



UAC Executive Board Meeting

April 4, 2018

10-11:30AM

Rudder 404

Attending: Allison Rivera (President Elect), Analicia Leiva (Secretary), Ann Pool (Immediate Past President), Betsy Hardi (Nursing), Aaron Klein (Study Abroad), Bridgette Ingram (Financial Aid), Brie Garcia (Academic Affairs), Brittany Hensley (Treasurer), Cami Rhome (Mays), Casey Schumacher (VP Programs), Christina Escamilla (Historian), Clint Crampton (Science), Debbie Starnes (OGAPS), Harper Lucas (Athletics), John Robert (Registrar), , Kayla McGee (Education), Kelli Edmunds (Architecture), Kristin Harper (Undergraduate Studies), Lanice Bennett (Student Affairs), Laura Olivarez (VP Communications), Michael Outland (SBS), Morgan Jones (Parliamentarian), Vince Hernandez (President)

Meeting Called to Order: 10:05am

- 1. Minutes Approval:** After much enthusiasm, Vince called to have the March minutes approved. Brittany moved, Ann seconded.
- 2. Officer and Committee Reports**
 - a. President-Vince Hernandez**
 - i. AOC Deans Update
 1. NSC committee to vote on a change to the time for registration. The proposed time is to start at 2:30pm. Allison indicated they will voted next Thursday (April 12).
 2. Official recommendation for advisors to register for August NSC students. Kristin has indicated the time frame will be updated one last time and will be sent via email on Monday (April 9)
 3. Military trainings do not count towards a military withdrawal. This will be a normal withdrawal or have student consider absences. Military withdrawal has descriptive literature so there needs to be certain items met first. Karen Allen and Karen Cambronero in Military Admissions can help with these students when they undergo these unique situations.
 - b. President Elect- Allison Rivera**
 - i. Committee
 1. NSC- The proposed registration change to 2:30pm as indicated by Vince. The vote will occur next week.
 2. Breakfast -President Young, Dr. Kenimer and other big names on campus will be in attendance to the Awards Breakfast. Please RSVP for the breakfast as there will be a taco bar this year. Past winners will be contacted to help with giving out awards to the new recipients. Vince indicated there are a large pool of nominees. The committee will meet April 6 to decide on winners. Ann also indicated that the new UAC logo needs to be sent to Amanda as the awards last year did not use the new logo.



3. President's Award Committee will hopefully meet soon as there was an issue with finding a date that worked for all members.
 - c. **VP Programs- Casey Schumacher**
 - i. Symposium: The proposed date is October 30th. Ann asked if there were an ideas on who will be a keynote or has there been any discussion on setting one up. There has not been any planning for the keynote speaker yet.
 - d. **VP Communications- Laura Olivarez**
 - i. Website- No Updates
 - e. **Secretary- Analia Leiva**
 - i. Membership Committee- No Updates
 - f. **Treasurer- Brittany Hensley**
 - i. Budget-No major updates. She is sending her records to Georgia Hines to cross references to ensure everything is correct before she hands things off to the new treasurer.
 - g. **Historian- Christina Escamilla**
 - i. No Updates
 - h. **Parliamentarian- Morgan Jones**
 - i. No Updates
 - i. **Immediate Past President- Ann Pool**
 - i. EIS Committee
 1. SSC has not had a meeting recently. Currently they are working on roles to determine who other users are in SSC. This is to determine who needs access or has access (academic coaching, student counseling, etc.) and how to get those roles set.
 2. Tarleton State had a speaker presentation on how their university is using SSC. They have a YouTube page on the different ways they are using campaigns, notes, tags, etc. Laura indicated that TAMU wants to utilize tags and other methods learned to help create joint ventures with resources across campus-Academic Success Center for example.
 3. Banner 9 is officially up and running. John Roberts encourages everyone to start using the system to learn how to use it before Fall 2018 when Banner 8 is no longer available.
 4. APLU had their last full committee meeting. They will be split into subcommittees that focus on retention rates, graduation rates, uniformity of change of majors, degree planner, etc.
 5. ERS has not met since summer. UAS is looking to have the double major process on the website so the second major would start the request for the student through the site.
3. **Old Business**
 4. **New Business**
 - a. **Announcements**
 - i. Call for UAC Officer Nominations: Officer Nominations for the 2018-2019 UAC Executive Board are now open. Please return all nomination forms to Ann Pool, Immediate Past President, by no later than 5:00pm on Friday, April 6th. Nomination

form posted online at <http://uac.tamu.edu/>

Electing the following offices:

