

72nd Annual Meeting

SACUBO 2000



The Southern Association
of College and University
Business Officers

Program and Schedule



Louisville, Kentucky April 16 – 18

72nd Annual Meeting SACUBO 2000

The Southern Association
of College and University
Business Officers

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WELCOME TO SACUBO 2000!

The SACUBO 2000 Host Committee welcomes you to Louisville. We think you will find the program educational and the social functions unforgettable.

It is with pleasure that the Host Committee brings this conference to you. We are dedicated to providing you the "Bluegrass" hospitality you deserve. Please don't hesitate to contact us at the conference registration desk or at any of the conference functions if we can assist you during your visit to Kentucky. The Host Committee will be wearing red golf shirts with the SACUBO 2000 logo, so you should be able to find us easily when needed. We are excited that you made the decision to "join us in the winners' circle" and are committed to making this a winning experience for all of our guests!

2000 Host Committee

Chair: Larry Owsley, University of Louisville

Dan Ash, Metropolitan College

Michael Baker, Northern Kentucky University

Ken Clevidence, University of Kentucky

Patrick Cecil, Louisville Presbyterian Theological Seminary

Porter Daily, Morehead State University

Tom Denton, Murray State University

Arthur Foley, The University of North Carolina at Asheville

Wayne Hall, University of Louisville

Nancy Horner, Oklahoma State University

Linda Kuhnenn, Eastern Kentucky University

Bob Lovitt, University of Texas at Dallas

Ann Mead, Western Kentucky University

Mitchell Payne, University of Louisville

Terri Rutledge, University of Louisville

Carson Smith, Kentucky State University

Leellen Starrett, University of Louisville

Cindra Stiff, Kentucky Wesleyan College

Bob Zimlich, Bellarmine College

Larry Zink, University of Louisville

Friday, April 14, 2000

8:00 A.M. – 10:00 A.M.

NACUBO Audit & Budget Committee Meeting
Suite # 346, 3rd Floor

10:00 A.M. – Noon

NACUBO Executive Committee/Planning
Committee Meeting
Suite # 346, 3rd Floor

10:00 A.M. – NOON

SACUBO 2000 Host Committee
Nunn, 2nd Floor

NOON – 1:00 P.M.

Buffet Lunch – SACUBO Host Committee,
NACUBO/SACUBO Board
Jones, 3rd Floor

1:00 P.M. – 5:00 P.M.

NACUBO Program Committee
Morrow, 3rd Floor

1:00 P.M. – 5:00 P.M.

NACUBO Public Policy Committee
Stanley, 3rd Floor

1:00 P.M. – 5:00 P.M.

NACUBO Technical Issues & Management Research
Committee
Taylor, 3rd Floor

1:00 P.M. – 5:00 P.M.

SACUBO Board
Beckham, 3rd Floor

3:00 P.M. – 5:00 P.M.

SACUBO Volunteers
McCreary, 3rd Floor

5:00 P.M. – 6:00 P.M.

Regional Presidents
Wilson, 3rd Floor

6:30 P.M.

Buses leave for SACUBO/NACUBO Board Dinner
Meet in Galt House East Lobby

7:00 P.M. – 9:30 P.M.

SACUBO/NACUBO Board Dinner
Sponsored by: Lockett & Farley
Papa John's Stadium

Saturday, April 15, 2000

8:00 A.M. – 8:30 A.M.

Joint NACUBO/SACUBO Board Breakfast
Sponsored by: American Campus Communities
Wetherby, 2nd Floor

8:30 A.M. – 9:40 A.M.

Joint NACUBO/SACUBO Board Breakout
Wilson, 3rd Floor

8:30 A.M. – 9:40 A.M.

Joint NACUBO/SACUBO Board Breakout
Morrow, 3rd Floor

8:30 A.M. – 9:40 A.M.

Joint NACUBO/SACUBO Board Breakout
Stanley, 3rd Floor

9:40 A.M. – 10:30 A.M.

Joint NACUBO/SACUBO Board Meeting
McCreary, 3rd Floor

10:30 A.M. – 2:00 P.M.

NACUBO Board of Directors Meeting
McCreary, 3rd Floor

10:00 A.M. – 5:00 P.M.

