

PRESENT (X)	NAME	POSITION	COLLEGE
X	Bobby Nalean	President	DMACC
X	Melissa Klein	President Elect	HCC
X	Courtney Kopp	Past President	ICCC
X	Sara Moore	Secretary	DMACC
X	Jeremy Austin	Treasurer	DMACC
	Chris Entringer	Member at Large	NICC
	Jen Patterson	Member at Large	NIACC
X	Tim Gray	Member at Large	SCC
X	April Forbes	Advising/Admissions	MCC
	Morris Pounds	Career Services	KCC
X	Danielle Ebaugh	Career Services	KCC
	DeDe Maloy	Counseling	NIACC
X	Lisa Vance	Disability Services	NIACC
	Mary Wendt	Registrar/Registration	NIACC
	Karla Winter	Registrar/Registration	NICC
	(Not Filled)	Residence Life	
X	Mandy Fox	TRIO	MCC
	(Not Filled)	Webmaster	

CALL TO ORDER

The meeting was called to order at 9:04 a.m. by Bobby with 10 board members present on the call.

SECRETARY'S REPORT

The minutes from the Board's meeting in March were emailed to board members by Sara on March 3, 2015 for review. Jeremy motioned to approve; Courtney seconded. March meeting minutes were approved.

TREASURER'S REPORT

Jeremy emailed the Treasurer's Report to the Board on April 6, 2105 for review. Danielle moved to approve the Treasurer's report; Melissa seconded the motion. The Treasurer's report was approved.

OLD BUSINESS

Fall Conference

Members were reminded to mark their calendars for Sept. 24-25 for the Fall Conference. Courtney asked how many attendees to anticipate at the Fall Conference; Jeremy shared that 48 and 49 attendees registered for the last two conferences. Courtney asked if timing and format had been set and if we'll be following typical format with a half-day on Thursday and full-day on Friday. Bobby said that nothing had been set, but that he anticipated the typical format would be followed.

NEW BUSINESS

Election Process

Courtney explained that the constitution calls for an election nomination committee and reviewed the functions and roles of this committee. Melissa volunteered to assist on the committee. Courtney asked if she needed to have four committee members, but Bobby explained that he didn't think a full committee of four would be necessary to move forward.

Open positions to be added to the ballot:

- President Elect
- Secretary
- Treasurer
- Member at Large (all three positions)

Courtney asked about the Web Master position and whether or not that would be included on the ballot. Bobby explained that the position is appointed by President and that's something he'll take care of.

The Secretary, Treasurer, and Members at Large may serve one additional sequential term. The group agreed that those positions would need to be re-elected by vote should they want to serve an extra term next year. Bobby asked that if those holding these positions would like to be on the ballot to stay in their current positions or to be considered for others, they should contact Courtney, stating their position of interest and bio.

April asked if her sub-group chair position would be on the ballot, but Bobby clarified that the sub-groups would elect a new chair at their meeting at the Spring Drive-In.

Election timeline:

- Send email soliciting nominations on April 10th
- Submit nominations by April 22nd
- Send out ballots on April 24th
- Submit ballots by May 8th

There was discussion of options for collecting ballots via SurveyMonkey, which would change the method outlined in the constitution (send to campus contacts and collect ballots back from them via email). There was discussion of how using SurveyMonkey would be more efficient and user-friendly. There was also discussion of concerns about only having members vote, but it was decided that if the link is being sent by the designated campus contacts, the chances of a non-member voting would be very slim. Bobby made a motion to adjust the method of collection to SurveyMonkey. April motioned to approve; Jeremy seconded. The motion to distribute ballots and collect votes via SurveyMonkey was approved.

Bobby again encouraged those on the call to let Courtney know if they are interested in being added to the ballot for any of the open positions. Danielle reminded the group that they need to also submit a brief bio. Courtney and Melissa will include all the requirements and details in their email soliciting nominations.

Awards Nomination Process

Bobby mentioned that the deadline to nominate for awards is coming up on April 24th. He encouraged members on the call to share the nomination information with colleagues and to nominate our peers. Tim mentioned that he hasn't received anything via email about the nominations, and others haven't either, so Tim volunteered to write up an email and send it out to campus contacts this week.

2015 Spring Drive-In

Bobby asked for updates from Jeremy on registrations. We are up to 21 registrations, mostly from MCC and eight from the executive board; several executive board members have not registered yet.

Bobby encouraged members on the call to invite their colleagues and graduate students they might be in contact with.

Mandy said that rooms are reserved and food has been ordered. She also said that they have yet to discuss check-in procedures; Bobby asked if signage would be available at the parking lot to help direct attendees to the right spot. Jeremy offered to send out the pre-event emails to registrants a week out from the event including a campus map, parking and check-in instructions, event agenda, and lunch menu. Jeremy asked about plaque costs; Bobby said that he'd email Morris to confirm details on the plaques. Bobby also reminded the members to send retirement information to Morris so retiring members could be recognized at the drive-in.

Lisa will send another email soliciting registrations to campus contacts today. Bobby also asked that another email be sent in early May for one "last-call" to boost attendance.

Bobby reported that Chris is still looking for two roundtable leaders. Chris had mentioned in his correspondence to Bobby that an Iowa Central representative gave a great retention presentation at a recent conference and Courtney said she'd follow up with him to see if he'd like to facilitate the retention roundtable. Melissa said she'd talk to her college's Retention Specialists to see if they want to facilitate or attend. Bobby is going to find out which other table needs a facilitator and report back to the group so outreach to possible facilitators can be made.

Jeremy moved to adjourn; Lisa seconded. Bobby adjourned the meeting at 9:50 a.m.

Respectfully submitted, Sara Moore