

Draft: Minutes, NAFA Board Meeting

Sunday, July 17, 2011

Drake Hotel, Chicago, IL

Board Members Present: Doug Cutchins (President) Grinnell C.; Joanna Brzinski (V.P.) Emory U.; John Richardson (Treasurer) U. of Louisville; Alicia Hayes (Secretary) U. of California, Berkeley; Nicole Gelfert, U of Central Florida; Luke Green, Seattle University; David Schug, University of Illinois; Susan Krauss Whitbourne, University of Massachusetts, Amherst; Julia Goldberg, Lafayette C.; Tony Cashman, C. of the Holy Cross; Kyle Mox, Texas A&M U.; Dana Kuchem, Ohio State U.; Belinda Redden, U. of Rochester; Lyn Fulton, Vanderbilt U.; Laura Damuth, U. of Nebraska, Lincoln

Board Members not Present: Jane Curlin, Udall Foundation, Tara Yglesias, Truman Foundation.

Proceedings:

Meeting called to order at 8:00a.m. by the new NAFA President, Doug Cutchins (Previous meeting minutes were amended and approved by Board via e-mail prior to this meeting)

Opening Comments:

Doug Cutchins thanks everyone for being on the Board and congratulates the new members. He mentions that NAFA is a great organization with a great Board that leads it.

Doug mentions that although we have had co-Foundation Representatives and one Communications Director, the NAFA constitution states that we can have Communication Co-Directors and one Foundation Representative. This has been rectified for the next two years.

Doug informed the new Board members of the structure of meetings for the year: telephone conference call 1-2 times per year and then a in-person meeting in spring of 2012. Each committee will be charged with appointing a secretary so that notes can be shared. Minutes from the various committees will be sent to the NAFA Secretary.

Committee Reports:

Finance: Details of the treasurer's report are attached. As of June 2, 2011, \$249,205.08 is total NAFA revenues. \$129,205.08 is the expected year-end funds, excluding June membership renewals (including \$120,000 encumbered funds and budgeted conference expenses).

John Richardson said that NAFA is in good financial shape. Thus far 190 renewals have been made. As a result of the 2011 conference, we broke even or possibly made money. A discussion ensued among the Board concerning whether or not to issue some sort of refund to those who paid but the did not attend the conference. Traditionally, a \$50 administrative fee is imposed for those that have to cancel up to a week prior to the conference date and the remainder is refunded. However some people never people never cancelled and did not show up for the conference.

Motion: Moved by John Richardson that persons who have pre-paid conference registration fees but did not attend the conference will not receive a refund.

Motion carried.

Study Tours: Luke Green gave a recap of the study tour presentation made during the conference. Results from the study tour interest survey (which 130 members responded) initially revealed the respondents demonstrated a greater certainty of being able to attend a study tour in Washington D.C. and thus the committee made a tentative decision for a D.C. only option.

U.K. Study Tour

After a proposal from Mary Denyer, from the Marshall Commission, it was decided a U.K. study tour could be more affordable than previously believed. A U.K. study tour would actually be affordable with some of the U.K. universities subsidizing the costs.

Laura Damuth, the U.K. Study Tour Chair, has already been working with Mary Denyer on the tour details. The new tour would involve visits to many Marshall partner universities, throughout the U.K. To reduce travel fatigue there may be a break day inserted in the middle of the tour. The tour may be centered in London and attendees would make day trips to various schools. Those who wish to venture to Oxford or Cambridge can venture to those destinations at the beginning or end of the tour and NAFA would organize those portions. The tour could also be broken up into various legs, from which members could choose. However, this may cause logistical challenges. April is one of the proposed dates, due to possibility of using student housing for accommodations and thus reducing costs. Universities may be asked to provide meals, which will further reduce costs. If the tour occurs in late May or early June hotels would have to be used thus increasing overall tour costs.

A survey will be used to gauge when potential participants may prefer to go on the U.K. study tour. The planning committee is aiming for September for the official statement of costs and dates.

Luke Green shared that Michelle Durbin from Education Ireland, has a proposal to have NAFAn's tour Ireland. We will plan for this possibility in 2014.

D.C. Study Tour

Susan Krauss-Whitbourne shared that the D.C. advisors will get together in August to investigate hotels. A discussion ensued about not focusing on British programs in D.C., since a U.K. study tour will exist. Suggestions were made to include STEM programs, arts and humanities opportunities, and other programs centered in the U.S. However, a concern was raised that NAFA members already have the expectations of a presence from the British programs.

