

the globe

**Success Through
Worldwide Connection**



Newsletter of the Association of College and University Clubs

July 2006

Inside this Issue

President's Message 1

*Workshop and
Meeting Information 1*

*Getting to Know You –
The Benefits of
Networking 2*

*Preparing for a
Flu Pandemic 3*

T-Shirt Swap 5

*Hot Topics in Legislative
and Regulatory Affairs 6*

*Welcome to Our
Newest Clubs 7*

ACUC Web site
www.acuclubs.org

Greetings Colleagues!

I hope this finds everyone well and enjoying the summer months. As for me, I am very much looking forward to our upcoming 1st Bi-Annual Summer Workshop and 29th Annual Meeting, which is guaranteed to be filled with great education and camaraderie. It is still not too late to register for the July 19-21, 2006, meeting!



Please reference the Conference brochure link below so as to ensure that you're in-the-know of all that the weekend has in store for us!

In the meantime, I hope you benefit from what is included within this newsletter. With our Conference ahead of us, there's no better time than now for us to be reminded about how important of a tool **networking** is. And, although we may not always want to be reminded of some of the worldly issues that surround us, we can't deny that it's always good to be educated on topics such as the **Bird Flu**.

So, read and enjoy ... and I look forward to seeing many of you in the very near future!

Cheers!
Tom Mignano
ACUC President

First Bi-annual ACUC Summer Educational Workshop and 29th Annual Meeting

July 19-21, 2006
The Faculty Club
University of Toronto

Visit <http://www.acuclubs.org/2006Summerwkshp.pdf>
to view the full Conference brochure.

We look forward to seeing you there in a few days!

ACUC Board of Directors

President

Thomas Mignano

Ida & Cecil Green Faculty Club
Univ. of California/San Diego
9500 Gilman Drive #0121
La Jolla, CA 92093-0121
Phone: (858) 534-0876
Fax: (858) 534-5719
E-mail: tmignano@ucsd.edu

Vice President*

Treasurer*

Secretary

Leanne Pepper

Faculty Club, Univ. of Toronto
41 Willcocks Street
Toronto, Ont. M5S 1C7
Canada
Phone: (416) 978-6399
Fax: (416) 971-2062
E-mail:
leanne.pepper@utoronto.ca

Immediate Past President

William P. Rothballer, CCM

University Club of Louisville
Box 1389
Louisville, KY 40201-1389
Phone: (502) 852-6996
Fax: (502) 852-01630
E-mail:
bill.rothballer@louisville.edu

Membership Director

Liz Latoszewski, CCM

8288 Lawrence Highway
Vermontville, MI 49096
Phone: (517) 726-1423
Fax: (517) 726-0990
E-mail: latosz2@msu.edu

**Positions vacant. Appointments to these positions will be made at the 2006 Summer Workshop.*

Getting to Know You — The Benefits of Networking

“The systematic acquisition of contacts for the purpose of learning of job opportunities.” This definition may sound slightly intimidating, but it is just a fancy way to define networking. In simpler terms, networking is “making connections.” It is a key ingredient for a successful job search, and it is something that we all do every day by keeping in contact with those we have met through club functions, community events, ACUC and other professional associations. Even more important than keeping in touch with individuals who you currently consider to be worthy contacts is making the effort to meet new contacts in your professional and personal life. Your family, friends, neighbors and acquaintances all have the power to help you use the networking process to its greatest potential — knowing people in high places!

It has been estimated that 70 percent to 80 percent of all jobs are obtained by word-of-mouth, a clear indication of how often the practice of networking is utilized. In simplest terms, you are networking personally when you recommend a good restaurant to a friend. An example of professional networking may be when you hear of an opening at a meeting and you forward the résumé of your club’s current assistant manager to a peer at that club. Networking is often an action that yields mutual benefits; in this case, you helped your assistant manager and your peer’s club, and they will remember your efforts in the future and, perhaps, return the favor.

An effective way to begin actively networking is to make a list of everyone you know in all aspects of your life: family, friends (and friends of friends), work, school, religious, professional, sports, philanthropic, special interest and civic organizations. The second step is to create a system that prioritizes your contacts by how likely they are to be of help to you. One way to do this is to categorize individuals based on who has the most connections and who has the least connections. Remember to categorize each new person you add to your list, but never rule out help from anyone in any category. Once these contacts are arranged in a sort of “networking rolodex” (or, better yet, use a database), it is time to approach your contacts for help. It is important to be cautious when making this request; rather than ask for a favor, let these people know that they have the ability to offer a wonderful opportunity to you. People are often surprised that others are so willing to help.

