



University Advisors and Counselors  
Executive Board Retreat  
August 17, 2010

**Cushing Library, Thomas Mayo Room (9:00 – 10:00 AM)**

Attendees: Ruthi Hernandez, Amanda Schwede, Sam Murdock, Paul Harwell, Amanda Holmes, Erin Fisk, John Louis Bolch, Amanda Mather, Jeana Goodson, Kelly Essler, Russell Ramirez, Jordan Thebeau, Mindy Phillips, Orië Varner, Marilyn Yeager, Richard Johnson, Emily Doucet, Jackie Perez, Mary Broussard, Jon Kotinek, Andy Armstrong, Katie Shehi, Mike Yeater.

**I. Welcome/Breakfast**

- A. President Jon Kotinek brought the meeting to order at 9:04 AM.
- B. Requested that everyone sign the thank you card for Athletics for all of their support and the Spring barbeque
- C. Passed out the new revised Advisor Training notebook

**II. Board Member Introductions**

- A. President-Jon Kotinek
- B. President Elect-Amanda Mather
- C. Past President-Sam Murdock
- D. VP-Programs-John Louis Bolch
- E. VP-Communication-Erin Fisk
- F. Secretary-Amanda Schwede
- G. Treasurer-Jeana Goodson
- H. Parliamentarian-Ruthi Hernandez

**III. 2010-2011 UAC Budget Approval**

- A. UAC Symposium-No UAC Symposium in Spring 2011. Replaced with TEXAAN. Mike Balog told Jon TEXAAN will give \$500.00 for hosting the TEXAAN Conference in Spring 2011. Have hosted Symposium for 19-20 years. Makes money for UAC to fund later-in-the-year events. Only UAC event where fee is charged. \$6K made at Symposium 2010 paid for itself with some carry forward.
- B. Mary Broussard asked when the last time there was a balanced budget. Jon said UAC operates based on the carry forward from the previous year and this last year was an outlier with the 20<sup>th</sup> Anniversary lunch. This budget (referencing the FY11 budget sheet) does not include request for \$3K from Associate Provost's Office.

- C. Advisor Briefing Days-ABD uses all that is allotted (~\$2500) for expenses. No fee charged. Last year's 20<sup>th</sup> Anniversary Lunch combined with ABD allowed some carry over. Usually two days but due to budget constraints this year, it will be one  $\frac{3}{4}$  day. Sent out to UAC-Bull. Chaired by Erin Townsend and co-chaired by Amanda Mather this year.
- D. Monthly Meetings-John Louis Bolch said he intends to boost attendance at this year's Monthly Meetings through more professional development. Location will change for each meeting to other advisor's locations. September will not have a Monthly Meeting due to ABD. October will be in Honors. Considering a brown bag format for lunch, informal, from 12 to 1 PM, then have Monthly Meeting from 1 to 2/2:30 PM.
- E. Holiday Social-intended to build contacts for students and networking.
- F. New Advisors
  - 1. Food (\$400)-Athletics has hosted and paid for a new advisor lunch in past few years. Will have a lunch at ABD that everyone will be invited to this year.
  - 2. Training Materials (\$3500)-NACADA handbook and pocket guide; ~100 training binders.
- G. Awards Breakfast-free event to advisors. Some discussion in past of charging fee to pay for cost.
- H. 1:16 PM Sam Murdock moved to approve budget as proposed with any changes for \$3K from Associate Provost. Amanda Mather seconded. Motion carries unanimously.

#### **IV. UAC Executive Role**

- A. Attend monthly meetings or send someone in your place.
- B. Send any announcements to Jon Kotinek by 5:00 PM Tuesday before the meeting.
- C. Be responsible for New Advisor training in their respective College.
- D. Communicate with your College or area regarding UAC meetings/ information. Jon said he will continue with open Executive Board meetings. Encouraged reaching out to other and new advisors, as well as Blinn advisors.

#### **V. Review Advisor Training Manual**

- A. Meeting convened at 10:05 AM

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**Assigned Locations (10:30-11:30 AM)**

**VI. Advisor Exchange Program** – This bridge-building exercise is designed to provide you with the opportunity to get to know another advisor’s “world,” and to teach another advisor about your “world” in turn.

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**\*Reconvened at Grand Station (2400 Earl Rudder Fwy S) at 12:00 PM.**

**Grand Station (12:00-4:00 PM)**

**VII. Lunch**

**VIII. Advisor Exchange Briefing** – Each team of execs will report a few minutes on what they learned, realized, were surprised with, etc. regarding their Advisor Exchange experience.

**IX. Review of Prior Goals**-carried forward from Rebecca Hapes’s term

- A. Professional Development
- B. Participation / Involvement
- C. Marketing / Communication

**X. “Big Ideas” for 2009-2010** – [See attached BIG IDEAS and accompanying notes.] A review of submitted proposals to change, enhance, or improve the UAC for increased effectiveness, participation, and impact. Sam Murdock said these were anonymous ideas from advisors that UAC should address. Addressed all but two last year but took steps to foreseeable on large and general overall ideas and things that need to be changed.

**XI. Teambuilding & Discussion** – The UAC Executive Board will be divided into 5 groups. We will leave the workshop rooms and reconvene in the Bowling Alley on assigned lanes. Each group will have 1.5 – 2 hours to bowl and socialize while discussing the proposed “big ideas,” creating a list that ranks the top 8 according to importance for this upcoming year. The UAC Officers will use these lists to create a list of goals for this upcoming year, and we will address these goals at regularly scheduled UAC Executive Board meetings throughout the year.

**XII. 2009-2010 UAC Executive Board Meeting Dates – The UAC**

Executive Board will continue to meet every month on the first or second Wednesday at 10:30 AM-11:30 AM, Rudder 501. The Fall dates are:

September 1

November 3

October 13

December 1

**XIII. Final Words-Jon Kotinek**



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"BIG Ideas" (10-11)

- Create a single, coherent mission statement from existing mission statements that addresses new student learning outcomes.
- Formalize and extend the advisor exchange and create a mentor/specialist network.
- Address assessment of academic advising by creating a task force, demystifying assessment, and emphasizing student learning outcomes.
- Explore the institution of dues for membership in UAC. Explore other avenues of fundraising.
- Create a Historian and/or Records Management officer position.
- Limit college representatives to two-year terms on the Executive Board to increase participation in UAC.