SACUBO Registration
2nd Floor Convention Registration, Galt House East

NOON – 1:00 P.M.

Buffet Luncheon
NACUBO/SACUBO Board and Program Committee
Sponsored by: Academic Management Services
Wetherby, 2nd Floor

1:00 P.M. – 3:00 P.M.

SACUBO 2000 Program Committee
Wilson, 2nd Floor

1:15 P.M. – 10:00 P.M.

Thunder Over Louisville/Riverbats Event
Slugger Field
(Tickets must be obtained from the SACUBO registration desk.)

2:00 P.M. – 3:00 P.M.

SACUBO Professional Development Committee
Beckham, 3rd Floor

3:00 P.M. – 4:30 P.M.

SACUBO 2001 Program Committee
Taylor, 3rd Floor

Sunday, April 16, 2000

7:00 A.M. – 1:00 P.M.

Golf Tournament

Sponsored by: Johnson Controls, Inc.

Fuzzy Zoller's Covered Bridge Golf Club

(Continental breakfast and lunch will be provided at the course. Meet in lobby of Galt House East. **Buses must leave promptly at 7:00 A.M.**)

8:00 A.M. – 5:00 P.M.

SACUBO Registration

2nd Floor Convention Registration, Galt House East

3:00 P.M. – 4:00 P.M.

Community College Committee

Combs/Chandler

3:00 P.M. – 4:00 P.M.

SACUBO Volunteers

(for those who did not attend the 4/14 meeting)
Johnson Room, 2nd floor

5:00 P.M. – 7:00 P.M.

Opening Dinner Ticket Table

Table in Lobby Area

(for those who have not yet registered)

6:00 P.M.

Buses leave for Newcomers' Reception

Meet in Galt House East Lobby

6:30 P.M. – 7:30 P.M.

Newcomers' Reception

Sponsored by: Campus Chefs

Kentucky Derby Museum

7:00 P.M.

Buses leave for Opening Dinner

Meet in Galt House East Lobby

7:30 P.M.

Opening Dinner

Sponsored by: ARAMARK Campus Services &

Follett Higher Education Group

Kentucky Derby Museum

Monday, April 17, 2000

7:00 A.M. – 5:00 P.M.

SACUBO Registration

2nd Floor Convention Registration, Galt House East

7:30 A.M. – 8:30 A.M.

Continental Breakfast

Exhibit Hall

8:30 A.M. – 10:00 A.M.

General Session I

**Using Humor to Enter the
Winners' Circle**

Jeanne Robertson

Sponsored by: Sodexho Marriott Services
Grand Ballroom A & B

Mrs. Robertson will bring her own hilarious style of humor to SACUBO with a keynote presentation that proves "Thoroughbred Leadership" includes a sense of humor.



Jeanne Robertson

10:00 A.M. – 11:00 A.M.

Information Exchange/Prize Drawing

Sponsored by: Service Master Education
Management Services

Exhibit Hall

11:00 A.M. – NOON

Concurrent Session I

**Infrastructure as It Relates to
GASB 34 & 35**

Elizabeth Foster, KPMG

Carlos Johnson, KPMG

Nunn, 2nd Floor

The application of accounting principles of GASB 34 & 35 relating to college and university infrastructures.



Elizabeth Foster



Carlos Johnson

Essential Leadership Skills for a Changing Culture

Dr. Jairy Hunter, President,
Charleston Southern University
Breathitt, 2nd Floor

The higher education environment is constantly changing and being threatened at an unprecedented rate.

Professionals are required to make critical decisions that are crucial to the institution's future. This presentation will explore key leadership strategies and skills essential for success in a changing culture.



Jairy Hunter

Disaster Planning Preparedness

Tom Mackel, Director of Public Safety,
State University of West Georgia
Bob Fagin, Vice President for
Administration and Finance, University of
North Florida
Jane Helm, Vice Chancellor for Business
Affairs, Appalachian State University
Combs/Chandler, 2nd Floor

The presenters will provide attendees varying views of how a campus can prepare for a disaster. Fagin will discuss University of North Florida's crisis management system and response network used during Hurricane Floyd. Mackel will examine how a campus is affected by a Columbine-type incident and what issues the college administrator will have to respond to. Helm will provide details of what Appalachian State University has done in planning for a disaster. You will walk away with recommendations on what you should be doing at your campus.