Once you have begun to utilize your network, you will notice that it will take on a “pyramid effect.” This is not to say that you simply add each new contact to your rolodex, but rather, each new person adds the potential of dozens of more contacts stemming from his or her respective networking chains.

Networking is easy if you have the desire to do it. Keep in mind that networking is all about personal connections and where they can take you. When making these personal connections, know when to be persistent, but more importantly, know when to back off. It is always helpful to know people in “high places,” but remember that many of the people you meet are currently rising to high places. Because networking is a mutual activity, doing your best to assist others through networking could prove to be your most crucial career decisions. By being a member of ACUC, you are off to a good start in the networking arena.

For more information on launching an effective networking campaign, contact Christian Thom, manager, Career Services, Club Managers Association of America — (703) 739-9500 or via e-mail at christian.thom@cmaa.org.

Considerations for Preparing for a Flu Pandemic Crisis Management and Business Continuity

What You Need to Know About Planning for Pandemic Flu

There is much talk these days about the Asian bird flu and its potential affect on the world's economy. Is this "what if" really something that the club industry needs to be concerned about? Should we sound an alarm of a possibility of a worldwide biological pandemic when its effects are currently theoretical?

A flu virus that is capable of causing a pandemic is a virus that people have no natural immunity to and can spread easily from person to person. The H5N1 bird flu virus could become a pandemic virus at any time. A pandemic could limit travel, disrupt critical supply lines, hit employee attendance and decrease member use. Imagine as a leader being unprepared for an event even though you may have known it was a possibility. The economic consequences could be unthinkable.

As club industry leaders and members of our crisis management teams, we have a responsibility to anticipate and think forward. We cannot wait until an outbreak strikes to take action. We need now to begin taking simple, practical steps to minimize the impact of a potential bird flu pandemic on our industry.

What a Flu Pandemic Could Mean

Health experts acknowledge that when, not if, the bird flu and human flu virus mix, a new strain of influenza virus could result that could spread around the world, infecting millions. The evolutionary clock is ticking. There currently is no H5N1 vaccine to prevent human infection.

The World Health Organization is warning that this highly contagious bird flu pandemic could infect 25-30 percent of the world's population – affecting not only the weak but our most productive persons as well. And the virus could propagate quickly. When SARS spread from China, it was in five countries in three days and 24 countries in three months. Once the H5N1 infects human-to-human, the "Asian problem" becomes a problem for the world. The cost to the world's market place is estimated to run in the hundreds of billions. The economic consequences could be staggering.

An outbreak of a pandemic flu could disrupt our normal operations. It could mean that so many people are sick that our workplaces, schools, hospitals and many other normal services would be affected. Airports could be closed and international travel restricted. The transport of goods could cease. Employees may be forced to stay at home to take care of sick family members or stay with children whose schools are temporarily closed. We need to think about how our clubs will run with a patchy workforce. There are no easy, cookie-cutter answers. We need to begin looking at what is best for our employees and members. The reality is that we will need to handle this potential crisis largely alone.

Proactive continuity planning by our crisis management teams is critical. This document offers guidance on how clubs can 1) help protect our employees' health and 2) prepare to respond and recover from a flu pandemic.

(continued on page 4)

Regional Directors

Region I - Asia, Australia, Europe and Canada Donna Cram

The Faculty Club
University of Saskatchewan
Box 888, RPO University
Saskatoon, SK S7N 4J8
Canada
Phone: (306) 966-7774
Fax: (306) 966-7770
E-mail:

Donna.Cram@usask.ca

Region II - Northeast U.S. Erwin Bernhart

Faculty House/Alumni Center
Williams College
968 Main Street
Williamstown, MA 01267
Phone: (413) 597-2451
Fax: (413) 597-4722
E-mail:

Erwin.Bernhart@williams.edu

Region III - Southeast U.S. Alex Hopkins

University Club, University
of Missouri
107 Reynolds Alumni Centre
Columbia, MO 65211
Phone: (573) 882-2586
Fax: (573) 884-7831
E-mail: *hopkinsa@cmua.org*

