

72nd Annual Meeting

SACUBO 2000



The Southern Association
of College and University
Business Officers



Louisville, Kentucky April 16 – 18

72nd Annual Meeting

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Contents

Welcome	3
General Session Speakers.....	4
Concurrent Sessions	5
Lunch Speakers	8
Golf Tournament Information.....	8
Conference Registration Form	9
Golf Tournament Registration Form	10
Hotel Information	11
Hotel Registration Form	12
General Information	13
Annual Meeting Schedule.....	14
Evening Events	15
Tour Information	16
Tour Registration Form	18
Exhibitors	19
SACUBO Sponsors	19

SACUBO 2000 Website:

www.nacubo.org/website/regions/sacubo/Louisville.htm



Welcome!

Louisville...Looeville...Lewisville...Louahvul!

Everyone has his or her own way of saying it because everyone has a personal feel for this city, which is the centerpiece of the country. Louisville is at the center of what's old and new, of the north and the south, of what's trendy and traditional. Louisville is also within a day's drive of more than half the population of the United States, which puts us at the heart of this land. Louisville is not just a place. It's an idea...an idea as beautiful as the foals that run through the pastures in springtime...as unique as the ladies' hats on Derby Day...as distinct as the hand-made crafts available in shops...and as miraculous as the constant friendly smiles that personify the meaning of hospitality. Just one visit and you will never forget.

Louisville is home to many one-of-a kind attractions guaranteed to keep you coming back. We are home to the most exciting two minutes in sports, the incomparable Kentucky Derby. But did you know also that we're home to the Kentucky Derby Museum, the only museum in the world dedicated

to a single horse race and open every day but Derby Day? We're also home to the world famous Louisville Slugger baseball bat museum. Louisville Stoneware is made right in the heart of the city and boasts some of the most beautiful pottery patterns anywhere. Our very own Belle of Louisville, a national landmark, is the oldest Mississippi-style sternwheeler in the country. Tour our museums, our richly interpreted historic homes such as the Farnsley-Moremeyen Landing and take a drive through "horse country." Few cities the size of Louisville can boast their own ballet, orchestra, regional repertory theater, children's theater, opera, dinner theater and Shakespeare festival. Louisville can. There's so much to do, you'll want to keep coming back. Don't miss this great opportunity to find out what Louisville is all about!

Visit Louisville on the Internet at www.louisville.com.



Louisville Waterfront Park

Photo by Tim Buckley

General Session Speakers

Jeanne Robertson

A 6'2" former Miss America contestant, a great basketball player and later a great basketball coach and the former Miss North Carolina, she is one of the funniest, busiest and most popular professional speakers in America today. Her message is guaranteed to entertain and educate. SACUBO has a real treat in store with Jeanne Robertson.



Dr. Bill Metcalfe

"Techno Shift: Are you a 20th century thinker in a 21st century world?" Dr. Metcalfe is a techno-motivator who will bring a high-tech message in a very entertaining and productive manner. Dr. Metcalfe also will conduct two break out sessions Tuesday afternoon in which he will give more detail on the Internet, how we can integrate technology into our everyday practices, and how technology will affect everyone's business. You won't want to miss this content-filled presentation by this professional speaker.



Bryan Townsend

This southern boy will bring his topic "Hitching Up a Winning Team" to SACUBO with focus on teamwork and organization. His southern style of humor will help us improve our work life, home life, professional life and civic life through better relationships and better team work.



Dr. Dale Henry

So popular at the 1998 SACUBO annual meeting, Dr. Henry has agreed to come to Louisville for a repeat performance. This engagement not only will include a general session, (we all remember the Dallas general session) but also two break out sessions on Tuesday afternoon. Dr. Henry will deliver two individual topics that are guaranteed to be both content filled and entertaining. What a day Tuesday will be for SACUBO!



SACUBO 2000 Concurrent Sessions

Infrastructure Assets

Elizabeth Foster and Carlos Johnson of KPMG

Elizabeth Foster is the partner-in-charge of the Virginia public sector practice. She has 17 years experience specializing in assurance and performance improvement consulting services, including business process reengineering and departmental operations reviews.



Ms. Foster's clients primarily include colleges and universities and local governments.

Carlos Johnson is a licensed certified public accountant with 22 years experience in the practice of higher education, government, not for profit, financial institutions and retail accounting. He is well acquainted with the needs, financial requirements and business of higher education, government, financial institutions, distribution and merchandising. Mr. Johnson leads training seminars for KPMG Peat Marwick LLP and at the national and state level for various professional associations.



Purchasing Cards: How Would They Help My University?

