and organized. The keynote is a great touch with the breakouts. It's great for new or less experienced employees in the budget areas.

nothing, I think you will need to expand to another half day! registration was a little confusing until you had been through it once. Well done.

N/A

N/A

None

N/A

The committee did an excellent job I would not change the format. Department introducing themselves was nice to place a face with a name. Great job committee!

Each component of the conference was important, however there is room to improve the breakout sessions.

The breakout sessions were in two different rooms which was a bit annoying to go to and from, but not the end of the world. However, the space in the rooms and in between isles was way too small. it was hard to get through the isles without bumping/stepping on people or dropping stuff.

it was a teeny bit too long, in that i couldn't get to even the more essential emails that day. maybe just a little shorter, perhaps coupling a session partly over lunch. the breakouts were just the right length for enough info to know where to go as needed in the future.

N/A

None. Each year attendees may be new to campus so it is vital any and all information related to procurement, purchasing, travel, accounts payable, etc is covered.

n/a

The set up of the conference was great, with the breakout sessions done on the second half of the conference. The Auxiliary Financial Services portion needs the most improvement. Staff want to learn more about what they do and how they operate, not to hear them promote themselves and what new shops they are planning on opening. The advertisement could be a flyer at the end.

There was to much information regarding the new dining services, and not too much information about the processes UEC and Philanthropic areas do.

Nothing!

Nothing. This was my first business conference. Although apprehensive at first with Prof. Astrid Sheil, former Chair of Acct/Finance attending the event (her management style and interaction with students was limited to non-existent), I was impress and look forward to having her in future events at CSUSB.

No removals. All of the information was very useful and the presentations were very well done.

Should reduce the 4 sessions to 2 sessions, and provide much more detailed information.

N/A

The breakout sessions didn't work as well as I'd hoped. I think they were just too short to get into too much substantive information. On the other hand, I'm not sure how else to communicate the information in a way that doesn't feel like a training session.

n/a

More in-depth breakout sessions (perhaps each should be 60-minutes) to allow for more advanced information sharing.

Nothing, it was fantastic and the guest speaker was phenomenal. We need more like Dr. Shiel

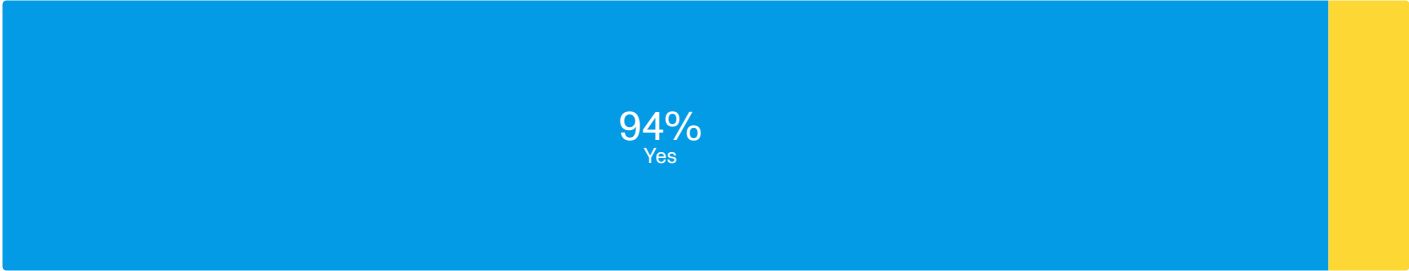
N/A

I would not remove anything only add.

While it was nice to put faces to names I think the introductions of departmental staff was not the best use of time. Maybe a print out with names and pictures as part of the agenda could be provided instead?



Would you plan to attend future CSUSB Business Conferences?



■ Yes ■ No ■ Maybe

## Please provide suggestions for future conference presentation topics.

adding a professional development session

1. How to evaluate trends with the current economic climate 2. HR strategies/best practices 3. Grant writing basics for applying for on-campus and off-campus grants 4. The Do's and Don'ts of Shared Governance 5. Update on policy changes on-campus that may impact our positions

Incorporate campus fun facts or history about the campus, etc. More audience participation when in a large group so people can get to know who is in the room as I am sure many people work together but have not yet met.

already answered above

Maybe instead of one F&A session for Helpful Hints, breaking it out to get more details as to better partner with F&A departments to make sure we are preparing requests (H/E, D/E, requisitions, etc.) for each of the offices.

