

NCHO Executive Council Meeting  
January 23, 2015  
Meeting Minutes 9:17AM

**Attendance:**

- Mindy Bliss, Mars Hill, President
- Jessie Stellini, Communications Chair
- Varatta Pegram-Floyd, New Professional Rep, Western Carolina
- Tyler Rathbone, Grad Assistant at UNCG
- Chester Miller, Business Manager
- Paige Abe, Professional Development Chair
- Nicole Percival, Professional Development Chair Select
- Holly Bowen, Conference Co-Chairs – ECU 2015
- Brian Stutz, Conference Co-Chairs – ECU 2015
- Chris Gregory, President –Elect, UNCG
- Daniel Flowers, Technology Coordinator – Duke
- Hassel Morrison, Past-President
- Jason Timpson, Member-At-Large – App State

Welcome and Introductions

- Re-introductions to break the ice and talk about Holiday Break Vacation experience

Approval of October, 2014 Executive Committee Meeting Minutes

- Motion – Brian, Second – Mindy
- Minutes approved with no changes.

Executive Committee Reports

**President**

- Diversity and Inclusion Task Force –
  - Decided to put on hold until after SEAHO conference when they will entertain statements supporting diversity and inclusion
  - Looking for a co-chair of Task Force
  - Question about Task Force
    - Professional development committee took on a small 1-day conference that supports diversity and inclusion
    - Business Manage presented a suggestion to re-visit one day drive in conference to provide more professional develop opportunities regionally for delegates and schools who may not be able to attend the larger conference. It would lessen the perception that NCHO is not active.
- Do we want to add positions to support task force initiatives in Diversity, Assessment, Membership
- Chris and Mindy will talk with John at Gardner-Webb and Paige and Nicole will talk about hosting a one day drive-in conference in the eastern part of the state
- The opportunity exist to work more with NCCPA to provide professional development experiences for our delegates and school to motivate being more active.

- Mars Hill had a drive-in conference in November that can be promoted through NCHO

### **President-Elect**

- Want to look at ways to get other schools more active and involved in NCHO
- Spoke with folks from UNC – School of the Arts, Winston-Salem, October 10 – 12, 2016 regarding NCHO 2016. Location reserved. Small delegation of Executive Council members will go to tour the site
  - Chris, Nicole, Chester
- Reviewed progress of Diversity and Inclusion task force. Reiterated waiting to see where things go with SEAHO
- Will seek more feedback to support drive-in conference
- Exploring needs assessment and reaching out to schools

### **Business Manager**

- Conference Acct:
- Primary Acct:
- Money Market Acct:
- Will meet with Conference Co-Chairs for ECU to discuss budgetary process and procedures for 2015 Conference
- Mentioned utilizing debit card for conference expenditures. Prefer to discuss process for using such.
- Motion: (Chris) Upon a submission of a budget any school hosting the NCARH conference will be offered a loan upto \$1500. Second (Brian). Approved
- 501c3

### **Technology Coordinator**

- Updating the website to remove information about last year's conference
- What information is most important to have on the website
  - Content from sign-post
  - Previous program submission
  - Position description updates, etc.
  - Recommendation to break down the website by functional area to send updates to Daniel:
    - Chris will work with Jessie to send information from signpost
    - Chris will work with Brian and Holly to update conference information
    - Get program presentations uploaded to the website.
  - Fall to do list:
    - Create email aliases for all executive council positions
    -

### **Small College & University Rep**

- Sending communication to colleges not seen at the annual conference
- Received responses from three schools and will continue to work to make those connections
- Listening to feedback to better assist the needs of those institutions
  - Programs to support small school that don't necessarily follow the state model

- Looking at the round table to see what went well and what new things can be incorporated in future roundtables.
- Will need to coordinate outreach to ensure we are not overlapping and bombarding our communications to small schools.
- Usually roundtables occur during conference skip time.
- **Recommendation to have roundtables during meals for small colleges & university, new professionals, grads, HBCU.**
- **At each table during the USC Conduct conference had different topics to drive conversations and inspire mingling among the delegates.**
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### **Member-At-Large**

- RA Drive-In at Methodist. Received a report on the conference that can be used as a template for future hosting schools.
- Want to divide the state in to regions to ensure each area of state has an opportunity host.
- Would like to solicit host institutions for the next few years.
- President – Elect shared next few years hosting locations:
  - ECU – 2015
  - UNCSA/Winston-Salem State/Wake Forest – 2016
  - UNCA, MHU - 2017
  - UNC-C - 2018

