

Nov.11, 2006 COCTYC minutes for the 176th conference at San Antonio College

The meeting was called to order by Dolores Aquino at 4PM.

Lance passed out the Treasurer's Report, the 2006 2YC₃ Travel Expense Report, the Minutes of the 2YC₃ General Membership Meeting at the BCCE at Purdue University, and the College Sponsor's Report.

The Minutes of the General Membership meeting at the 175th Conference were approved. The Minutes of the 175th COCTYC meeting were approved as amended. The Minutes of the General Membership meeting at the BCCE were approved.

ACTION ITEM: Kelly will work with Laredo CC on becoming a college sponsor.

Newsletter deadline is Dec.15. Carol Handy and Jim Schneider will both work on this issue. Jeff wondered if we could highlight a college sponsor in each newsletter (maybe the 25-year renewal colleges)

ACTION ITEM: Kelly should identify the 25-year college sponsors.

ACTION ITEM: Dolores will send a letter asking them for info for the Newsletter and inviting them to the next meeting.

Plaques for 25 year sponsors and past chairs were discussed.

ACTION ITEM: Ed will get plaques for the 25-year college sponsors for this year and past catch-up years, for the past chairs starting with Clarita, for all past officers, and for Jay Bardole(2YC₃ Lifetime Service Award).

Bill reported on the 176th Conference. There were 51 attendees. There was good participation by attendees at the sessions. There was a problem with rooms for presentations on Friday. The roundtable discussions were excellent. There were problems with concurrent sessions-not many people in some sessions. A couple of people still owe money. There were some issues with Blue Star for the banquet and the costs of the breakfasts and lunches. Bill said that we could really use a \$25 conference registration fee.

There was a discussion about the problems of financing a conference. Ed asked if 2YC₃ should set up a fund for financial support of future conferences if needed. It was decided that the treasury reserve covers this circumstance. A MOTION was made and approved (5-1) that the Conference Registration Fee will be raised to \$25.

ACTION ITEM: Michaeleen will notify Marie Wolff and Carol Handy about this increase.

There was a discussion about the possibility of colleges charging for the use of their facilities for the conferences. Jeff said that we need information in the Conference

Planning Guide about what money is available for a host college (\$25 registration fee plus meal fees). Ed asked if we should allow a college to be a host if the college says it will charge for its facilities.

ACTION ITEM: the future sites coordinator will make sure of the costs at a particular college BEFORE approval of the site. This procedure will be placed in the Conference Planning Guide.

There was a discussion about what is included as reimbursable conference expenses for COCTYC members. A MOTION was made that Kelly should determine what should be reimbursed. There was no second. A MOTION was made and approved (5-1) that travel expenses include the conference registration fee but NOT the 2YC₃ dues.

The Treasurer's report was approved.

ACTION ITEM: Kelly will email us a 2007 Proposed Budget.

A MOTION was made and approved that we will act on this budget before the March meeting.

A MOTION was made and approved that the CHAIR-ELECT will insure that any email votes be included as an addendum to the minutes and approved at the subsequent meeting.

Copies of the Industrial Sponsors Report were distributed. Lance gave the report for John.

There was a discussion about MeasureNet's sponsorship of the website.

It was noted that DivCHED wants their logo on all of our communications.

Lance is redesigning our website.

There was a discussion about how conference material gets to the WebMaster.

The Program Chair, assisted by the COCTYC Chair will be responsible for requesting materials from presenters. Guidelines for creating the conference webpage should be in the Conference Planning Guide.

A MOTION was made and approved that all COCTYC members should send their email addresses to the outgoing chair at the end of each year so that the email list can be updated.

Sonja passed out the lists of the updated Regional Advisory Boards. Any further suggestions should be sent to her.

There was a discussion of our role in the BCCE. We would like to have two-year people as symposium organizers. We need to make sure that our symposia are listed as 2YC₃ symposia. A MOTION was made that we have a 4th 2YC₃ conference in the years when there is not a BCCE. There was no 2nd. We need to market the BCCE. It was pointed out that we do not get new members from it like we do our own conferences. We need to encourage people attending to join 2YC₃. A MOTION was made and passed (6-0) that we ask the DivChed BCCE coordinator to put a line for the 2YC₃ membership fee on their conference form.

ACTION ITEM: Dolores will bring this up at the ACS DivChed meeting and will also contact Melanie Cooper.

The site for the 183rd Conference was discussed. A MOTION was made and approved that we will have Anne Arundel Community College as the prime candidate for this conference, BUT we must have the administrator's letter by the March, 2007 meeting or we will pursue having the meeting with SERMACS (Martin Stewart is that contact).

ACTION ITEM: Sonja will contact Martin to see if March will be OK for the decision and if he will do a real joint meeting and will send him a copy of Dick Gaglione's letter of agreement with the Western ACS region as an example of what needs to be done for a real joint meeting.

The site for the 184th Conference was discussed. Tamara Goetz at Salt Lake City Community college was contacted by Ed and John.

Old Business: We need a letter from Candace as a candidate for Chair-Elect. We have no information from Jim Schneider himself regarding the Newsletter Editorship. Ballots cannot go out with the letters from Candace and Jim.

ACTION ITEM: Dolores will call Carol and remind her that we need a letter of candidacy from Jim.

The advertising of open COCTYC positions was discussed. We need to advertise earlier in 3 issues of the Newsletter for future openings. We need to advertise for the 2009 Chair-elect and the 2008-2011 Membership Chair.

The meeting was adjourned at 7:36 PM.

Respectfully submitted,
Michaeleen Lee, Ph.D.