Tom Mackel



Bob Fagin



Jane Helm

Imaging 101: The Basic Process

Paula Tate, University Controller,
North Carolina State University
Willis, 2nd Floor

This program will provide attendees with the basic "how to" on getting started in the world of imaging. What are some practical uses of imaging? What are the benefits? Do the

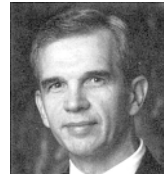
benefits outweigh the costs? What are the pitfalls to avoid? How has workflow been incorporated into imaging? Several different imaging applications will be reviewed and discussed.

NOON – 1:30 P.M.

Lunch

NACUBO Update

James Morley Jr., President, NACUBO
Grand Ballroom C & D, 2nd Floor



James Morley

NACUBO President James E. Morley Jr. will share his perspective on the current issues affecting the higher education industry and how NACUBO is responding. Morley will offer a look at some of the positive changes taking place on campuses and discuss how institutions can create their own solutions through effective leadership and proactive change.

1:45 P.M. – 2:45 P.M.

Concurrent Session II

Purchasing Cards: How Would They Help My University?

Jack Potz, Commonfund Treasury
Craig Kispert, Seattle Pacific University
Breathitt, 2nd Floor

This presentation will discuss the theory and practical applications of purchasing cards and how colleges and universities have successfully used them as a cornerstone for their re-engineering process. Card issuers are making it easier for schools to receive goods and services while not compromising audit and control requirements. These payment programs allow schools to reduce administrative costs while increasing the level of service to the user. If there is one fact of life on campuses everywhere, it is that business staffs are continually asked to do more with less.

Customer Service in the Community College Environment

Dr. Michael McCall, President, Kentucky Community & Technical College System
Willis, 2nd Floor

Dr. Michael B. McCall is the founding president of the new Kentucky Community and Technical College System. He will focus on the “all things for all people” challenges facing two-year colleges as they are asked to serve not only regular students but also community customers, business and industry, and four-year institutions. His remarks will address identifying both external and internal customers, determining their needs, choosing the best service delivery system, and recognizing the value of communications to customer service.



Michael McCall

Space Allocation in an Academic Setting

Dr. Ken Brooks, Kenneth Brooks and Associates
Nunn, 2nd Floor

This presentation will examine the issues related to the allocation of space in higher education settings, including when a campus master facilities plan is under consideration or when developing the program for a major construction project. Topics reviewed will include how much space academic programs or administrative units really require, the relationship of space allocation to utilization and capacity, and the inevitability of needing to adjust and reallocate space over time. Suggestions to avoid or at least minimize future space allocation conflicts will also be offered.



Ken Brooks

Disaster Recovery/How to Respond

Dr. Joyce Mounce, Vice President for Finance and Administration, Austin Peay State University
Bruce Erickson, Executive Director for Marketing and Communication, Wichita State University
Combs/Chandler, 2nd Floor



Joyce Mounce

The 1994 Northridge earthquake was the most costly natural disaster strike on a United States university. It claimed two students' lives and left every building on the Northridge

campus unusable. By using temporary buildings, classes resumed in four weeks. The January 1999 Clarksville, Tennessee, F4 tornado left the smaller Austin Peay State University campus in shambles, with two large classroom buildings and one residence hall unusable. Classes resumed in six days. The speakers will share how the institutions managed and recovered from the crisis.



Bruce Erickson

2:45 P.M. – 3:30 P.M.

Information Exchange/Ice Cream Social

Exhibit Hall, 2nd Floor

3:30 P.M. – 4:30 P.M.

General Session II

Hitching Up a Winning Team

Bryan Townsend

Sponsored by: Sodexo Marriott Services
Grand Ballroom A & B, 2nd Floor

You can't have a winning team until you have a team of winners...winners love the game, they prepare to win, and they always play as a team. A colorful blend of humor, motivation and inspiration.



