

## **International Business Officers Meeting**

**Meetings will take place in the Memorial Union, 2<sup>nd</sup> floor, room 248 (Rincon Room).**

### **Monday, February 15**

Noon- 2:00pm-

Meet & Greet/ Introductions

Relaxed discussion time to allow for people to arrive and come together.

- Discuss where we want to go for dinner both nights
- Any last minute agenda additions

Light refreshments will be provided. Should anyone wish for something more, there are quite a few places to get food on the lower floors of the MU

2:00pm-5:00pm-

- Where to put all our resources and documents?
  - Can we create a google drive for the google group?
- A forum on processing overseas payments and expense reports
  - Cash advances vs. regular bank wires vs. Western Union
- How does your organization handle vendor paid familiarization trips? How are these trips handled within your organization's conflict of interest policy? Does your organization require you to pay for these types of trips?

Evening- Free Time

We thought the group could go to dinner somewhere on Mill Ave (area near ASU's Tempe Campus)

- See attached list of suggestions

### **Tuesday, February 16**

8:00am- 5:00pm- Group Discussion of various topics suggested by the group

Breakfast and Lunch will be provided. Water will be served throughout the day.

- Our organizational structure in regards to which areas/departments are under your international education umbrella
  - What is your role within the organization?
    - org charts for your organization
  - What is the Budget Model of each school (RCM or not?)
- ASU Study Abroad Office Structure/Intro
  - ASU Study Abroad Office Tour

Around 10:00am-

- A discussion on fee structures, billing and financial statements.
  - From where does your office funding come?
  - How are fee levels determined?
  - New revenue streams for study abroad or international education offices
  - The impact of RCM Budget Model on the Global or International Education Offices (Rutgers has just started the transition to new RCM Budget model. We are really anxious to learn from other RCM schools)
  - University funding structures (so we can easily see what universities are most like our own) i.e.: % from fees, state money, donations, grants, etc.
  - Internal audits?

- When to “pull the plug” on study abroad programs with declining enrollments or ones that continue to be expensive to manage.
  - Financially, what is a successful program?
  - How many years does a new program get to break even?

Around 1:00pm and/or over lunch-

- How are scholarships administered by your int’l ed department
  - where do the funds come from
  - What criteria you use to award scholarships
  - What types of scholarships you have

Evening- Free Time

We thought the group could take the inner-campus shuttle to the ASU Downtown Phoenix Campus and go to dinner somewhere in Downtown Phoenix

- See attached list of suggestions

### **Wednesday, February 17**

8:00am- 10:00am- Group Discussion of one or two final topics suggested by the group

Breakfast will be provided.

- Billing & collections for international sponsored students;
  - Does your institution have sponsors for which you manage accounts receivable for tuition and fees?
  - If not handled by you, where does this function take place?
  - Is there a Sponsored Student manager/unit?
- Starting and managing overseas offices for either general university activities or study abroad (i.e. RO/WFOE in China, Study abroad site in France).
  - Do you have a “buffer” entity owned by the University to run funds through?
  - Best practices for financial accounting
  - Internal audits?

10:00am- Noon-

Wrap up.

This time will be a bit more relaxed, allowing people to leave as needed to catch their flights.

Light refreshments will be provided.

- Evaluation of our first annual meeting.
- Thoughts/plans for the future?
- Any volunteers to host next year’s meeting?



