

Ohio Academic Advising Association Executive Board Meeting Minutes September 25, 2009

Location: Henry's Restaurant (Kenton, OH) 12:30pm

Present Board Members:

- Daniel Dakin, President (Wright State University)
- Karyl Shirkey, President Elect & Webmaster (Ohio State University)
- Kelly Conkle, 4-Year Private Institution Rep (Lourdes College)
- 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)
- Dodie Munn, Secretary (Sinclair Community College)
- Susan Spacht, Treasurer (Sinclair Community College)
- Shamon Milner, 4-Year Public Institution Rep (Wright State University)
- Jennifer Wells, Member at Large (Wright State University)

Executive Board Minutes

- **August 14, 2009 Board Minutes** – Approved with changes.

NACADA Allied Organization

- The paperwork has gone through. OHAAA is a NACADA affiliated organization again. The website has been updated also.

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

- Two panelists are confirmed. Dana said Cory Stein from Owens, Dean of Advising, Orientation, and Career Services (for both Findlay & Toledo) is willing to speak. He asked a colleague from the region to speak in his stead. The colleague is Kevin Conley, the Director of Student Development at Washington State Community College in Marietta OH.
- Kelly will follow up with Floyd, the OU contact, on the room set up and campus maps.
- We will reserve a parking lot close to the building we will be in. It is lot 83 and will cost \$296.
- Breakfast will include: fruit, coffee cake, juice, coffee, tea, water for \$4.50 per person.

- 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.
- Floyd has been emailing the flyer to advisors at OU.
- Kelly will make copies for the regional and stuff the folders.
- Dan will bring the folders to the next meeting for Kelly.
- Dodie created an evaluation form.
- We will include the following in the folders: OHAAA brochure, agenda for the day, speaker biographies, save the date for spring regional, evaluation, notes page and an OHAAA pen.
- Karyl will print the name tags.
- Kelly will get hotel information and pass it along. Karyl will post it.
- 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.
- Karyl is working out the bugs to have payments sent to Susan. Right now they are still going to Kristin, the past Treasurer.
- The deadline to register is October 23rd, so we can get a food count to OU.

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. 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 may bid on some of the silent auction speakers at the NACADA Conference. Send him any recommendations.
- Dan has left messages for Paula Compton. She has not responded.

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.

- Karyl will bring her OHAAA information next time to give to Jennifer, who is going to put together some historical information on OHAAA.

Treasurer Report (Susan Spacht)

- In Susan's absence, Dan reported the following:
 - There is a balance of \$4,630.43.
 - The audit has not been completed. The person, who originally agreed to perform it, cannot.
 - We will decide at the next meeting who should be the additional person listed on the checking account.

Secretary Report (Dodie Munn)

- In Dodie's absence, Dan reported the following:
 - Dodie suggested that one person keep all of the OHAAA inventory, so it's easier to keep track of.
 - If attendance is low at the next two regionals, Dodie suggested having drive-in seminars in Columbus.
 - Dodie also suggested revising the criteria for the Advising Excellence Award. This will be tabled until the next meeting.
 - Dodie suggested having a Board meeting at Miami University, since they would like us to visit. Dan will have Shamon check into this.

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

4-Year Private Report (Kelly Conkle) –

- Kelly is gathering email addresses for Academic Advising Centers at the private institutions in Ohio. She will email a flyer advertising the regional to all.

Community / Technical College Report (Dana Roof)

- Dana brought parking permits with her to use at the next Board meeting. She also provided directions.
- She will order pizzas. She will ask Owens to split the cost with the Board.
- She is attending NASPA's regional and will take OHAAA brochures with her.

Member-at-Large Report (Jennifer Wells) – No report.

OLD BUSINESS:

Quarter to Semester Transition Program

- Dan would like to do this at OCPA's conference in January. There will be more discussion at future meetings.

Business Cards

- Dan will order these.

OCPA vs. OTC Conference

- OTC is a much more expensive conference than OHAAA's and tends to attract higher level administrators, whereas 60% of OCPA's members are Academic Advisors.
- We discussed doing a day of programming at OCPA's conference.
- We discussed hosting a reception at OCPA. We would need to provide food.

NEW BUSINESS

Budget

- After discussing OHAAA paying for food at OCPA, Kelly suggested that OHAAA pick up the cost of food for the meeting with Owens advisors or other advisors that we meet with in the future. Many Board members are not reimbursed for their travel expenses and it seems a little much for Board members to pay for recruitment events.
- Dan brought up the need to save money to pay for a known speaker at the Annual Conference. He also suggested we create a budget for OHAAA, so that funds can be allocated for specific areas.
- Susan will be asked to provide historical information on OHAAA's spending, so a budget can be created.

Adjourned 2:30pm

NEXT MEETING: October 9, 2009 at 11:30pm Owens-Findlay

Respectfully submitted,

Kelly Conkle
4 year Private School Representative