

# Junior/Community College Student Personnel & Guidance Association

Board Minutes

June 19, 2008

Hilton Westchase Hotel

Houston, Texas

10:00 A.M.-3:00 P.M.

## I. Call to Order

**Dr LaRonda Ashford**

Meeting was called to order by Dr LaRonda Ashford at 10:17 am

## II. Welcome

**Dr LaRonda Ashford**

## III. Role Call

**Dr Vickie Geisel**

**Members Present:** Dr LaRonda Ashford, Marie Light, Dr Gaynelle Hayes, Eddie Sandoval, Jean Metcalf, Mary Page, Kathy Kelley, Arnold Ramirez, Arnold Ramirez, Dr Don Stafford, Dr Vickie Geisel, Dr Cherrie Lane, Richard Vela

**Members Absent:** Michael Farnell, Mike Scot, Dr Debbie Kelley, John Baker, Paul Goertemiller,

## IV. Approval of the Minutes

**Dr LaRonda Ashford**

Dr Cherrie Lane needs to be added as being at the last board meeting.

Dr Gaynelle Hayes voted to accept the minutes as presented with correction. Mary Page voiced a second. Minutes approved by the board.

## V. Financial report

**John Baker**

Since John Baker is not present due to a family emergency – he asked that we hold the financial report until the next meeting. Since the February Board minutes were just approved, he can now transfer the J/CCSPAT Treasurer's responsibilities to Richard Vela.

## VI. Standing Committees

### A. Membership

**Richard Vela**

No Report

### B. Historian

**Kathy Kelley**

No Report

### C. Awards

**Eddie Sandoval**

Outstanding recognition – needs to go out with conference information – need to find the form – work for J/CCSPAT and student services

### D. Research

**Dr LaRonda Ashford**

As of this meeting, letters announcing the award have gone out to universities who have undergraduate, masters and doctoral counseling/student development programs. Darrell Truitt's research award was not presented at the last J/CCSPAT 2007 conference – no research

projects were received. Mary Page asked if we should contact the family to see if they wanted to increase their donation.

The Truitt family is contacted when we have an award recipient. Several times in the past, a family member has been at the conference to present the award. How to contact the family needs to be given to the research chair.

Dr Vickie Geisel suggested that we look at our area colleges to see what research is being to enhance student services on their campus.

It was recommended that we review our guidelines and see if they need to be changed at the next board meeting. Arnold Rarmiez and Jean Metcalf will get together to define what type of research.

Ask Jean to expand her Put it in the conference newsletter and expand on what we mean by campus.  
Ask Jean to expand her scholarship to expand on the meaning of research.

**E. Legislative**

**Dr Gaynelle Hayes**

Dr Hayes reported that proportionality is still the main topic at the President's State Organizational Meeting. The college business officers were polled and the percentage of raises for the 2008-09 year statewide averaged out to 3-5%.

There is also talk at a lot of colleges to go to a 4-day work week because of the gas prices and the hardship it is or will cause on our students.

Marie Light reported that CTC is running a bus service for their students.

**F. Professional Development**

**Arnold Ramirez**

Arnold Ramirez is waiting on the completed conference program to determine the number of LPC and NCC credits that will be available.

**VII. Other Reports**  
**No Reports**

**VIII. Old Business**

**A. Website**

**Dr Vickie Geisel**

Website pages were passed away for review and corrections. Yearly fee to our webmaster has been made. Jody has been extremely easy to work, when changes need to be made.

**B. J/CCSPAT Scholarship**

**Jean Metcalf**

Arnold Ramirez suggested that we change the criteria for the scholarship to invite more individuals to J/CCSPAT and to promote student services. What is our goal for this scholarship? We need to look at how we advertise for our scholarship.

**C. 2008 Conference**

**Kathy Kelley**

Kathy Kelley – has developed an internal Wiki site for J/CCSPAT. She handed out two pages updating the Board on what the conference planning committee has completed. Additional conference information discussed or questions asked from this report were:

### ***Hotel Accommodations Information***

- Rooms will be \$125 a night
- Hotel is working to develop a link for hotel registration online
- No charge for conference room space
- Piggy backing with another conference which will save a projected \$10,000 in food expenses for our conference budget. However, the other conference picks the menu
- Hospitality room will be provided

### ***Conference Theme: J/CCSPAT 40 years of Change, Traditions, Transitions***

***Vendor Tables:*** recruit area universities, testing companies, smart thinking, Who's Next - \$200 to \$250 pre table.

### ***Sponsoring Events:***

- UH and TSU have already agreed to help sponsor parts of our conference

### ***President's Panel***

- Presidents from Blinn, TJC and TVCC were recommended, and chancellor from HCC
- James Shippy recommended as the moderator and Kathy Kelley as the facilitator since she is LPC
- Questions/subjects need to be sent to Kathy by July 30.

