



**UAC Executive Board Annual Planning Retreat Minutes
August 3, 2011
University Club**

Attendees: Amanda Mather (President), Jon Kotinek (Immediate Past President), Amanda Schwede (VP Programs), Donna Witt (VP Communications), Kelly Essler (Secretary), Katie Marek (Parliamentarian), Carlos Gonzalez (Mays), Christy Porter (Education), Karl Mooney (General Academics), Roxanna Russell (Geosciences), Emily Doucet (Liberal Arts), Clint Crampton (Science), Henry Huebner (CVM/BIMS), Kate Karstadt (Academic Affairs), Shedrick Johnson (Athletics), Bethany Smith (Student Affairs), Paul Harwell (Student Affairs), Nick Kilmer (Scholarships & Financial Aid), Laura Heard (Admissions & Office of the Registrar), Orië Varner (International Programs), Mary Broussard (Undergraduate Studies)

Amanda Mather called to Order: 1:15 PM

I. Welcome and Introductions

II. Budget Review and Approval

- A. Amanda Mather presented the new 2011-2012 budget.
1. The 2012 Symposium budget was based on the last time Symposium was held which was 2010 at the Hilton and the individual registration price was raised from \$65 to \$75.
 2. Frances Nelson provided the Executive Board with the current account balances
 3. There is still money available in the 20 year anniversary account. This money must be used for advisor development and will fund new awards: New Advisor of the Year and Advisor Administrator Award
 4. Amanda Mather asked for a move for approval. Jon Kotinek moved to approve and Amanda Schwede seconded the motion. The 2011-2012 budget was approved by the UAC Executive Board.

III. Bylaws Update and Approval

- A. Proposed changes include:
1. Article II: Mission
 2. Article IV, Section 1.9: The addition of Historian to the officer team
 3. Article IV, Section 1: To include along with the appointment of Parliamentarian that the Historian will be appointed as well.
 4. Article VI, Section 1.5: Changes include the change of the Peters award to the Margaret Annette Peters Award for Excellence in Student Advising. Amendment also needs to be added to include the New Advisor and the Advising Administrator Award. A. Mather stated to approve as is and an amendment will be done at a later meeting.
 5. Article VII, Section 1: The changing of the General Membership Meeting from Symposium to Advisor Briefing Days.
 6. Amanda Mather asked for additional discussion and asked for a motion to approve. Karl Mooney moved to approve and Donna Witt seconded. Bylaws updates were approved by board to move onto General Membership meeting for approval.

IV. Symposium-Keep or Toss?

- A. The idea of no longer having Symposium has been brought up. The idea behind this suggestion is that by not having Symposium, it would allow advisors to attend other events such as TEXAAN and the Region 7 Conference.
- B. One of the "pro's" that would be in favor of keeping Symposium is that it is typically a money generating event for UAC. Donna Witt asked about the cost of TEXAAN registration in comparison to Symposium and that is a "con" for not keeping it as it is significantly higher and typically includes lodging/food costs.

- C. Jon Kotinek brought up discussion on his hopes that UAC continues to push advisor development and advising as a career. By allowing more to go to TEXAAN or regional conferences, it can broaden and diversify advisors. Paul Harwell asked what the original intent of Symposium was and question was deferred to Mary Broussard. She stated that it was there as a professional development event for advisors and was established when we had nothing but were becoming something. She also brought up that we will now have less money to fund advisors at outside events. She also stated that it would not be good to cancel the event as the Provost is looking at improving and enhancing advising. It could be improved in terms of training and also suggested that we work on bringing people from the outside to talk about hot topics. Discussion was also brought up on exploring a date change from February to either February/March so there is no conflict with TEXAAN.
- D. Amanda Mather stated that it sounded like the general consensus was to keep Symposium but make modifications. Jon Kotinek asked if the Symposium Committee could start meeting early to look at these possible changes. Some of the discussed changes included having only one major keynote speaker and that it is from someone outside of Texas A&M. It was also discussed that the earlier we start, the earlier a call for proposals can be sent to have more breakout session opportunities. Amanda Schwede followed that she would go ahead and send an email out about the first committee meeting.
- E. Parliamentarian Katie Marek was asked as to if a motion was needed to keep Symposium. Since this was a non-binding discussion, no motion was needed.

V. Expanding UAC Executive Board

- A. The Corps of Cadets has asked to have a seat on the Exec Board outside of the current seat as student affairs rep. Paul Harwell commented that he believes they should have their own representative because they are unique in student affairs. Also Jon Kotinek compared them to athletics in that they have their own minority just as athletics. The con brought up was that other special interests could want on the board but since the Corps mandates that their members take certain courses it would justify them a spot.
 - 1. Amanda Mather asked for a motion to add a representative from the Corps of Cadets. Paul Harwell motioned and Carlos Gonzalez seconded. Motion passed. Bylaws will need to be amended with a bylaws committee. Amendment can be approved at September meetings with a general approval at the membership meeting at ABD.
- B. International Programs Office Reorganization-Orie Varner
 - 1. New name for the office will be announced sometime in the fall
 - 2. ISS is being moved under academic services/admissions
 - 3. Sponsored Student Programs will now fall under Scholarships and Financial Aid
 - 4. Study Abroad will no longer be with them under the one umbrella. They are now their own separate entity and Orie Varner will now only be representing Study Abroad.
 - 5. The question was posed as to if ISS and SSP will need their own seat on UAC Board. Nick Kilmer stated he would speak with Vi Cook in SSP to see if a spot would be needed or could the SFA representative just keep them in the loop. Laura Heard would do the same by asking Scott McDonald if ISS would need their own.
 - 6. Jon Kotinek asked if it was still vital to have a Study Abroad representative and Orie pointed out that they have direct interaction with both students and advisors. Administration also sees them as a high impact department
 - 7. Amanda Mather moved to leave ISS/SSP as is. Paul Harwell initiated motion and Clint Crampton seconded with the motion passing.

VI. Sundial Scheduling Software Introduction-Jon Kotinek and Mary Broussard

- A. ITS has developed scheduling software especially for advisors. This system is based on the Cleopatra system that the Writing Center is currently using and will be called Sundial.
- B. The Advisor will be able to go in and set up their availability and also gives them the opportunity to accept or reject an appointment request
- C. Will also allow advising offices to collect data on students with the system by allowing for an exit survey for the student to fill out after the appointment.
- D. Right now, the cost for the first year is \$1600 with an annual cost of \$2500 after that. But, the more departments that buy in, the greater possibility of a lower annual cost
- E. There is a possible introduction to advisors at this year's ABD and AOC had a scheduled demo on August 17. Live date for the system is September 1. Mary Broussard said there is also discussion on having a Brown Bag informational for it.

VII. Program Committee Plans-Amanda Schwede

- A.** Advisor Briefing Days is scheduled for Tuesday, September 20
- B.** Monthly Meetings
 - 1.** The first monthly meeting committee was August 5
- C.** The Symposium meeting will be meeting soon to get started on the planning
- D.** Holiday Social is TBD
- E.** Any suggested monthly meeting topics, please let Amanda know

Motion to adjourn by Amanda Mather. Donna Witt seconded. Adjourned at 3:30 P.M.