



WINTER BOARD MEETING
February 24, 2017
8:45am – 3:00pm
Everett Community College
MINUTES



- I. **Call to Order 8:52** **Paula Boerner**
- II. **Roll Call** **Cindy Cannella**
PRESENT: (in bold)
Paula Boerner, Cindy Cannella, Margie Stratton, Eric Corp, Kristine Horndt, Niki Nelson, Steve Evans, Will Frankhouser, Amy Erickson, Barb Crowell, Cathy King, Mary Cox, Shelly Scanlan, Barbara Collins (ITV), Amelia Fortuno, Brandie Lanning, Michele Graza
- III. **Welcome from STTACC President** **Paula Boerner**
- IV. **Minutes of Past Meeting** **Cindy Cannella**
Approved as read Approved with Changes Not approved
Eric moved to approve minutes with changes, Barb Collins, 2nd, motion passed.
- V. **Treasurer's Report** **Margie Stratton**
After review, the only college that has not paid their dues is Edmonds. Grays Harbor's check is waiting to be picked up. Walla Walla's check was sent to Everett. Paula will follow up with Edmonds.
Account balance \$10, 384.7
Amelia made the motion to approve treasures report, Niki 2nd, report approved.
The audit review is complete with just a few minor recommendations; some receipts were missing, memo's not posted in the right column. A good audit overall but could have used more time so start earlier next year. Suggested adding the review audit committee to the board application notice.
Marjie stated that there is scanning ability for deposits and might be something to look into for the future. Might be a fee, Margie will get the info.
The board approved adding Eric Corp as a signer on the bank account and removing Kristine Horndt.
- VI. **President-Elect's Report** **Eric Corp**
Eric has established a timeline for the application process and asked if anyone wanted to serve on the Application committee. Eric requested that everyone be looking for candidates for the new board. Send any potential names to Eric so he can contact them directly. April 8, 2017 Eric will send out an email to college contacts about upcoming application request. June 8, 2017 Eric will send applications out via Survey Monkey as well as hard copy. Will also put in the STTACC Chat as a reminder and post on the Website. The application will include roles and responsibilities. Requested that Eric let Region Coordinators know when applications are submitted. Eric stated that reports can be done in Survey Monkey to send to the board and or Region Coordinators of applications received. At the conference, a request for applications from the floor if none received for certain positions.
- VII. **Past President's Report** **Kristine Horndt**
Nothing really to report. Here to help facilitate and provide background. Will help at breakout session at conference.

VIII. **Communication Coordinator's Report**

Niki Nelson

Niki's email address corrected as she was not receiving emails.

STTACC Chat: what do you want in the STTACC Chat? What's happening at your college? Prefer Classified Staff news, but anything that might be happening; celebrations, volunteer projects, trainings, anniversaries. Okay to submit campus wide events if nothing pertaining to classified staff. Suggest going back through old issues of STTACC Chat for ideas.

April 7th is the deadline for submissions from Region Coordinator's for next issue. Conference info is also needed for May issue.

STTACC Chat's. Currently 4 editions, fall, winter, spring and summer (conference). The fall edition is published in September but with nothing until winter, it leaves a long break between fall and winter editions. Propose moving the fall issue to a November publish date with winter and spring status quo. For these 3 editions, Region Coordinators will request articles from College Contacts. A pre-conference edition will be added to be published sometime in July to include last minute conference information, board application information and any other pertinent information from the Board. This issue will be compiled by the Board members. The Conference recap edition will publish in September. Conference attendees will be contacted to assist with compiling content for this edition such as photos taken at the conference.

Niki will send out a Survey Monkey to request workshop ideas for the Conference. One topic suggested was undocumented students.

Niki will format articles submitted for uniformity as time allows. When asked, Niki stated that the STTACC Chat is created in Publisher and has included college logos on articles received. Niki would like a logo from each of the colleges.

IX. **Webmaster's Report**

Steve Evans & Will Frankhouser

A warm welcome was extended to Will. Welcome Will! Will stated he is still getting feet wet, learning all pieces, seeing what we have, making sure everyone has access and things get updated. Moving forward, he would like to collaborate on getting things sent out to be sure all things are branded the same way and to make the website more efficient. Suggested having a regular schedule on when updates happen. There are many things to be cleaned up such as the blog section. Do we even want a blog? Some feel it will detract from the STTACC Chat so after discussion, the blog tab was removed. Navigation needs to be changed around. Will had questions on the individual college websites. Are we wanting to do the same for all colleges? One suggestion was to link to individual college sites rather than have individual websites on the STTACC site. The 2 individual colleges were added to a drop down.

What resources do we want to provide on the website? How realistic is it that it will be used. The training Resource Page is inconsistent, outdated and was cleared and replaced with a resource request submission form. Suggested we could extract some info from the STTACC Chat to list on Training Resources.

A page has been created for 2017 conference.

