UPJ Accounting Alumni Advisory Board (AAAB)
Meeting Minutes
September 24, 2010

Board Members: Gina Brawley, Rachel Loya, Debbie Zakrzewski, Bill Crowe, LaDawn Yesho, Dan King, Peggy Tanney, Matt Rigo, Katy Illig

Guests: Diana Harris, John Drag, Hellen Golubick

I. Welcome and Introductions
   - Gina Brawley calls the meeting to order.
   - Gina Brawley thanks everyone for attending today.
   - Everyone in attendance introduced themselves by name, year or graduation and present position.

II. Approval of Board Minutes
   - There were no previous minutes submitted for the May 21, 2010 meeting due to lack of a board secretary.

III. Election of Board Secretary
   - Rachel Loya nominated Katy Illig for Board Secretary, a 2005 UPJ graduate and CPA with BarnesSaly and Company.
   - Nomination seconded by Bill Crowe.
   - Approved by Board.

IV. Review of Board Mission and By-Laws
   - It was noted that AAAB has no longer been following terms of board members as in the past.
   - The need for heavier AAAB recruitment was discussed.
   - Gina will revise the By-Laws as discussed and send out to all board members. Approval will be via e-mail.
   - See attached mission and board member terms to be updated (Attachment A).

V. Accounting Job Fair at UPJ – Fall 2010
   - Vicki Biter and Angela Boyd from Career Services came to discuss the job fair. They informed AAAB that President Spector would like a large job fair on campus which would mean combining the individual discipline job fairs. The disciplines would still be separated at the job fair but advertising would be done together. They mentioned that employers would like more student traffic and Career Services believes that combining resources could help.
   - There were 13 employers and 3 graduate schools present along with Becker CPA Review and Career Services. The board was disappointed in the public accounting firm attendance of which none of the Big 4 firms were present. It was noted that the Big 4 is currently in retention mode. BarnesSaly & Company and Catanese were the only local accounting firms in attendance. Wessel did not attend this year as they have in the past.
   - Students had asked Debbie Zakrzewski about the lack in local accounting firm attendance.
   - There was concern that the Career Services handout did not include any accounting firms.
- Debbie Zakrzewski had contacted all regional firms but could not get a commitment and was told that the timing of the fair was not good.
- This year IUP help their job fair the day before UPJ's which it was speculated hurt UPJ's employer attendance.
- It was noted that the St. Vincent students who were in attendance appeared to be better prepared at the job fair.
- The cons of a combined job fair were discussed. Cons: Spillover of non-accounting students just looking for handouts and the charge to employers for attendance.
- Gina Brawley requested that Debbie Zakrzewski let us know about the job fair next year so that the Board could be more involved in the planning.
- The students also stated that none of their teachers other than Debbie Zakrzewski made them aware of the job fair.
- Gina Brawley and Rachel Loya suggested the Accounting Alumni Board have a table at the job fair next year to solicit for more involvement. The board agreed that was a great idea.
- Timing of the event was discussed. The Board agreed that fall is a good time for recruiting and would like to keep the event in coincidence with Homecoming.

VI. Report on Placement
- There is not much to currently report with just starting the new term.
- 30 – 35 students were placed from last year.
- It was noted that some students were looking at graduate programs.
- Matt Rigo noted that a female UPJ student, Alison Zimmerman, was picked up by AmeriServ from a prior job fair and was working out well.

VII. Report on Curriculum
- There have been some recent changes to the accounting curriculum as noted below:
  o Previously offered: Accounting Principles and 3 Intermediate Accounting Classes
  o As of Spring 2010, Accounting Principles, Advanced Accounting Principles and 2 Intermediate Accounting classes will be offered.
- Jim Alexander had been the Division Chair for the past 19 years. Ray Wrabley has now filled the position. Per Debbie Zakrzewski, Ray Wrabley has offered some ideas with getting the intermediate accounting classes back on track because they appear to have been missing some principles.
- There will be attendance at some curriculum conferences which should help to see what other universities are doing.
- Janice Rummel has left UPJ and is now teaching at St. Francis. Stan Yerep also left UPJ this past year and Dr. Ray Thompson will be retiring at the end of this school year.
- The division has applied for 2 new positions in management, one of which is for Health Related Fields and the other is for Information Systems. Currently there is only one professor teaching information system courses. President Spector has noted his support. Currently the funding for these positions has not been arranged.
VIII. Other Business

PICPA Passport Opportunity Program
- Presentation held for high school students at UPJ will be held Wednesday, November 10th from 9am to 11:30 and is also open to UPJ students. The speakers will rotate from room to room. There will be a student panel to help with the age gap. President Spector will be asked to come and welcome the students. The event is being paid for by the admissions office.
- Still looking for speakers.
  - Jeff Philbin and Gladys Go will possibly be speaking (both UPJ alumni).
  - Rachel Loya and LaDawn Yesho both volunteered to speak.
  - Cole Biener (UPJ alumni) is expected to speak. He is working for a firm in Greensburg and has passed the CPA exam. It was noted that students had a great reaction from him at past events.

Shadowing Program
- The students at St. Francis’s MBA Program have a class project. The board will request them to do some of the foundation work for the shadowing program.

