

Executive Board Minutes
413 Minnie Heep Bldg
June 2, 2008
10:30 -11:30 am

Present: Rebecca Hapes (President), Linda Windle (Immediate Past President), Sam Murdock (President Elect), Kerri Mikulik (VP Communications), Patrick Williams (VP Programs), Donna Witt (Secretary), Heather Haliburton (Treasurer), Amanda Schwede (College of Agriculture), Morgan Medina (General Academic Programs), Jeana Goodson (College of Engineering), Roxanna Russell (College of Geosciences), Lydia Carrascosa (College of Veterinary Medicine), Kristie Orr (Student Affairs), Clint Crampton (College of Science).

Not Present: Vicki Truett (College of Education), Terri Burger (College of Liberal Arts), Heather Caldwell (Academic Affairs), Marilyn Yeager (Academic Affairs), Garry Gibson (Athletics), Tara Boyle (Student Affairs), Jennifer Lightfoot (Student Business Services), Delisa Falks (Student Financial Aid), Karen Price (Admissions & Office of the Registrar), Ben Petty (International Programs), Kristin Harper (Undergraduate Programs & Academic Services), Tyra Musome (College of Architecture), James Latimer (Blinn College), and Tyler Koch (Student Government Rep).

- I. President's Opening Remarks – Rebecca Hapes
 1. The Board Retreat will either be Wednesday July 23 or Thursday July 24. We have two locations reserved (Distance Learning Center and General Services Complex).
 2. Officer transition will occur in June so that new officers will be ready to go in time for the board retreat.
- II. Minutes Approval – Donna Witt
 - A. May 2008 UAC Board Meeting Minutes were approved by Heather Haliburton and seconded by Jeana Goodson.
- III. Treasurer Report – Heather Haliburton
 - A. Heather will be working on the budget to have ready at the board retreat to be voted on by the executive committee.
- IV. Officer and Committee Reports
 - A. President – Rebecca Hapes
 1. May AOC Meeting Report
 - A. Rebecca will be introduced as the new representative at the next meeting on June 11th.
 2. Banner / EIS Group
 - A. Going over basic navigation and self service application.
 - B. Group will be meeting 1st and 3rd Fridays of every month. Several members of the Exec Board attend this meeting.
 - B. President Elect – Sam Murdock
 1. New Student Conference Committee
 - A. No updates to report. New student conferences will start soon and if anyone has any suggestions please let Tara Boyle know.
 - C. VP Programs – Patrick Williams
 1. Advisor Social –next social will be June 26th. Fox and Hound is the location that works best for the Advisor Socials because they will not charge UAC for a room and we never know how many people are going to show up to each social.
 - D. VP Communications – Kerri Mikulik
 1. Nothing to report.
 - E. Secretary – Donna Witt
 1. Nothing to report.
 - F. Immediate Past President – Linda Windle

1. Beginning to approach training for Banner. EIS meetings are the 1st and 3rd Fridays and a training schedule will be discussed.

V. Old Business

A. Banner System Training – Linda Windle

1. Andy mentioned that there will be a manual available to help navigate the Banner System (a “How to” booklet for advisors). It was mentioned that training needs to happen, but it will be important to have hands-on computer training well before this goes live.

VI. Announcements

A. Upcoming Programs Dates/Calendar Items

1. **Advisor Social Hour** – Thursday, June 26, 2008, 5:00 – 6:30 PM, F&H
2. **2008 NACADA Annual Conference** – Chicago, Illinois, October 1-4, 2008.
3. **Summer Board Retreat** – July 23rd or 24th

B. New Advisors

1. Dr. David “Poppy” Capehart – Department of Nutrition & Food Science (College of Agriculture & Life Sciences)
2. Sherrice King, Jessica Newcomb, Katie Fitzgerald, and Chris Cherry – General Academics
3. Sam Murdock – Department of Plant Pathology & Microbiology (College of Agriculture & Life Sciences)

C. Position opening for Academic Advisor I in Geosciences

VII. Meeting Adjourned – approved by Heather Haliburton and seconded by Linda Windle.