



**UAC Executive Board Meeting Minutes
Rudder 701
September 3, 2014**

Attending: Donna Witt (Immediate Past President), Bonnie Bustos-Rios (President-Elect), Jaclyn Upshaw-Brown (VP-Programs), Ashlea Schroeder (VP-Communications), Trina Gregory (Secretary), Amber Skinner (Treasurer), Sarah Ura (Parliamentarian), Cristina Vela (Historian), Ann Pool (AGLS), Michelle Trimble (CARC), Ashley Corn (CLBA), Jennifer Lopez (CEHD), Gail Rowe (GEOS), Marco Valadez (LBAR), Adrian Garza (TAP), Kristin Harper (APUS), Jody Ramirez (Academic Affairs), Mindy Phillips (Athletics), Meredith Simpson (Corps), Col. Paul Timoney (Corps), Bridgette Ingram (Scholarships & Financial Aid), Angela Winkler (Student Affairs), Jeanette Madkins (Student Affairs), Morgan Jones, John Louis Bolch, Jennifer Rhinesmith, Jeana Goodson

The meeting was called to order at 10:18 a.m. by Bonnie Bustos-Rios.

Bonnie began the meeting by welcoming those in attendance and informing everyone that she was filling in while Avery is on maternity leave.

Minutes Approval: It was moved by Jaclyn Upshaw-Brown to approve the minutes from the Executive Board Retreat and seconded by Sarah Ura. There were no objections from the Board.

Officer and Committee Reports

- **President** – Avery Pavliska (Bonnie Bustos-Rios):
 - Reiterated that she was currently filling in for Avery
 - Handed out the proposed academic calendar which was to be discussed further during the meeting
- **President-Elect** – Bonnie Bustos-Rios:
 - She and Kristin Harper will be meeting with someone in EHRD about modules for advisor training and development
- **VP Programs** – Jaclyn Upshaw-Brown:
 - Advisor Briefing Day is scheduled for September 25th in Rudder 601 as an all-day event. Registration information will be going out to the UAC listserv soon.
 - Advisors could still attend the webinar on Tuesday, September 9th even if they missed the RSVP deadline but needed to inform her of their attendance
 - Discussed the November monthly program potentially being a NACADA debrief but asked for feedback based on last year's event

- Bonnie mentioned the structure could possibly be different with the option of roundtable discussions
- **VP Communications** – Ashlea Schroeder:
 - Reminded everyone that if there were individuals wanting to be on the UAC listserv to be sure to notify her. Everyone who is a member of UAC is not on the listserv and vice versa.
- **Secretary** – Trina Gregory:
 - Asked UAC reps to be sure to encourage any new employees to consider becoming a member of UAC and submit a new member form
 - Bonnie asked if new members were still sent the welcome letter
 - Trina stated she sent the welcome letter once the new member form was received.
- **Treasurer** – Amber Skinner:
 - Worked with Kristin and the Associate Provost’s office increased the amount given from \$1500 to \$2000 for FY 14-15.
 - Kristin and Georgia Hines further looked into Marketplace for UAC which would allow everyone to pay for events with either a personal or department credit card. Marketplace would charge a transaction fee of \$0.40 and each person could be charged a 2-4% credit card fee in addition to the transaction fee.
 - Kristin mentioned that cash handling is an issue within organizations and using Marketplace is a great way to eliminate any discrepancies with reporting
 - Amber made mention of trying out Marketplace for the Holiday Social
 - Jaclyn asked if Amber would be the overseer of Marketplace
 - Amber mentioned the Treasurer of UAC and Georgia Hines would be the only ones on the account
 - Bridgette asked if Marketplace was an A&M product and if UAC would be responsible for any costs
 - Jeana also asked if making a profit was possible if UAC were to incorporate the transaction fee plus the 4% credit card fee into any type of registration fee for events since credit card companies could charge between 2 and 4% per transaction through Marketplace
 - Ann asked if we could use the funds to pay fees in the future if we were to make a profit
 - It was moved by Ashlea Schroeder for UAC to begin using Marketplace and seconded by Ann Pool. All were in favor.
- **Immediate Past President** – Donna Witt:
 - Possible maintenance for Howdy on Saturday morning (September 6th), but an email will be sent with further information, if needed.
 - September 23rd is the CIS deadline for students to move from Neo email to Gmail. Neo will no longer forward after that deadline

- There will be holds placed on those students whose first term enrollment at A&M was fall 2013 and spring 2014 if they do not have an approved degree planner beginning October 1st. There were 26% approved, 4% waiting for advisor approval, and 70% not submitted.
- Dr. Kratcht is working with Dr. Kenimer to implement a new student rule about the degree planner.
- Venesa Heidick or someone from her office will be sending out an email about the degree planner
- **Social and Sponsorship Committee** – Ann Pool:
 - Save the date for UAC tailgate on November 1st. Possible tailgate spot close to Kleberg and Heep Center, and there will be things like hotdogs, chips, etc. served.