Region IV - North/Central U.S. Richard A. Bruner, CCM

University Club of MSU
Michigan State University
3435 Forest Road, Box 27157
Lansing, MI 48909-7157
Phone: (517) 353-5111
Fax: (517) 353-1991
E-mail: *bruner@msu.edu*

Region V - Western U.S. and Mexico Alicia Bogart

Campus Club
University of Texas/Austin
1 University Station F1300
Austin, TX 78713
Phone: (512) 471-8611
Fax: (512) 471-5057
E-mail:

abogart@mail.utexas.edu

Considerations for Preparing for a Flu Pandemic Crisis Management and Business Continuity

(continued from page 3)

Planning to Keep Your Club in Business: Steps to Take ... Now

What areas should you address to prepare for the pandemic?

Business Continuity

Traditionally, we think of business continuity in terms of surviving a natural disaster, an IT failure or other disruption. The potential for a pandemic flu presents a new form of business impact. The bird flu in Asia has already caused billions of dollars in damage in the economies of the most affected countries.

Health experts warn that a pandemic outbreak can last 6-8 weeks and could cycle two or more times. Your employees and members will depend on your agility to sustain operations.

We need to consider new assumptions in planning for the possibility of a pandemic. It will be too late to wait until the pandemic starts.

Human Impact Issues

A public health-ordered quarantine could cause our employees to be placed in isolation if their family members are infected. They may not be sick, but their isolation means staying at home and not going to work. The absence could be seven days or longer. Do we have a flexible work site and work schedule policy? Should we have a policy that respectfully excludes from the workplace employees with symptoms? Where appropriate, you should look into expanding policies and tools that enable employees to work from home with appropriate security and network access.

Lost wages is a significant concern for those struggling with a decision to self-quarantine. And yet, it may be profoundly important during an outbreak of a pandemic flu that employees stay away from work until they are clear of the symptoms. To address this issue, you should review and modify, if necessary, current compensation and leave policies for sick, medical and family purposes. These policies should be communicated to your employees in advance so that they are clearly understood.

Communications

The most effective tool to avoid panic and fear is keeping your employees and members in the know. The communications strategy should balance a sense of urgency with restraint. Internal and external communications strategies should be developed in advance. Anticipate anxiety, rumors and misinformation and plan accordingly. Employees and members should know what you know

about the pandemic threat and risks and the mitigating actions that you are taking and that they should take. They should know that the club is committed to being prepared from the highest levels of leadership.

Consider issuing regular updates and guidance to employees, vendors, suppliers and members by way of Web sites or holding a "town hall" meeting. Communicating openly before and during a stressful event is singularly the most important measure you, as a leader, can effect.

Medical

The outcome and timing of the pandemic is a "moving target." The current strain of the H5N1 virus is "drifting" and is affecting different species of birds. Scientists believe that it is only a matter of time when they will see the mutation of the current strain to a human-to-human, transmissible flu virus.

The challenge is to continue to monitor and prevent the disease's progression. The medical community will play a key role in strengthening our capability.

Employee & Family Awareness

As the leader of your club's crisis management team, you play a key role in protecting your employees' health and safety. An informed employee is a prepared employee, and a productive one as well. Risk reduction is at the heart of an awareness program.

It is absolutely vital that we prepare our employees for a pandemic. In advance of a pandemic alert, our employees should be made aware of what measures they can take and the club can take to prepare for a pandemic. They should have a good scientific understanding of the virus and of the health precautions that may prevent infection as well as contain panic and unnecessary anxiety. Employees should recognize the differences in symptoms between the seasonal flu, the common cold and the pandemic bird flu.

As the pandemic progresses, employees should be regularly updated.

Information Systems

It is imperative that our information systems function uninterrupted during a pandemic. Adequate IT staff must be available to cover the maintenance of critical networks and applications. Anticipating high absenteeism rates of employees during the pandemic could challenge our capability. Key operating and emergency management information will need to be stored in known, accessible and shared locations.

(continued on page 5)

Considerations for Preparing for a Flu Pandemic Crisis Management and Business Continuity

(continued from page 4)

To prepare for the absence of staff, we may consider providing remote access alternatives to our networks for employees who can not come to work because they are ill or are caring for a sick family member. In addition, we may want to ensure that critical staff has mobile communication devices (e.g., Blackberry, mobile telephones, et al.). Should we review and test our telephone systems to ensure that it is capable of avoiding overload during a crisis?

