



NCHO 2014 Executive Council Mtg

April 11, 2014

Western Carolina, Cullowhee, NC

Attendance:

- Chester Miller, Business Manager
- Janae McKinney, Grad Rep
- Laura Ansley, Communication Coordinator
- Daniel Flowers, Technology Coordinator
- Hassel A. Morrison, President
- Clyde Wilson, Member-At-Large
- Lisa Freeman, President Elect
- Shawn Odom, HBCU Rep
- Jeremi Cheeks, Small College & University Rep
- Maggie Gillespie, Conference Chair

Phone Conference

- Alexa Wood, Program Chair
- Emily Baker, New Member Chair
- Brian Stutz – 10:13am, NCARH Liaison

Hassel - Meeting called to order at 9:00am

Introductions and Welcome with Thanks to Western Carolina for hosting this meeting

Host Institution Update from Laura Ansley - Conference Cen

January Meeting Minute Approval

Conference Updates: Maggie Gillespie

- Coretta Walker and Baby Walker are doing well.
- Director of Disability Services toured conference center for NCHO 2014 and assessed accessibility of Koury offering approval
- Conference Website updated.
- Hotel information and Registration. -
 - Registration Fees and Hotel Rates updates
 - Hotel Rate: \$130
 - Have to call in to get code to have conference rates applied.
 - Hotel Registration is open as of April 9, 2014
 - Next couple of weeks Conference Registration will be live. Currently working on Paypal account logistics.
 - With Marketing will slowly release information (teasers) for the conference as we get close to conference date.
 - What will inspire folks to come to the conference?
 - Asked for feedback from council regarding what attraction
 - Area attractions
 - Guest Speaker information

- Hassel - Jason Kitrell is president of NCCPA. Conversed about getting more faculty involved in the conference to inspire more grad attendance based on the connection with Higher Ed. Work with Dr. Tiffany Davis. May be able to promote research and poster presentation for on-going research to increase attendance.
 - Janae – Need to inspire Grads outside of housing to attend since this is a Housing Conference.
 - Laura Ansley – Administrative Assistance who don't get to attend conference. Would like to attend. Tag Facilities, Admin and specialties. Win it Wednesdays where swag can be used as a draw to promote attendance.
 - Jeremi Cheeks – Develop a Professional dev track for professionals outside of housing to accommodate those who cannot stay the entire time.
 - Lisa Freeman – May need to look at the program curriculum to inspire the types of programs that may attract professionals outside of housing
 - Daniel Flowers – Registration before July 1, 2014 to get folks to utilize current fiscal year funds.
 - Lisa Freeman – CHO's are the key to find out why they aren't coming.
 - Small Colleges & Universities
 - Participation from colleges at SEAHO over the last 5years. Offers a very telling view of who we may want to reach out to at NCHO using the same approach. Daniel and Laura might be able to look at archival information from NCHO
 - Hassel – CHO meeting at ECU in May. NCHO conference attendance can be done there. There is a CHO list-serv that has consistent responses from CHO's
- Top ten reasons why Grads should attend.
 - Assessment of constituents to gain a perspective of needs across the state
 - Poster Presentation recommendation
 - Thesis Writing
 - Comp Review
 - How to prepare and package experience as a Grad in preparation for job search season
 - Life skills - Saving, fiscally responsible by going into housing
 - Bridge between NCHO and SEAHO in preparing Grads for job search
 - Most recent budget from Conference
 - Guidebook is expensive. Looking at other ways to be Green. Sending out PDF each morning of conference.
 - Develop an App
 - Social for Wednesday and Thursday night
 - UNCG – Vans
 - Other Vans from Universities
 - Request via email for potential shuttle options in order to better predict shuttles transportation should socials be planned to curve cost.

- Vendor recruitment
 - Emails from vendors will not take place.
 - Vendor will be able to share a short bio in Vendor Newsletter and sent to all participants of conference.

