

Ohio Academic Advising Association Executive Board Meeting Minutes February 11, 2011

Location: Henry's in Kenton, Ohio at 12:00 p.m.

Present Board Members:

- Kelly Conkle, President (Lourdes College)
- Dan Dakin, Past President (Wright State University)
- Jeannette Passmore, President- Elect (Owens Community College)
- Susan Spacht, Treasurer (Sinclair Community College)
- Cassi Stewart, Secretary (Clark State Community College)
- Stacy Jenkins, 4-Year Private Institution Rep (Lourdes College)
- Nickey Brown, Community/Technical Institution Rep (Clark State Community College)
- Brian Wirick, Member-At-Large (Ashland University)

Executive Board Minutes

- **December 17, 2010 Board Minutes** – Approved.

OLD BUSINESS:

Spring Regional Seminar

- Location and Topic: The Spring Regional Seminar will be located at Ashland University and will focus on Online Academic Advising.
- Holiday Inn Express: Eight rooms are booked for March 17. Attendees should use code OHAAA in order to receive the discounted rate of \$89.
- Food: The final food count is due by March 14th. The food cost will likely be \$12 to \$15 per person.
- Room Set Up: We will have two tables for registration. There will be a cordless microphone for the speaker. Each table will have a laptop to demonstrate online advising.
- Speaker : Brian has spoken with Christine Shaal, our speaker, several times to finalize the details. The student panel will consist of three students from Ashland and possibly a few from OSU-Mansfield. Christine will cover chat and email advising since those are the tools that she uses most often.
- Registration: Kelly sent an email to the membership on February 9th and registration opened on the 7th. The room will hold 120 people. If we get to that number we will have to close registration.

- Final Schedule:

8:30-9	Arrival, Hot Breakfast, and Networking Time
9-9:15	Welcome from Dr. Pettigrew, Provost of Ashland University And Kelly Conkle, OHAAA President
9:15-10:30	Christine Shaal, Owens Community College- <i>Advising the Distant Student And Online Advising</i>
10:30-10:45	Break
10:45-12	Live demonstrations of Online Advising- Also featuring Question and Answer session with a Student Panel
12	Closing Remarks/Departure

- Supplies: Brian will put the folders together. Kelly will print the OHAAA stickers and email them to Brian. Everyone will need to email folder items to Brian for printing. Jeannette has the new water bottles and pens. We hope to use up most of the old mugs for this event. Brian has 14 mugs that are already filled up with candy.
- Preparation: Chrissy, Susan, Kelly and Jana will be at Ashland the night before to run through everything and help stuff folders. Brian will confirm a time a week prior to the seminar.

Annual Conference

- Location: The Fawcett Center has been reserved with the contract signed and no money due until after the event.
- Registration: Registration will cost \$75 for early and \$85 for late registration.
- Keynote Speaker: The keynote speaker will be Charlie Nutt. There is an interest in holding an evening reception with Charlie Nutt at the Fairfield Inn on June 16th. Dan volunteered to provide Charlie Nutt with some "Ohio" information and guidance on what to speak about. Board member should forward any information that would be helpful for Charlie to Dan. Dan agreed to send Charlie the information three weeks in advance. Susan checked with Charlie; he will rent a car and is interested in having dinner with the Board the night before.
- Topic: It was decided that the topic would be Advising Effectively and Efficiently In Challenging Times.
- Call for Programs: The call for programs and nominations was sent out by email on February 9th. The program submission deadline is April 1st and the advisor excellence deadline is May 1st.
- Unconference Session: An unconference session will be offered during each session time slot in the Jefferson Room. An OHAAA member will be the moderator for each session. Ideas for topics were quarter to semester conversion, first generation student issues, LGBT student issues, and OHAAA updates with the incoming president.

- Food:
 - Breakfast Buffet – Eggs, Potatoes, Breads, Fresh Fruit, Coffee, Juice
 - Lunch – Pork, Chicken, Vegetarian Pasta with House Salad, Rice Pilaf, Green Beans, Brownie/Cookie
 - Maximum food cost per person \$30.48
 - Per Person Facility Cost w/100 in attendance \$18.10
 - Total \$48.58 per person plus copy costs, etc.

- Schedule: Sessions will be one hour long.

8:30-9:30	Breakfast/Check In
9:30-9:45	Introduction
9:45-10:45	Keynote: Charlie Nutt
10:45-11	Break
11-12	First Session
12-1	Lunch
1-2	Second Session
2-2:15	Break
2:15-3:15	Third Session

- Vendors: It will cost OHAAA \$25 to get a table from OSU. OHAAA will charge vendors \$100 for one person manning a table. An additional cost will be added for more than one person manning a table (\$125 for 2 people). Vendors will also receive lunch. Kelly will work on creating a vendor application form. Dan suggested “Map Works” to have a table. Brian will work on contacting other suggested vendors.

OCPA Conference

- Information Table: Dan and Jeanette attended the OCPA Conference on January 26-28 in Worthington, Ohio and set up an OHAAA information table. They had a lot of good conversations with graduate students and passed out a lot of membership brochures. Since OCPA offered us a table for free, we will offer them a free information table at our Annual Conference.

New Business

- Website: Discussion forum is up but there have not been many responses. Kelly thinks that the title may be confusing. It was suggested that we change the title to “Topic of the Month.” Other suggestions were to send out an email to current members about the discussion forum and to send updates once a month to increase traffic to the website.

Board Member Reports

President (Kelly Conkle) –

- No Report

Past President (Dan Dakin)-

- No Report

President- Elect (Jeannette Passmore) –

- Jeannette also went over two options for NACADA Sponsorship of Conferences and will send out information to the board about each option.
- Jeannette attended the initial “Ohio 5 Meeting” for OHAAA. This organization was created to generate collaboration among Ohio professional organizations for colleges and universities.

Treasurer (Susan Spacht) –

- Membership is at 190. The account balance is \$7,950.71.

Secretary (Cassi Stewart) –

- No Report

4-Year Public Institution Rep (Heather Casto) –

- No Report

4-Year Private Institution Rep (Stacy Jenkins) –

- No Report

Community College/Technical College Institution Rep (Nickey Brown) –

- No Report

Member-at-Large Rep (Brian Wirick) –

- No Report

Adjourned at 1:10 pm.

NEXT MEETING: March 18, 2011 after the Spring Regional at Ashland University and April 15th to review program proposals.

Respectfully submitted by Cassi Stewart, OHAAA Secretary