----include other areas that departments interact with ----Property, ----Auxiliary Accounting, travel, payroll, anything ----forms (lots of these from all over!), ----something on Fund Simplification next year-reporting, ----Fee reports (how to do them in the new world), ----Tips and tricks on working smarter-- --How to set up time saving DW reports, --How to use of Class codes and Projects instead of Excel spreadsheets to track/report activity --How to use Snagit page capture software-Demo (and other time saving software that is available and being used by department), --Projections and how to do them, --Anything Budget, Accounting, Purchasing, Travel, seems to get a lot of questions on. --anything to make our jobs easier! Time saving tips.

See above

I like the break out sessions but for some who have been on campus longer some of the breakout sessions seemed basic. Perhaps providing breakout sessions for an in-depth view on auxiliaries. For example, differentiation of forms in UEC or sponsored programs, why we have to use those forms. Also, we can explain the new and innovative ways we are trying to teach students and expand our reach as a campus.

A list of vendors that the campus uses.

Aux. processes includes Phil and UEC.

N/A

The process on how WO are generated via Facilities. It takes a long time not sure why.

The breakout sessions should offer more detailed information. Most of the information provided was that which can easily be accessed through the departments' web pages.

Chart field accounts- what account should be used with what purchase..

some people were suggesting adding HR topics. i'd say keep it just to financials and business, otherwise the entirety would be watered down with off center topics.

Accounts Payable, HR, or Payroll Presentation. Break up the presentations, instead of being back to back.

Auxiliary Accounting needs to do better. What a disappointment! Please ask them to share forms, procedures, cut off dates, etc. Actually saw people get up and leave. Nothing new that we all didn't know. Inappropriate setting for dining presentation.

Accounts Payable should have their own workshop. I had no idea they were the ones responsible for the use tax and to verify that we pay the appropriate sales taxes. I would love to learn more about it. Purchasing could probably do a workshop of helpful hints for procard purchases (common problems and how to avoid them). Budget could do a presentation on position management (helpful tips).

Flaws that you see in the different areas, and information to improve them.

Thank you for the University for thinking of Staff, the majority in the campus as of Fall 2016 CSU stats places Staff at 1,997 and 475 Faculty count includes part-time in both number at CSUSB.

Auxiliary Organization Purpose and Overview

Facilities - work order overview

Auxiliary 101, with more detail

Human Resources, Staff Development Center, Sponsored Programs, Division Representation (Admin & Finance, Student Affairs, Academic Affairs, etc)

Time line of the accounting process. Preferably from Auxiliary accounting- department - GA - AP.

Keep your

Printing Duplicating Telecome Campus Stores

Human Resources

Auxiliary Accounting should have more Power points to describe about their processes and work and not construction of buildings etc.

## Please share any additional feedback or suggestions.

I was reluctant to say that I was bored at the breakout sessions, because some of them were actually fun and interesting. The sessions where the group simply read off the power point presentation were somewhat boring.

Thank you to the committee that put together this conference. There so much info to cover that I think next year perhaps offer specific topic instead of just the general info. I learn a lot and looking forward to the next year.

I thoroughly enjoyed the conference this year and look forward to next year. This year's conference was funny and informative!!

Dr. Sheil was amazing! Her presentation was very insightful and impactful!

It was great!

Excellent organization! Great time with Dr. Sheil. Great food and snacks, accommodations, this is the best conference so far. Much better then the first one.

guest speaker was great!

It would be nice to have the Budget 101, Accounting 101 and Procurement & Contracts 101 offered a couple times a year for new employees. This would have been useful when I was training our new ASA to attend and I'm sure other offices would benefit with workshops like this for their new employees.

This conference is a great way to reach the financial staff of our departments with useful information! Great Conference this year! the "101" sessions were great this year! Loved Dr. Stiles. Quick, light and the M&M's ice breaker was great! Loved the tone of the conference, light, relaxed, friendly, relevant and informative!

Although the desserts were yummy....we probably don't need so much sugar after the big lunch.