Jack Potz and Craig Kispert

Jack Potz joined Commonfund Treasury in 1992. He has 24 years of treasury management experience emphasizing liquidity management. Mr. Potz previously was the assistant treasurer – cash management for Union Carbide Corporation, where he worked in all areas of treasury. He was a founding member of the National Corporate Cash Management Association.

Craig Kispert, CPA, is currently the executive director of finance and budget at Seattle Pacific University. Prior to this assignment he served as assistant controller, controller, and director of finance. Mr. Kispert is an alumnus of SPU, where he received his BA in Finance in 1988. He earned his MBA from Seattle University while working as a cost accountant for the Boeing Company. He went on to

be a public information specialist, and later an operations analyst for the Federal Reserve Bank of San Francisco before returning to his alma mater.

Session of Vision: The SACUBO Think Tank

This will be a roundtable discussion including: Jerry Schaffer, University of Florida; Joe Carter, Western Carolina University; Pat Gustavson, John Brown University; Danny Flanigan, Spelman College; Bill Dixon, Wytheville Community College

Community College Related Sessions

Surviving and Thriving in the Techno World

Dr. Francette Carnahan

Francette Carnahan is a professional educator with more than 20 years experience in higher education settings. She has held a variety of positions in higher education ranging from student secretary to director of evening programs, director of student services & registrar and vice president in the areas of student development and community and economic development. Dr. Carnahan also participated in the "real world," having had jobs as a school bus driver, early childhood teacher aide and plow-hand on her family's farm. She is currently implementation project manager for the Colleague student system at Dallas County Community College District, Dallas, Texas.

Customer Service in the Community College Environment

Dr. Michael McCall

As president of the Kentucky Community and Technical College System, Dr. McCall oversees a system that has an annual budget of about \$330 million and serves about 45,000 credit-seeking students and 100,000 students in non-credit training programs for business and industry. The system is composed of 28 colleges with 50 campuses. Prior to his appointment as the founding president of KCTCS, Dr. McCall served as executive director of South Carolina's comprehensive technical colleges and provided leadership for South Carolina's economic development training programs.



Concurrent Sessions (cont.)

Small Institution Related Sessions

Organization Structure in the Private Institution

Dr. Jairy Hunter

Jairy Hunter is currently president and professor of management at Charleston Southern University. Prior to this position, Dr. Hunter held a number of positions at institutions of higher education, including dean of business at Blue Ridge Technical Institute; dean of student services and associate professor at Appalachian State University; vice president of Broward Community College, vice chancellor for business and development, and professor of accounting and management at the University of North Carolina at Wilmington.



Space Allocation in an Academic Setting

Dr. Ken Brooks

Ken Brooks has worked in a variety of settings related to comprehensive strategic and master planning as well as facilities programming. He has written more than 100 journal articles in publications focusing on education, management, banking, religion and planning. He has authored or co-authored chapters in three books and has written *From Educational Programs to Educational Facilities*, a textbook used in graduate educational administration classes. Dr. Brooks is the sole proprietor of Kenneth Brooks and Associates, a consulting organization that offers a diverse clientele comprehensive planning and facilities program consultation.



Comprehensive University Related Sessions

Disaster Planning Preparedness

Tom Mackel, Bob Fagin and Jane Helm

Tom Mackel is currently director of public safety at the State University of West Georgia. He formerly was employed at Emory University, where he rose from public safety officer to deputy director. During his tenure at Emory he served as patrol officer, investigator and crime prevention and fire safety officer.

Bob Fagin has a wide range of experience in administrative positions at a variety of public organizations. He is currently the vice president for administration and finance at the University of North Florida, where he is responsible for providing the full range of support services to the university. Mr. Fagin previously held the position of director, Office of Administration, National Oceanic and Atmospheric Administration for the Department of Commerce.



Jane Helm is currently the vice chancellor for business affairs at Appalachian State University. She is responsible for financial management, physical plant, design and construction, food services, university bookstore, public safety and university police, and the New River Light and Power Company. Prior to this she was associate dean for finance and administration and treasurer at the New York Law School, where she was responsible for all nonacademic support areas.



Concurrent Sessions (cont.)

Disaster Recovery/How to Respond

Dr. Joyce Mounce and Bruce Erickson

Joyce Mounce is a Ph.D. in political science with an emphasis in public administration. She has been a vice president for finance and administration for 15 years, first at the University of Central Oklahoma, Edmond, Oklahoma, and then for Austin Peay State University in Clarksville, Tennessee. She also has held senior management positions with the Los Angeles Community College District and the City of Oklahoma City.



