

IACRAO Executive Board Meeting Minutes
June 9, 2016
Illinois State University

Call to Order

President Jennifer McClure called the meeting to order at 9:20 a.m.

Members Present:

Katherine Thompson (Past President), Jennifer McClure (President), Pam Walden (President Elect), Jennifer Harbaugh (Secretary), Christopher Huang (Professional Activities Officer), Tiffani Robertson (*Chronicle* Editor), Cody Baggett (Treasurer), Amanda Turner (Equal Educational Opportunities Officer), Janet Munson (West Central District Chair)

Participating Via Conference Call:

Marc Dale (Northwest District Chair) and Pam Wilkins (Southern District Co-Chair)

Members Not Present:

, Patrick Sears (Website Manager), , and Tosha Baker (Southern District Co-Chair), Robert Kerr (Archivist), Carol DiCola (Northeast District Chair), and Jason Wickline (East Central District Chair)

REPORTS

Secretary

Tiffani Robertson presented the minutes from the February 19, 2016 executive board meeting in Jennifer Harbaugh's absences. Edits requested to minutes were sent to

Treasurer

Cody Baggett

- Discussed net assets, checking account balance, savings account, and CD's.
- Will follow up with board members that did not cash travel check from February board meeting
- Murder Mystery for conference has been paid
- Reviewed District Meeting expenses, were good to go.

Professional Activities Officer

Christopher Huang

- Prepared a Bright Idea Award Poster Board Session document to send to IACRAO
- Spoke with Dan Weber to gain feedback, added Gene Magac to the Bright Idea Award title to keep the history of the award
- When do sessions need to be submitted to be considered for conference entry?
 - Jennifer M. believes two weeks before would allot enough time

- Pam agreed and mentioned putting the boards in a room instead of hall for voting purposes
- Pam Wilkins asked does the idea need to be specific to admissions/registrars office.
 - Jennifer M. asked for clarification
 - Pam Wilkins said it would be more general, a global idea that helps the entire campus – institution inclusive
 - Jennifer M. suggests adding a line on the document “If you think it’s worth sharing, please submit the idea!”
- Prepared How to Create a Bright Ideas Poster Board document to include with session document
 - Board members said it looks good to go
- Announced that IACRAO has a Flickr account, Pam Walden mentions Shutterfly account information: Login: webmaster@iacrao.org, Password: iacrao1922
- Chris H. and Pam Walden looked at other options to hold board meetings when we all cannot meet. Must look into technical restrictions and visual availability. Pam has looked into the following sites:
 - WebX? ISU was going to use it but did not – not sure why
 - Go to Meeting: More of an online meeting, not visual connection
 - Adobe Connect
 - Join Me
 - Google Hangout – must have a Gmail account
 - Office 365 – Skype
 - Blackboard – mentioned by Amanda
 - Moodle – mentioned by Chris H.
 - Cody mentioned that having to pay for a subscription would still offset costs of everyone traveling to ISU and getting reimbursed for travel
 - Jennifer M. really likes the idea of Google Hangout, has several benefits worth looking into
 - More research will be done by Pam Walden and Chris – if we have any ideas, let them know

EEO Officer

Amanda Turner

- Passes out Webinar Series document for professional development and specifically diversity
- Will need to get more familiar with creating and running webinars
- Her campus is using Blackboard Collaborate as an option to use to participate in the webinars
- Key topics for webinars discussed (see document for details)
- Partnering with others to request presenters for the webinar series 1-3 times per semester
- Jennifer M. likes the ideas, suggests making the series in the fall and ask the membership for ideas during the conference for other webinar topics

- Carol asks what is the first step to get the ball rolling, Amanda states if all are in agreement, maybe we could start off with one series per semester. Need to decide on platform we will use first, setting the amount per semester, at what point in the semester. Evaluate after each semester to see if we should do more than one per semester. One in fall, one or two in spring depending on how well fall goes
- Carol asks if we could maybe video tape some of the sessions during the conference and make that available for the membership to view. Pam Walden says it would be a good way to review but would lose interaction. Chris states it could serve as more of a video archive
- Pricing for the webinars, must be a member to login to view the webinars
- Pam Walden says she has noticed a decline in the presenters submitting their power point presentations after the conference, previously, she would request that the power point presentations be submitted prior to the conference in case of technical difficulties the day of, maybe we could go back to that method so we can have an archive of presentations for each conference
- Cody likes the idea of bringing it to the conference attendees for feedback about what they'd like to see.