A suggestion was given to invite members of the D.C. selection panels to discuss the Marshall and Rhodes selection process.

Summer Workshops: Joanne Brzinski reported that the goal was to have sites decided upon by the Chicago conference. It has been difficult securing volunteers because of the belief that it is overly onerous to host a workshop. However, the planning is ahead of where we have been in past years.

We have three basic locations: Virginia, Pennsylvania, and California. The New Advisors Workshop will occur in Pennsylvania. The dates and themes of the other conference sites are to be determined. There is a goal to start planning well in advance for 2014 workshops.

A suggestion was made to reinstitute the session on hosting regional workshops conducted at past biennial conferences. Previously, this session was used as a means of recruiting potential workshop hosts. Also, through such a session, areas that have strong regional groups can also be approached to host workshops.

Publications and Technology: Doug Cutchins mentioned that Suzanne McCray is working on conference proceedings. There was a discussion of creation of a scholarships database for advisors, which Tara Yglesias has already been working on. Liz Mandeville at Mount Holyoke offered to moderate a LinkedIn NAFA group.

Membership: Alicia Hayes relayed that she and John Richardson had a conversation about how to make the membership renewal process easier. They concluded that the current process is easy. Difficulties arise when people leave their positions and contact information changes.

In recent months membership has been mostly concerned with reaching out to HBCU institutions for the Chicago conference. The result was that four advisors from these schools attended the conference. However most importantly, connections were made and many advisors at these schools are now aware of NAFA and want to know more. The committee will follow-up and cultivate these new connections with those contacted. This may occur in the form of visits by current NAFAn's. Moving forward the membership committee wants to send a representative from NAFA to attend conferences, such as National Historically Black College and Universities

Conference, Hispanic Association of Colleges and Universities conference and the American Indian Higher Education Consortium.

Professional Development: Susan Krauss Whitbourne discussed the symposium conducted at the Chicago conference titled “Dealing with Stress and Coping with Challenges We Face.” The goal was to focus on social support as a way of coping with our challenges, which is a well-known coping strategy. The group that needs this the most is new advisors, which is currently 1/3 of our current membership.

In the roundtable following the symposium, titled “ Strategies for Successful Fellowship Advising”, the agenda was to see what people thought of mentoring. There was a lot of enthusiasm.

The committee proposed a mentoring program/system (as discussed in a previous board meeting) to support advisors during the academic year when they may be feeling isolated, uncertain and may not want to pose questions to the listserv. A mentor database, where people volunteer to answer questions, would be created. A survey could be conducted to learn who is interested in being a mentor.

Motion: Moved by Susan Krauss Whitbourne that the Board send an e-mail to the listserv and request people to volunteer to have their name in database of mentors.
Motion carried.

This request for volunteers will go out in a post-conference e-mail to the entire membership.

Committee Assignments: After a review of the committees, it was recommended to continue with the Ad Hoc Committees: Study Abroad, Summer Workshops, Membership, Professional Development. The Study Abroad committee was renamed the Study Tour committee.

The committee reviewed correspondence supporting a discussion on whether to re-establish an ad hoc Ethics committee. An on-line discussion forum is currently in development by the Publications and Technology committee. Such a forum could serve as a venue for ethics discussions and scenarios rather than the listerv. It was also suggested that a cadre of mentors could be established who specialize in ethical issues. Other advisors could confer with this group when faced with such issues.

*The Board did not move to re-establish an ad hoc Ethics committee so the issue expired due to lack of motion.

Each ad hoc committee will consist of five members (a committee chair (a Board member); two other Board members; two non-Board members). *The exception is the Publications and Technology committee, which has six members. The NAFA President will appoint committee chairs. NAFA Board members will serve on two or three committees and each committee will have a secretary.

Strategic Planning Goals and Special Projects: Goals are currently in place. Committee chairs will be asked to determine task priorities, timelines, and required resources.

Special Projects that the Board may work on during the current term include:

- Survey of the profession
- NAFA history (currently in development by Beth Powers)
- Development of a consultancy to formally provide assessment and evaluation

Future Board Meetings: The Board will meet 2-3 times during the upcoming year. A doodle poll will be sent to ascertain availability for a December telephone meeting and the spring meeting. The agenda for the December meeting will include a report from the conference planning committee. The spring meeting will take place in Chicago, Illinois at the Drake Hotel.

The meeting was adjourned at approximately 9:40a.m.

Respectfully submitted,
Alicia Hayes, NAFA Secretary