Bryan Townsend

Evening

“On Your Own”

Attendees are on your own for Monday evening. In addition to the Caesars Riverboat Casino tour leaving the hotel at 5:30 P.M., the host committee has sign up sheets for nearby restaurants in the Welcome Center area. Information regarding other local dining or popular night spots is also available at the Welcome Center.

Tuesday, April 18, 2000

7:00 A.M. – 8:15 A.M.

Breakfast/SACUBO Annual Business Meeting

Sponsored by: WFF Facility Services
Grand Ballroom A & B, 2nd Floor

8:15 A.M. – 9:20 A.M.

General Session III

The Original Cracker Jack—Getting Out of the Box and Becoming the Prize

Dr. Dale Henry

Sponsored by: Sodexo Marriott Services
Grand Ballroom C & D, 2nd Floor

Downsizing, rightsizing and resizing are constant... Dale will focus on reshaping the future while keeping a close eye on excellence and service.



Dale Henry

9:20 A.M. – 10:20 A.M.

Information Exchange/Prize Drawing

Prize drawing sponsored by: ServiceMaster Education Management Services
Exhibit Hall, 2nd Floor

10:20 A.M. – 11:25 A.M.

General Session IV

Techno Shift: Are you a 20th Century Business Officer in a 21st Century World?

Dr. Bill Metcalf

Sponsored by: Commonfund
Grand Ballroom C & D, 2nd Floor

This presentation will open minds to the future of technology, stimulate you to find new and creative uses of technology, motivate you to explore technology and entertain you while you learn



Bill Metcalf

11:30 A.M. – 1:00 P.M.

Lunch

Perspectives on Louisville

Dr. Tom Owen, Professor of Libraries and Community Relations, University of Louisville
Grand Ballroom A & B, 2nd Floor



Tom Owen

Tom Owen offers a quick-paced perspective on the history of Louisville, his city at the Falls of the Ohio. He asks why anti-king revolutionaries named the place for a French monarch and explains why Thomas Jefferson's name has been bandied about so freely. Your visit to Louisville will be much more memorable after having heard Dr. Owen's colorful descriptions and explanations of Louisville's past.

1:00 P.M. – 2:00 P.M.

Concurrent Session III

Metropolitan College: Working Together for the Common Good

Tom Duvall, Manager of Metropolitan College Program at UPS

Mindy Mannel, Recruiter/counselor, Metropolitan College

Dick McLaughlin, Recruiter/counselor, Metropolitan College

Johnson Room, 2nd Floor

Metropolitan College, which is quickly becoming a national model for cooperative efforts in work-force development and education opportunities, is an education-business-government consortium based in Louisville, Kentucky involving the University of Louisville, Jefferson Community College and Jefferson Technical College. Many of the program's five-year goals have been exceeded in less than 18 months. It was recently recognized as the country's top work-force development initiative by *Business Facilities* magazine, a leading economic development publication, and was ranked as one of the top 10 work-force development programs in the United States by the Institute of Higher Education. UPS has replicated the program in over 30 cities across the country. This presentation will review the inception and implementation of the program and discuss some of the successes, challenges and lessons learned over the past year and a half.

Session of Vision: SACUBO Think Tank

Panelists:

Joe Carter, Vice Chancellor for Business Affairs, Western Carolina University

Bill Dixon, Dean, Financial & Administrative Services, Wytheville Community College

Danny Flanigan, Vice President for Business, Financial Affairs and Treasurer, Spelman College

Pat Gustavson, Vice President for Finance and Administration, John Brown University

Jerry Schaffer, Vice President for Administrative Affairs, University of Florida

Combs/Chandler, 2nd Floor

Did you ever face a challenge at work and wish you could seek advice from an expert. Well now you can! Join this distinguished panel of seasoned SACUBO colleagues, including recipients of SACUBO's and NACUBO's highest recognition—the distinguished business office award—and get advice on a challenge you are facing. A new and creative session designed to “work” issues that are very pressing and critical to our profession... Questions and problems will be entertained from the audience and discussions of creative solutions will ensue... a remarkable panel of seasoned business officers will lead the solutions discussions... don't miss this new and exciting program.

