

Executive Board Minutes
413 Minnie Heep Bldg
May 7, 2008
10:00 -11:00 am

Present: Linda Windle (President), Rebecca Hapes (President Elect), Summer Felton (Immediate Past President), Andy Armstrong (VP Communications), Sam Murdock (VP Programs), Kristie De La Garza (Secretary), Heather Haliburton (Treasurer), Patrick Williams (Mays Business School), Sallye Henderson (General Academic Programs), Jeana Goodson (College of Engineering), Terri Burger (College of Liberal Arts), Roxanna Russell (College of Geosciences), Lydia Carrascosa (College of Veterinary Medicine), Tyra Musome (College of Architecture), Tara Boyle (Student Affairs), Kristin Harper (UPAS), Heather Caldwell (Academic Affairs), Marilyn Yeager (Academic Affairs), Ben Petty (International Programs)

Not Present: Donna Witt (College of Agriculture), Clint Crampton (College of Science), Garry Gibson (Athletics), Kristie Orr (Student Affairs), Vicki Truett (College of Education & Human Development), James Latimer (Blinn College), Delisa Falks (Student Financial Aid), Tyler Koch (Student Government Rep), Jennifer Lightfoot (Student Business Services), Karen Price (Admissions-Office of the Registrar)

- I. President's Opening Remarks – Linda Windle
- II. Minutes Approval – Kristie De La Garza
 - A. April 2008 UAC Board Meeting Minutes were approved by Sam Murdock and seconded by Heather Haliburton (as amended).
- III. Treasurer Report – Heather Haliburton – waiting on the Awards Banquet numbers to update budget.
- IV. Officer and Committee Reports
 - A. President – Linda Windle
 1. April AOC Meeting Report
 - A. Steve McDonnell, Director of Center for Student Athlete Services, will be retiring at the end of July and Ingrid Woods will be interim director.
 - B. Suzanne Droleskey, International Student Services, reported that regulations for international students have changed – for post graduate requirements and eligibilities. Students need to be aware of how these changes will impact them.
 - B. President Elect – Rebecca Hapes
 1. New Student Conference Committee
 - A. Students will be able to change their major during CHECK-IN of NSC, but not during the Academic meeting. The next committee meeting will be May 15th.
 - C. VP Programs – Sam Murdock
 1. April Monthly meeting – New Student Conferences – Tara Boyle presenter. Approx – 35 in attendance. No more monthly meetings schedule for this semester.
 2. Advisor Social –next social will be May 29th and socials will continue through the summer.
 - D. VP Communications – Andy Armstrong
 1. Officer Elections Voting System seemed to go well. Approx 130 people voted for UAC officers. The electronic voting was pretty secure, but will still need to make adjustments. The voting ability may need to connect to staff UIN to verify persons voting are UAC members and monitor voting numbers. Next year, the use of Survey Monkey will need to be evaluated b/c for it to be a free service; it cuts survey responses off at 100.
 - E. Secretary – Kristie De La Garza
 1. Membership Database/Directory Update – the UAC membership is being updated in hopes of deleting non-active members and keeping the membership up-to-date as possible. All UAC board members have been asked to view their department's membership information and notify Kristie (UAC Secretary) of any changes/updates to their department.
 2. New membership requests have slowed down.
 - F. Immediate Past President – Summer Felton
 1. UAC Officer Nominations Update – there was a good response for officer nominations and electronic voting was helpful.

- V. Old Business
 - A. Bylaw changes were discussed and hand-outs were provided to Board members for review. Board members discussed wording changes and the Bylaw changes were approved – moved by Sam Murdock and seconded by Heather Haliburton. A draft will be sent out with the proposed changes.
- VI. New Business
 - A. Banner System Training – Linda Windle
 - 1. Training will be every two weeks to learn the system and a training schedule will be discussed. 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.
- VII. Announcements
 - C. Colleges/Departments
 - 1. **Career Center** – Unlimited Access to all students beginning Fall 2008! An across-the-board \$6.75 per semester fee for the Career Center will be added to all students’ fee statements starting with Fall 2008. This fee will replace the \$50.00 per semester user fee currently charged to students who wish to participate in campus recruiting. Career Center is in the process of revamping its website with all changes in place before the beginning of the Fall 2008 semester. Students will need to register online with the Career Center, <http://careecenter.tamu.edu>, in order to have unlimited access to the campus recruitment for internships, co-op, and full time jobs, as well as online resources, including CareerBeam, Vault and more.
The Career Center appreciates everyone’s help in getting the word out to students.
 - 2. **Mays Business School** – Seats in required Business minor courses in good supply for Summer 2008.
 - 3. Student Learning Center:
 - a. STLC 101 – Enrollment for Fall will be more flexible: Encourage students who you feel may be at risk to enroll. Class size will remain small.
 - b. Academic Peer Educator Conference – October 25, 2008
 - D. Upcoming Programs Dates
 - 1. **NACADA Webinar** – "Ensuring Advisor Success: Mastering the Art of Advising through the First Year of Advising & Beyond", Thursday, May 13, 2008, 1:00 pm, 401 Rudder
 - 2. **Advisor Social Hour** – Thursday, May 29, 2008, 5:00 – 6:30 PM, F&H
 - 3. **2008 NACADA Annual Conference** – Chicago, Illinois, October 1-4, 2008.

Discussion Topic:

Summer UAC Board Meeting Options – 1st Mondays at 10:30 AM (6/2, 7/14, 8/4) – in room 413 HPCT
Summer Retreat – July 23rd or 24th