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Success Through Worldwide Connection



Newsletter of the Association of College and University Clubs

January 2008

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ACUC Web site
www.acuclubs.org

Greetings ACUC Colleagues!

Greetings and Happy New Year!

I hope everyone had a happy and healthy holiday season, and I hope you are anxious and ready to embrace the New Year. With the start of the New Year, I'm sure most of us find our plates full with things to wrap up from the holidays, the start of new agenda items at the club ... not to mention whatever it is that we want to personally take on in our lives (because we all have tons of free time, right?!). To help you clean up your in-box, literally, Lisa Carroll from Carroll Quality Alliance shares some helpful e-mail resolutions with us in this edition of *The Globe*.



Furthermore, with the New Year come many new legislative and regulatory updates and noteworthy pieces of information. This section of the newsletter is the lengthiest I've seen yet, so make sure to take the time to read up on all of the external affairs that do somehow find their way into our internal club operations.

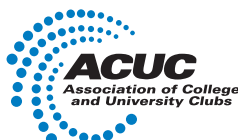
So, read on and enjoy ... and cheers to the New Year ahead!

Warm Regards,

Tom Mignano
ACUC President



We hope to see you there!
January 31 - February 5, 2008 in Orlando, FL



Save the date for ACUC's Bi-annual Summer Conference and 31st Annual Meeting,
July 9-11, 2008, in San Diego, CA

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10 New Year's e-mail Resolutions

By Lisa Carroll

As we welcome in the New Year, let us resolve to improve our e-mail strategies. Let us not feel as though we are drowning in e-mail and let us endeavor to improve the e-mail communications that we send. To that end I challenge you to follow the 10 e-mail New Year's Resolutions that I have outlined below.

New Year's Resolutions for Improving e-mail That I Send:

- 1. I will use Reply to All, CC and Distribution Lists sparingly.** When addressing a message to a Distribution List, I will click the plus (+) sign on the left of the Distribution List name in the To text box to view the individual member names/addresses. I will remove anyone who does not need to receive the e-mail message.



- 2. I will use the subject line to better describe the contents of my e-mail messages.** This will make it easier for the reader to understand the contents before they open my message. Further, I will use the subject line to convey the action required. For example: FYI (for your information), NRN (no reply necessary), or Action Needed.
- 3. I will follow the no scroll policy whenever possible.** I will keep the message short enough that the reader will not need to scroll within the message. If the message needs to be longer, I will summarize the message at the top with the call for action and then provide the detail in the body of the e-mail.
- 4. I will chunk my e-mail messages** to make it quicker and easier for the reader to review. Chunking a message simply means using bullets instead of full paragraphs to communicate. It is much quicker to read bulleted items than a large paragraph(s). It also forces us to keep our ideas brief.
- 5. I will ensure that my outgoing e-mail messages from the club are professional in nature.** I will never convey sensitive, controversial or emotionally intense material. Further, I will not forward chain messages or jokes to others from my club e-mail address.

New Year's Resolutions for Managing Incoming e-mail:

- 1. I will only check e-mail at certain times of the day.** To assist in this endeavor I will turn off automatic e-mail notification so that I'm not bothered every time a new e-mail message arrives.

To turn off e-mail notification, go to Tools, Options, e-mail Options, and then Advanced e-mail Options on the menu bar. Uncheck (deactivate) the option that describes Auto Notification or New Mail Desktop Alert (it varies depending on your version of Outlook).

- 2. I will no longer live in my Inbox.** I will turn e-mail messages into what they really are – tasks and meetings. From the Inbox view, drag an e-mail

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10 New Year's e-mail Resolutions

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to the Tasks or the Calendar folder. Set the appropriate due date or meeting date and time, and then click the Save and Close button in the upper left corner. The contents of the e-mail are saved in the appointment or task. You can then delete the message in the Inbox.