Supplies and Equipment

Flu is a highly contagious viral infection of the respiratory tract. It does not cause stomach upset. Flu starts very suddenly with a fever, chill, body aches and tiredness. The virus spreads directly from person to person from respiratory droplets of coughs and sneezes. Indirectly it can spread when a person touches a contaminated object and then eats or touches their eyes, nose or mouth before washing their hands. A virus can live on a hard surface for two days.

Leading up to and during a pandemic, employees will be urged to clean their hands. This personal hygiene practice may require increasing the availability of soap, hand wash dispensers, waterless sanitizing gel and disposable hand wipes. In addition, disposable surgical

masks and gloves may be required when close contact among employees is necessary. If so, you may consider procuring in advance an adequate supply.

Germs can pass from hard surfaces to the respiratory tract. As an enhanced precaution in the workplace, hard surfaces, such as handles, telephones, keyboards, railings, etc., may have to be cleaned daily. Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of these surfaces with a neutral detergent and a disinfectant solution is recommended by health experts.

Being Informed ... Staying Informed

Our challenge is to continually be aware of the disease's progression. For more information on how you can prepare your club including a preparation checklist and links to updated information, please visit <http://www.cmaa.org/legislat/issues.asp>.

T-Shirt Swap!



ACUC Summer Educational Workshop and 29th Annual Meeting

Opening Welcome Reception
Wednesday, July 19, 2006 — 6:00-8:30 p.m.
The Faculty Club at the University of Toronto

Once again, the ever-popular t-shirt exchange will take place at the Opening Welcome Reception in Toronto. For each delegate and companion attending, please bring one t-shirt, size XL, with your college/university or club logo to exchange at this reception. If you are attending ACUC's meeting for the first time, this t-shirt exchange will be a great way to increase your t-shirt collection. And if you've been attending ACUC for a long time, you can add another unique t-shirt to your Conference collection.

Come and join your colleagues and meet new ones at a fun reception. ACUC is providing heavy hors d'oeuvres and a hosted bar. Enjoy your colleagues in a relaxed atmosphere!

Hot Topics in Legislative and Regulatory Affairs

Immigration Reform Bill in Conference Committee

On May 25, 2006, the U.S. Senate passed S. 2611, "The Comprehensive Immigration Reform Act of 2006." The bill will increase border security and interior enforcement. It will also create a new temporary worker program that will match an employer with an interested foreign worker when no U.S. worker can be found. Additionally, this measure creates a new classification of visas – the H-2C temporary worker visa. Approximately 200,000 of these new visas will be issued annually and will allow additional individuals outside of the United States to secure employment.

The bill also addresses the issue of the estimated 12 million illegal immigrants currently working in the United States. It would allow those who have been in the country the longest (more than five years) to obtain legalization through a series of steps including paying fines and any back owed taxes, successful completion of English and government exams and a background check. Those who have been in the country between two and five years would have to report to an official U.S. port of entry and re-enter the country under an H-2C visa. If they are able to locate an employer who is willing to sponsor them, these individuals would then apply for a green card. Individuals who have been in the United States less than two years would be subject to deportation and must return to their country of origin to legally enter the country.

This measure is now being reconciled with the House version of immigration reform in conference committee. The House version of immigration reform focuses heavily on increased enforcement at borders and increased penalties for employers who hire illegal immigrants. Heavy debate within the committee is expected.

It is not too late to make your voice heard! Let your Congressional representatives know how this legislation would affect you!

Visit <http://capwiz.com/clubindustry/home/now!>

H-2B Visa Cap Reached for 2006

U.S. Citizenship and Immigration Services (USCIS) announced on April 6, 2006, that it has received a sufficient number of petitions to reach the congressionally mandated H-2B cap of 33,000 visas for the final six months of fiscal year 2006.

However, petitions for both current and returning H-2B workers do not count toward the congressionally mandated bi-annual H-2B cap. "Returning workers" are exempt from H-2B cap limitations. In order to qualify, the worker must have counted against the H-2B numerical cap between October 1, 2002, and September 30, 2005. Any worker not certified as a "returning worker" is not eligible.

USCIS will continue to accept petitions filed after April 6, 2006, to extend the stay of a current H-2B worker in the United States; change the terms of employment for current H-2B workers and extend their stay; allow current H-2B workers to change or add employers and extend their stay; or to request eligible H-2B returning workers.

