



University Advisors and Counselors

2019-2020 Executive Board Retreat

August 1, 2019

9:00 a.m. – 4:00 p.m.

Engineering Technology Building, Room 3022

Attending: Allison Rivera; Analicia Leiva; Betsy Hardi Konarik; Brittany Hensley; Cami Rhome; Carissa Beamon; Catherine Young; Christina Escamilla; Gail Rowe; Hannah Malcomb; Jen Bloom; Jessica Harp; Juanita Rodriguez; Julia Jakab; Kayla McGee; Krista McBrien; LaRhesa Johnson; Laura Olivarez; Lindsay Stadter; Marquita Adrian; Nora Cargo; Rochelle Read; Roxanna Russell; Sara Thigpin; Stephanie Matlock; Tammie Smith; Theresa Schmitz.

1. Ice Breaker Activity

2. UAC Officer Roles/Structure of Organization

- a. UAC is a professional development organization, provides activities to help advisors and counselors improve their jobs; includes networking, mentorship, training, etc.
- b. UAC meets on the first Wednesday of the month from 10:00am-11:30am
 - i. Board members are expected to attend
 1. Board members represent the UAC and not their individual units
 2. All academic colleges are encompassed in UAC:
 - a. One representative from each college
 - b. At large members
 - c. Members from
 - i. Qatar campus
 - ii. Galveston campus
 - iii. Blinn College
 - d. Additional organizations that are new this year:
 - i. Graduate Operations Committee, each is considered an academic college for UAC purposes:
 1. Medicine
 2. Pharmacy
 3. Law
 4. Nursing
 5. Public Health
 - e. Working on finding a Student Government representative
 - f. College reps must go back and share information learned at UAC with their respective colleges
 3. Board representatives should find a way to communicate information to their college that works for their unit.
 4. Suggestions are to:
 - a. Ask for time to speak at college-wide meetings



- b. Have listserv memberships within their college
 - c. Board representatives must:
 - a) Talk to both UG/GR advisors and anyone that assists with student services/advising across the board
 - b) Mentor new advisors connect them with UAC, and resources such as: new advisor guide, make new advisors aware of opportunities to participate in UAC, encourage colleagues to participate in UAC events and committees
 - d. Exec board is working to update the language of the UAC mission statement to make it more inclusive
 - 1. The organization is not just for academic advisors
 - a. Anyone in an advising or counseling role
 - e. UAC is involved in the discussions on the student success initiative (Office for Student Success)
 - f. UAC standing committees:
 - i. Programs
 - ii. Membership committee (secretary, shirts)
 - iii. Mentorship program
 - iv. Strategic planning
 - v. Awards
 - vi. Finance
 - vii. Awards breakfast
 - viii. Advisor Briefing Day
 - ix. Symposium
 - x. Nomination committee
 - xi. Communication committee
 - xii. New advising orientation committee
 - 1. 17-18 new advisors attended orientation last week
 - xiii. Technology committee
 - 1. Meet with Registrar to talk about compass/navigate
 - 2. If interested in serving on committee, let Allison know
 - g. Reach out to the chair or officer that oversees the committee if interested in serving on a committee
 - i. Google doc sign up to be on a committee
 - ii. Call for committee help will be sent out over the listserv
 - h. Amendments
 - i. Incorrect things we need to update
 - ii. Voting is privileged to general members
 - i. There will be a half-day meeting before the beginning of the Spring 2020 term
- 3. Expectations of UAC Representatives**
- j. Officers are elected every year, except VP of Communications and Secretary are two-year positions
 - i. **President, Laura Olivarez:**
 - 1. Oversee exec board
 - 2. Member of UAC awards committee



3. Member of AOC committee
4. Hold special meetings
5. Delegate responsibility (if needed)
- ii. **President Elect, Analicia Leiva:**
 1. UAC awards breakfast committee
 2. Create and host new advisor orientation:
 - a. Once a semester
 - b. Once each summer
 - c. Assume the president's responsibilities when Laura is unavailable
- iii. **VP of Programs, Brittany Hensley:**
 1. Oversees
 - a. Symposium
 - b. Advisor Briefing Day
 - c. Other Programs
 2. Help meet the needs of advisors on campus through trainings
- iv. **Secretary, Rochelle Read:**
 1. Chair Membership committee
 - a. Appoint members to committee
 2. Update and distribute current member directory
 3. Provide notice of exec board meetings
 - a. Record minutes in exec board meetings and distribute to group
 4. Prepare annual calendar in consultation with VP programs
- v. **VP of Communications, Gail Rowe:**
 1. Add members to UAC listserv
 2. Send out weekly update emails over the listserv
 3. Provide notice of general membership meetings, updates the [UAC website](#)
 - a. Being a member of UAC is different than being on the listserv
 - i. UAC member
 1. Membership form to be completed
 2. Have voting rights as a member
 3. All exec board members must be members of UAC
 - b. Individuals who work with students can be on the listserv without being a UAC member
 - c. UAC members can attend executive board meetings
- vi. **Secretary, Kayla McGee:** serving 2nd year term
 1. Maintain all money for organization with help of exec members
 2. Make purchases
 3. Present budget report at monthly exec meetings
 4. Chair finance committee
 5. Process reimbursements



