

Executive Board Meeting

February 2nd, 2010

Sheraton Hotel

Denver, CO

In attendance: Susan Boyle, Kelly Dunham, Cara Sturman, Shanna Pomager, Joanne Augustine, Monica Huggins, Cathy Nabbefeld, Eric Nissen, John O'Connor, Lynn Ossowski, Noah Buckley, Renee Orlick, Carlos Jimenez, Robin Boren, and Adrienne Loveland.

- 1. Welcome*
- 2. Conference Planning*
 - a. Tentative Schedule (See handout)*
 - b. Invitation went out to local counselors last week*
 - c. Thinking of offering ASU tour on Friday*
 - d. Waiting to finalize Thursday afternoon pre-conference workshop*
 - i. Trying to contact Ralph to offer his full 3 hour information session for new counselors*
 - e. Friday and Saturday activities are all in or around the ASU campus*
 - f. Four-Points Sheraton will be host hotel which is within 10 minute walking distance to Old Main.*
 - i. Hotel will provide shuttles for campus transportation and airport.*
 - g. There will be 28 breakout sessions*
 - h. The Executive Board will meet on Thursday, April 15th from 1-4 and we will have a one-hour wrap up on Saturday from 11:30 - 12:30 p.m.*
 - i. The college fair will offer appetizers and drinks so to attract people to fair and hopefully increase participation.*

- j. *If you have people or know someone who would be willing to sponsor/exhibit a table at the conference please contact them.*
 - k. *Eric is also looking for suggestions for a key note speaker*
 - l. *We would like to post a program to the website that might encourage people to register if they can see what is being offered.*
 - i. *It could also be another reminder for people to register*
 - m. *We will be promoting the RMACAC table again and need people to sign up for time slots on Thursday. There will be literature on why to join RMACAC, etc.*
 - n. *For future conferences we need to have a strong, committed group in the home state.*
3. *Budget*
- a. *Next fall there will be a Performing and Visual Arts Fair (PVA). We need to touch base and see if we will receive a cut.*
 - b. *Please submit all committee chair proposals to Joanne by March 1st. We will be doing the approval in April, so please be prompt.*
4. *Admissions Practices*
- a. *Two issues have been brought to Renee's attention dealing with the May 1st deadline. Schools are asking students to accept scholarships before May 1st without a disclaimer "if you need more time, etc."*
 - i. *It is thought to be unintentional, but need action and Renee is working with the schools.*
 - b. *Renee attended a NACAC webinar about notifying colleges of high school disciplinary actions.*
 - i. *Currently, we have limited written policies on how to disclose disciplinary actions. There is much debate on whether it is through graduation or up to a submitted application.*
5. *College Fairs*
- a. *The revenue generated for fall college fairs is consistent with previous years.*

- b. The spring DU fair is down in registrants (104 last year, 76 this year), but Shana will be sending out a post card reminding schools to register as well as save the dates for next fall's fairs.
- c. Next year offer we will offer the option to purchase a second table
- d. List of fairs in our region will be updated on the web site in May
- e. Over the last two years we have only had two schools with outstanding balances
 - i. Both are for the New Mexico fair: University of New England and Sierra Nevada College
 - ii. Thrivia does hold onto outstanding balances, so if the school tries to register for fairs next year, the outstanding balance will be present.
- f. New Mexico only allows colleges and universities where as Utah invites other vendors in addition to post-secondary institutions. Where do we want to stand on this issue?
 - i. DU fair will allow colleges, universities and scholarship providers.
 - ii. We do have a large amount of interested vendors and currently it is left up to the host to allow them to attend or not.
 - iii. Registration is slowing down and each year we lose a couple.
 - iv. If we do allow vendors, they would need to be in a separate location so as not to take away from colleges and universities.
- g. The HP Academy would like to become a sponsor with all NACAC fairs.
 - i. If students sign up with them they will receive 10% off all HP products
- h. It was discussed about inviting for-profit institutions to our fair circuit.
 - i. These institutions cannot take the place of a college or university
 - ii. We would like to charge them extra as to keep the enrollment down.
 - 1. Shanna will be in charge of putting together a fee

