

International Business Officers Meeting

Meetings will take place in the Memorial Union, 2nd 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 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?

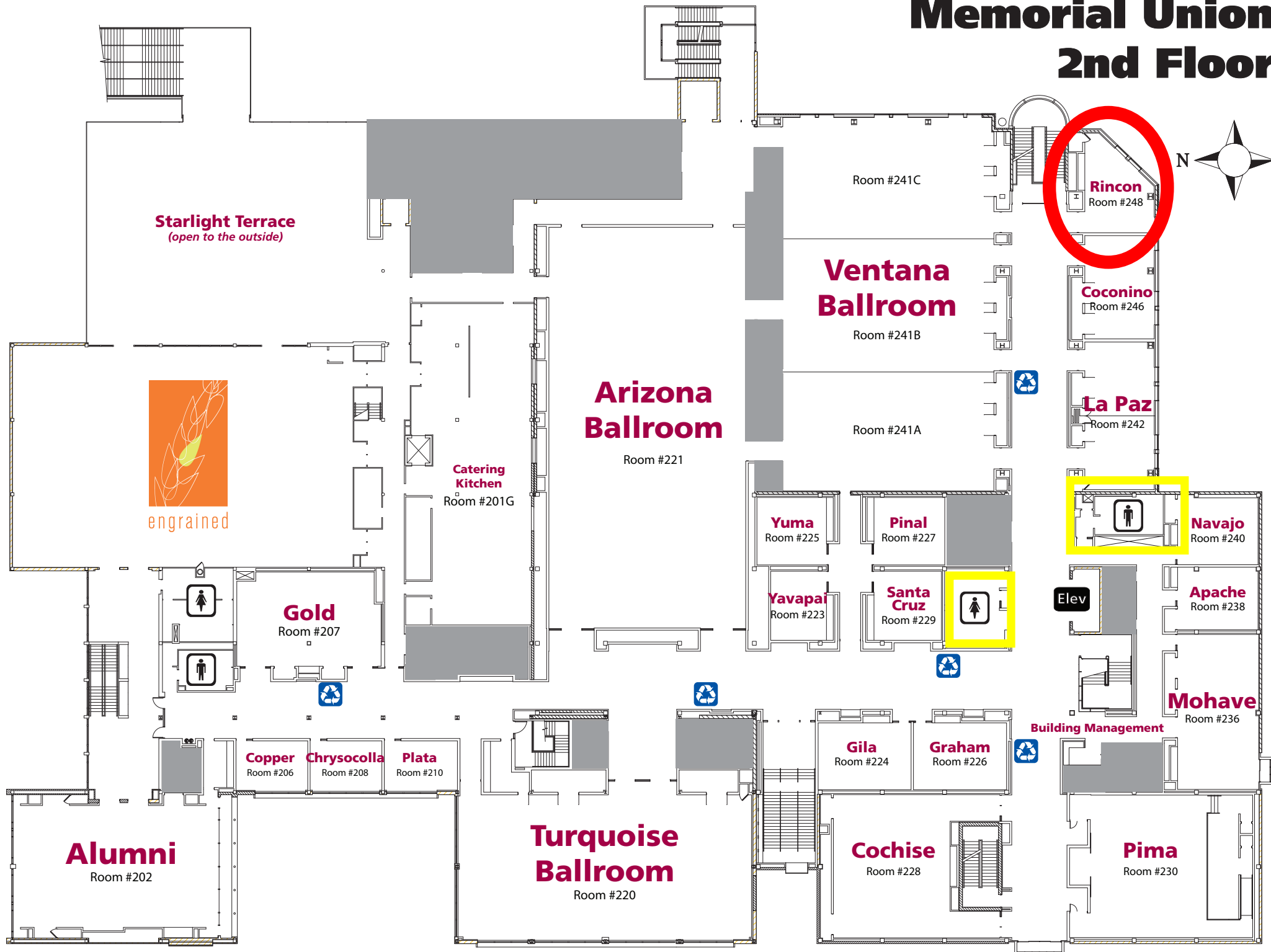