New Professionals Rep:

- No Updates

Professional Develop Chair – Alexa

- Focus on increasing attendance on other professional areas in Housing to spur attendance
- Plans to use Assessment and needs assessment

President

- Spoke with Katie regarding Policy Book/Constitution (reviewed by Chris Gregory) who made recommendations for changes (see handout)
- President will continue to work on recommendations to ensure we have a working document so that the Executive Council will have tangible document to review for approval (Next Exec. Mtg)
 - Perhaps recruit/utilize intern to perform comparative analysis with other state orgs.
 - We do not have By-Laws
 - Question posed to have an intern vs task force review the constitution recommendation to formulate a working document for review.
 - ***Motion:*** NCHO utilizes a blended method of intern and task force to review (constitution and Policy Book as well as supplemental document from Chris Gregory) and make recommendations on the constitution and Policy book exploring the development of By-Laws to present to the Executive Council.
 - 11 positive votes and 1 abstention
- Will write a ***manifesto*** regarding obligations and expectations
- Brian Stutz, NCARH Liaison joined phone conference at 10:13am.
- Alexa Wood had to leave for duty at 10:10am
- Brian Merit (Past President of NCCPA) and Jason Kitrell (Current president) spoke regarding joint conference (NCHO and NCCPA). Future date of 2017 (Host Asheville-unconfirmed) planned for joint conference.
- Meeting with someone from General Administration regarding grant opportunities to take advantage of for program development and supplement. May require 501c3 and tax exempt status.
- Alexa Wood can rejoin meeting at 10:20am
- Next Executive Council Meeting in June at WSSU
 - Primary Date: June 13, 2014
 - Secondary Date:
- Convention walk through of conference site should be Professional Dev and Conference Chairs in June if needed.
- President will have a one on one meeting :30 with each Executive Council Member to get individual updates

- Maybe a needs assessment/tool needs to be developed to assist with crafting and solidifying an agenda for NCHO as an organization. The desire to move away from a Conference based organization to organization centered on year-around engagement and development.
- Recommendation to create a position on the Executive Council centered on assessment to ensure there is a catch all for Conference, Professional Development, Satisfaction.
 - Brian Stutz has offered his assistance to get us started in this endeavor.
- **Motion:** President move to explore a position on the Exec. Council focusing strictly on Assessment for the General Organization (NCHO) (2nd – Lisa Freeman)
 - **Vote: Abstentions: 3 (Daniel, Jeremi, Shawn Yes: 11) Motion Passed**

President Elect (Lisa Freeman) – Task Force on Diversity and Inclusion

- Met with Clyde and Paige to review applicants who expressed interest in joining the task force.
- 16 people expressed interest (see report)
- Made decision to invite all 16 to participate to honor the interest in the task force.
- Shared with President to review what a 16 person task force would look like. Split task force in half with co-chair Mindy Bliss
 - Benchmark and create best practices
 - Engagement beyond the conference
 - Look at needs related to issues in state of NC
 - Way to share resources and create a platform
 - Create a way to recognize work in Diversity and Inclusion via award
 - Recognize institutions and people
 - Example Elon professional passing and utilize that model to recognize contributions in this area.
 - Create initial task force for conference call (working with Daniel) have President Call in to give charge of Task Force
 - AD of Charlotte provided documents to be used as a starting point and thanked President Elect for focusing on this collateral area. Need to create timeline.
 - Produce report on ways to move forward with implementation
 - Young Lady on NCCU to do pre-con for conference on University Related issues
 - LGBT issues. Meeting with Mindy regarding this effort. Jess Evers used to work in LGBT center at Duke to discuss what pre-con will look like.
- Thanks from President on this endeavor in planting the seed for change in NCHO to look at different things we can do to inspire/solidify relevancy of NCHO
- Regarding Assessment, propose creating position on Executive Committee regarding where we are in meeting the needs wrt Diversity and Inclusion of our organization to the general membership.
- Communications Chair asked for a write up for the SignPost on the Task Force talking about the purpose.
- **Motion:** Explore the creation of a position focusing on Equity, Inclusion and Access serving as the voice on the Executive Council. (2nd – Business Manager)
 - **Vote: Yes: 12 No: 0 Abstain: 1 (Jeremi) Motion Passed**

