

**Ohio Academic Advising Association
Executive Board Meeting
Minutes
July 24, 2009**

Location: Henry's Restaurant (Kenton, OH)

Present Board Members:

- Daniel Dakin, President (Wright State University)
- Karyl Shirkey, President-Elect & Webmaster (Ohio 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)

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)
- Shamon Milner, 4-Year Public Institution Rep (Wright State University)

Introductions – All were introduced to Nancy Roadruck, our NACADA liaison from Region V. She serves on a state steering committee and reports back monthly to the Region V's chairperson re: our activities.

OLD BUSINESS:

Executive Board Minutes

- **Reviewed/Approved 5/15/09 Board Minutes** – two minor revisions reported; minutes will be amended and sent to all Board members. Approved with revisions.
- **Reviewed/Approved 6/19/09 Board Minutes** – approved.

NOTE: Board unanimously approved posting all executive meeting minutes on the OHAAA website, effective with June 19th minutes. Karyl will handle.

Annual Conference Review – June 19, 2009 (Fawcett Center – OSU)

- 61 total attendees at this year's conference.
- Conference evaluation handout distributed by Dan. Members want to keep the annual conference in Columbus area. Karyl suggested we review the handouts and post as an "Action Items" link on OHAAA website.
- Overall comments/improvements for next year – tabled for next meeting
- Next year's location – Karyl will research University Plaza Hotel & Conference Center (further down on Olentangy Road in Columbus, OH) and report her findings at next meeting.
- Speaker for next year needs further research. It was suggested that we review NACADA's speaker bureau for ideas. There is a link on the NACACA website and fees are reasonable.
- Other thoughts shared: we may want to consider asking other schools to collaborate and jointly split costs of having a bigger name speaker at the Regional meetings. We can invite potential members to join at the regional seminars by sharing the benefits, cost, offer a conference discount for joining onsite and provide them with a member brochure (need to get more brochures printed for distribution throughout the year at various events).

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

- "Lean Times in Advising" is our theme.
- Timeframe: 8:30 am (registration) and 9 am - 12:30 pm (seminar)
- \$20 fee (registration only) and \$35 fee (seminar & OHAAA annual membership).
- "Save the Date" flyer for this seminar will be created by Kelly and posted by 9/1/09 on OHAAA website.
- Continental breakfast to be served (appx \$4.50 / person).
- Registration deadline: October 30, 2009.
- A list of questions/topics needs to be developed for the panel speakers to address during their morning discussion.
- Confirmed speakers:
 - Introductory Guest Speaker: Dr. David Descutner (Ohio University Dean) (15-30 minutes).
 - Panel Speakers include: Dr. Lillian Johnson (Wright State University) and Dr. Laura Chapman (Ohio University).

Non-Confirmed Speakers:

- Dr. Sally Lozada (Hocking Community College) and Dr. Kimberly Payne (Washington State Community College).
- Dan is also in process of securing a private school rep to add to the panel of speakers.

- Seminar will be held in one of OU's newer buildings. Kelly is in discussion with her OU contact person on this and will report back at next meeting.
- Parking – still in progress (Kelly will report further findings at next meeting).
- We need to identify how many academic & faculty advisors work at each school and determine a contact person within these groups to promote OHAAA events to them and build membership.

NEW BUSINESS:

Board Member Resignation - Brian Borchers (OSU rep) had to resign due accepting a new position with the government.

- **NACADA Region V Report (Nancy Roadruck)**
- All grant applications have been received and during a July 30th teleconference, decisions will be made as to which grants will be approved/funded for this year.
- A new leadership/mentorship grant program called, "Great Lakes, Great Leaders," has been instituted by NACADA Region V. They are currently accepting applications until October 1, 2009. Funding is \$1000.
- An "Activities Report" from Region V was shared with board members.
- Jennifer McCall (Grand Valley Community College in Michigan) will be Region V's new Chairperson, effective October 1, 2009.
- CASADA is a joint venture between the University of Akron and Kent State University. They had Jennifer Bloom (NACADA) speak at their conference this year on "Appreciative Advising."