The way the breakout sessions are now, it seems beneficial to someone new to the university, rather than someone already familiar with the practices. I suggest that the breakout sessions be longer and provide more in-depth information. Also, I think fewer sessions with more info is better. I felt overwhelmed with all the sessions and the vague information and short breaks in between.

Overall, I had a great experience. Everything was very well coordinated and everything was useful information. I liked that there were several options for the breakout sessions.

I would have liked for Auxiliary Accounting to go into a little more detail about how they are set up and how they receive funding. I was hoping to gain basic knowledge of how they work and what they do for the campus. Their break out session was primarily about discussing the new dining on campus, which did not interest me.

I would like to say thank you to the Committee and all of those who were involved in planning, setting up , etc. the Business Conference. You all did an amazing job with the guest speaker and breakout sessions. Also thank you for providing snacks, drinks and lunch throughout the day. Thank you!

Loved Dr. A. Shield's presentation. More give aways would be great.

Great job!

Please make sure departments have adequate information pertaining to the workshop. The Auxiliary workshop was geared towards the new buildings and future eatery plans.

It was a very good conference and a lot of fun!

The logistics of the rooms was not great, in one room the screen was too small and in the other the projector was in the way of the screen. I did not appreciate that the breakout sessions were an either/or option. If expanded on, I think each session would be great to attend.

this conference was very useful. i've been at CSUSB for 6 months and i learned so many useful things. it was way more useful now than it would have been in my first couple of months, because i have more of the framework now upon which to build my new knowledge. it was a lot of work to put together but WELL WORTH it for us to be able to understand more about how the financials aspect of the university and how/where to go when we need help on behalf of our students.

## Just Auxiliary Accounting

Wonderful job on the overall event! Dr. Sheil was very entertaining/knowledgeable and an overall great speaker. Purchasing did a great job, it was wonderful to see various buyers participating and showing who was responsible for what. Most of the offices that put together the conference have common issues that come up often and wish that users would stop making the same mistakes. The conference is a great opportunity to point out what needs to be improved and/or the policy behind the issues. I love how relaxed and comfortable the entire event felt. Keep up the great work.

This conference was better than the first one. There was a lot improvement. It was a great conference and thank you for all the team members that set this up for us.

The conference was great, ran smoothly. I had fun and I think everyone else did too. A good way to network with our co-workers and get additional perspective on the work they do. Kudos to all the presenters -- they not only were informative, but they tried to keep the atmosphere lighthearted and engaging.

Thank you, thank you for not including political parties/affiliations or words related to it. I would have walked out if I heard anything about this. Thank you for not including long intros by other VIPs on campus.

I was extremely disappointed with the session covering auxiliary financial services. I was expecting to learn about what they do - and how they do it (and ask questions) but all we got was a 40 minute presentation on dining services. I appreciated the enthusiasm in the topic by the presenter but it was not appropriate for the nature of the conference. I feel my time was wasted in that session. Please make sure that the sessions stay true to what they set out to accomplish.

I was blown away by the quality of the entire conference and felt that it was time well spent away from busy desk.

Astrid Sheil was a great speaker and incorporated great discussion on Leadership & HBDI.

I think having two breakout sessions in the morning and two or three breakout sessions in the afternoon would help to not feel overwhelmed with information.

This was a great conference this year. My recommendation would be to possibly look into having both beginner and intermediate sessions on accounting/budget-related topics when applicable. Not everyone needs an overview of the departments and what they do.

Great Conference! Dr. Sheil was definitely the highlight of the day!

I really enjoyed our keynote speaker (Astrid Sheil) - our college had her come to our staff retreat last August and found her VERY informative and positive to building a more positive campus climate -- future keynotes that dive into staff development (personally and professionally) are extremely beneficial!

The speaker was phenomenal and a good addition to the conference. She was entertaining and informative.

I was encouraged by a coworker to attend this event. I hesitated because I thought it would be long and boring. To my surprise I enjoyed the conference and Dr. Sheil was wonderful. Great job!

thoroughly enjoyed the guest speaker - she was fantastic!

I didn't really get anything out of the AFS session as they had the executive director come in and it didn't have anything to do with AFS. AFS needs the full 40 minutes or so to explain what they do for campus.

I enjoyed the conference and hope to be able to attend again next year.

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## End of Report