Small Colleges & Universities (Jeremi)

- NASPA has levels of populations classifying size of institutions
- ACPA does something difference

- **Motion:** To define Small Colleges & Universities in Policy Book/Constitution as Institutions with a total enrollment of 5000 students or fewer. (2nd President) Friendly amendment by Alexa Wood to change “Less” to “fewer” to be more grammatically correct.
 - **Vote: Yes: 4 No: 6 Abstention: 2 Motion failed**
- Tabled until next Executive Council Meeting
- Emily Baker has to leave the conference.
- 40 schools that fall within the range of 5000 or fewer total enrollment
- Would like to get contact information from smaller colleges and universities to build relationships and inspire engagement

Business Manager Update:

- Invoices paid since Jan. 2014
- Updates on Account Summary reviewed
- Executive Council Budgets reviewed
- Creation of Task force to explore 501c3 and tax exempt status
 - Members include: Chester Miller and Katie Bartholomew
 - Will create timeline to identify tasks and feasibility of attaining status
- Indicated importance of working closely with Conference Chairs to solidify protocols for expenses and payments for Conference.
- Created a new reimbursement form

Brian Stutz – NCARH Liaison

- Working on getting accounts organized.
- Meetings every other week on Google Chat
- App State sent check for \$700 which was \$30 extra
- Learning position and getting bearings straight
- Transition with Michael Cherry mid-March
- Elect new AD of recognition at No Frills (not filled yet).

Grad Rep

- Talked with Maggie about Graduate Luncheon.
- Wants to create a scavenger hunt
 - Writing on Name tag (Grad Student/1st Year) tid bit of information to assist with networking and relationship building at annual conference.

Technology Chair

- Updated Hyperlink of Executive Council on Website
- Place minutes of Executive Council or Conference on the website
- Might want to look at other ways to archive data and historical documents from NCHO
- Currently the Business Manager has the “thumbdrive” with all information. Need to determine sound practice for backing up archival data for organization for easy access and safekeeping
- Likelihood of creating a separate email account alias for the Executive Council positions to aid in better documentation and record keeping.
- Can create a google account easily to accommodate. Agreed that Technology Chair should create email aliases for all NCHO executive council positions and link to listserv

Member at Large

- Met with HBCU rep and Small College and University Chairs to talking about the nature of membership and to streamline how members can access others.
 - Include contact information for Executive Council Members
 - Email alias
 - Profile pictures of Executive Council Members on Website
 - To be sent to Communication and Technology Chair
 - Should membership committee be updated to reflect the new direction.
 - Will make recommendations regarding Membership At Large position and Membership Committee to better
- RA Drive-In Host (Methodist) October 25, 2014: Spirit:” Can we keep it alive!”
 - Earlier registrants need to come the day before and accommodations will be made for those needing to stay the day after.
 - Cost: \$25 Registration fee per delegate
 - Keynote Speaker: President of Methodist University
 - Accommodations: Gymnasium sleep over (sleeping bags)

HBCU Rep

- Continue to work with CHO's at HBCU's
- Big on relationships
- New transitions who aren't aware of NCHO
- Idea is to go to each school and touch base/build relationships
- June 17/20, 2014 Round Table date

Communication Chair

- Signpost delayed this week
- NC State and Methodist for articles to Signpost
- Deadline is end of April.
- Soliciting highlights from each school with Yearly review
- Service Pins are in. Laura will maintain
- Signpost will not be done over the summer
- Quality of articles has increased significantly over the last year.

Embroidered Banner

- Need to inquire with Maggie to find out where the banner is located.
- The banner is passed down each year.

Next Meeting

- June 13, 2014 for next meeting at WSSU

Motion to Adjourn – 12:52pm