

Ohio Academic Advising Association Executive Board Meeting Minutes October 9, 2009

Location: Owens Community College/Findlay (Findlay, OH) 12:30pm

Present Board Members:

- Daniel Dakin, President (Wright State University)
- Susan Spacht, Treasurer (Sinclair Community College)
- Dodie Munn, Secretary (Sinclair Community College)
- Kelly Conkle, 4-Year Private Institution Rep (Lourdes College)
- Dana Roof, Regional/Community/Technical Institution Rep (Owens Community College)
- Jennifer Wells, Member-at-Large (Wright State University)

Excused NACADA Board Member Guest: Nancy Roadruck, Region V State Liaison for NACADA (University of Akron)

Excused Board Members:

- Jan Tyler, Immediate Past President (Sinclair Community College)
- Karyl Shirkey, President Elect & Webmaster (Ohio State University)

Executive Board Minutes

- **September 25, 2009 Board Minutes** – Approved.

Fall Regional Seminar – November 6, 2009 (Ohio University)

- Confirmed speakers include Dr. David Descutner (intro guest speaker) – Ohio University), Dr. Lillian Johnson (panelist - Wright State University), Dr. Sally Lozada (panelist - Hocking Community College), Ms. Laura Chapman (panelist- Ohio University) and Mr. Vern Walker (panelist – Owens Community College).
 - Speakers have been given a copy of questions that may be addressed.
 - Kelly will order podium, table/chairs for speakers and microphones, obtain speaker biographies, set up optional OU tour for interested members and gather some door prize items.
- Karyl to update our website with complete list of confirmed speakers, agenda, directions to seminar, OU campus map and parking information (parking lot 83), hotel information and revise doteasy for member payment (needs to reflect Susan Spacht's name and not former treasurer's name).
- Agenda finalized & approved:
 - 8:30 – 9:00 am Registration check-in and continental breakfast
 - 9:00 – 9:45 am Welcome (Dan Dakin, OHAAA President) and Opening Speaker (Dr. David Descutner)
 - 9:45 – 10:00 am Break
 - 10:00 – 12:30 pm Panel Introductions and Panel Discussion / Questions

- Registration deadline is October 23rd.
- Dan will send flyers to the academic advising centers at the local colleges. Karyl will email the public schools in the Columbus area and southwest region of the state. Kelly will email the private schools.
- Kelly will make copies of the agenda, for the regional and stuff the folders.
- Dan will bring the folders to the next meeting for Kelly.
- Dodie created an evaluation form and she will print out Certificates of Appreciation.
- Karyl will create a parking pass for the regional and post it, so advisors can print it and bring it with them.
- Karyl will look in to ordering mugs as gifts for the speakers and report back.
- As of today, one person is registered.
- OHAAA will pay hotel & travel costs for our speakers.

Spring Regional

- March 12, 2010 at Lourdes College
- We reviewed the topic suggestions from the annual conference. Dana also suggested Veterans issues and having John Schoop from Cleveland State as the guest speaker. Karyl will create a survey and email it to OHAAA members, asking them to rank a list of ten topics.

Annual Conference

- The Fawcett Center is the most economical facility at OSU (NOTE: No contract has yet been signed – Dan will contact Marci, events coordinator at Fawcett). Karyl will look into some other colleges in the Columbus area to see if we can save some money.
- Transfer issues were listed frequently on last year's evaluations, so that may be the topic again.
- Dan bid on some of the silent auction speakers at the NACADA Conference, but offers were not accepted.
- Dan has left messages for Paula Compton. She has not responded.

President's Report

- NACADA national conference to be held September 30-October 3, 2010 in Orlando, FL. Dan will share conference information as it becomes available.
- Resignation from Shamon Miller received – Jennifer Wells agreed to become the Four-Year Public Institution Rep, as well as retain the Historian role.

President Elect Report (Karyl Shirkey)

- Karyl will be maintaining her position. She will be working part-time at OSU again soon.
- She is having some issues with her computer, but expects to resolve it soon.
- One member joined in September. We have 71 current members.

Treasurer Report (Susan Spacht)

- Current balance is \$4,575.43, as of 9/30/09.
- Incurred \$65 bill for today's pizza lunch with advisors/administrators at Owens Community College.
- We acquired three new OHAAA members this week.
- The President-Elect will serve as the second co-signer on our checking account.
- Suggested that for each event that we host, we determine the minimum break-even point.
- Audit not completed yet.

Secretary Report (Dodie Munn)

- Evaluation form for the regional seminars was revised and distributed to members for review/approval. Will send original to Kelly to have duplicated and inserted in registration packets for upcoming seminar.
- Event Checklist presented and discussed. All in agreement that we should begin using this for all events. After updating the draft copy, Dodie will send final version to all members. Kelly was asked to begin using this for the planning of the March seminar.

4-Year Public Report (Shamon Milner) – No report given.

4-Year Private Report (Kelly Conkle) – Kelly collected email addresses for Academic Advising Centers at the private institutions in Ohio and has emailed each one the November Regional Seminar flyer to promote this event. She will also handle the details for the November Regional Seminar and the upcoming March Regional Seminar, since it will be at Lourdes College.

Community / Technical College Report (Dana Roof)

- She handled all the logistics for today's OHAAA pizza luncheon with Owens CC advising/administrator staff. Approximately 10 Owens staffers attended and were given an OHAAA business card and pen.
- It was suggested that we give an overview of OHAAA when we host any future events at other colleges/ universities.

- Discussion held on whether we should recruit members from 'for profit' organizations – all in agreement that we should not proceed with this venture.

Member-at-Large Report (Jennifer Wells) –

- She is waiting on materials to begin putting the history of OHAAA together (i.e. annual membership data, topics discussed, speakers used, locations used, attendee numbers at conferences/seminars, etc.). It was suggested that she contact NACADA to obtain past data since we are required to report numbers to them.
- Since she accepted the position of 4-Year Public Institution rep, the Member-at-Large position must now be advertised. It was suggested that we recruit in SE Ohio region for broader diversity on the board.

OLD BUSINESS:

Quarter to Semester Transition Program – Many states are interested in this topic. Dan is waiting to hear back from Paula Compton from OBOR.

Yearly OHAAA Budget – Dan, Susan and Jennifer will work together and review past years' budgets and make recommendations to the Board, including future budget considerations.

Business Cards – Dan is getting costs and will then order these.

TAA/WIA Funding – This could be a possible topic to present at the Annual Conference.

Website Statement for Appropriate Posting of Information – Tabled.

NEW BUSINESS:

Resignation of Board Member – Shamon Milner, 4-Year Public Institution Rep from Wright State University, regretfully submitted her resignation from the board. Although she is currently unable to fulfill her duties, she plans to continue participating as an OHAAA member.

- Jennifer Wells, currently serving in the capacity of Member-at-Large, has graciously accepted the 4-Year Public Institution Rep position.

- We need to solicit an interested OHAAA member from the southeastern Ohio area to serve in the Member-at-Large position to have greater diversity on the Board.

Adjourned at 2:27 pm

**NEXT MEETING: November 6, 2009 - immediately following
the Fall Seminar at Ohio University**

Respectfully submitted,

Dodie Munn
Secretary