Old Business

- **Budget Approval:** After everyone had an opportunity to view the budget as of August 31st, it was moved by Marco Valadez to approve the budget and seconded by Donna Witt. All were in favor.
- Gail asked if anyone knew where she could get folders for ABD
 - Angela mentioned the Rise
 - Ann mentioned the Prospective Student Office in Admissions
- Marco mentioned there was a committee (members: Kristin Harper, Gail Rowe, Amanda Schwede, Jaclyn Upshaw-Brown, Marco Valadez, Donna Witt) working on the Career Path advisor assessment to clean it up and update it. Their next meeting is scheduled for September 15th.
 - Kristin mentioned that Human Resources (HR) is involved in the process and that AOC Deans should be aware of advisor functions. She also mentioned that HR and the system have a new analyst coming in. Dr. Kenimer is in support of updating the Career Path and APUS will fund the survey through Qualtrics that was discussed during the Executive Board retreat.
 - Jeana asked if individuals currently working at the university without a degree could be hired in another department once the Career Path is changed.
 - Kristin mentioned they were grandfathered in but that there could be other positions not requiring a degree or have the advisor title but the person is responsible for advising.
 - Bridgette asked if a person could be hired with no degree but with years of experience like some positions are in Financial Aid.
 - Kristin mentioned that it was not the case in academic advising

New Business

- **Academic Calendar Review:** Bonnie handed out the proposed Academic Calendar for 2015-2016 and 2016-2017 school years for everyone to review and discuss. Any feedback and/or recommendations were to be sent to Venesa Heidick.
 - Gail asked about the reading days allotted going from two to one
 - John Louis mentioned it was voted on by the student body to have the Wednesday before Thanksgiving off and that finals and graduation were moving up by one day in the spring. He also mentioned that Dr. Hussey had not decided if colleges would be taking over graduation.
 - Bridgette asked about Bonfire Remembrance Day being on the Academic Calendar and leaving off holidays like Veteran's Day.
 - John Louis mentioned that anyone could make a proposal for additions to the Academic Calendar
 - Ashlea asked about the turnaround for dismissals and how others were handling it due to the short timeframe between grades being posted and campus closing for the winter break
 - Kristin asked about the number of weeks being short for spring 2016
 - John Louis mentioned that there must be 14 weeks of instruction but he would double check to make sure we were in compliance
 - Bridgette asked about the Law School and Health Science Center being in alignment with the College Station Academic Calendar
 - John Louis stated they were trying to keep it closely aligned as they possibly could
 - Ann asked if the deadline for when grades are due would change
 - John Louis mentioned the deadline would change beginning spring 2015.

Announcements

- **Academic Success Center** – Morgan Jones:
 - There will be a new academic coach position opening
 - The supplemental instruction (S.I.) schedule is now online
 - Tutoring begins Monday, September 8th
 - Wednesday workshops begin September 10th and will be offered at 1:50 p.m. and 3 p.m. Additional information can be found at <http://successcenter.tamu.edu>
- **Office of the Registrar (Degree Audit)** – John Louis Bolch:
 - September 5th is the last day to clear for August graduation
 - September 8th is when students who began enrollment fall 2014 can start working on their degree planner
 - September 12th is the last day to enter degree planner templates on SWATMPL for fall 2014

- A department web address can be entered on SWAADVR for students to refer to if they have questions. Anyone who has access to SWATMPL also has access to SWAADVR.
- For the 2015-2016 degree evaluation, the 'See Advisor' area will require single approvals. It will no longer be automatic.
- Degree Audit will no longer include the DE or D1 attributes for the directed electives area. Advisors can request the courses be hidden by submitting the hidden course form with Dean's approval.
- Departments can no longer change majors after the 20th class day. If a major needs to be changed after this day, it must be for the future term. Compass will not allow the user to change the major after this day for the current term.
- At the August 20th AOC Dean's meeting, it was approved for old core attributes to be added to courses for three years. There can be no opt-out and advisors can now use adjustments to move courses around instead of curricular exceptions.
 - Now that SOCI 205 is an ICD, an advisor would have to submit a curricular exception if they wanted a student who took it previously to have it count as such.
 - Beginning 2017, old core attributes will go away, but there is more information to follow about this.
- **Scholarships and Financial Aid** – Bridgette Ingram:
 - The Satisfactory Academic Progress (SAP) report ran, and they are in the process of completing appeals.
 - Asked that we remind students to look at their MyFinances tab to see if they need to complete the SAP appeal form.
 - There will be a launching for Faculty to record beginning attendance, and we will hear more about this at ABD. A memo will also be sent with additional information. The electronic version is for the fall only.
 - Gail asked how faculty could view to see if students participated after they dropped their course
 - Trina mentioned she sent that information to her department's faculty and would send it to Gail
 - Ann asked if faculty would be notified if they needed to enter this information
 - Bridgette mentioned that the memo would explain everything
- **Associate Provost for Undergraduate Studies** – Kristin Harper:
 - Asked those whose registration fee for NACADA was paid for by APUS to send their registration receipt to Georgia Hines
- **Student Business Services** – Jennifer Lightfoot (Bridgette Ingram):
 - Billing is due Monday, September 8th
- Jeana asked about the monthly programs for the semester
 - Jaclyn mentioned the following programs:
 - Advisor Briefing Day – September

- NACADA Debrief (possibly) – November
- UAC Tailgate – November
- Holiday Social – December
- John Louis introduced Jennifer Rhinesmith from the nursing program to those in attendance

The meeting was adjourned at 11:21 a.m.

Minutes submitted by: Trina Gregory, Secretary