Surviving and Thriving in a New Technology World: Team Strategies for Implementing Change

Dr. Francette Carnahan, Computer Systems Implementation Manager, Texas State Technical College System
Breathitt, 2nd Floor



Francette Carnahan

Forget the theory! What really works in implementing and managing change associated with technology implementations and conversions is a good sense of humor, as well as down-to-earth strategies for team building, conflict resolution and communication. These strategies, as well as leader responsibilities will be presented in the context of a major administrative software implementation at large multi-campus community colleges.

Distance Learning: Cost Recovery

Dr. James Ryan, First Vice President for Outreach and Cooperative Extension, Pennsylvania State University
Nunn, 2nd Floor



James Ryan

Distance Education is expanding at a rapid pace. Developing programs and training faculty to develop course materials is a challenge. But perhaps the greater challenge is for the business officer to determine the proper way to calculate total delivery costs and compute an appropriate fee to charge prospective students. Recovery of costs, providing incentives to departments to teach D.E. courses and other key elements of creating a successful virtual university will be addressed by Dr. Ryan.

2:00 P.M. – 3:00 P.M.

General Session, Breakout I

“TEAM” The Only Four-Letter Word That Everyone Can Use!

Dr. Dale Henry

Sponsored by: Sodexho Marriott Services
Combs/Chandler, 2nd Floor

This will be an interactive session to sharpen your leadership capabilities. Dr. Henry's insights and information will surely help you grow as a leader.

Techno Savage Tools

Dr. Bill Metcalfe

Sponsored by: Commonfund
Breathitt, 2nd Floor

Designed for SACUBO, this session will create “Techno Savages” of all those in attendance... This is a “take home” tool kit to benefit your organization.

3:00 P.M. – 3:15 P.M.

Break

In front of Johnson Room, 2nd Floor

3:15 P.M. – 4:15 P.M.

General Session, Breakout II

Strategies for Techno-Shift Implementation

Dr. Bill Metcalfe

Sponsored by: Commonfund

Breathitt, 2nd Floor

This will be an active, hands-on planning session for attendees to take an actual techno shift implementation strategy home.

Glad to the Bone

Dr. Dale Henry

Sponsored by: Sodexo Marroitt Services

Combs/Chandler, 2nd Floor

This session's focus is on stress management and is guaranteed to fill your tank with anti-stressed fun and have your mental oil checked...he will review the factors to help become less stressed and more productive...come laugh and learn with Dr. Henry.

6:30 P.M. – 7:30 P.M.

President's Reception

Sponsored by: AT&T

Grand Ballroom Foyer

7:30 P.M. – 10:30 P.M.

Annual Dinner Banquet

Entertainment sponsored by: Essex Investment Management, LLC

Banquet sponsored by: Chartwells Educational Dining Services and Wallace's Bookstores, Inc.