### **Conference Chairs**

- ECU – 2015 (Monday – Wednesday) Over Fall Break
- Theme: Gateway to the Future
- \$100 for early registration, \$65 for grad students
  - Hoping to put early registration on website early (June)
- May be an issue with Fall Break due to fall riots. Can move to the new Fall Break dates should that occur.
- Will present both options of best and worst case for the Executive Council
- 200 seating capacity in the Multipurpose Room
- Vendor space will be in the dining hall for Tuesday lunch
- Recommend having the next quarterly meeting at ECU for a tour of the site and facility
- Five programming sessions
- \$89/night conference room rate
- Offer transportation at a central location for folks in the western part of the state utilizing the ECU motor coach. This will inspire more delegates and school participation.
- Recommending presenting a budget with options
- Have potential funding sources which could alleviate delegate costs. Can also have small increases in associate/vendor registration fees
- Aaramark providing two meals during the conference
- Claudia Beanie, wrote the ACUHO-I book, will be the speaker during NCHO Conference
  - Just have to pay for travel. No cost.
- Will get contracts and solidify location
- Early Registration begin: June 15<sup>th</sup> (Ideally)
- Will prepare marketing material and communication for NCHO Website
  - Waiting on logo

- “Future Friday Emails” like “Tuesday Teasers”

### **New Professionals Chair**

- Sought clarification regarding whether new professionals consisted of those new to the profession or new to the state
- Business Manager requested a more formal transition document or template which needs to be complete and turned in to the Business manager and shared with new incoming position holder.
  - Business Manager will upload previous year’s executive reports to google docs and share with respective positions

### **Policy Book**

- (Chester) Motion to form a task force to look at both the policy book and constitution to make the necessary edits and additions to ensure we have a more standard document for both moving forward. (Second) Mindy Bliss. Motion Passed

### **Task Force**

Descriptions and Outlines required to better define task forces to solicit involvement from the rest of NCHO

- Non-Profit/501c3
- Diversity/Inclusion
- Governance
- Assessment
  - Climate Survey
  - Needs Assessment to guide professional develop and practice
  - Strategic Plan

### **Assessment**

Discuss feelings regarding creating a position to support the assessment interest of NCHO.

Recommendation for a position to be appointed first to solidify position description and move in to an elected position at the annual conference.

- Elected position will require updates to the constitution and voted on at the annual conference
- Motion: (Hassel) Move to establish an appointed Assessment position on the executive council until the 2016 annual conference. Second – Daniel. Passed.
- President-Elect who is responsible for elections will craft a position description and solicit interest with an explanation of their understanding of the role and a resume
  - Screening will take place with the President-Elect to identify top candidates before sharing with executive council.

### **Climate Survey**

- Few years ago, climate survey was developed to solicit feedback on the needs of the state and how to best tailor our programs and professional development efforts to help each of the stakeholders on the executive council (Professional Development, New Professional, Member-At-Large)
- Suggestions for sending out the climate survey consistent with soliciting programs for annual conference
- Will need to explore tools (i.e. ACUHO Survey) to use as a template to pursue.

### **Professional Development Committee Report**

- Met last Friday at ECU
- Feedback
  - How long the speeches were during Awards ceremony
  - Place description of the award on the power point presentation during the ceremony
  - Add description of the award to the back of the award
  - Too much criteria or inconsistent application process
- Pre-conference responsibilities separate between the conference chair and the Professional Develop chairs
- Competency feedback
  - Mental Health
  - Multicultural and social justice
  - Policies and procedures
  - Conduct
  - Assessment
  - Supervision
- Idea to highlight certain competencies during each annual conference.
  - May even want to be consistent with competencies offered through NASPA, ACPA and ACUHO-I
- Desire to tailor program submissions to align with competences and targeting CHO, Senior, Mid, New and Grad students
- Connecting delegates to national organization webinar and professional development opportunities
- Release content for sign-post with professional development opportunities and also for Website
- Can send content from each position to the Sign-Post

### **Script for Awards**

- Want to shorten the script for awards presented during the conference to alleviate the talk time.
- Spread out award presentations throughout the conference to prevent the closing banquet and luncheon from being so long and verbose.

### **Clarifying Questions**

- Everyone should take a look at their positions in the policy book and constitution and make recommendations for what they should be doing during the current organizational year.
- Ensure the goals and action items are in line with current President's Vision

### **Communications Coordinator**

- Administrative access
- Password for twitter account
- New twitter account @ncho1973
- Soliciting committee members
  - Will tweet

### **Next Executive Council Meeting Date**

April 14, 2015 – UNCG at 9am – 3pm

- Everyone bring three clarifying goals for your position and have the Friday before
- Changing names on conference accounts. Will need past and current conference chairs

June - ECU

- June 9-10

Adjourn – 3:35pm