Bruce Erickson is executive director for marketing and communications at Wichita State University. He has held similar positions at California State University, Northridge, in Los Angeles, and at the University of Texas-Pan American. At Cal State Northridge, Mr. Erickson served as the university's spokesperson in the aftermath of the Northridge Earthquake, the most costly natural disaster ever to strike an American university. Virtually every building on campus was damaged and made unusable. Six years after the quake, Northridge continues reconstruction and recovery.



Research and Doctoral University Related Sessions

Imaging 100: The Basic Process

Paula Tate

Paula Tate has worked in the finance offices at Oklahoma State, East Carolina University and North Carolina State universities. During her tenure at each of these institutions, she participated in major systems implementations. In addition, Ms. Tate directed major systems implementations as assistant controller for the North Carolina Administrative Office of the Courts where she was employed for 12 years.

Distance Learning: Cost Recovery

Dr. James Ryan

Dr. James Ryan serves as Pennsylvania State University's first vice president for outreach and cooperative extension. In this position, he oversees the coordination of the university's external outreach initiatives and has responsibility for continuing education, distance education, public broadcasting, and cooperative extension. Dr. Ryan has taught, written and lectured widely on leadership, managerial decision-making, organizational change and development, information technology, and the role of higher education in economic development. He has been active in many national and community organizations, where he has served in leadership positions.



Lunch Speakers

April 17, 2000

“NACUBO Update”

James E. Morley, Jr. is president of the National Association of College and University Business Officers (NACUBO). As president of NACUBO, Mr. Morley continues to spearhead various efforts to remain in the forefront of the ever-changing world of higher education. His most recent efforts have related to the



NACUBO sponsored projects around TRA97 tax reporting requirements, college costs, total quality improvement, institutional student aid research and on-going public policy issues.

April 18, 2000

“Perspective on Louisville”

Dr. Tom Owen is professor of libraries and community relations at the University of Louisville. As the associate archivist for local history at the University Archives and Records Center, Dr. Owen works to preserve and make available records that document the university's history, as well as the history of the Louisville area. As community relations associate, he



promotes appreciation of U of L throughout Kentucky and the region. He served on the City of Louisville Board of Aldermen from 1990 to 1998. Dr. Owen writes on history topics for area newspapers and magazines. He also teaches state and local history in the classroom, in talks and workshops, and on walking, bus and boat tours.

Golf Tournament

Play the home course of Masters & U.S. Open Champ Fuzzy Zoeller!

The SACUBO Golf Tournament will be played Sunday, April 16, at 8 A.M. at Fuzzy Zoeller's Covered Bridge Golf Club.

Zoeller designed the 18-hole course nestled on a gently rolling plain at the foot of Southern Indiana's Floyds Knobs. Each hole has been laid out to emphasize the natural beauty of the landscape and panorama. The par-72 circuit is pleasantly forested and features five lakes and a meandering creek. Each hole offers a choice of four tees matching the course to the ability level of any player.

Tournament activities will begin with buses leaving the hotel at 7:15 A.M. Play will begin at 8 with a “SACUBO GUN” start. The format is modified scramble. Play should conclude about 1 P.M.

The \$90 entry fee includes greens fees, cart, range fees, box lunch, several contests, tee gifts and transportation. Clubs can be rented at the course for \$15, but the number available is limited and will be distributed on a first come, first served basis.

You may create your own foursome or the tournament committee will assign teams. The golf tournament has been very popular in the past. Register early! For more information on Covered Bridge, visit www.coveredbridge.com.

Dress code for Covered Bridge includes shirt with collar and sleeves and soft spike shoes.

Conference Registration Form

SACUBO 2000 ANNUAL MEETING Louisville, Kentucky April 16, 17, & 18

SACUBO Information also is available on-line at www.nacubo.org/website/regions/sacubo/Louisville.htm

Name (First): _____ (Last) _____ (MI) _____

Name as it should appear on badge _____

Social Security Number _____ Title _____

Institution/Company _____

Address _____

City/State/Zip _____

Business Phone _____ Fax _____ Email _____

I wish to register my guest/spouse. Name _____

Affiliation: SACUBO EACUBO WACUBO CACUBO

First SACUBO Annual Meeting? Yes No

REGISTRATION FEES	Full Registration	SACUBO Retiree	Guest/Spouse
Advance registration (postmarked on or before March 15)	\$265	\$125	\$125
Regular registration/on-site (postmarked after March 15)	\$290	\$150	\$150

	No. of Attendees	Fee	Total \$ Amount
Full Registration	_____	_____	\$ _____
SACUBO retiree registration	_____	_____	\$ _____
Guest/Spouse registration	_____	_____	\$ _____
Golf Tournament (complete back of this form)	_____	_____	\$ _____
Total enclosed			\$ _____

Payment may be made by check, purchase order or credit card. SACUBO will not accept a registration without payment.