### ***Program/Workshop Suggestions***

- Completed "call for proposals forms" will go to Dr Weldon Elbert
- List of suggested program topics is listed on the J/CCSPAT Flyer
- Ethnicity - maybe related to FERPA
- Programs on academic advising
- Meeting for the VPs and Deans of Student Development

### ***Registration***

- Projecting 200 to attend because of location – last time J/CCSPAT held in Houston it was very successful
- Mike Farnell will receive and handle all registration forms
- Credit Cards will not be a payment option this year
- Volunteers are needed to help with the registration table

### ***Entertainment***

- Live Band is being considered
- Casino Night and Bingo suggested
- Demonstration of making beer and wine being considered for a Thursday evening activity

### ***Conference Items and Give-aways***

- Propeller pin with the J/CCSPAT logo
- Working on a Busrel-Bag dual compartment cooler and tote bag for \$10.00 which is different from what we normally receive
- 200 Conference Bags will be stuffed
- Items for the conference bags are needed from other Colleges, such as: pens, rulers, pads, etc.
- Door prizes were also requested from the board members.
- LaRonda offered to have all door prizes and materials sent to her office prior to the conference

### ***Strategies for Recruiting Conference Participants***

- Recommended that the board members divide up the colleges – identify the directors of counseling and invite them to our conference.

- Mary Page will work on a letter that can be sent out to the 70 different colleges by mid July
- Recommended to contact retirees and invite them to the conference
- Dr Sherrie Lang will contact all previous past-presidents and extend an invitation to attend our 40<sup>th</sup> J/CCSPAT Conference.
- Provide a Job Vacancies board at the conference for recruiting new members

**D. 2009 Conference**

**San Antonio**

A former board member has been approached but we are awaiting word to see if this will be an option

**E. 2010 Conference**

**Austin/Other**

**F. 2011 Conference**

**G. Board Positions**

**Dr. LaRonda Ashford**

The following board members terms are up at the 2008 Conference: John Baker, Michael Farnell, Dr Deborah Kelley, Lola Redmond, and Don Stafford. Lola was appointed to fill Carol Beck's 2008 position after this passed away last year.

**H. Other Old Business**

None reported

**X. New Business**

**A. Vacant Committee Positions**

Three board positions need to be filled or appointed for the 2009 term.

**B. Other New Business**

None reported

**C. Regional Conference**

None have been scheduled for the summer.

**XI. Adjournment**

Arnold moved that the board meeting be adjourned at 3:16 pm with Mary voicing a second. Meeting was adjourned.

- Conference rooms \$125 a night
- Hotel balance from \$17,000 from 2007 conference
- Propeller pin can have j/ccspat printed on the pin
- J/CCSPAT 40 years of change, traditions, transitions
- October 15-17, 2008
- Order 200 is \$1300

- Misc.
- Registration form can be typed
- Hotel is working on developing a link for hotel registration – for registering online
- Call for presentation form is pending
- An agency account has been created – which is payable to HCCD J/CCSPAT agency fund
- Lola asked that a letter be sent to her president asking that they consider be a co-sponsor.
- Send out letters to groups that we normally work with.
- Vendor tables: any universities in the area; testing companies; smarthinking; who's next; u of h to sponsor the reception
- We will be piggy backing on another conference that is here which will save us on food expenses – this will be a savings of \$10,000 – but they will pick the menu.
- They are not charging us any money for conference room space.
- Entertainment Co-chair will meet with a band.
- Demonstrations of making wine and beer – that be a possibility for Thursday night – if folks want to stay at the hotel.
- Gaynelle suggested that we priotize the list:
  - Casino night
  - bingo
- Program Suggestions:
  - President's Panel – recommended blinn, tvcc, tjc, chancellor
  - Get James Shippy as moderator and Kathy as the facilitor of discussion since she is LPC
  - We need to come up with questions/subjects that we would like to ask the presidents by July 30.
  - Items needed for conference bags: pens, rulers, pads, etc., from colleges
  - Estimated 200 because of all the colleges that are in this area.
  - Ethnic's workshop needed – maybe related to FERPA.
  - Arnold recommended that the board members divide up the colleges to identify the director of counselors to recruit or invite them.
  - Mary will work on a letter for us to send out to different colleges; she will work on the 70 different colleges – has it ready for mid July.
  - All conference information should be ready to send out by mid-July.
  - Call for proposals will go to Dr Weldon Elbert.
  - Registration will go to Mike Fernell
  - Look for a live membership list from Eddie to send to Kathy so she can adjust.
  - We need volunteers to help with staffing the registration tables.
  - LaRonda mentioned that we need to make sure to state that we will not take credit cards – on site, etc.
  - Membership will go to Richard Vela.
  - Hospitality room with staff
  - Universities have already agreed to help sponsor some part of our conference: UH, TSU, etc.,
  - Need to contact retirees about J/ccspat conference.
  - Sherri will head up the project to contact the all previous past-presidents about inviting them to J/ccspat.
  - Wiki website is only internally

- Posting a job/vacancies board at the conference might be of interest for recruiting new members
- More programs on academic advising – ask Jan about developing a centralized advising center
- Vendors can either pay \$250 or help pay for the tote bags – give them a choice.
- Chief student affairs officer

2009 Conference – Austin

2010 Conference – San Antonio

Board positions

- Was suppose to put on the board
- Scottmike1@charter.net
  - Lola is replacing who on the board Carolyn on the board 08.
    - See Kathy's list

LaRonda will stay with research.

Regional conference – stay with what we are going.

LaRonda offered to send all door prizes and materials to her office for her to keep.

Board Members adjourned at Arnold moved and Mary second 3:16pm

Busrel-Bag dual compartment cooler and tote bag in 600 denier less than \$10.00.