Grand Ballroom C & D, 2nd Floor

Professional Development Calendar

SACUBO Annual Meeting Schedule

2001 April 8-10, Tampa, Florida

2002 April 21-23, Houston, Texas

2003 April 13-15, Charlotte, North Carolina

NACUBO Annual Meeting Schedule

2000 July 22-25, Chicago, Illinois

2001 July 18-31, New York, New York

2002 July 20-23, Vancouver, B.C., Canada

2003 July 19-22, Nashville, Tennessee

1999-2000 Program Committee

Arthur P. Foley, Chair, The University of North Carolina at Asheville

David C. Bosserman, Oklahoma State University

Larry L. Owsley, University of Louisville

C. Joseph Carter, Western Carolina University

Tom Dorre, University of Arkansas at Fayetteville

Furmon L. Edmonds, University of South Carolina-Columbia

Lynda Gilbert, University of Southern Mississippi

Steve Honeycutt, The University of North Carolina at Asheville

Dallas Joseph, Fisk University

Robert L. Lovitt, University of Texas at Dallas

William Nance, Southwest Texas State University

Ed Poppell, University of Florida

Sherry L. Stanbach, Virginia Commonwealth University

W. Fred Taylor, Rappahannock Community College

Larry Modlin, Warren Wilson College

Lynn Malarz, NACUBO

John Moss, MRA Services

Molli Moss, MRA Services

1999-2000 Board of Directors

President, Jose Garcia, Texas A&M International University

1st Vice President, Arthur P. Foley, University of North Carolina at Asheville

2nd Vice President, David C. Bosserman,
Oklahoma State University

3rd Vice President, Patrick M. Gibbs,
Louisiana State University

Secretary, Barbara L. Johnson, Mars Hill College

Treasurer, Robert A. Wright, University of Alabama

Newsletter Editor, Charles "Butch" M. Peccolo,
University of Tennessee

Directors at Large

Bob Brown, Dallas County Community College District

Gaye Manning, Southern Arkansas University Tech

L. T. "Pete" Parker, Paul D. Camp Community College

Dennis J. Crudele, Florida Atlantic University

Representatives to NACUBO

William Dixon, Wytheville Community College

A.C. "Bert" Hartley, University of South Florida

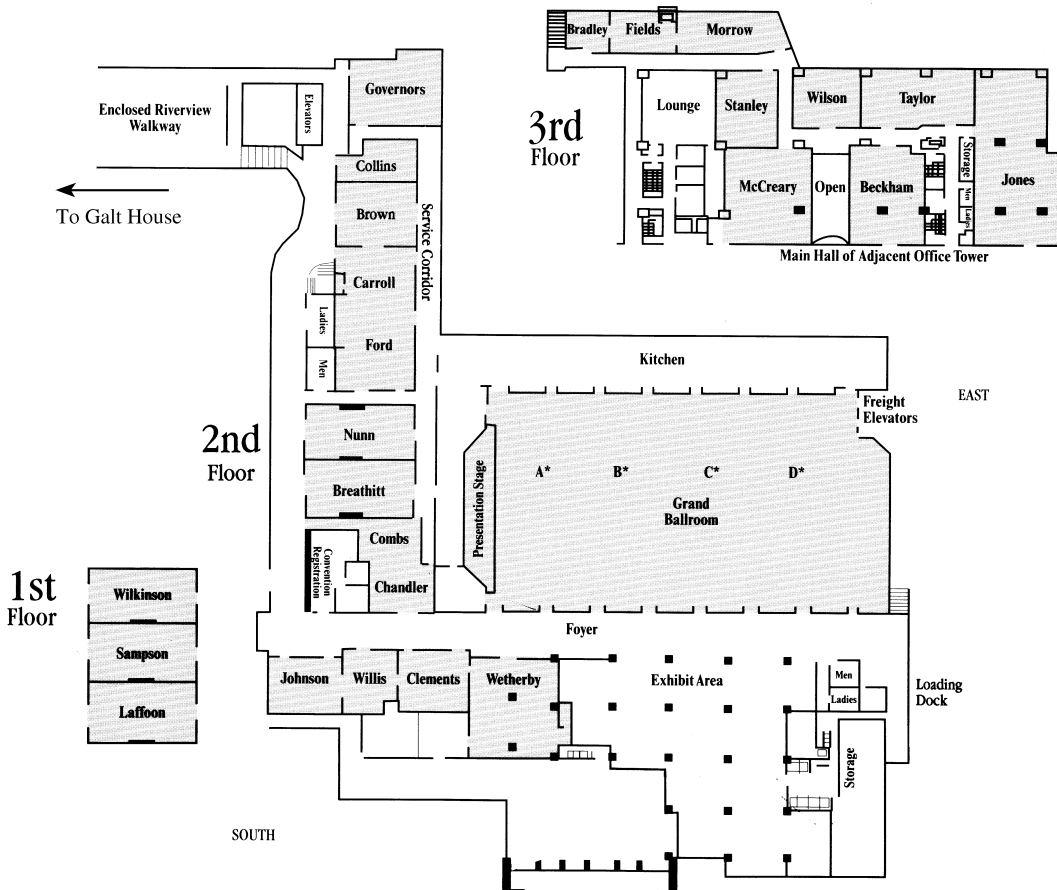
Patricia R. Gustavson, John Brown University

SACUBO Immediate Past President

Patricia R. Gustavson, John Brown University



THE GALT HOUSE TOWER



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PLATINUM PLUS



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ARAMARK Campus Services' world class managed service provides value to over 400 college and university partners. Our capabilities include residential and retail food management, convenience stores, catering, comprehensive facilities management, and other services. ARAMARK Campus Services helps campuses center their efforts on their institutions mission while meeting the changing needs of students. ARAMARK helps create a fulfilling and enjoyable learning experience for the entire community.