Mail check made payable to SACUBO 2000 Annual Meeting to:

SACUBO
 Unit 70
 P.O. Box 4800
 Portland, OR 97208
 SACUBO Federal Tax # 76-0427292

Enclosed is my check or money order

Enclosed is credit card information

Check one: VISA MasterCard

Name on card _____

Credit Card # _____ Exp. Date _____

Signature _____

Refund Policy: Cancellations postmarked on or before March 15, 2000 are entitled to a refund less a 10% administrative fee. No refunds will be given after this date.

Form more information or questions involving registration, please call MRA Services, 425-636-1640.

NO SMOKING POLICY: Smoking is not permitted in the meeting rooms or at any of the meal functions.

I may need special assistance from the conference staff due to disability.

11 CPE credits are available.



Registered with the National Association of State Boards of Accountancy 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. Complaints regarding registered sponsors may be addressed to NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417, (615) 880-4200. SACUBO sponsor identification number 104508 is effective through March 1, 2000.

Golf Tournament Registration Form

Your Name _____ Daytime Phone _____

Your Institution/Company _____

Players you are paying for (including yourself):

Name _____ Handicap _____

Name _____ Handicap _____

Name _____ Handicap _____

Name _____ Handicap _____

(Price is \$90 per player)

Total Amount Enclosed \$ _____

SACUBO will not accept a registration without payment.

Players you would like to play with (SACUBO will attempt to honor all requests if possible):

Name _____

Name _____

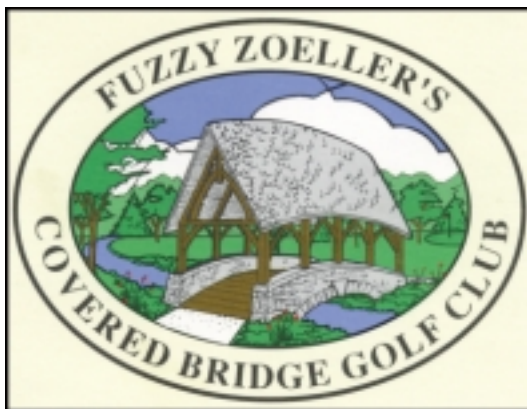
Name _____

Name _____

Clubs may be rented on day of tournament for \$15, but the number available is limited and will be distributed on a first come, first served basis.

Do you need rental clubs? Yes No

Soft spike shoes only.



www.coveredbridge.com

Hotel Information



THE GALT HOUSE HOTEL

LOUISVILLE, KENTUCKY
502•589•5200

The Galt House East Welcomes Southern Association of College & University Business Officers

The Galt House East Hotel
140 North Fourth Avenue
Louisville, Kentucky 40202
502-589-5200 / 1-800-843-4258
Fax: 502-589-3444
Email: Info@GaltHouse.com

On the River at Fourth Avenue

The Galt House Hotel is conveniently located downtown on the Ohio River, less than 10 minutes from Louisville International Airport and less than a minute off I-64, I-65, and I-71.

The Galt House is a short walk or a free trolley ride from many of Louisville's best attractions, including the Kentucky Center for the Arts, Actors Theater, the Belle of Louisville, the Louisville Slugger Museum, the Museum of History and Science and the Louisville Waterfront Park.

The Galt House is Louisville's largest convention hotel with amenities such as:

- 1300 Sleeping Rooms including the 600 "all suite" Galt House East Tower where the SACUBO room block is located.
- 6 Restaurants and Lounges
- Complimentary parking for guests in a 3200 car garage
- Village Mall shopping area

Reservations

Please mail in the hotel reservation form located on page 12, or call (502)-589-5200 and mention SACUBO. The SACUBO block is located in the "all suite" tower and the convention rate is \$99 (single), \$109 (double), \$119 (triple), and \$129 (quad) per night plus 12.36% tax. The deadline for hotel reservations at the convention rate is March 15, 2000.

For more information regarding the Galt House, visit their website at www.galthouse.com.



Hotel Registration Form

Southern Association of College and University Business Officers

The Galt House East Hotel, 140 North Fourth Avenue, Louisville, KY 40202

DEADLINE FOR RESERVATIONS: March 15, 2000 at 12:01 A.M.

Name _____

Address _____

City/State/Zip _____

Phone _____

Representing _____ City/State _____

Guests with special needs? Yes No (If yes, contact hotel.)