3. I will delete messages that I do not need, rather than let them accumulate in the Inbox. Using Shift + Delete on the keyboard will bypass the Deleted Items folder.

4. I will investigate the Rules feature to manage the minutiae in my Inbox. Rules are a useful tool to automate message handling. For example, you can create a rule to move any message from a certain e-mail address to a specific folder. The message will bypass the Inbox and move the message directly to the folder (the folder could be the Deleted Items folder if you so choose).

You can create a rule to move a copy of a message to a folder. That way you will still see the message in the Inbox, but a copy will be sent to the specified folder. When you have read the message in your Inbox, you can delete the message because you will already have a copy saved to the specified folder.

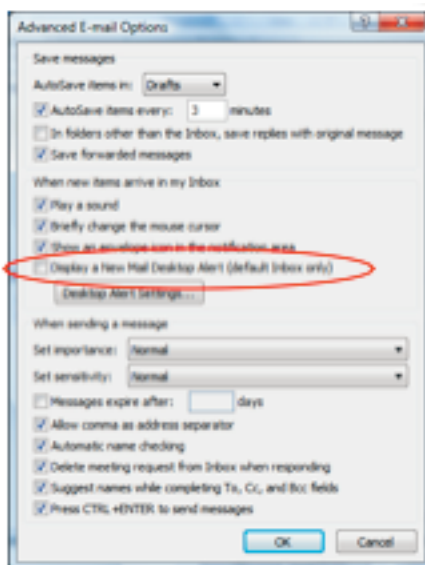
Remember the resolution to turn off automatic e-mail notification that you set earlier? If you did indeed turn off this notification feature, you can create a rule that will enable notification when you receive a message from a specific e-mail address or with a certain subject. This way you are only notified of new e-mail when you receive a message from someone that you have specified in your rule.

Finally, another useful rule that affects outgoing messages is to place a five minute hold on the Outbox. This way if you forget to include something once you click the Send button, you can retrieve the message from the Outbox within five minutes, edit and then resend the message. Have you ever forgotten to attach a file to a message until after you sent it? Enough said.

There are step-by-step instructions on creating rules on this Web page:

<http://www.carrollquality.com/files/rules.pdf>

5. I will always remember that the more e-mail I send, the more I will receive.



A HAPPY
NEW YEAR

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10 New Year's e-mail Resolutions

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Lisa Carroll has more than 25 years of business experience including 15 years of IT support and software training. She is a Certified Technical Trainer (CTT), Microsoft Certified Trainer (MCT), a Microsoft Certified Professional (MCP) and a Microsoft Office Specialist Master (MOS). She is a member of the National Speaker's Association (NSA), Hospitality Financial and Technology Professionals (HFTP), American Society for Training and Development (ASTD) and the Project Management Institute (PMI).

Ms. Carroll is certified to facilitate FranklinCovey® programs under CMAA and Anheuser-Busch Companies' training license agreements and has served as an examiner for the Missouri Quality Award, a state recognition that honors excellence in quality leadership based on the Malcolm Baldrige Excellence in Performance criteria.



Club Spotlight

Meet ACUC's Newest Member – St John's College, University of Sydney, Australia

St John's doesn't fit the typical profile of an ACUC member. Founded in 1857, we are a university residential college in the 'Oxbridge' tradition, with 185 student places. Very few rooms are available for visitors during term time, but in the summer (December to February) our role changes and we welcome short- and long-term guests from Australia and abroad, both as individuals and as conference delegates.

We are about to build a new wing with 70 en-suite rooms. This will transform our summer business, but we will also keep some of these rooms available throughout the year for casual guests. It was this decision that led us to join ACUC.

Most ACUC members are Americans who tend to find our model strange and unfamiliar. How can an independent and private college be affiliated with a public university? In Australia, that is a common arrangement, especially in the older universities: Sydney University, for example, has a cluster of colleges, all legally independent and self-governing, that are nevertheless 'affiliated' with it. Our role is not only to house students of the University, but also to provide academic and pastoral support. We also have our own sporting teams ('intercol' sport is vigorously contested), choir, drama group and social calendar.