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SAP Public Sector & Education

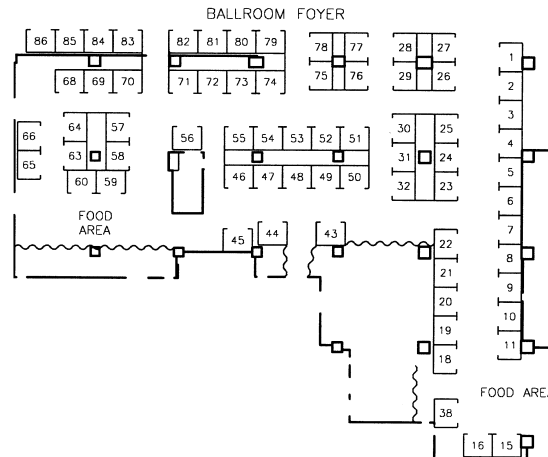


Exhibitors

A large number of companies have chosen to be a part of the SACUBO gathering. The exhibit area will be open Monday from 7:30 A.M. to 11 A.M. and 2:30 P.M. to 4 P.M. and again on Tuesday from 9 A.M. to 10:30 A.M. Plan to show your continued support to the companies who have shown their commitment to SACUBO by exhibiting at the annual meeting. See map below to find the location of the exhibitor boot you want to find.

Exhibitor	Booth
Academic Management Services	56
AFSA Data Corporation	28
Align Consulting	4
Allen & O'Hara, Inc.	29
Ambling Companies, Inc.	21
American Management Systems, Inc.	63
ARAMARK Campus Services	31
AT&T	15
Barnes & Noble College Bookstores	82
Campus Chefs	7
CARS Information Systems	55
The CBORD Group, Inc.	78
Chartwells Educational Dining Services	74
CHR Solutions, Inc.	73
CIBER's PeopleSoft Practice	65
College Enterprises, Inc.	69
CollegeCard/Southwest	
Student Services Corporation	24
CollegeNOW Company LLC	8
Collegiate Funding Services	43
COLLEGIS	76
Commonfund	3
Crothall Education Services	20
Datatel, Inc.	58
Donaldson & Co., Inc.	10
The Duvall Group, Inc.	38
EFG Technologies	72
FACTS Management	64
Follett Higher Education Group	85
Fund Evaluation Group	16
H. David Porter Associates, Inc.	19
Huber, Hunt & Nichols, Inc.	2
Kronos, Inc.	70
LG&E Enertech	81
Mac-Gray Company, Inc.	84

National Credit Management	6
NCS	83
Oracle Corporation	71
PeopleSoft	66
PricewaterhouseCoopers LLP	75
Quodata Corp.	27
Sallie Mae Solutions	68
ServiceMaster Education Management Services	23
Sodexo Marriott Services	79
SSC Service Solutions	57
TIAA-CREF	81
TIAA-CREF Trust Company	49
TouchNet Information Systems, Inc.	53
Tuition Management Systems	25
Tuition Plan Consortium	30
UNICCO Service Company	51
United Parcel Service	9
UniversityLease.com	5
VALIC	46
Valley Innovative Services	18
Wallace's Bookstores, Inc.	59
Web Service Company, Inc.	26
Western Telecommunication Consulting, Inc.	11
WFF Facility Services	1
Windham Professionals	54



SACUBO 2000 Sponsors

3/28/2000

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Commonfund

The Document Company – XEROX

ECCI

Essex Investment Management Company

Johnson Controls, Inc.

Wallace's Bookstore, Inc.

SILVER

Arthur Andersen LLP

Bank One Capital Markets, Inc.

Barnes & Noble College Bookstores

Campus Chefs

Loomis, Sayles & Company

Luckett & Farley

Moody's Investors Service

ServiceMaster Education Management Services

WFF Facility Services

BRONZE

Academic Management Services

American Campus Communities

George K. Baum Company

Maker's Mark

Standard & Poor's