Room description (please indicate choice of accommodations)

Executive Suite (1 BR/2 DBL BEDS/WET BAR) # of persons: 1 (\$99) 2 (\$109) 3 (\$119) 4 (\$129)

King Bed (NOT A SUITE—LIMITED AVAILABILITY) # of persons: 1 (\$99) 2 (\$109)

Riverview Suite (2 BR/2 DBL BEDS IN EACH/2 BATHS/WET BAR/WALK OUT BALCONY) \$475

Arrival Date _____ Departure Date _____

Arrival Time _____ A.M. P.M.

Enclosed is my check or money order

Enclosed is credit card information

Check one: VISA MasterCard Am/Ex DC/CB

Name on card _____

Credit Card # _____ Exp. Date _____

Signature _____

For reservations or cancellations call: 502-589-5200, Fax: 502-589-4366

CHECK IN TIME: 3:00 P.M.

CHECK OUT TIME: 12:00 noon.

Below, please find pertinent information regarding your reservation.

To guarantee your reservation we require one night's deposit (including state and local taxes) using either an ENCLOSED CHECK, a MONEY ORDER, or a MAJOR CREDIT CARD with expiration date and signature.

*Deposit will be charged to your credit card at the time the reservation is confirmed.

We regret that we cannot hold reservations without a deposit for the reservation with one of the above methods.

Deposits will be refunded only if cancellation notification is received at least 48 hours prior to arrival.

We will make every effort to honor requests for specific types and locations of rooms; however, on occasion, we cannot meet such requests and reserve the right to provide alternate accommodations.

Reservations requested after DATE SHOWN ABOVE or after the room block has been filled are subject to availability and may not be available at the convention rate.

General Information

Transportation to the Galt House East

The hotel is located on the Ohio River at 4th Street. Taxi and limousine services are readily available. Plan on approximately \$15 for a cab ride from the airport to the Galt House.

From Louisville International Airport or I-65 traveling north, take I-65 north. Take the I-64 west exit. Take 3rd Street exit to Main Street. Turn right on Main Street. Turn right on 4th.

From I-65 traveling south, take the I-64 west exit after crossing the Ohio River. Take 3rd Street exit to Main Street. Turn right on Main Street. Turn right on 4th Street.

From I-64 traveling west, take the 3rd Street exit. Turn right on Main Street. Turn right on 4th Street.

From I-64 traveling east, take the 9th Street exit to Market Street. Turn left on Market Street. Turn left on 4th Street. Continue on 4th Street to hotel entrance.

From I-71 from Cincinnati, take I-64 west to the 3rd Street exit. Continue on 3rd Street to Main Street. Turn right on Main Street. Turn right on 4th.

Registration Fees

The conference registration form is located on page 9. As a convenience, golf and conference registration also can be handled via the SACUBO 2000 website at www.nacubo.org/website/regions/sacubo/Louisville.htm. The conference fee of \$265 is valid if postmarked by March 15, 2000; beginning March 16, 2000, the conference fee is \$290.

The conference registration fee for spouses and guests is \$125 (\$150 after March 15). Badges will be used for entry.

The attendee registration fee includes access to all meetings, access to exhibit hall, access to register for all optional tours, Sunday evening reception and dinner, Monday continental breakfast, Monday lunch, Monday ice cream social, Tuesday breakfast meeting, Tuesday lunch, Tuesday evening reception and banquet. Registration fee for spouses and guests

includes access to register for optional events, access to exhibit hall, Sunday evening reception and dinner, and Tuesday evening reception and banquet.

Refunds

All requests for refunds must be in writing to MRA Services. Cancellations postmarked on or before March 15, 2000, are entitled to a refund less a 10% administrative fee. No refunds will be given after this date.

Weather Report

Temperatures in Louisville in April can vary widely. You should plan to pack both a jacket and an umbrella for your April visit. You may want to check the Louisville forecast at www.louisville-visitors.com near the conference date.

Dress for Annual Meeting and Events

Dress is business casual for all sessions of the annual meeting. Business casual is also appropriate for the Sunday and Tuesday evening events. Don't forget a sweater or light weight jacket for those cool meeting rooms.

Conference Web Site

Please visit the conference web site at www.nacubo.org/website/regions/sacubo/Louisville.htm. Registration for the conference and the golf outing has been made easy with a new web registration process. The site will be kept up to date with the latest information regarding SACUBO 2000. To assist in making your free time in Louisville fun and interesting, the site also includes many links to Louisville area attractions you might want to consider visiting while in the area.

For more registration information, please call MRA Services at 425-636-1640.

SACUBO 2000 Annual Meeting Schedule

Saturday, April 15

SACUBO Committee Meetings TBD

Noon – 5:00 P.M.