We look forward to hosting ACUC members visiting Sydney, and sharing our traditions with you. What can we offer? One of the finest neo-gothic buildings, a Victorian jewel in the middle of Sydney, with ample parking and a range of public rooms for meetings and functions as well. Please visit our Web site at www.stjohnscollege.edu.au for a glimpse into our beguiling environment!

We are delighted to be a member of ACUC and look forward to meeting members from all over the world.

David Daintree
Rector (or Head of College)

Note from the Editor

I recently had the opportunity to visit London, and as I've written about the Goodenough Club in numerous editions of *The Globe*, I was anxious to pay Noelle Vickers a visit while on the other side of the pond. Not only was I able to stop in for a visit, but Noelle graciously afforded me with being able to stay at the club. The club is absolutely beautiful and her staff is just fabulous – so thank you Noelle for your generous hospitality, and to all ACUC members, if you find yourself in the neighborhood (or are just looking for a European escape), definitely take Noelle up on her offers to visit!

Hot Topics in Legislative and Regulatory Affairs

USCIS Revises I-9 Form

U.S. Citizenship and Immigration Services (USCIS) has announced that a revised Employment Eligibility Verification Form (I-9) is now available for use. All employers are required to complete a Form I-9 for each employee hired in the United States.

The revision seeks to achieve full compliance with the document reduction requirements of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), which reduced the number of documents employers may accept from newly hired employees during the employment eligibility verification process. The revised Form I-9 is a further step in USCIS' ongoing work toward reducing the number of documents used to confirm identity and work eligibility.

Employers may no longer accept the following five documents for proof of both identity and employment eligibility: Certificate of U.S. Citizenship (Form N-560 or N-570); Certificate of Naturalization (Form N-550 or N-570); Alien Registration Receipt Card (Form I-151); the unexpired Reentry Permit (Form I-327); and the unexpired Refugee Travel Document (Form I-571). The forms are now ineligible because they lack sufficient features to help deter counterfeiting, tampering and fraud.

Additionally, the most recent version of the Employment Authorization Document (Form I-766) was added to List A of the List of Acceptable Documents on the revised form. The revised list now includes: a U.S. passport (unexpired or expired); a Permanent Resident Card (Form I-551); an unexpired foreign passport with a temporary I-551 stamp; an unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, or I-688B); and an unexpired foreign passport with an unexpired Arrival-Departure Record (Form I-94) for nonimmigrant aliens authorized to work for a specific employer.

As of November 7, 2007, the Form I-9 with a revision date of June 5, 2007, is the only version of the form that is valid for use. All previous versions of the Form I-9 are no longer valid. Employers who continue to use the outdated editions of Form I-9 will then be subject to fines and penalties. The new form I-9 must be used for all new hires and any employees requiring re-verification.

The revised form and the "Handbook for Employers, Instructions for Completing the Form I-9" are available online at www.uscis.gov or by calling 1-800-870-3676.

DHS Plans to Revise "No-Match" Regulations

The Department of Homeland Security (DHS) and the Bush Administration have announced that they will temporarily suspend their appeal of the Federal District Court ruling which prevented the implementation of the so-called "No-Match" regulations.

In a written motion, the government requested a suspension of the case to accommodate their plans to revise the rule. These revisions would address several of the issues raised by Judge Breyer and would give the government time to fully evaluate the effect of this measure on small businesses. The government plans to conduct a survey of small businesses as part of its revision process. Revisions are expected to be completed by the end of March.

In his ruling in October, Judge Breyer expressed concern over the accuracy of data in the SSA database which could lead to the termination of lawfully employed workers as well as a serious disruption in the U.S. workforce. Breyer also noted that the government may have ignored the Regulatory Flexibility Act that requires the consideration of the cost of imposing new regulations that would significantly burden small business owners.