2nd Floor- MU
Location of our
Meeting –
Rincon room
248

ASU
Intercampus
Shuttle Stop

Graduate
TEMPE

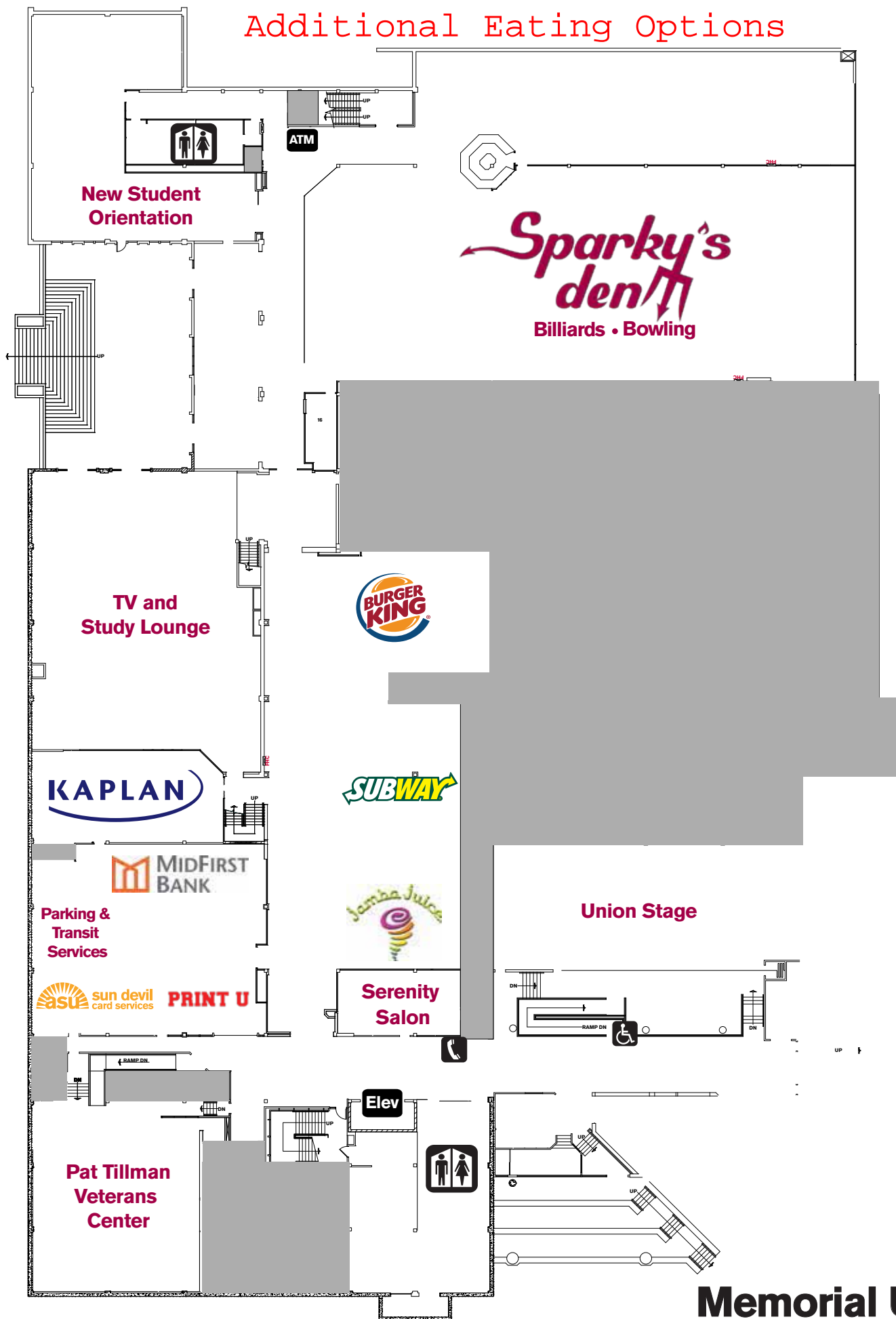
Memorial Union 2nd Floor



Additional Eating options



Additional Eating Options



Memorial Union Lower Level

