

| 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 |
| X | 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 |
| | April Forbes | Advising/Admissions | MCC |
| X | Morris Pounds | Career Services | KCC |
| | Danielle Ebaugh | Career Services | KCC |
| X | DeDe Maloy | Counseling | NIACC |
| X | Lisa Vance | Disability Services | NIACC |
| X | 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 9:04 a.m. by Bobby with 13 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 April 7, 2015 for review. Jeremy motioned to approve; Karla seconded. April meeting minutes were approved.

TREASURER'S REPORT

Jeremy emailed the Treasurer's Report to the Board on May 5, 2105 for review. Sara will set the No-Ad fee on WordPress (\$30) to auto-renew for next year. Karla moved to approve the Treasurer's report; Morris seconded the motion. The Treasurer's report was approved.

OLD BUSINESS

Summer 2015 Retreat

Bobby asked if a date has been set for the summer retreat; no one had anything on their calendars. Bobby proposed holding the retreat in mid-June to give a bit of space between the drive-in and the retreat. Sara suggested using Doodle to find a date that works for all. Bobby asked if the Hunziker Center in Ames would work as a location and there were no objections from those on the call.

NEW BUSINESS

Election Process

Bobby reported that we now have a full ballot. Melissa will be sending out a SurveyMonkey link with a May 8th voting deadline. There was a discussion about adding campus contacts and spring drive-in registrants to the email to ensure all members receive the invitation to vote.

Awards Nominations

Bobby asked for an update on the awards nomination process. Tim has received one recommendation for the Distinguished Service award, but no others. Bobby asked that we could extend the deadline to bring in more nominations. Tim asked about what the winners are awarded; Morris explained that winners receive a certificate and a free Fall Conference registration. May 26th was chosen as the new deadline to allow more time.

2015 Spring Drive-In

Bobby asked Mandy and April for an update on drive-in preparations. Mandy and Jeremy confirmed that there are seven different subgroups, including Residence Life. Mandy asked if the schedule could be rearranged because the lunch isn't a box lunch, so transporting food to and from meeting rooms wouldn't work well. Mandy also asked if a tour of their new facilities could be added to the schedule. Bobby suggested offering the tour at the beginning and at the end of the day; Mandy agreed that would work. Options to accommodate for the lunch concerns were discussed; it was decided to do lunch as part of the large group wrap-up and shorten the sub-group meetings. There was a discussion of how to encourage more attendance at the business meeting; wording changes were made to the agenda on the website. Mandy asked how groups would be divided up; it was decided to indicate groups on attendees nametags. Mandy asked for guidance on writing up an agenda; Bobby recommended that they go ahead and make up an agenda with room numbers according to their plans. Jeremy offered to send out all pre-conference materials so everything comes from one source. Mandy asked if we'd like their Provost or Chancellor should give a welcome and Bobby agreed that would be a good way to kick-off the event.

Chris had to leave the call, but Bobby reported that he's working with Iowa Central to find a facilitator for the retention table. Mandy will be leading up the technology table. NICC is leading the beyond the classroom table and Jeremy is leading the partnership table. Chris will be contacting all the facilitators to make sure there are consistent formats being followed in each group.

Jeremy reported there are 46 registrants thus far. Catering needs an estimate at least two days in advance.

Sara asked if the subgroup chairs will be reaching out to their members in advance of the event. No one disagreed, so Bobby recommended that the chairs move forward with pre-event contacts with their members.

Jeremy moved to adjourn; Lisa seconded. Bobby adjourned the meeting at 9:59 a.m.

Respectfully submitted, Sara Moore