More information about the H-2B work program is available at www.uscis.gov or by calling the National Customer Service Center at 1-800-375-5283.

Employer Responsibility to Report Illegal Activities Established by Court

What would you do if you caught an employee accessing pornographic material using a club computer? According to the New Jersey Superior Court ruling in *Doe v. XYZ Corp.*, employers have a responsibility to report the employee's activities to proper authorities. In fact, the duty to report child pornography exists on the books in all 50 states through the Child Abuse Prevention and Treatment Act passed in 1996.

In this case, the company became aware through its Internet monitoring system that the employee was accessing pornographic material from his work computer. The employee was reprimanded and told to cease his activities. Ultimately, the employee utilized his workstation computer to post pornographic photographs of his step-daughter on the Internet.

The court ruled that it was simply not enough to reprimand the employee, but that the employer had a greater responsibility to report the illegal activities of its employee. If the employer had in fact intervened at that time, it would have prevented the further illegal activities of its employee.

Clubs should have specific policies in place regulating employee Internet access at work and expressly state in such policies that the employer has the right to monitor all Internet usage. In the event of misuse, either illegal or inappropriate, clubs should establish protocol for addressing the issue and be prepared to take immediate and decisive action.

For more information on this decision, please visit <http://lawlibrary.rutgers.edu/courts/appellate/a2909-04.opn.html>. For a sample employee Internet usage policy, please visit CMAA's Research Archives at <http://www.cmaa.org/ResearchArchives/ServiceSourceCriteria.asp>.

(continued on page 7)

Hot Topics in Legislative and Regulatory Affairs

(continued from page 6)

Generous Members?

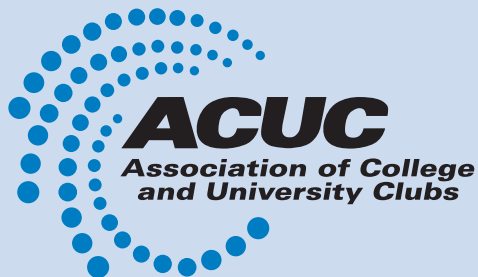
Submitted by Kevin Reilly,
PKF Witt Mares

In 1993, the Internal Revenue Service addressed the tax treatment of a gift by a member to a club in a private letter ruling. The IRS concluded that the gift by the member was a gift to each member of the club and not to the club as a whole. Unfortunately, private letter rulings are not precedent, and the IRS can change its mind. During 2005, the IRS released a private letter ruling concerning the treatment of a gift to a club. A number of members intended to make cash contributions to the club, and the club planned to use the gifts to upgrade the facility. Any gift to the club would become subject to the immediate control of the board of directors. The general rule, which was followed in 1993, is that a gift by a shareholder to a corporation is treated as a gift to the other shareholders in proportion to their holdings. The IRS decided that in light of the nature of the club, and that it is operated solely for nonprofit purposes, that the transfer to the club will be treated as a transfer to a single entity. This is contrary to the previous ruling.

The ruling did not address the gift tax consequences to the members. However, the IRS just released a new ruling that does. This ruling concludes that to the extent that the member's gift to the club does not exceed the annual gift tax exclusion (currently \$12,000), it will be an excludable gift. On the other hand, if it does exceed the exclusion, the member may be subject to gift tax and will be required to file a gift tax return. If the club is receiving gifts from members that exceed the excludable amount, it may want to work with the members to make the gift a multi-year gift so that each year's gift is less than the exclusion. What a club does not want to happen is for a member who is feeling generous to have an unexpected tax bill.

Kevin Reilly of PKF Witt Mares specializes in club-related tax issues. He can be reached at (703) 385-8809 for additional information.

***Welcome
to Our
Newest Clubs!***



***Northeastern University Faculty Club
Northeastern University
Michael J. Vigna, Director of Food Services & Venues
Business Office, Culliname Hall, Room 103
Boston, MA
Phone: (617) 373-2340
Fax: (617) 373-8540
e-mail: m.vigna@neu.edu***

***University Club of Boulder
University of Colorado-Boulder
Ronald A. Mitchell
1107 12th Street, P.O. Box 1705
Boulder, CO 80306-1705
Phone: (303) 618-9432
Fax: (303) 442-0523
e-mail: ronaldamitchell@mail.com***