

ACCESS Board Minutes  
Executive Board Conference Call  
January 6, 2011

**Present:** Mary Garguile, Carrie Nepstad, Elisa Huss-Hage, Nancy Beaver, Crystal Swank, Nancy Gabriel, Chris Lincoln, Debra Murphy, Kim Horejs, and Trude Puckett

**Absent:** Cheryl Bulat, Judy Sherwood, Susan Wyatt, Polly Parker, Joan Klinkner, Joyce Nelson, Kathy Allen, Lisa Morley, and Janie Hilliard.

The meeting was called to order by Carrie Nepstad, the new president. Carrie welcomed Chris Lincoln as the new treasurer to the board and thanked Elisa for also attending to assist in a smooth transition of the office of treasurer. She also welcomed Mary in her new position as Past President and she thanked her for the work she has done as president and her assistance in the smooth transition of the office of president.

Carrie said she would like to address the items that were urgent first, then the ones that are emerging on the scene. She also wants to discuss marketing for both the PDI and National conferences.

**Topic: Minutes**

**Discussion:** The December minutes were reviewed. Mary made the motion to approve the minutes as read. Nancy B. seconded. The minutes were approved. Trude suggested we follow the suggestion Carrie made to have the minutes sent within 48 hours after the meeting and return an acknowledgement of their receipt with any corrections immediately to Trude. Crystal made the motion to follow the process and Kim seconded. The motion carried. Crystal requested that Trude include a reminder to acknowledge receipt when sent. She agreed.

**Topic: Treasurer**

**Discussion:** Elisa updated the board on the transition taking place in the office of treasurer. Chris is utilizing the same bank (PNC), going from the Toledo branch to the Bethlehem branch. The debit card and business practices are staying the same. Elisa has made the last deposit and will send the next envelope of membership monies to Chris. She has also informed Connie of this. Crystal has updated the new membership form with Chris' name and address. Members can now join (\$60) with Paypal and include the NAECTE journal fee (\$40) for a total of \$100.00. She and Chris are now in the process of getting Chris's name on the tax information.

**Topic: President's report**

**Discussion:** Carrie encouraged each board member to learn more about membership process, to put ourselves in the position of a new member, so we can make the process a much smoother one.

Carrie asked for any situations that are on the national scene where ACCESS can be more involved in the process. Trude mentioned Carl Perkins monies are requiring a national assessment. Marcia Rystak had alerted us to this last year. Some of the colleges in MI are preparing a portfolio which may include the Key Assessments or be a Key Assessment that is used in the accreditation process. Nancy Beaver said TX is trying to do the same thing. AR would like to use this as well. We need to keep our ear to the ground regarding this topic to see if the board needs to be involved.

**Topic: Membership**

**Discussion:** Kim has an email ready to be sent to all members on the current list reminding them to renew for 2011. There is concern that the listserv (231) and the membership data base (258) do not match. Crystal will compare the lists and update the listserv. On February 15, 2011, members who have not renewed will be removed from the listserv. Every time Connie and Kim send her a new membership list, she is updating the listserv.

Crystal sent a list of members of the full board for updating. Please update and return quickly. Carrie, Kim, Trude, and Crystal need this information to fulfill the responsibilities of their board positions.

**Topic: State Affiliate Liaison**

**Discussion:** Nancy G. reported a change in affiliate representatives.

Lisa Morley will replace Marcia Rystak in MI. ([lmorley@westshore.edu](mailto:lmorley@westshore.edu))

Janie Hilliard will replace Pam Briggs in TX. ([jhilliard@mclennan.edu](mailto:jhilliard@mclennan.edu))

Joan Klinkner is the representative in WI.

Updated email addresses are needed for each representative.

**Topic: PDI Keynote Speaker**

**Discussion:** We need to begin promoting PDI immediately. As soon as Ben Mardell, author of *From Basketball to Beatles*, confirms his willingness to become our keynote speaker it needs to be announced. He is well known for making learning visible. He is also on the editorial board of *Voices of Practitioners*. The theme for PDI is "Assessment and Making Learning Visible".

**Topic: Vice President of Professional Development**

**Discussion:** Debra announced the due date for proposals for National is January 14, 2011. She has received permission to submit a place holder. She wants to be sure to submit the names of board members that will be attending as they will receive a discounted registration. Currently Carrie, Debra, Kim, Crystal, Nancy B. Chris, Nancy G. and Trude are trying to obtain funding to attend the conference in Orlando, FL. If you are interested in doing a session, be sure to let Debra know as she completes the proposals.

**Topic: Vice President of Communication**

**Discussion:** The final deadline for the January newsletter is January 14<sup>th</sup>. Board members are responsible to write articles for each newsletter providing information about the area their position covers. It was suggested to contact Alison Lutton about including the information sent in a recent email. We need to continue to think about ideas for meaty articles (projects/ideas). The entire board is responsible for the information that goes into the newsletter. Crystal is the publisher but is not the only person responsible for what goes into it. The idea was also discussed to publish the information about our award winners presented at National conference. We need to highlight one of them each month. Since we have new board members it is time to have another biography and picture submitted to Crystal. All of us need to update our information for her so she can present some of them each time.

<b>ACCESS Newsletter Schedule-2011</b>		
<b>Issue</b>	<b>Deadline</b>	<b>Distribution Date</b>
Winter	January 15 <sup>th</sup>	February
Spring	April 15th	May
PDI Information	May 15 <sup>th</sup>	June
Summer	July 15th	August
Annual Conference Information	September 15 <sup>th</sup>	October
Fall	October 15th	November

**Topic: Membership**

**Discussion:** Carrie has selected several goals for this year. The focus is to be membership. We need to think about building learning communities, engaging our members in the activities of the organization, and member satisfaction. Each board member needs to think of ways in which the membership can be served.

Carrie is also exploring various services that might manage our membership list.

Another goal for the year is to develop a book about resources members might use concerning assessment and data collection. In our membership there are various levels of assessment knowledge. Some members are just beginning the process of rubric development, while others have begun the process of data collection and others are beginning to analyze the data for program improvement. Carrie suggested this might be a SKIP activity.

Mary said we are behind in the provision of a member benefit. Ideas need to be sent to Kim immediately.

**Next Meeting:**

The full board will meet February 3d. The start time has been changed to 11:15 a.m. PST, 12:15 p.m. MST, 1:15 p.m. CST, and 2:15p.m. EST. Please notify Carrie if this is a difficult time for you. She sent an email on January 6<sup>th</sup> stating the potential board conference call dates for 2011. As soon as she obtains an updated board list, she will resend the dates.

Respectfully submitted  
Trude Puckett