President Report (Dan Dakin)

- Dan shared his goals / vision for the year (handout distributed) with the Board.
- Dan sent an invitational email to the Ohio Transfer Council (OTC) proposing a joint venture between our two organizations and also inquiring as to how we can share communication with all our members (no response yet).
- Dan has made contact with the current Ohio College Personnel Association (OCPA) president, Kim Ferguson, and incoming president, Vivek Arunkumar. He discussed how our two organizations could jointly share in communication efforts to promote our mutual goals to fellow academic advisors, which happens to be OCPA's greatest membership pool. Dan also submitted a letter to OCPA's August newsletter with the theme being 'collaboration.' He plans to attend their annual conference in January 2010.
- NACADA's annual membership renewal is due by 8/31/09 – cost is \$55/year. Dan has the form to complete and will send it in with check.
- Presented topic on adding 'graduate student' position to the Executive Board (one year position). Much discussion ensued with final thoughts being that it would involve obtaining membership vote and since OHAAA provides no reimbursement for travel, the possibility that the individual could afford the monthly

travel expenses is unrealistic.

- We need to begin recruiting members for future Executive Board positions.
- Some discussion occurred regarding holding some board meetings via a teleconferencing format due to travel budgets.

President-Elect Report (Karyl Shirkey)

- Board members' biographies and photos are up on our website.
- The member's brochure has been updated and is posted on the website.
- Karyl will be maintaining membership, per OHAAA bylaws.
- Monthly board minutes (pdf format) will be posted on our website, starting with the June 19th minutes.
- Karyl presented idea about making our website more interactive (i.e. blog or forum format and/or possibly using facebook --- 'doteasy' is the primary host for blogs and forums). Major concern voiced was how input would be monitored to keep all dialogue appropriate. Nancy suggested we look at one of the NACADA sessions held in November 2008 on this topic.
- To build greater membership, we discussed meeting at other campuses and invite advisors from that school or nearby schools to join us for 30 minutes or for lunch.

Treasurer Report (Susan Spacht)

- Susan (new Treasurer) reported a balance of \$3,462.19 as of 6/30/09. A conference expense report was distributed – we made a profit this year!
- Change of treasurer's activities is set for 7/31/09 – Susan and Kristan Metz (previous treasurer) will review banking information & processes used.
- Checking account is currently open and one check from Annual Conference is still outstanding; however, the account will be changed to National City Bank – Susan will set up new account before next Board meeting.
- Audit of books to occur in August 2009, per President's request. Linda Hockaday, former OHAAA president, will perform the audit.
- Tax ID# -- need an update on how frequently this needs attention. Susan will check on this.
- Membership will be handled by Susan, who will then forward members' names on to Karyl who will maintain all names on a database. Dan will send out a "Welcome to OHAAA" letter to each new member.

Secretary Report (Dodie Munn) – She reported that we did not have evaluation sheets on hand for the individual sessions at the annual conference, which members noted on the overall evaluation sheets. We need to remember to have them available at next year's conference sessions.

4-Year Public Report (Shamon Milner) – Shamon is working on setting up a return visit to Miami University and schedule one with The Ohio State University, per Dan.

4-Year Private Report (Kelly Conkle) – She is in the process of making contacts with private institutions to visit and is also working with Ohio University personnel to finalize details for the Fall Regional Seminar at OU.

Community / Technical College Report (Dana Roof) – She has contacted Clark State Community College (Springfield, OH), but has received no response. Dana also shared with the board about an upcoming event hosted by the Ohio Association of Two-Year Colleges (OATYC) at Rio Grande College. It is set for October 16, 2009. She will send the link to this event to Karyl to place on the website.

Member-at-Large Report (Jennifer Wells) – In her role, she will serve as the historian for this organization. Jennifer is in the process of collecting archived information to send to Karyl for placing on our website.

OTHER BUSINESS:

OHAAA Shirts - Dan is working with Stanley Paige in obtaining OHAAA shirts for the new executive board members.

Quarter to Semester Transition Program Committee – Some discussion is needed to identify schools that have or have not yet gone thru this transition. A suggestion was made to have OHAAA sponsor a session at the January OCPA conference to gather input from attendees. OBOR may have some additional information for us to use. Dan will contact Paula Compton at OBOR and request her attendance at a future board meeting to gain more insight.

New AP (Advanced Placement) Credit – New regulations take effect in Fall 2009. More information on the specifics of this credit need to be obtained and then shared with our membership.

OHAAA Brochures- We need to get more brochures printed for distribution throughout the year at various events.

Business Cards & Supplies – Not yet available; tabled for later discussion.

TAA & WIA Funding – Tabled for future discussion.

Meeting Time / Location – All members are in agreement to meet the second Friday of the month. Location set at Henry's Restaurant for the August meeting. Further discussion needed for which location will be used in future board meetings.

Adjourned at 3:05 pm

**NEXT MEETING: August 14th at Henry's Restaurant
(995 N. Detroit Street, Kenton, OH) at 12:30 p.m.**

Respectfully submitted,

Dodie Munn
Secretary