SACUBO Registration

Evening

“Thunder Over Louisville”

Sunday, April 16

8:00 A.M. – 5:00 P.M.

SACUBO Registration

8:00 A.M. – 1:00 P.M.

Golf Outing at Covered Bridge Golf Club

6:30 P.M. – 7:03 P.M.

Newcomers Reception at Kentucky Derby Museum

7:30 P.M. – 10:00 P.M.

Opening Dinner at Kentucky Derby Museum

Monday, April 17

7:00 A.M. – 5:00 P.M.

SACUBO Registration

7:30 A.M. – 8:30 A.M.

Continental Breakfast in Exhibit Hall/Information Exchange

8:30 A.M. – 8:45 A.M.

Welcome

8:45 A.M. – 10:00 A.M.

General Session Speaker, Jeanne Robertson (motivation)

10:00 A.M. – 11:00 A.M.

Information Exchange in Exhibit Hall (Prize Drawing)

11:00 A.M. – Noon

Concurrent Sessions

Noon – 1:30 P.M.

Lunch/NACUBO Update

1:45 P.M. – 2:45 P.M.

Concurrent Sessions

2:45 P.M. – 3:30 P.M.

Information Exchange in Exhibit Hall/
Ice Cream Social

3:30 P.M. – 4:30 P.M.

General Session Speaker, Bryan Townsend (team work & organization) (Prize Drawing)

Tuesday, April 18

7:00 A.M. – 8:15 A.M.

Breakfast/SACUBO Annual Business Meeting

8:15 A.M. – 9:20 A.M.

General Session Speaker, Dr. Dale Henry (Dallas meeting follow-up)

9:20 A.M. – 10:20 A.M.

Information Exchange in Exhibit Hall (Prize Drawing)

10:20 A.M. – 11:25 A.M.

General Session Speaker, Dr. Bill Metcalf (techno-shift)

11:30 A.M. – 1:00 P.M.

Lunch/Louisville Speaker, Dr. Tom Owen

1:00 P.M. – 2:00 P.M.

Concurrent Sessions

2:00 P.M. – 3:00 P.M.

General Session Speakers, Henry/Metcalf (Breakout Session #1)

3:00 P.M. – 3:15 P.M.

Break

3:15 P.M. – 4:15 P.M.

General Session Speakers, Henry/Metcalf (Breakout Session #2)

6:30 P.M.

Reception, Annual Banquet



Churchill Downs
www.kentuckyderby.com

Evening Events

“Run for the Roses”

Sunday Night Newcomer Reception and Opening Reception and Dinner

Join your SACUBO colleagues for a drink, dinner and visit to the Kentucky Derby Museum, one of Kentucky's premier attractions. While at the museum you will be treated to the award winning, 13 minute, 360 degree, high definition video presentation of “The Greatest Race.” You will catch the thrill and excitement of Charismatic's long-shot victory in Derby 125, along with an understanding of how the horses, jockeys, and fans feel and look on Derby Day.

While at the museum you will walk through newly renovated exhibit areas, that showcase the activities that surround Derby week and the Kentucky Oaks. The first stop will be “The Horses and Their Owners and Trainers,” which allows you an “up close and personal” look at the Derby-winning horses. Then comes the exhibit on “The Jockeys and the Backside Crews.” Here you will learn about the lives of the people who live and work on the “Backside.”

Throughout the evening, walking tours will be conducted by trained guides who will take you to the paddock where the Thoroughbreds are saddled before each race. From the paddock, tours go under the Grandstand via the same tunnel the horses use, to bring you to trackside. From this vantage point you can see the finish line, the winner's circle and, of course, the famous “Twin Spires.” By the time you leave the museum you will have a true appreciation and understanding of the Kentucky Derby and Thoroughbred racing. For more information on the Derby Museum, visit their web site at www.derbymuseum.org.

The buses will leave the Galt House for the Newcomer's reception at 6 P.M, and will leave for the dinner at 7 P.M.

“On your Own”

Monday Night

Attendees are on your own for Monday evening. You are encouraged to join sponsors or friends for an evening of fun in the Louisville area. The host committee will have some restaurant menus displayed

near the registration area with sign up sheets for those interested in joining a group for dinner. Information regarding other local dining or popular night spots also will be available .