DISTRICT CHAIRS

Northwest District Chair

Marc Dale

- No report, looking for more people to submit proposals for presentations, may be more general topics
- Carol says she has some specific proposal ideas: bullying, empathy amongst students, gender identity, millennial, etc.
- Marc looking into student outcomes ideas – but how does that relate to admissions/registrars
- Marc and Jason have discussed changing the roles of the district chairs and district chair elects, mentioned that he found that we have a past district chairperson, concerns about overlapping, past district chairperson could then help plan the district meeting, identifying roles between district chair elect, district chair, and past district chair
 - Jennifer M. suggests having the past chair mentor the chair elect to manage the district meeting and the chair attends board meetings – make it more task oriented
 - Pam Walden likes this idea, will make potential chair elects easier to recruit if they know the past district chairs assistance
 - Jennifer M. asks the present chairs if they would like to assume the past district chair roles and assist the incoming chair elects
 - Chris asks for clarification on the description on the website of the past district chair role to submit district meeting documents
 - Katherine reviews By Laws regarding district chair roles – does not mention past district chairs. Jennifer M. asks do we need to add it. Decided to just update the actual job descriptions. Marc will work on it and submit it during our board meeting at the conference

- Marc asks would the district chair facilitate the district meetings during the conference, Pam Walden and Jennifer M. says yes, leave it to past district chair to select chair elect

Northeast District Chair

Carol DiCola

- No report, would like to touch base with Chris, Suggests proposals from district members, Agendas from district meetings for archives
- Asks do we need to start helping promote anything on behalf of IACRAO

West Central District Chair

Janet Munson

- Difficult finding presenters for session ideas, Jennifer M. suggests throwing the topics out there and then putting a call out for presenters that have expertise in those areas and would be willing to present, Carol asks could those willing to present aren't IACRAO members, could they stay for the day. We wouldn't necessarily tell them no
- Title 9 training, trainer was great, would like to ask them to present at the conference; local law enforcement and campus safety, mental health trainers

East Central District Chair

Jason Wickline was not present

Southern District Chair

Pam Wilkins, Tosha Baker on the phone

- 3 session proposals, active shooter presentations (presented at district meeting), registrar is going to do a presentation, 3 or 4 others have been requested to present topics – one is transgender issues on campus, will talk to director of financial aid on campus about doing a presentation related to financial aid – Jennifer M. said she has some financial aid topics being submitted from financial aid state organization; adult learner population, nontraditional students related topics – Carol mentioned that she attended a NAFSA conference and someone from McHenry County College did a great presentation on adult students – Jennifer M. mentions reaching out to a state organization focused on adult learners to come and present; most presenters are not a part of IACRAO – is there any incentive for those coming to present (5 hour drive for southern district) – overnight hotel stay, travel payment

EX OFFICIO

Archivist

Robert Kerr was not present

Chronicle Editor

Tiffani Robertson

- Will be putting out call for article submissions – due date is July 15th

Website Manager

Patrick Sears

Membership Committee Chair

Cody Baggett

- Needs an overview of membership technical duties. Identify key board members to the membership who they should reach out to for information/questions
- Will put together a spreadsheet of all of the current member institutions and those who have been in the past but aren't now and will reach out to the district chairs to see if they have contacts at those institutions to see if they need help or questions in order to renew/rejoin IACRAO; Amanda has a questions if we can create a general member@iacrao.org mailbox so Jeremy could avoid getting questions. Jennifer mentions we may look into create a general mailbox for all positions in the future. Amanda found that Jeremy is still listed on the website. Jennifer M. asks if Cody can pull the primary institution contact to reach out to them ahead of time of putting the call out to renew and to start thinking of those who are members at their institutions since they are charged with submitting the renewals. Confirmed that fee is \$125

Technology Committee Chair

Patrick Sears was not present

- Jennifer M. stated updating links on website – alumni/past president and exhibitor for conference. Will finalize next week before Cody sends out communication regarding membership renewal. Cody asks what rate the exhibitors and alumni pay. They just need to pay for dinner (plated dinner Wednesday, buffet on Thursday) \$25, \$30 for guest/spouse – discussion about what to exactly put on the conference registration site – Pam Wilkins asks about inviting presenters to stay for lunch – comes down to costs

PRESIDENTS

Past President

Katherine Thompson

- There's an iacrao president email iacraopresident@gmail.com
- Kristine Smigielski from U of I is the next president elect
- Secretary and Treasurer elect still need to be found
- Scholarship information is out, August 31st is the deadline
- Distinguished Service award, generate nominations, will open discussion of nominees via email amongst board members; Cody asks do last years nominees stay in the running or do they need to be nominated again. They can stay in the pool per Katherin
- No by law changes

