

**Ohio Academic Advising Association
Executive Board Meeting
Minutes
August 14, 2009**

Location: Henry's Restaurant (Kenton, OH)

Present Board Members:

- Daniel Dakin, President (Wright State University)
- 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)
- Susan Spacht, Treasurer (Sinclair Community College)
- Shamon Milner, 4-Year Public Institution Rep (Wright State University)

OLD BUSINESS:

Executive Board Minutes

- **July 24, 2009 Board Minutes** – Approved as written.

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

- Very good input from attending members was noted on the Conference Evaluation Form. Dan will address these items in a future letter to the members.
- Members have noted their desire to become more involved with OHAAA and Shamon will send each one a letter as follow-up.
- Individual session evaluation surveys need to be included in next year's conference.
- Karyl has made contact with the Sales Manager at the University Plaza Hotel and Conference Center as a possible future conference site, but has not yet received a reply back.
- Dan is working on reviewing the NACADA Speaker Bureau to determine who might be available as a future keynote / annual conference speaker.
- Dan would like to invite OTC & OCPA reps to our annual conference – they could have their literature on a table for interested parties to pick up / ask questions. There was some discussion about having a break-out session for each organization so attendees could learn more about their organization. Dana suggested a panel with the presidents from each of these organizations

(plus OHAAA) speaking on professional development opportunities within their organizations. This might encourage reciprocity of OHAAA being a collaborative member at their respective annual conferences.

- Dana suggested a future topic at the conference focus on implementing an advising syllabus. Some schools already have such a process in place and have been quite effective.

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

- Time: 8:30 am – 12:30 pm
- Registration deadline: October 30th
- Registration is available online via OHAAA website
- Cost is \$20 for seminar only; \$35 for seminar and year's membership
- Flyer promoting this event will be posted on OHAAA website by 9/1/09
- Location: Old Nelson Dining Hall
- Parking: not yet finalized (will need a map / directions for members)
- Need final count by October 23rd for food (Kelly handling)
- A \$125 "incidental fee" will be assessed for set-up/tear-down purposes
- Need to request a podium & microphone – what about any audio-visual needs? The panel should be contacted to determine if this is necessary. Panel members will be seated at a main table.
- Jennifer to confirm if Dr. Sally Lozada (Hocking Community College) can still serve on the panel and will report her findings at the next Board meeting.
- We reviewed a handout of questions for the panel to address – these can be written on index cards and given randomly to attendees to ask of the panel members. Some discussion ensued as to providing panel members some of the topic questions to be asked in case they need to research anything.
- We should advertise this event in mid-September / early October at schools located near Ohio University by doing a mass mailing to each academic advisor or advising offices to distribute to other potential interested individuals within their institutions.

NEW BUSINESS:

NACADA Region V Report (Nancy Roadruck) – none given.

President Report (Dan Dakin)

- Dan has made contact with the current Ohio Transfer Council (OTC) president (Karen Dickerson – University of Akron), to determine if there is any interest in working with OHAAA on a future quarters-to-semesters conversion program.
- OTC's annual conference is also held in June in Columbus, Ohio.

- NACADA's annual membership renewal paperwork and \$55 check will be mailed in by Dan before 8/31/09.
- Email sent to Paula Compton (OBOR) – no response yet.
- Personnel at the University of Cincinnati's Office of Registration are interested in this conversion program. This could end up being a regional issue. Karen Dickerson has the names of some schools that have gone thru this conversion already and would be beneficial to speak with or be part of an upcoming regional seminar or breakout session at the annual conference.
- Dan contacted Vern Walker (Owens CC/Findlay) re: his interest in securing OHAAA's support for his doctoral research project. It would focus on Ohio's two-year colleges. The need is identifying what degree programs are offered and how they are offered, how advising is done at these colleges (i.e. Ohio Transfer Module, the quarters-to-semester transition/conversion), sending out an instrument to each school and locating which key individuals at each school he should speak with to gather any additional information he may need. As he nears the end of his research and begins writing his doctoral summary, he would like to obtain endorsements from various state associations, OHAAA being one of them.
- We have been invited to meet with Vern Walker at his campus on October 9th to learn more of these specifics.
- A statement needs to be drafted to post on our website re: acceptable language/statements. Tabled for further discussion.
- It was agreed that we would use Face book. Dan will inform Karyl that any other discussion forum used will be limited strictly to Board members.
- Dan informed present board members that we will continue to meet monthly at designated locations because that is the expectation. Board members are encouraged to attend.
- A new project (Quarter-to-Semester Transition Program)

President-Elect Report (Karyl Shirkey) – She forwarded her report to Dan to share at today's meeting.

- Monthly board minutes (pdf format) will be posted on our website, starting with the June 19th minutes. There will be a separate heading ("Meeting Minutes" was suggested) or a link with previously archived newsletters for members to read.
- No new members at this time.
- Occasionally the President receives information from OHAAA members regarding upcoming professional development opportunities that they would like to be posted to our website and shared with its members. We agreed that the information must first be submitted to any Board member for review / approval by the entire Board before it can be posted on our website. The title of this link will be known as "Upcoming Professional Development Opportunities."

Treasurer Report (Susan Spacht)

- Susan submitted financial report to Dan -- balance of \$4,655.24 as of 7/31/09
- Change of treasurer's activities occurred on 7/31/09 between Susan and Kristan Metz.
- Checking account is now officially with National City Bank.
- Board tabled naming an additional signor on this account. It was suggested that this person either be the President or the President-Elect.
- Audit of books to occur in August 2009, per President's request. Linda Hockaday, former OHAAA president, will perform the audit. Dan will get the books and financial accounting statements to her.
- Tax ID# does not need to be updated. It is fine unless OHAAA disbands.

Secretary Report (Dodie Munn)

- She suggested that the monthly Board meeting minutes not be posted to our website until after they receive Board approval. All in agreement.
- If she is unable to attend a monthly meeting, another Board member will volunteer to take those minutes and distribute to the rest of the Board for review prior to the next monthly meeting. All in agreement.

4-Year Public Report (Shamon Milner) – In Shamon's absence today, Dan reported that Miami University has asked that OHAAA visit them again soon.

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

Community / Technical College Report (Dana Roof)

- She will be attending the Ohio Association of Two-Year Colleges (OATYC) Conference in October at Rio Grande College.
- Vern Walker is very interested in meeting with us and his fellow advisors at Owens Community College/Findlay on October 9th at 11:30 am. The Board agreed to do this and Vern will be contacted by Dana. She will make sure the correct number of parking passes are secured and dining arrangements made. We will meet with their advisors first before conducting our monthly meeting.
- Dana introduced a possible grant opportunity on 'intrusive advising' that a colleague of hers is involved with

Member-at-Large Report (Jennifer Wells) – She wants to review documents that have previously been sent to Karyl, our Webmaster. Jennifer will be in the Hocking Tech area soon and will make some contacts at their school to inquire about someone serving on the panel at the November 6th Regional Seminar.

OTHER BUSINESS:

OHAAA Shirts - Dan distributed them to new and present Board members.

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

Adjourned at 2:57 pm

**NEXT MEETING: September 11, 2009 at 12:30pm
(995 N. Detroit Street, Kenton, OH)
** Kelly Conkle will take minutes at this meeting.**

Respectfully submitted,

Dodie Munn
Secretary