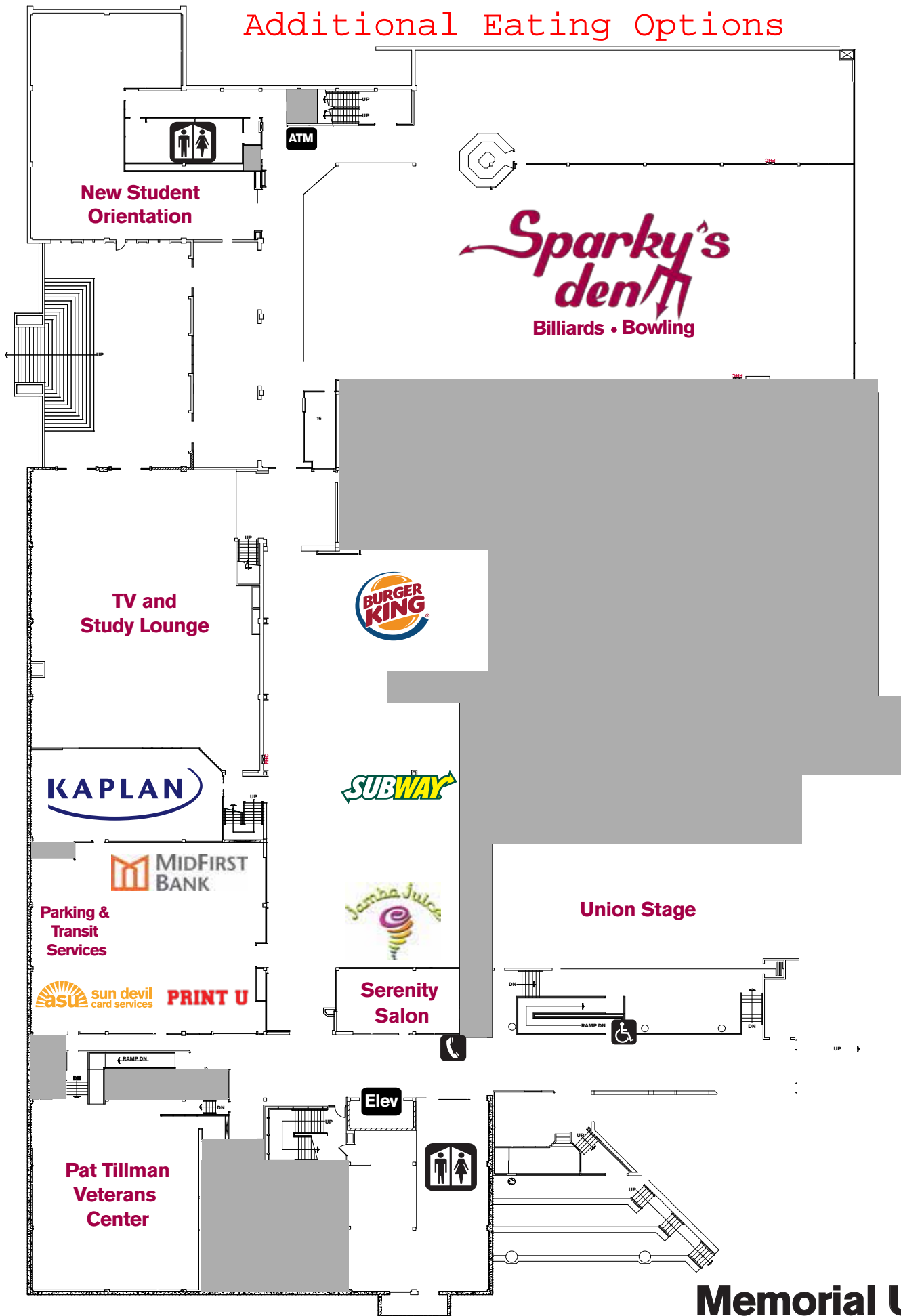
# Memorial Union 2nd Floor



# Additional Eating options



# Additional Eating Options



## Memorial Union Lower Level

Restaurants on Mill Avenue				
RESTAURANT	TYPE OF FOOD	WEBSITE & ADDRESS	PHONE NUMBER	NOTES
Culinary Dropout	American Cool, British-style gastropub chain with quirky decor, serving inventive cocktails & comfort food	<a href="http://www.culinarydropout.com/locations/tempe/">http://www.culinarydropout.com/locations/tempe/</a> 149 S Farmer Ave, Tempe,	480.240.1601	
House of Tricks	American Cozy spot serving New American fare in a 1920s bungalow with a patio featuring a fire pit & bar.	<a href="http://www.houseoftricks.com/">http://www.houseoftricks.com/</a> 114 E 7th St, Tempe	480-921-8955	Need to contact Janis Brown for party of 10 or more
La Bocca Urban Pizzeria& Wine Bar	Italian Trendy spot serving locally sourced pasta, pizza & small plates plus dozens of wines by the glass.	<a href="http://laboccapizzeria.com/">http://laboccapizzeria.com/</a> 699 S Mill Ave, Tempe	(480) 967-5244	
RA Sushi-Bar-Restaurant	Asia Snazzy Japanese fusion chain known for its inventive sushi, cocktails & happy-hour deals at the bar	<a href="http://www.rasushi.com/">http://www.rasushi.com/</a> 411 S Mill Ave, Tempe,	(480) 303-9800	Smaller space, can feel crowded
Caffe Boa	Italian Bistro European fare with a market-driven focus served in an airy, contemporary space with brick accents	<a href="http://www.cafeboa.com/#about">http://www.cafeboa.com/#about</a> 398 S Mill Ave, Tempe	(480) 968-9112	
Gordon Biersch Brewery	Bar & Grill/American Chain hangout for house-brewed, German-style beer & a pub menu served in a casual setting.	<a href="http://www.gordonbiersch.com/restaurants">http://www.gordonbiersch.com/restaurants</a> 420 S Mill Ave #201, Tempe	(480) 736-0033	
Postino	Bistro Original local WineCafe, found in historic buildings, simple delicious food prepared with local ingredients and a warm edgy culture	<a href="http://postinowinecafe.com/">http://postinowinecafe.com/</a> 615 S College Ave, Tempe	(480) 927-1111	
Shady Park Tempe	American Pizza Pasta, salads, sandwiches	<a href="http://www.shadyparktempe.com/">http://www.shadyparktempe.com/</a> 26 E University Dr, Tempe	(480) 474-4222	<b>Live Music</b> , Nice outdoor seating
Downtown Phoenix restaurants				
RESTAURANT	TYPE OF FOOD	WEBSITE & ADDRESS	PHONE NUMBER	Distance from ASU Downtown
FEZ	Mediterranean influence on burgers and other foods, bar	<a href="http://fezoncentral.com/">http://fezoncentral.com/</a> 105 W. Portland Street, Phoenix – Roosevelt and Central	(602) 287-8700	0.5 mile 9 min walk
Desoto Central Market	5 restaurants inside the renovated building – Adobo Dragon is Asian Latino fusion – DCM burger place with a bar– RADish is a salads/juice place – Yard Bird + The Larder is creole/down south type food – Tea and Toast Co.	915 N. Central Avenue Phoenix <a href="http://desotocentralmarket.com/">http://desotocentralmarket.com/</a>	(602) 680-7747	0.3 mile 6 min. walk
<u>Hanny's</u>	- renovated former department/clothing store American type food-trendy	40 N. 1 <sup>st</sup> Street Phoenix <a href="http://www.hannys.net/">http://www.hannys.net/</a>	(602) 252-2285	0.4 mile



