

PRESENT (X)	NAME	POSITION	COLLEGE
X	Bobby Nalean	President	DMACC
X	Melissa Klein	President Elect	HCC
	Courtney Kopp	Past President	ICCC
X	Sara Moore	Secretary	DMACC
	Jeremy Austin	Treasurer	DMACC
X	Chris Entringer	Member at Large	NICC
X	Jen Patterson	Member at Large	NIACC
X	Tim Gray	Member at Large	SCC
X	April Forbes	Advising/Admissions	MCC
X	Morris Pounds	Career Services	KCC
	Danielle Ebaugh	Career Services	KCC
	DeDe Maloy	Counseling	NIACC
X	Lisa Vance	Disability Services	NIACC
	Mary Wendt	Registrar/Registration	NIACC
X	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 9:03 a.m. by Bobby with 11 board members present on the call.

SECRETARY'S REPORT

The minutes from the Board's meeting in December were emailed to members by Sara on December 2, 2014 for review. Melissa motioned to approve; Tim seconded. December meeting minutes were approved. No minutes were sent for the January call because quorum wasn't reached.

TREASURER'S REPORT

Jeremy was unable to be on the call, but Bobby shared that Jeremy didn't have any updates since the January meeting. Morris moved to approve the Treasurer's report; Jen seconded the motion. The Treasurer's report was approved.

OLD BUSINESS

Outstanding Institutional Membership Dues

Bobby noted that there are still some outstanding institutional membership dues, including from DMACC. Bobby said he'd continue to follow up with member institutions to get those dues submitted.

2015 Fall Conference

Bobby reminded the group to mark their calendars for the Fall conference on September 24-25 at Iowa Central.

NEW BUSINESS – SPRING DRIVE-IN PLANNING

2015 Spring Drive-In

Mary asked Bobby to encourage the group to get online registration setup sometime this week so marketing can start going out.

Bobby asked if the board needs to approve a \$100 room rental fee for the spring conference, which is a discounted rate from the typical \$750 room rental rate. The group decided this was a reasonable fee; Bobby asked that we keep these rental fees in mind when setting future sites.

April had asked if we could do a hot breakfast instead of just fruit and pastries based on past feedback. Morris and Bobby made the point that timing may be an issue; concerns about whether or not attendees will have time to eat and whether or not attendees will have eaten prior to getting to the event. Group agreed something hot, like an egg casserole, might be ideal. April will put together some options and get back to the Board.

Bobby asked Chris to give an update on the best practice round-tables. Ideas of topics included retention, technology, students with disabilities, continuing education partnerships, etc. Chris asked for clarification on the length of time per table (e.g. 15 minutes, 5 minute break between, groups of 8). Chris also asked for guidance on the number of tables. Karla and Bobby expressed concern about 15 minutes being too brief. April suggested having attendees register for three out of six possible sessions in advance. Chris, Bobby, and Morris discussed the advantage of having attendees learn about a variety of topics and offering more options. Bobby suggested 2.5 hours for roundtables between registration and lunch, do lunch with subgroups, and then business meeting as the closing. Concerns were raised that 15-20 minutes may not be enough time to really discuss the topics; there were also concerns that there wouldn't be time for a welcome to bring everyone together and explain the flow of the day. Suggestions were made to have everyone stay in one big group and have best practice presentations to the large group. Further discussion was had about the pros and cons of big groups vs. small groups. Chris suggested that if we go with the small groups, we could bring the large group together at the end to debrief. Bobby asked that we table the discussion of the details until a later time.

Bobby asked the group for theme ideas, encouraged that we make the roundtable topics a part of the marketing materials so it's clear what we'll be discussing. Ideas for themes included: "spice it up", "add another tool to your tool box", and "the learning edge". Chris suggested sending out materials in advance to attendees to help everyone feel more prepared, form questions in advance. Chris also suggested attendees be encouraged to bring handouts along as take-aways they can share with the group. Lisa will talk to Mary about marketing and theme ideas.

Chris will start reaching out to presenters. Bobby recommended putting a deadline on proposals, keeping the topics open to proposals.

Bobby asked the group if we keep \$35 fee from last year. April suggested we wait to set a fee until we know food costs. Bobby agreed that we should wait; April will work on getting catering numbers together this week.

Election Process & Award Nominations

Bobby said that Courtney has been working on the election process; she couldn't make the call today. Bobby asked for guidance on the award nomination process. Karla will work with Jen and other award committee members to get the form out, set a deadline, etc. Bobby asked if we've ever sent a "press release" to call for award nominations, announce winners. Morris shared insights from past nomination processes, encouraged more publicity around the awards.

Morris moved to adjourn; April seconded. Bobby adjourned the meeting at 9:55 a.m.

Respectfully submitted, Sara Moore