6. Human Relations

- a. So far Carlos has received 7 or 8 nominations for the Cynthia Galyes Human Relation Grant.
 - i. The deadline is February 15th, so please keep passing out the word. It would be great to have a person from each state.
- b. There is now an official Human Relations committee consisting of Stephanie Sabga, Betsy Cowin and Jessica Rother.
- c. Stephanie and Jessica are willing to help with a spring admissions case study program for counselors who work with predominantly underrepresented student or for under-resourced high schools.
 - i. The program would run in conjunction with the DU fair and could possibly be hosted on the DU campus following the fair from 4:30 - 6:30 p.m.
 - ii. This program will be a test run and if all goes accordingly, it will become a model for other states.
- d. Carlos and his committee would like to provide a "responsibility" questions sheet for students to ask at college fair to help differentiate for-profits and not-for-profit institutions.
 - i. Questions would include: How many students take out loans - what amounts? Ask non-profit how are you different than "a" and ask "a" how are you different than "b", etc.

7. Membership

- a. A hand out providing a membership breakdown over the last two years was handed out
 - i. We need to increase our membership by 50+ to reach budget goal next year
 - ii. There is a misconception that the membership is a school membership versus an individual membership.
 1. Colorado members question why they should be a member when they are already members of Colorado Council.

- iii. Lynn will be RMACAC rep at AZSCA to see if we can get some additional members
- b. In the future we would like to start sending out a membership certificate
- c. We will look into providing a paper membership form.
 - i. We will ask NACAC about their percentage of paper vs. online.
- d. For-profit institutions to be granted membership was not voted on last year.
 - i. Also need to consider corporations such as College Week Live
 - ii. Vote will be tabled until April due to extra research needed to decide
 - iii. We will need a defined process to decide admittance or not
- 8. Professional Development
 - a. Please see Lynn's hand out
- 9. PR
 - a. The RMACAC banners are here and distributed to each state
 - b. Robin has ordered "RMACAC Member" ribbons will be handed out at conference again.
 - c. RMACAC will once again sponsored a Channel 9 College Line 9
 - d. Ordering shirts or fleeces that say RMACAC will wait until 2012 for NACAC conference
 - i. We will need something for 2011 to wear to NACAC to promote Denver NACAC
 - e. Can we have a contest with high schools students to design logo
 - i. Susan and Robyn will work together to promote this idea.
 - f. College credit will be available again at conference; however, it will only be given on Friday at the end of the day only.
 - g. Robin has submitted a proposal to present at the AZSCA conference in March.
 - i. The cost of attendance will be around \$1300

1. The finance committee will discuss attendance if Robin's proposal is not accepted.
- h. Robyn will start reading through the NACAC articles and post pertinent articles to our web site.
 - i. They will be done in a word document and a NACAC link will be posted at the bottom as the source.

10. Technology

- a. We have an up and functioning web site
- b. John is currently comparing Memberclicks to Adbay in price and functionality.
 - i. He will also do a price comparison to Thriva and PayPal.
- c. A committee has been formed consisting of Chris at UCCS, Kasey at University of Arizona and Jared at Mesa State

11. Governance & Nominating

- a. An e-mail has been sent out announcing the open board positions to put together single slate to RMACAC members.
 - i. The announcement will be made in April.
 - ii. A personal statement about why a person would like to become a board member is encouraged.
 - iii. It would be nice to have some geographic diversity added to board.
 - iv. It was suggested to change the conference planning chair from one year to a two year position with a possible third year as a co-chair.
- b. Roger Campbell Award
 - i. So far a couple of nominations have been received, so if you have anything to add please talk to the presidents.
 1. Any feedback is need by next week to Monica.

- ii. *The winner will be announced at the April conference*
 - c. *Roger Campbell's daughter lives in Arizona so we would like to try and have her present the award*
- 12. *The 2010 Budget approval had been postponed until April*
- 13. *Adjourn*