- a. Purchases should not go on a personal credit card, use UAC card or have Kayla order it
 - b. Gift cards and alcohol purchases are not allowed
 6. Work closely with all committee chairs:
 - a. Make sure processes are useful and easy to use for the business office
 - vii. **Immediate Past President, Allison Rivera:**
 1. Certify membership of exec board
 2. Serve as co-chair of the strategic planning and assessment committee
 3. Serve as chair of nominating committees and elections
 4. Serve as the UAC rep on the president's award committee
 - a. Funded through the president's office
 5. Consult with Laura with any questions she has
 - viii. **Parliamentarian, Christina Escamilla:**
 1. Update UAC bylaws, policies, procedures
 2. Advise President and officers on the rules
 3. Oversee the voting process
 4. Make sure there is a proper order
 5. Notify members one week before the general meeting if there is going to be a vote
 - a. Make sure members have enough time to make an informed decision before voting
 - ix. **Historian, Camilla Adams:**
 1. Manages the archives on the website
 2. Documents events through photos
4. **Graduate Advising Task Force Report - Past-President**
- a. Allison Rivera wanted to form the committee so that everyone feels included, important, represented
 - b. Co-chairs:
 - i. Debbie Starnes: OGAPS
 - ii. Gail Rowe: graduate advisor and currently serves as a UAC officer
 - c. OGAPS approached UAC
 - i. Excellence in Graduate Advising award was added
5. **Brainstorming session & lunch:**
- a. UAC wants to be intentional about what updates are sent out over the listserv
 - b. Want to have more people on campus know about UAC
 - c. Graduate advisors not having Navigate access
 - d. Want prospective students to be able to make appointments in navigate
 - e. Want ability to see if a student has checked in with ISS, Financial Aid, Counseling, etc.
 - f. How will information/feedback from the Graduation Help Desk be passed along to each college?
 - g. Registrar's Office wants to know what the advisors and counselors are feeling about new software or processes that the University adopts



- h. UAC is hoping to get a representative from Academic Affairs on the board
 - i. Find out how the units are structured, who needs to be getting the information to pass along
 - i. UAC is hoping to get a representative from the Academic Success Center
 - j. Career ladders: how do they affect job duty/job pay?
- 6. **2019-2020: Goals and Focus**
 - 1. Representation
 - i. How can changes be enforced/communicated if departments are decentralized?
 - 1. Laura would like college reps to think about this over the fall semester
 - a. Look at how their college is structured
 - b. Then touch base with Laura in the spring
 - ii. Additional seats on board:
 - 1. CAPS
 - 2. Disability Support Office
 - 3. Office of the Dean/Student Life
 - 4. Residence Life
 - 5. Vet Services
 - 6. Career Center
 - 7. Academic Success Center
 - 8. ISS
 - 9. OGAPS
 - iii. Question: should each academic college have 2 reps?
 - 1. One UG and one GR?
 - a. UAC wants a balance
 - b. Would they alternate attending meetings?
 - 2. How active are the representatives?
 - a. How much do they participate?
 - b. Encourage graduate advisors in college to attend UAC meetings if they are UAC member
 - iv. Goal: increase board meeting attendance
 - 1. Meetings are open to members
 - 2. Mentorship Program
 - a. thought of making it a requirement for a mentor and mentee to attend at least 1 board meeting together
 - 3. Board members should encourage general members in their college to attend UAC meetings
 - a. Can be intimidating if it is your first time attending
 - b. Reach out to your grad advisor to attend/get involved if it makes sense for your own college
 - c. Showcase UAC meetings in PowerPoints
 - d. Share link to UAC website with colleagues
 - e. Include information at bottom of emails



