

# **Ohio Academic Advising Association Executive Board Meeting Minutes November 6, 2009**

**Location:** Ohio University @ 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)
- Jennifer Wells, 4-Year Public Institution Rep (Wright State University)
- Dana Roof, Regional/Community/Technical Institution Rep (Owens Community College)

**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**

- **October 9, 2009 Board Minutes** – Approved.

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

- Dr. Benoit (Provost at Ohio University) welcomed our group to their university.
- Dr. David Descutner (Ohio University) was an excellent introductory speaker to today's seminar.
- Panelists: Mrs. Lillian Johnson (Wright State University), Dr. Sally Lozada (Hocking Tech Community College), Ms. Laura Chapman (Ohio University) and Mr. Vern Walker (Owens Community College/Findlay) did an outstanding job addressing questions posed by the audience. Each was given a "Certificate of Appreciation" and a thank you mug with candies in it.
  - Dodie to send each one, including Floyd Doney (our OU onsite coordinator), a thank you note.
  - Reimbursements for mileage and hotel expenses to be offered to speakers living beyond one hour of event – Susan will contact those individuals impacted and send check to them.
- Total attendees today was 46.
  - Dan will email all attendees a thank you note for coming and encourage them to attend future OHAAA events.

- Entire seminar was very well received and evaluations were quite complimentary.
  - Dodie will tally evaluation results and distribute to Board members.
- No one stayed to tour OU's campus after seminar ended.
- Three door prizes awarded (Lisa Kamody, Ohio University; Jennifer Schomburg Kanke, Ohio University; Christie Schroeder, Ohio State University/Lima); one 'Professional Development Scholarship' awarded (David Toro – OSU); and a mug of candies was presented to Kevin Trevino (Lourdes College) for the advisor travelling the furthest.
- Any future panel format sessions would be enhanced with having a moderator directing the discussion.
- A President's 'agenda' was suggested to ensure specific items are covered during the session.

### **Spring Regional Seminar**

- March 12, 2010 at Lourdes College.
- Kelly and Dana will contact individuals they know to speak on specific topics related to non-traditional students (housewives, veterans, displaced workers, single parents and student-parents).
  - Need to develop title for seminar.
- Discussion held re: changing timeframe from 10am-2pm to accommodate travelers from around the state that we advertise these seminars to while being sensitive to possible inclement winter weather in NW Ohio in March.
  - Kelly will speak with Lourdes' catering services re: breakfast and lunch menus/pricing and report findings at next meeting.
  - Decision to be made at December meeting whether to host a breakfast or luncheon seminar and if we need to increase the cost of the seminar, if a luncheon format is approved.

### **Annual Conference (June 2010)**

- No contract has been signed with the Fawcett Center. Attempts to speak with the sales manager have been unsuccessful. All in agreement that we should try to secure this site as soon as possible.
- Theme needs to be developed and keynote speaker secured.
- Call for Proposals due out in late January.

### **President's Report (Dan Dakin)**

- Karyl Shirkey (current President-Elect and Webmaster) submitted her resignation on October 27, 2009 - she will be vacating her advising position at OSU at the end of December.
  - Open board positions are to be filled in the following manner: interested current Board member first, followed by any current OHAAA member that is also a NACADA member, per OHAAA by-laws.

- There are now three open positions to be filled: President-Elect, Four-Year Private Rep and Member-at-Large (plus a WebMaster – a non-board position).
  - Kelly Conkle offered to fill the President-Elect position – all Board members were in agreement.
  - Jana Lehman from Sinclair Community College has been in contact with Dan re: the WebMaster position. Further discussion between the two to occur next week. Karyl provided Dan with the password and editing software used for the website.
  - The remaining positions need to be promoted to the membership at large via email from Dan and on the OHAAA website.
    - It was mentioned that we should contact Nancy Roadruck (University of Akron) to determine if there is possible interest from either personnel at her school or Kent State University.
- NACADA 2010 Region 5 Conference Donation Request letter received. A \$500 donation is being sought – information given to Susan to check into and present back to the Board at December meeting.
  - Kevin Smith (previous Board President) and Nancy Roadruck (University of Akron – NACADA Region V Ohio Liaison) may have some historical background on this topic and should be contacted.
- 2010 OCPA/OASPA Annual Conference (“Ohio’s Premier Conference for Student Affairs” – January 28-29, 2010 at Doubletree Hotel in Worthington, OH)
  - Dan would like to have Board representation at this event during an evening “meet & greet” session. We would provide food and drink. He will check on costs. Room should be no charge.
- Quarters-to-Semesters – Dan has been in communication with Janna Whitaker from Baldwin-Wallace College. The Ohio Transfer Council (OTC) wants to collaborate with OHAAA by January 2010.
- A future lunch and Board meeting in February 2010 is under consideration at Miami University/Oxford to meet their advisors and promote OHAAA. Dan will set this up.

**President-Elect Report (Karyl Shirkey)** – No report given. Dan gave these particulars:

- Resignation was submitted on October 27, 2009 to all Board members via email.
- Karyl will be vacating her OSU position at the end of December 2009.

**Treasurer Report (Susan Spacht)**

- Current balance is \$5062.91, as of 10/31/09.
- Additional conference checks are being sent by attendees’ institutions.

- Costs incurred for today's regional seminar will be sent by Ohio University at a later date, per conversation with Floyd Doney (OU onsite coordinator for this event).
- We received conference fees from some of the panel members – all Board members are in agreement that speakers should not be charged the registration or conference fee.
- Speakers living more than one hour from seminar or conference should have their mileage and hotel accommodations paid for by OHAAA, if not reimbursed by their respective institutions.
  - Susan will email each panelist from today's regional seminar re: reimbursement.
- Current membership is 89.
- The new President-Elect, Kelly Conkle, will need to sign paperwork to be the second co-signer on our checking account. Susan and Kelly will handle.
- Audit not completed yet.

### **Secretary Report (Dodie Munn)**

- She will type up notes from Board members and send to Dan to incorporate into a thank you letter to today's attendees and post some on our website.
- Thank you notes will be written and mailed to all our speakers (and Floyd Doney who assisted us at OU) from today's session.
- Professional Development Scholarship Certificate for David Toro (OSU) will be typed up and mailed to Dan Dakin for his signature and then mailed on to David.

**4-Year Public Report (Jennifer Wells)** – No report given.

**4-Year Private Report (Kelly Conkle)** – No report given.

### **Community / Technical College Report (Dana Roof)**

- We should give a brief OHAAA presentation when we host any future events at other colleges/ universities.
- She will work with Kelly Conkle to contact schools in NW Ohio and SE Michigan to promote the upcoming March Regional Seminar to be held at Lourdes College in mid-March and also identify speakers for this event. They will update the Board at the December meeting.

**Member-at-Large Report (vacant position)** – No report given.

**OLD BUSINESS:**

The following items have been tabled:

- Quarter to Semester Transition Program
- Yearly OHAAA Budget
- Business Cards
- Website Statement for Appropriate Posting of Information

**NEW BUSINESS:** None.

Adjourned at 2:05 pm

**NEXT MEETING: December 11, 2009 (Virtual Meeting)**

Respectfully submitted,

Dodie Munn  
Secretary