- President-Elect (will serve the following year (2018-2019) as President.)
- Vice President for Communications
- Vice President for Programs
- Secretary
- Treasurer

- ii. NACADA Webinar, Wednesday, April 4, 1:00 p.m., MSC 2503. Building Advisor Competency: Relational Skills Component.
- iii. UAC Awards Breakfast is May 7, 2018 in MSC 2401
- iv. Degree planner templates need to be updated. An email was sent from the Registrar's office. The hope is the updated templates will continue to help students with their planner and increase their use. Monday April 30th is the deadline to have the template updated and will be active after that date.
- v. TAP opened their change of major application and it closes May 2 at 5pm. Please encourage your students to meet with a TAP advisor prior to filling out the application. TAP is in an all-day walk in schedule until April 20th to accommodate students. They are also scheduling walk ins to help keep their lobby empty and prevent a 2 hour wait for students.
- vi. Bree asked the room who contacts students before NSC. The Career Center wants to have students attend their sessions on Professional School or Backpack to Briefcase to increase the awareness of their office. Bridgette indicated that they may be interested in adding something to the NSC pre conference information students have to view. Bridgette had the proposed idea to have an Enrollment Services category for the NSC pre conference information, and thinks adding Career Center would also be helpful.
- vii. Academic Success Center is no longer offering STLC 102. They will only offer STLC 101. In addition, the STLC lettering is in the process of being approved and changed to ASCC. Times in Howdy will change as well. Probation students are encouraged to register for this class. If an advisor sees a student that they feel would benefit from the class (first generation, small school, etc.) then they can also suggest the student register for the class. The class does not count towards financial aid for most programs, unless there are electives. Students should check their aid if they are concerned.
- viii. SFAID is awarding the 18'-19' students. Continued students will be awarded in June after grades. Summer packages will be around May. SAP will be reported in May as well meaning the Financial Aid portal for students will provide students with a list of instructions and requirements that need to be completed. If students have questions on their aid, or SAP then they should talk to students. Q Drop deadline is almost here and SFAID does not have long wait times in person, or their phone lines seem to be moving along well. Please have a student see SFAID if they are concerned with their SAP or future financial aid.
- ix. Study Abroad Office will be open family weekend from 11am-1pm. They provide anyone (including non-TAMU affiliated individuals) with access to get their

passport. The cost is \$110 plus \$35 processing fee which is traditional for all passport request. If you need a photo, they do that as well in their office and that is \$10. Their office can also assist with renewals.

- x. Registrar's office reports that April 17 is the last day for student to provide proof of enrollment for undergraduates graduating. After that date their graduation will be cancelled. The online application will be closed and the student will have to do a paper application to apply for graduation again (if the cancellation was the students own fault). Students who have not applied at all have to do the paper application as well, and turn it in by May 1st. They need to provide proof they are meeting all requirements and have to pay all the late fees which will be added to their student account. Their name will not be in the program if they applied late, and they could also not get a diploma printed in time as well.
- xi. Student business services put a past due balance hold (TB, TL, TQ) on students who did not honor their agreement with the SBS office. The hold will prevent registration. SBS request you send these students to their office. They also do not have long wait times so they can help students quickly.
- xii. Vince thanked everyone for their services on the UAC board. He is glad we all take the time to do this for our professions, university and the students. Best of luck to everyone and be sure to take care of yourself during this wonderful, yet busy time of year for every office across campus.

5. Executive Board Meeting Adjourned: 10:45am. Brittany moved, Morgan seconded.