Book Endowment
- The current Balance is $13,000; It was endowed at $10,000
- Helen Golubic, from UPJ’s Institutional Advancement Office, presented the difference between an award and a scholarship. (See Attachment B).
  - With an award, there is more customization available as well as more recognition.
  - Debbie Zakrzewski stated that we could order a plaque for the George L. Letcher, Jr. award and that there is currently a case ordered to display the awards.
- Debbie Zakrzewski asked if the whole fund has to be spent each year and Helen Golubic stated that because the endowment is audited it cannot be carried forward for long.
- Helen Golubic stated that she will work with AAAB in getting either the scholarship or award set up but it will have to wait until next school year. The fund must follow UPJ’s procedures that every three years AAAB votes on how it is to be distributed. There will be approximately $400- $450 available per year.
- It was noted that several small donations were received this year. Donations can still be added even though it is endowed.
- Preference of an award was discussed as well as making it available underclassmen so that it may be put towards a school expense versus a check payable to the student.
- Possible Criteria was discussed: accounting major; a 3.25 QPA requirement; possible Book Award; and a local resident.
- Preference of an award was discussed as well as making it available underclassmen so that it may be put towards a school expense versus a check payable to the student.
- The Book Endowment was started by Martin Fritz.
  - AAAB agreed on the need to reach out and see what Martin Fritz thinks of the award.
  - Rachel Loya volunteered to contract Martin Fritz and send him the difference between an award and a scholarship as presented by Helen Golubic.
AAAB Student Feedback

- It was noted that there is not as much interest in the Accounting Special Interest Group as last year. The students in attendance noted that there has not been enough promotion in the classrooms. They’ve had employers and speakers present to the group throughout the year, however the students feel that expanding the group to include Finance majors might attract more students.
- The group meets every other week in the evenings and has discussed topics such as the CPA Exam and what employers are looking for. They would like to get more underclassmen involvement.
- It was noted that the Accounting Forum, Etiquette Dinner and Mock Interviews were not held this past year. The AAAB agreed these events should be brought back.
- The idea of breakout sessions after the job fair was raised however the students felt it might be too much at one time.
- The board was surprised that with the current economic conditions why underclassmen weren’t looking for an edge and getting more involved in this groups like this.
- The students stated that part of the problem with the lack of underclassmen involvement is that students aren’t declaring a concentration in accounting until after their freshmen and sophomore years. They are also not being made aware of accounting groups earlier in their academic careers.
- Debbie Zakrzewski is looking for accounting teachers to be more involved in the group.
- The AAAB agreed that teachers should be making students aware of the accounting groups available and that by getting students involved earlier the number of students declaring an accounting concentration might grow.

Board Recruitment
- It was noted that it is difficult to obtain the database for accounting alumni graduates and that it must be an official business approved list. It was suggested that AAAB just prepare a mailing and have UPJ control the list. Peggy will send the last letter that AAAB had prepared.
- It was discussed that the AAAB create a Facebook page to solicit recruitment and reach out to UPJ alumni and students. Debbie volunteered to contact Cole Bieman to see if he can get that started.

Next Meeting Date: Spring 2011

IX. Adjournment
Accounting Alumni Advisory Board

Mission

- to provide resources for job placement for both new graduates and alumni
- to enhance the Accounting program at UPJ
- to promote the Accounting program at UPJ
Accounting Alumni Advisory Board (AAAB)

Members:

Fifteen members, each appointed to a three-year term, will make up the AAAB.

Terms will begin in October of the year of appointment and expire in May of the third year of appointment.

One third of the AAAB’s membership will be appointed each year.

The nominating committee for the AAAB will consist of the five board members whose term of membership is completed. A slate of appointments will be presented at the May meeting. The appointees will become members at the October meeting.

The AAAB will also have two student members. The student members will be the current and past presidents of the IMA. Their appointments will be for two years – the May and October meeting as the current president and the following May and October as the past president.

The Accounting faculty at UPJ will be permanent members of the AAAB.

Officers and Duties:

President: Plan the agenda for the meeting and conduct the meeting.

President-Elect: Conduct the meeting in the President’s absence. Coordinate committee activities and work closely with the President.

Secretary: Responsibilities include taking of the minutes at each meeting and keeping a register of members’ terms of appointment. Each October the Secretary will identify the nominating committee for May.

Terms of office will be one year. Election of officers will occur in May of each year.
Scholarship

PURPOSE OF GIFT: The purpose of the endowment shall be to support the George Letcher Scholarship at the University of Pittsburgh, Johnstown. It will be awarded to a freshman, sophomore, junior, or senior student who is majoring in Accounting, has a QPA of 3.25 or higher, and has financial need. Also, preference (not a requirement) will be given to students who have permanent residence in Somerset and Cambria counties. The scholarship may be renewed on an annual basis assuming that the scholarship holder continues to meet the eligibility requirements.

Award

PURPOSE OF GIFT: The purpose of the endowment shall be to support the George Letcher Award at the University of Pittsburgh, Johnstown. This award shall benefit one (or more) Junior student(s) who have a QPA of 3.25 and have _________________ as determined by the Accounting Division faculty. Award money to be applied toward Senior year tuition. Award to be given at the annual Academic Honors Convocation.