				7 min walk
Seamus McCaffrey's	Irish pub food	18 W. Monroe, Phoenix <a href="http://www.seamusmccaffreys.com/">http://www.seamusmccaffreys.com/</a>	(602) 253 6081	0.3 mile 6 min. walk
Chambers on First	Irish pub fare closer to downtown campus	705 N. 1 <sup>st</sup> Street #100 Phoenix <a href="http://chambersphx.com/">http://chambersphx.com/</a>	(602) 296-5043	0.1 mile 3 min
Alice Cooperstown	Eclectic comfort-food/rock music	101 E. Jackson Street, Phoenix behind the Phoenix Suns Arena <a href="http://www.alicecooperstown.com/">http://www.alicecooperstown.com/</a>	(602) 253-7337	0.6 mile 12 min walk
Majerle's Sports Grill	Sports bar type food, wings, burgers, bar	24 N. 2 <sup>nd</sup> Street, Phoenix <a href="http://majerles.com/downtown-phoenix/">http://majerles.com/downtown-phoenix/</a>	(602) 253-0118	0.3 mile 7 min walk
1130	Variety	<a href="http://1130therestaurant.com/">http://1130therestaurant.com/</a> 455 N. 3 <sup>rd</sup> St, #1130, Phoenix	(602) 368-3046	.4 mile 7 min
The Arrogant Butcher	American	<a href="http://www.foxrc.com/restaurants/the-arrogant-butcher/">http://www.foxrc.com/restaurants/the-arrogant-butcher/</a> 2 E Jefferson St #150, Phoenix In Cityscape	(602)324-8502	.4 mile 8 min
Province Urban Kitchen & Bar	Stylish restaurant in The Westin Phoenix Downtown Hotel offering Pan-Latin food in minimalist digs.	<a href="http://www.provincephx.com/">http://www.provincephx.com/</a> 333 N Central Ave, Phoenix	(602) 795-2555	.1 mile 2 min
District American Kitchen	Elegant eatery in a Sheraton Hotel offering American fare sourced from local farms & its own garden	<a href="http://draft.livecms.biz/starwood-demo/restaurant/district/">http://draft.livecms.biz/starwood-demo/restaurant/district/</a> 320 N 3rd St, Phoenix	(602) 817-5400	.3 mile 6 min
Pomo Pizzeria	Pizzeria providing Neapolitan pies, plus Italian fare from antipasti to gourmet panini	<a href="http://pomopizzeria.com/">http://pomopizzeria.com/</a> 705 N 1st St #120, Phoenix	(602)795-2555	.4 mile 7 min
Cibo Urban Pizzeria	Quaint, circa-1913 bungalow presenting Italian staples, including red & white wood-fired pizzas.	<a href="http://www.cibophoenix.com/">http://www.cibophoenix.com/</a> 603 N 5th Ave, Phoenix	(602)441-2697	.5 mile 10 min
Canyon Café	Tex-Mex	<a href="http://www.canyoncafe.com/">http://www.canyoncafe.com/</a> 455 N 3rd St #114, Phoenix	(602) 252-3545	.4 mile 7 min
Blue Hound Kitchen	New American gastropub serving cocktails & shareable plates of seasonal, carefully sourced fare	<a href="http://www.bluehoundkitchen.com/">http://www.bluehoundkitchen.com/</a> 2 E Jefferson St, Phoenix, AZ 85004 In Cityscape	(602) 258-0231	.4 mile 6 min

#### Campus Shuttle Schedule

Weekday Schedule: <http://www.asu.edu/parking/pdf/shuttles/maroon-weekday.pdf>

Maroon Shuttle to Downtown departs for downtown from Tempe every 30 minutes starting on the hour. Last bus leaving the downtown campus is 11 p.m.