

July 16, 2010

Minutes from AACP AFO SIG Meeting – Seattle, Washington July 11, 2010

Attachments: List of attendees, Official AFO SIG agenda

SIG Chair, Charlotte Klaus called the meeting to order and extended a welcome to all. Attendees were asked to introduce themselves including name, university, years of service, as well as some unique fact; previous year's executive committee members in attendance were also introduced. Charlotte provided a brief history of the AFO SIG.

Lunch and dinner plans were reviewed as well as other housekeeping items such as how to join the list serve.

Past group accomplishments were reviewed, including educational sessions (addressing how to generate additional revenue, coping with shrinking budgets, etc.), the development of pilot surveys and the establishment of an annual mid-year meeting (held each year on the last Wednesday, Thursday, and Friday in February) designed to facilitate further networking opportunities and provide for more in-depth financial topic discussion. Charlotte encouraged all members to get involved by participating in the monthly phone calls, running for an office, attending SIG meetings, volunteering to serve on a committee, and providing topics for discussion.

Thank you was extended to all who participated in the AFO SIG board elections. The results of the election were as follows:

Jim Bono, chair-elect  
Cheryl Holcomb, secretary  
Felissa Carter-Moore, member-at-large (south)  
Jessica Graner, member-at-large (west)

In addition, Erin Delffs will be appointed to complete the term of the member-at-large (central) position to be vacated by Jim Bono when he moves into the chair-elect position. Chair-elect, Eric Johnson announced that Candy Morris has agreed to accept the position of Education Committee chair for the coming year.

Charlotte asked all executive committee members to stand and the oath of office was administered. The new Board will assume office on Saturday, July 17, 2010. A special thanks was extended to all those individuals departing the board; Joe Sosler, member-at-large (south), Candy Morris, secretary, and Rob Duca, immediate past chair. Eric Johnson presented Charlotte Klaus, with a gift to thank her for her service and recognize her contributions and dedicated service to the group over the past year. A plaque of appreciation from AACP was also presented.

Discussion of the Financial Survey was opened. Jennifer Patton and Danielle Taylor from AACP were invited to present their perspective on the status of the new pilot

survey. Jennifer communicated that due to the timing of the annual meeting and the programming required to put the new format on-line, the existing financial survey would be used again this year. Participants were encouraged to complete both surveys again to verify that all necessary changes have been made and that information is being collected as required by AACCP. A lengthy discussion ensued regarding the FTE section of the pilot survey. It was determined in the discussion that the revenue section of the survey is acceptable to most all participants; the reporting questions seem to come up in the expenses category. Charlotte requested that Eric establish a data committee whose responsibility would be to develop supplemental questions to accompany the financial survey. These questions would in turn be used by the financial officers to assist them in determining which peers most closely resemble their school's business practice. Cheryl Holcomb agreed to head the effort to develop this supplemental questionnaire.

The Salary Survey was the next area of discussion. It was noted that AACCP will report University base comparisons along with their usual total salary comparisons. A short discussion took place concerning the instructions for the salary survey and the necessity for participants to be sure to read them in their entirety. The similarities and differences in interpretation of salary categories were also discussed. It was noted by several members that some of these issues should be addressed in the data committee's charge to develop supplemental questions.

The membership concurred that with the addition of the supplemental questions for use with the surveys and with one more round of the pilot survey; the financial survey was for the most part complete.

The business meeting and subsequent discussions were complete and Charlotte adjourned the meeting. The group will reconvene following lunch when Mike Patil from UNC @ Chapel Hill will present the educational program.

Respectfully submitted,

Cheryl A. Holcomb