



## Executive Council Meeting

January 24, 2014

Greensboro Koury Convention Center

### Attendance:

- President – Hassel A. Morrison
- President-Elect – Lisa Freeman
- Business Manager – Chester L. Miller
- HBCU Rep – Shawn Odom
- Conference Chair – Coretta Walker
- Conference Co-Chair – Maggie Gillespie
- Technology Coordinator – Daniel Flowers
- Member-At-Large – Clyde Wilson
- SEAHO Rep – Peter Bluetrich
- Communication Coordinator – Laura Ansley
- NCARH Liaison – Michael Cherry
- Professional Dev Chair – Alexa Wood
- Professional Dev Co-Chair – Paige Abe
- New Professional Rep – Emily Brown
- Small College & University Rep – Jeremi Cheeks
- Grad Rep – Janae McKinney

## Tour of Koury Convention Center for 2014 Conference

### Conference Chairs

- Purchasing codes for WiFi @\$7.50 each.
- Imperial Ballroom will be used for all large scale events.
- IT Needs
  - Presenters will need to bring in computers
  - We will provide projectors depending on
- Questions
  - Registration going live on website
    - Usually registration numbers up tick as you get close to conference.
    - Asked about the possibility of having a blank registration to change names.
    - Suggestion of using group rate early bird creativity to inspire delegates to registers.
    - Perhaps link meals to registration to improve getting numbers early.
    - Want to inspire delegates to stay in Greensboro overnight.
    - Pursuing an effort to going green by choosing to print conference book versus guidebook. Have to consider prices and WiFi accessibility.



- Timeline:
  - Closing Registration 5-7 days early. Will have to push communication.
- Purchased a card swiper to process registration on site

#### Meeting Agenda

- Introduction (Hassel A. Morrison)
- Reflective Practice (M. Knowles: Self-Directed)
- Review SWOT Analysis of previous administration and operationalize recommendations listed for your specific position as well as make recommendations for other areas.
- Executive Council Meetings....Need to attend 3 of 4 of these meetings.
  - January Transitional Meetings
  - Early Spring
  - Early Fall
  - Prior to Annual Conference.
- Need contact list for Executive Council
  - Possibly post to Website.
  - Hassel has initiated lunch visit with Daniel at Duke
- Policy Book needs to be updated. Needs reviewing and updated for specific executive council responsibilities.

#### Executive Council Reports

- I. Business Manager Report
  - a. Previous Executive Council Meeting minutes. Could not be found readily on zip drive. Moved to Past-President
- II. President Elect
  - a. What can we do to increase visibility around the topics of Multiculturalism and Social Justice
  - b. Coretta and Lisa Freeman are spear heading this event and will present to Governing Council. Seeking to establish a task force for recommendations to NCHO and SEAHO to see a need for more representation to the organization's commitment to inclusion.
  - c. Professional Dev. Chair acknowledged looking at topics of Multiculturalism and Social Justice through Pre-Conference activities to fit constitutional expectation of committee.
  - d. Shawn, Coretta and Lisa will move forward with exploring a task force to formalize the pursuit of Multicultural Competence, Social Justice and Inclusion
- III. Business Manager