“A Kentucky Derby Party”

Tuesday Night President's Reception and Closing Banquet

All attendees are invited to a very special Kentucky Derby Party on Tuesday evening. The party will begin at 6:30 P.M. with the President's reception in the foyer adjacent to the Grand Ballroom. The party will continue with a banquet beginning at 7:30 P.M. in the Grand Ballroom. After dinner you can dance the night away (until 11 P.M.) to the music of The Heat, which plays a variety of music from Big Band, to Motown, to today's hits. The party will be business casual dress, but attendees are encouraged to wear bright colors which are popular at Derby time in Louisville.

“Thunder Over Louisville”

Join Kentuckiana and your SACUBO friends on Saturday, April 15, in the opening ceremonies of the 2000 Kentucky Derby Festival. This spectacular fireworks display draws an average of 600,000 annual spectators and has been the largest show of its kind in America for the past nine years. The year 2000 Thunder is expected to top all previous versions and will begin at 9:30 P.M. The day's festivities take place on the Louisville Waterfront, which is a very short walk from the Galt House hotel. Don't miss the opportunity to take part in this great day in Louisville! To view some clips from previous Thunder events visit the Kentucky Derby Festival web site at www.kdf.org.



Thunder Over Louisville

Tour Information

About Louisville Tour

Sunday, April 16, 2000, 11 A.M. – 5 P.M.

The first stop on this tour is the Georgian style plantation Locust Grove, the last home of General George Rogers Clark, the founder of Louisville and Revolutionary War hero. He was best known for his expeditions in the Northwest Territory. Following the acquisition in 1961 by the Commonwealth of Kentucky and Jefferson County, nationally known museum experts supervised the restoration and furnishings of the mansion home. Situated on 55 acres of its original 693-acre lot, Locust Grove maintains beautiful gardens and trees. The home is listed on the National Register of Historic Places. Your next stop will be at Captain's Quarters, a lovely restaurant overlooking the Ohio River (lunch included in tour price). After lunch, you will board the coach for the short drive to Louisville Stoneware. At one of Louisville's premier potters, you will see how a pile of clay is turned into beautiful works of art through the artistry of many people's hands. Your last stop is at the Kentucky Art & Craft Gallery, the sales arm of the Kentucky Art & Craft Foundation. Former Miss America Phyllis George Brown began the foundation



Locust Grove

more than 15 years ago when she was the first lady of Kentucky. Their mission is to promote the continuation of regional arts and crafts by encouraging the artist to teach their skills to the next generation and by helping the artists sell their products. Every item in the gallery has been juried. For more information on Locust Grove, visit their web site at www.locustgrove.org



Caesars Riverboat Casino

Caesars Riverboat Casino

Sunday, April 16, 2000, 11:30 A.M. – 4 P.M.

Monday, April 17, 2000, 5:30 P.M. – 10 P.M.

Enter the world of Caesars Riverboat Casino and discover it's truly like nothing you've ever experienced. You will enjoy restaurants and entertainment in the pavilion and the glories of ancient Rome with modern indulgences on the *Glory of Rome*, the world's largest gaming vessel. Located in Indiana just 15 minutes from downtown Louisville, this spectacular boat has 93,000 square feet of gaming action on four decks. Participants in this tour must be at least 21 years of age. (Lunch or dinner buffet provided in tour price.) For more information about Caesars Riverboat Casino, visit their web site at www.caesars.com.

Tour Information (cont.)

Shaker Village of Pleasant Hill

Monday, April 17, 2000, 8:30 A.M. – 2:30 P.M.

History awaits deep in the Bluegrass country at Pleasant Hill, founded in 1805 by the Shakers, a celibate religious communal sect who believed in simplicity and separation from the world. Today, the 2,700-acre national landmark beckons “outsiders” to 27 meticulously restored buildings, craft demonstrations and Shaker furniture exhibits. A bountiful lunch will be served in the Trustee House (lunch included in tour price). Then your guide to this world of the past will complete your perfect day by escorting you aboard the sternwheeler Dixie Belle for an hour’s cruise on the beautiful Kentucky River. High limestone cliffs rise far overhead, and there’s no need to duck when passing beneath High Bridge, an 1879 engineering wonder! For more information on Shaker Village, visit the website at www.shakervillageky.org.



Shaker Village

Bluegrass Tour

Tuesday, April 18, 2000, 8:30 A.M. – 2:30 P.M.