- f. Host online forum on website that is in-house, no UIN#'s required
 - i. Have a forum of Q&A
 - ii. Available for those that do not use social media
 - iii. Have an admin on the forum to answer questions and share information
- g. On board meeting days, send out a request for a zoom meeting
 - i. Host in office or reserve a conference room
- v. Communication within board:
 - 1. Encourage board to use Slack/Skype for Business
 - 2. Poll to be taken at later date regarding who uses each messaging system
 - 3. Send reminders to one another
 - 4. Share information
 - 5. Ask questions of each other
 - 6. Refresher meeting to be held in the spring
- vi. Advisors tasked with non-advising duties
 - 1. Help is needed with position descriptions
 - a. Some advisors work more as program coordinators, overseeing Education Abroad programs, 5-year programs, etc.
 - 2. Training is not consistent
 - 3. An increase of job duties (at least 10%) is required for a promotion/pay increase
 - a. Having a growing population of students does not count
 - b. Pay/promotions are not consistent
 - c. Some advisors paid by their college vs. their department
 - i. Discrepancy can make a large difference in compensation
- vii. Graduate Advisors and Counselors:
 - 1. Departments piloting Navigate
 - a. Teaching Learning and Culture
 - b. Pharmacy
 - c. Accounting
 - 2. How many grad reps are on awards committees?
 - 3. Goal is to add programming specific to graduate advisors
 - 4. Perception and image of UAC being only for undergraduate advisors and counselors
 - a. Want to change perception

Office for Student Success

- viii. Discussion of the new Office for Student Success and concerns/questions the UAC board had about their role and scope
 - 1. Allison to follow up with Andy
- ix. Their website has a [portal for advisors](#)



- x. The advising function that Kristen held is now filled by Andy Armstrong as Director of Campus Advising
 - 1. Andy will be the UAC rep for the Office for Student Success
 - 2. UAC understands the Office for Student Success may focus on:
 - a. First Year Experiences/Hullabaloo U
 - b. Graduation Help Desk
 - c. First gen students
 - d. Career ladders
 - e. Identify UG student indicators of being at risk
 - f. Professional development
 - i. Office for Student Success will support advising professional development
 - g. Equality in what advisors and counselors across campus do

Branding

- 7. Move away from saying “UAC”
 - a. Say “University Advisors and Counselors”
 - b. Brand name – think of ways to plug UAC onto campus and into other groups
- 8. Have placards with logo on door
 - a. Shows individuals are members of UAC
 - i. What their position is (if applicable)
 - b. Encourage people to ask about UAC
 - c. Provide incentive to attend board meetings
 - d. Receive a placard for membership if they come to a meeting
 - i. Similar to Aggie Ally, First Gen sticker
- 9. Idea of changing the name of UAC
 - a. Dropping the “U” in order to bring more people to the table
 - i. Make sure it’s clear the organization is not just for undergrad
 - ii. Issue to be voted on at a future general membership meeting
 - iii. College Station is providing funding
 - 1. Continue to stay neutral or have TAMU/College Station centric events?
 - b. Symposium
 - i. Not TAMU specific
 - ii. Send other campuses targeted messages encouraging proposal submission
 - iii. Do not want all CS presenters
 - iv. Create a rubric for proposals - there is none now

Update on Finances, Kayla, Treasurer

- c. Shared line item budget
 - i. Budget has not changed much from last year
 - ii. All costs are estimated, numbers grow every quarter
- d. UAC has an endowment fund that funds two awards (and their plaques) at UAC breakfast:
 - i. Guthrie Award
 - ii. Peters Award



- e. Advisor Briefing Day
 - i. UAC pays for food and misc.
 - ii. No venue charge this fall - cannot guarantee that we will not pay for a venue in spring
- f. UAC Breakfast: total event cost to UAC (\$4,435)
 - i. Total event cost overall (\$9,385)
 - ii. OGAPS covers award and plaque
 - iii. President's Office covers
 - 1. Food
 - 2. President's Award
 - 3. Plaque
- g. There was a question regarding who pays for these awards:
 - i. New advisor, innovative, team
 - ii. Documentation was found that indicated these awards were to be funded by Undergraduate Studies. Who funds now? Allison spoke with Andy about this.
 - iii. Updated costs will be presented at the first fall meeting
- h. General funds:
 - i. Monthly Programs
 - ii. Keep \$250 in case something comes up: need supplies, etc.
 - iii. Question: funding of coolers and cart for this year?
 - 1. Do we want to keep it?
 - 2. Allocate it elsewhere?
- i. NACADA webinars
 - i. Office of Undergraduate Studies paid for these in the past
 - 1. Office for Student Success will hopefully pay in future
 - ii. UAC has \$1,000 budgeted for these webinars
 - 1. Question of: should it be removed from the budget?
- j. New Advisor Orientation
 - i. Venue & food covered by Office for Student Success
- k. Symposium
 - i. Only money-generating function for UAC
 - ii. UAC gets charged every time someone registers
 - 1. Think about increasing the fee per person for Symposium
 - 2. Would be ideal for more offices to bulk register their staff
 - a. College of Liberal Arts currently does this
 - iii. Office of Undergraduate Studies has in past paid for:
 - 1. Speaker fee, food, lodging, travel
 - iv. This year: panel discussion - no speaker fee
 - v. Program printing and giveaways - budget is less than before
 - vi. \$100 centerpiece budget as a buffer
 - 1. Question of: are we keeping this or how can this best be utilized?
 - vii. Marketplace surcharges
 - 1. \$400
 - viii. Think about backup plans regarding concerns about funding sources