President

Jennifer McClure

- Resources for presenters, put out a call to last year's exhibitors, price is \$200, Ed O'Donnell from CalCat is giving us \$1000 sponsorship for memberships; how are we going to award, Katherine suggests making it an application, one must submit an application for themselves to be admitted, one per institution, need based, Chris suggests limiting it to one per district – everyone likes that idea; they will be randomly selected per district – will pay their conference fee; Cody suggests having the district chairs select the chosen person from the district – Jennifer M. suggest keeping it to randomly selecting since it will be need based applications only, must be a IACRAO member institution must be renewed for upcoming year, Jennifer asks what the deadline to apply would be, September 1st so those selected could be notified at least 30 days out from the conference, two week deliberation period, will have a week to confirm that they will register after being notified of being awarded, if they cannot still attend, we will select another winner. Pam Walden is concerned about a lot of people waiting to register to see if they won, should we move the date to July instead of September, Pam Wilkins believes people will be making decisions to register late due to the state of the budget.
- Embassy Suite proposals for 2019. Requested a two day and three day proposal; Are we going to cut to two days, cutting costs with speakers, reaching out to Indiana to see if they'd like to participate, joint conference with them a possibility, survey results were that membership wouldn't mind doing a joint conference but wouldn't want it to replace our conference as a whole; could do our business meeting separate from Indiana participants, Cody asks is there a total comparison of two day vs three day conference. Three day mini is 24000+, two day 17000+ – charges for rooms per night is higher. Multiple discussions about the breakdown of charges amongst board members; benefits of moving to two days, different conference locations for 2019; pros and cons of two day vs three day discussed – is a two day as beneficial as a three day Carol questions, Chris questions where the idea of a two day conference came from – cost savings per Katherine – will members be receiving the same value if we caught it to two days; Cody asks should we consider raising the conference fee

President Elect

Pam Walden

Old Business

- Katherine was going to work on new member information packet
- Katherine asks if she can retype descriptions and print to PDF and load that on the website for easier reading
- Membership Chair separation from Treasurer, Jennifer asks if we should put a call out for taking on the role; Cody suggests that this role could also take on the new member lunch/orientation during the conference, will bring it to the business meeting during the conference.
- Webinar series: Amanda spoke to it in her report

- Mike Reilly highly suggests having a statement out as an organization regarding the state of the budget in Illinois, Jennifer M. asks what we are all seeing on our campuses regarding admissions, job positions, etc.

New Business

Adjournment

Motion: It was moved (Tiffani Robertson) and seconded (Pam Wilkins) to close the meeting. Motion approved at 11:55 a.m.

Respectfully submitted,

Tiffani Robertson
On behalf of Jennifer Harbaugh
IACRAO Secretary



April 22, 2016 Treasurer Report

Respectfully Submitted by:

Cody Baggett, Treasurer

February 19, 2016

1. As of February 19, 2016, net assets are **\$93,922.92**.
 - **\$26,677.09** in checking
 - **\$15,748.94** in savings
 - **\$51,496.89** for CD

2. Outstanding Items – None

3. Expenses Since 2-9-16 Board Meeting
 - a. District Meetings (various amounts)
 - b. Benning Group – 2nd payment (\$1200) - \$600 already paid earlier in year.

*** Please send travel reimbursement requests and MapQuest directions (if you haven't already) to cbaggett@jwcc.edu or:

John Wood Community College
Attn: Cody Baggett
1301 S. 48th Street
Quincy, IL 62305

E-Board Travel Comparison(s)

FY2016

As of 4-20-16	\$4,175.52
Budgeted	\$3,000.00

Deficit (\$1,175.52)

FY2015

Actual \$2,730.97

Budgeted \$3,000.00

Surplus \$269.03

Notable Differences

1. General number of travel requests – institutions are not reimbursing for e-board travel like they have in previous years.
2. AACRAO Leadership reimbursement was up from when Adrienne went.
3. In FY2015, we did the one conference call instead of traveling to Bloomington. Without that, we would have been over budget by a couple hundred dollars.

There has been a steady incline from what I can see over the last three or four years.

Proposal: Change Title and Responsibilities of the Chronical Editor Position

Title: *Proposed Change* – Communications Manager

Election/Term of Office: *No Proposed Change*

Reports to: *No Proposed Change*

Primary Function: *Proposed Change* - To manage all communications within IACRAO.

Major Responsibilities: *Proposed Additions* -

1. To act as Editor and Chief for the *Chronicle* newsletter; edit and produce four editions of the Chronicle. Approximate dates of the issues are: December, March, June, and September (this issue to announce those nominated to fill vacancies for officers within IACRAO).
2. To act as the Chair of the Communications & Publications Committee.
3. To monitor and keep record of IACRAO listserv communications.
4. To manage the IACRAO social media sites.
5. To work with the Web Site Manager to ensure consistent information is on the IACRAO website.
6. To review and proofread the conference program and other related materials prior to distribution.