H-2B Visa Exemption Halted

The exemption for H-2B visas for returning workers has been eliminated from negotiations between the House and the Senate on the Commerce, Justice and Science Appropriations legislation to which it was attached. In November, negotiations broke down on this measure due to issues not specifically related to the H-2B visa exemption.

In October, the U.S. Senate had approved a one-year extension of the H-2B visa returning worker exemption. This measure would exempt workers from the fiscal year cap who have successfully used the H-2B visa program in the past and returned to their home country when their work visa expired. The previous exemption for returning workers expired at the end of fiscal year 2007 on September 30.

Without this much needed legislation, many industries including hospitality are expected to face employee shortages in 2008. Act now utilizing the eAdvocate Action Center at www.clubindustryvotes.org to inform your

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Hot Topics in Legislative and Regulatory Affairs

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Congressional Representatives how this measure will affect your club and community. A sample message is available for your use.

For more information about the H-2B work program, please visit www.uscis.gov.

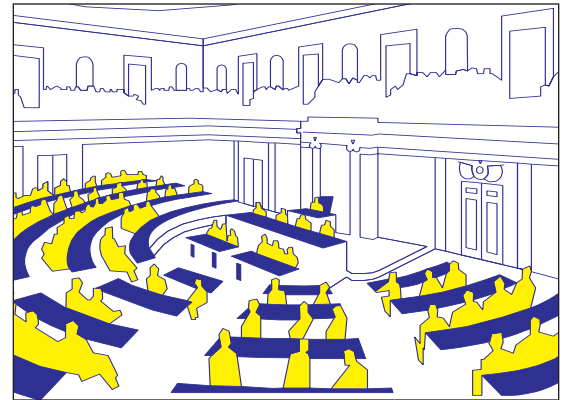
OSHA Announces Employer-Paid Personal Protective Equipment Final Rule

Occupational Safety and Health Administration (OSHA) has announced a final rule on employer-paid personal protective equipment (PPE). Under the rule, all PPE, with a few exceptions, will be provided at no cost to the employee. OSHA anticipates that this rule will have substantial safety benefits that will result in more than 21,000 fewer occupational injuries per year.

“Employees exposed to safety and health hazards may need to wear personal protective equipment to be protected from injury, illness and death caused by exposure to those hazards,” said Assistant Secretary of Labor for OSHA Edwin G. Foulke, Jr. “This final rule will clarify who is responsible for paying for PPE, which OSHA anticipates will lead to greater compliance and potential avoidance of thousands of workplace injuries each year.”

The final rule contains a few exceptions for ordinary safety-toed footwear, ordinary prescription safety eyewear, logging boots, and ordinary clothing and weather-related gear. The final rule also clarifies OSHA’s requirements regarding payment for employee-owned PPE and replacement PPE. While these clarifications have added several paragraphs to the regulatory text, the final rule provides employees no less protection than they would have received under the 1999 proposed standard.

The rule also provides an enforcement deadline of six months from the date of publication to allow employers time to change their existing PPE payment policies to accommodate the final rule.



CDC Stresses Hygiene for Restaurant Workers

How long should food-service employees be excluded from work after illness? According to a new report from the Centers for Disease Control and Prevention (CDC), employees should be excluded from work for a minimum of 72 hours after symptoms subside. Employees returning after a gastrointestinal illness should be restricted from handling kitchenware or ready-to-eat food for an additional 72 hours.

This report comes after the January 2006 investigation of a norovirus outbreak at the Eaton County, MI, location of a national chain restaurant. Norovirus can be transmitted person-to-person (via the fecal-oral route) and spread through contaminated airborne droplets, food, water and environmental surfaces. Approximately 50 percent of all norovirus outbreaks are linked to ill food-service workers.

To view the full report, please visit <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5646a2.htm>.