- a. Motion: (Peter B.) Past President went above and beyond in expenditures and move to cover expenses. Second by Alexa Wood – UNC. No unreadiness
- IV. Member At Large - Clyde
  - a. RA Drive-In Summary
    - i. Warren Wilson college is due \$200.00 from not attending RA Drive-in Conference.
    - ii. Game plan moving forward to account for monies needing to be reimbursed. May cover RA Drive-In registration for next conference.
    - iii. 25 institutions represented with over 300 delegates.
    - iv. UNC Wilmington and Methodist submitted Bids for 2014 RA Drive In Hosts. Methodist is awarded hosting 2014 RA Drive-In Conference. Methodist has recommended two dates for NCHO (one in the spring and one in the Fall).
  - b. Membership
    - i. Working with Grad Rep, HBCU Rep and New Professionals rep to inspire more involvement from State of North Carolina.
- V. Communications Coordinator – Laura
  - a. Money for a Lapel Pin at a cost for \$3.50
  - b. Motion: Requesting a budget of up to \$500 for the purchase of lapel pins to include the NCHO logo. 2<sup>nd</sup> by Katie B. Motion Approved.
  - c. Have articles lined up for Sign Post.
  - d. Guidelines for Scholarship winners can write on for printing on Sign Post.
- VI. Professional Development Chair and Co-Chair (Alexa and Paige)
  - a. Recruiting and engaging mid-level professionals to be involved at the Conference by Presenting. Focus on areas outside of Res Life
  - b. Having a more defined role of NCHO
    - i. Support the needs of graduate and new professionals?
    - ii. Want to see how we engage senior and mid-level professionals.
    - iii. Promoting mentorship of graduate/ new professionals and mid-levels be senior and CHO members.
  - c. No case study for NCHO
- VII. NCARH - (Michael Cherry)
  - a. Conference in February at App.
  - b. Expecting low turn-out for conference.
  - c. Encourage students and professional staff to bid for positions at NCARH level.
  - d. Include NCARH Liaison on 501c3 Task force.
- VIII. SEAHO Rep – (Peter B.)
  - a. Well represented in Programs. Third in submissions.
  - b. Signed up for fireside chats with CHO's during 1<sup>st</sup> and 2<sup>nd</sup> programming sessions.



- c. Purchasing SEAHO swag
- d. Silent Auction
  - i. Requested to put together a gift basket of items to be used for Auction. Requesting items from the state to include in the basket.
- e. Scholarship and Awards
  - i. They were due on 1/21/14.
  - ii. List of corporate sponsors who will be at SEAHO for thank you notes from NCHO.
  - iii. Placement is active and looking for volunteers.
  - iv. Tuesday night planning NCHO group dinner
- IX. HBCU Rep – Shawn O.
  - a. Sent out information for participation
  - b. NCCU hosting Facilities Drive-in
  - c. Planning stages of HBCU round up to be hosted by NCCU or NCAT
  - d. Call for programs and marketing.
- X. New Professional Rep – Emily B.
  - a. Reaching out to new hires across state for welcome
  - b. Performing assessment of new professionals.
- XI. Small School and University Rep – Jeremi Cheeks
  - a. What constitute a small school and college if your total enrollment is lower than 3000. Want to potentially increase range to better understand constituency.
  - b. Google Group to better communicate with small colleges and universities.
- XII. Technology Coordinator – Daniel
  - a. Wants to be aware but does not have to spearhead technology related tasks.
- XIII. Grad Rep – Janae McKinney
  - a. Spoke with past Grad Reps to see what was done in the past. During the conference during a graduate student social or lunch between grad students and new professionals to socialize and network while at the conference.
- XIV. Budget Forecast and Request Process
  - a. Upcoming at Spring Executive Council Meeting
  - b. Review the policy book for expectations
- XV. Future Conference Bid Process
  - a. Discussed developing a bid process for hosting conferences moving forward
  - b. Need to think about a process for selecting future hosts of the conference.
- XVI. Membership Updates - President
  - a. NCHO to be an opportunity for internships for interested EPA professionals to gain professional development experience at other institutions throughout the state.
  - b. Reclamation Process



- i. Identifying returning professionals to NCHO and getting them involved.
- XVII. New Items
  - a. Joint Conference for NCCPA
    - i. Would like to get back on track for 2016 which will be NCCPA's 50<sup>th</sup> anniversary. We do not have a locked in date but wondering if we want a joint conference in 2016 or 2017? We will push for 2017 at UNC Asheville.
  - b. Next Executive Council Meeting dates and hosts (March/April 4/11 at Western Carolina)
    - i. June/July – Winston Salem State and UNCSA
    - ii. October – Greensboro
- XVIII. Announcement
  - a. Business Manager announced exploring the creation of a 501c3 task force to establish the tax exempt status for the Association.
- XIX. Adjourned
- XX. Moved and Second