10. Calendar Review and Update on Events, VP of Programs Brittany Hensley

- a. Make sure specific programming available for grad advisors
 - i. Maybe one in the fall, one in the spring
 - ii. Reach out to grad advisors re: programming topics
- b. New UAC calendar
 - i. Will use google calendar if not Outlook
 - ii. Question of: do we make the calendar public, to those outside of TAMU?
- c. Advisor Briefing Day: Sept 17th
- d. UAC Symposium: October 31st
 - i. No keynote
 1. Will have panel
 - a. One in AM and one in PM
- e. UAC will not have additional program in addition to webinars
 - i. Facilitated discussions to happen instead of UAC-sponsored events
- f. Meeting invites will still be sent to the board by Secretary
- g. Send any ideas to Brittany for programming
- h. Advisor Briefing Day & Symposium: confusion between them
 - i. **ABD:**
 1. There is a perception that this event doesn't include counselors
 - i. Important for them to participate in ABD
 2. There is a perception that this event is too Undergraduate focused
 3. No door prizes
 4. TAMU specific
 - a. It is a meeting to learn information needed to do job
 5. Suggestion of changing name of ABD to just "Briefing Day"
 - a. Ideas for name change
 - i. Will be brought up at first meeting in September
 - ii. UAC would need to amend bylaws
 - iii. Would want to discuss as a board
 1. Vote on it at ABD since it is considered a general meeting
 - a. Members would need 2 weeks in advance notice of vote
 - ii. **Symposium:**
 1. For anyone who focuses on student success
 - a. Not just individuals who have the advising title
 - b. Not just for new advisors
 2. Have moderator (Arthur Watson) walk around the room picking up questions
 - a. Invite people to pose questions with a scope of directionality
 - i. Send out an email asking for questions to be sent in
 - ii. Brief Arthur and the panel with the questions ahead of time
 1. Big target questions



2. More concurrent style
3. Provide three options that are grad-focused
4. Main discussion
 - a. Every person who attends will get something out of it
5. This year Symposium will be held in the Chevron rooms
 - a. Located in the Zachary building
 - b. Room can be broken down into smaller rooms for breakouts
6. Accessing Symposium from remote locations
 - a. Difficult to access if in a different time zone
 - b. Learning studio
 - i. Zoom capability for Galveston
 - ii. Record presentations
 1. Would be helpful to go back and watch the presentations again
7. Possible Symposium topics:
 - a. How does NACADA/TEXAAN/Office for Student Success affect me as an advisor?
 - i. Encourage people to present at the local levels
 - b. TEXGAP/NAGAP
 - i. Could be its own break out session, if cannot come for panel
 - c. Afternoon focus
 - i. Student success services
 1. Offices that every college/institution should have
 - ii. Ombudsman
 1. There is one for students and staff
 2. Question of: do we bring in both?
 - d. Discussion of Title IV
 - e. Human Resources
 - i. What trainings are offered?
 - ii. What are the resources available to do job more efficiently?
 - iii. What is the process of reaching out to HR?
- i. Question of: what do people want out of UAC programs/social events?
 - i. Giving up lunch time is difficult
 - ii. Want to go home after work
 - iii. Don't want to spend money to participate
 - iv. Have it on dates when other things are going on for those traveling
- j. Open gift account so people can donate to UAC
 - i. Fund social programs
 1. Thoughts on funding:
 - a. Look at old calendars
 - b. Institutional knowledge



c. Past survey knowledge to look at

11. Other Business

- a. Awards breakfast, President Elect: Analicia
 - i. Date: April 30th, 2020
 - ii. Going to send out a poll to UAC members regarding future dates
 - 1. Give two options
 - 2. Possibility of having a standing reservation several years out
 - 3. Challenges:
 - a. Timing of event – some prefer later in day (lunch instead of breakfast)
 - b. When is the last day of classes for the term?
 - c. No perfect date
 - d. Looking at last week in April/first week in May
 - e. Avoid
 - i. Easter holiday
 - ii. Dead days
 - iii. Final exam days
 - iv. Graduation
 - iii. Gates ballroom was not available - getting 1/3 of Bethancourt Ballroom
 - 1. Bigger, nicer, cheaper
 - 2. Room itself was \$400
 - a. \$70 on stages
 - i. People in the back can see people in front
 - ii. Have a screen provided
 - iv. Give AOC Deans more time to nominate people/awards in general

12. Adjourn: Meeting adjourned at 3:30pm