This is Kentucky at its best! You will visit a working thoroughbred horse farm as well as the oldest bourbon distillery in the state. Kentucky is known for providing the best of the vices, and you will get a chance to see just how well we do. Jon A. Bell



Labrot & Graham Distillery

Farm, located in Lexington, is the home of Affirmed—the last Triple Crown winner—as well as the home of Holy Bull. After meeting with the farm manager and seeing young thoroughbreds and past champions, you will board your coach for the short drive through horse country to the Labrot & Graham Distillery, the bourbon home place. The Labrot & Graham Distillery crafts the finest handmade bourbon available today. The natural process used today to make the bourbon remains virtually unchanged from the process used by Elijah Pepper in 1812. During your visit, you’ll come to understand the colorful history behind bourbon whiskey. You’ll also learn about whiskey making and the people who began the rich tradition in Kentucky. A stop in the gift shop, which specializes in Kentucky made products, is a must. You will enjoy a lunch at the distillery conference center before beginning your tour at the welcome center (lunch included in tour price). For more information on the distillery, visit the website at www.visitlex.com.

SACUBO 2000 Tour Registration Form

Creative Visions, 105 Daventry Lane, Suite 104, Louisville, Kentucky 40223, Phone: 502-412-2150, Fax: 502-412-2152

Please read the registration instructions carefully before completing this form. **To reserve tickets for the tours, send this reservation form and payment to Creative Visions (check or money order) to the address above.** Attendees residing outside the U.S. must pay with international money orders or checks written on an account maintained in a U.S. bank. All others will be returned. **Please see pages 16 and 17 for tour information.**

Name (First): _____ (Last) _____

Address _____

City/State/Zip _____

Business Phone _____ Home Phone _____

Tour	Time	Price	Quantity	Total Amount
Sunday, April 16, 2000				
Caesars Riverboat Casino	11:30 A.M. – 4:00 P.M.	\$15	_____	\$ _____
About Louisville Tour	11:00 A.M. – 5:00 P.M.	\$48	_____	\$ _____
Monday, April 17, 2000				
Shakertown Tour	8:30 A.M. – 3:30 P.M.	\$48	_____	\$ _____
Caesar's Riverboat Casino	5:30 P.M. – 10:00 P.M.	\$15	_____	\$ _____
Tuesday, April 18, 2000				
Bluegrass Tour	8:30 A.M. – 2:30 P.M.	\$72	_____	\$ _____

(Lunch or dinner provided in each tour.)

Method of payment: Check Money Order

Preregistration deadline: Due to limited capacity, registration will be accepted on a first come, first served basis and must be received by **March 10, 2000**. No faxed registration will be accepted.

Tour Cancellation: Creative Visions reserves the right to cancel any tour if the minimum preregistration is not met. In the event of a tour cancellation, all preregistration money will be returned. Creative Visions reserves the right to make comparable substitutions if circumstances beyond our control necessitate a change in any element of the program as stated.

Refunds: All requests for refunds/cancellations must be made prior to March 10, 2000. No refunds will be given on tour requests received after this date.

On-site Registration: If space is available, tickets may be purchased on-site at the conference registration desk located at the Galt House Hotel.

Special Services: If you require special services, please attach a written description of your requirements.

SACUBO 2000 Information Exchange Program

Once again, a large number of companies have chosen to be part of our SACUBO annual meeting. The exhibit area will be open Monday 7:30 A.M. – 11 A.M. and 2:30 P.M. – 4 P.M., and again on Tuesday

from 9 A.M. – 10:30 A.M. Plan to show your support to our vendors who have demonstrated their commitment to SACUBO by exhibiting at the annual meeting.

Exhibitors (as of date of brochure printing)

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AFSA Data Corporation
AT&T
Barnes & Noble Bookstores
CARS Information Systems
Chartwells
COLLEGIS
FACTS Management
Follett Higher Education Group
JPI Real Estate Services
Kronos, Inc.
Mac-Gray Company, Inc.
NCS
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SCT
Sodexo Marriott Services
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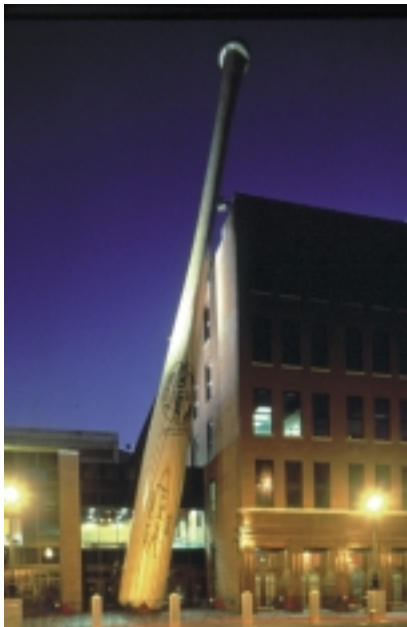
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SACUBO's officers and members wish to extend a special thank you to the above firms for their contributions to our SACUBO 2000 annual meeting.



Louisville Slugger Museum
www.slugger.com

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Louisville, Kentucky 40292

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