There is a place for log-in access on the website but it is not used. After discussion, it was decided that we will continue to use Dropbox rather than utilizing the log-in access on the website. Will can put links to Dropbox on the website. Canvas is another avenue to explore.

Cindy stated that a lot of STTACC history has been lost. Members were asked to go back through and send anything they may have history wise to Will.

Will confirmed the Webmaster is the one to confirm List Service requests but that he does not have admin access yet.

Will was given free rein to update the website as he see fit.

a. **M/C Awards**

- Too many sidebar conversations,
- Need an MC at the awards banquet to keep focus. Eric offered to be the MC.
- No podium last year; requested we have one for the banquet this year.
- Keep info shared on an award winner short to keep interest in speaker and audience respectful to those on stage.
- At banquet have one program per table so attendees know what to expect.
- Should we have someone else oversee awards banquet?
- Last year's banquet started late as key people needed were not there on time. Stress the importance of being on time.
- When should award be given, before dinner or during dessert?
- After dinner entertainment is preferable to having nothing.

b. **Disposable Cameras**

Suggested having disposable cameras around during conference, in breakout rooms, at banquet, business meetings, etc. STACC would have to pay for developing. Are there disposal digital cameras?

c. **Seating by Regions for Business Meetings**

Have attendees sit by Regions.

Additional conference updates: Amy Erickson, Brandie Lanning and Michele Graza

Key note speakers; what have other colleges have spent, what is a good price. Suggested they contact past host-colleges, Sara Aschenbrenner @ Walla Walla, Jeannie Damon @ Lake Washington Institute of Technology or Barb Collins @ Big Bend. Attendance; Typically around 100, plan for 90-100. Reminder that Board members are part of the \$2000 advance so take them out of the numbers planning.

Hotels in Burlington; 80 double queens reserved right now.

Still working on breakaway sessions. Roles and Responsibilities of a STACC Board Member was suggested as a breakout session to be facilitated by the board. How to hold a STACC conference (panel) might also be a good breakout session, or combine with STACC roles and responsibilities. Money Mattes educators MMEducators.org is free for colleges. Social Security or finances was another suggestion as was leadership skills. Gardening and photography are also popular. Working with undocumented Students was suggested but will it still be relevant come conference time? Suggested we try and find out what were the most popular breakout session in years past. Niki will send out Survey Monkey soon to see what kind of breakout session STACC members want to see at the conference. The conference committee is hoping to get all classes in the same building to avoid the amount of travel involved last year.

The awards banquet location is still undetermined.

Google Docs was suggested if not using Event Brite. One issue with Event Brite is that the funds are not released until after the event.

Possible Theme for the conference: Live • Learn • Educate

Whatcom and Wenatchee are interested in hosting in 2018.

X. **Regional Reports:**

a. **Region A**

Barb Crowell



Winter Region A
Report.docx

b. **Region B**
No report

Cathy King/Mary Cox

c. **Region C**

Shelly Scanlan



Winter 2017 STTACC
Report for Region C.c

Shelley stated that she doesn't know what to do with College contacts who don't seem to be forwarding on information. Suggested she try calling vs. just emailing. Shelley stated she has but feels like she is stalking them. Another suggestion is to set up a time to go by and meet college contacts in person or plan a college contacts lunch meeting understanding that not will be able to attend.

d. **Region D**

Barbara Collins



2017 Winter Region
D Report.docx

e. **Region E**

Amelia Fortuno



Winter 2016-17
Region E Report.pdf

XI. **New Business:**

a. **Drop Box/Web Based Storage ~ Eric**

Eric displayed how to use Dropbox (update folder names, change passwords). All should have access now. Eric created a new **Team** Folder for use when collaborating on documents. Use the **Share** folder for final documents. Currently Past President has control of all folders as that is who set it up. Suggested to move admin level from past president to Webmaster. Also suggested setting the name of the Dropbox to the position (i.e. STTACC Secretary) rather than the name of the person in the position. Eric will find out if there are limited on Team folders.

b. **Website**

- The website needs updating so Paula asked everyone to look at what changes they want to see especially navigation. One thought is to have everyone take a tab and review the content on that tab. Paul will email each a different tab. Some pages are hidden such as History of STTACC. Work with Will to go through the pages.
- Exemplary awards. The link will need to be updated and link opened when time to submit, typically in early May.
- Conference Coordinator email needs to be updated. We will continue to keep this email address separate and not include in Board@sttacc.net.

XII. **Current Business:**

a. **Communication to Classified staff on campuses**

Getting information to college contacts and out to college communities continues to be a problem. Suggested setting up campus visits or lunch and calling if no response it email.

b. **STTACC Marketing**

- Changing the brochure into a poster was discussed again. More brochures are needed to send to colleges to put in their staff lounges. If we stay with the tri-fold brochures, do we want the heavier paper? 250 were \$145 from Vista print. If we buy the paper, Paula can print. One idea is to change to a one page document vs. the tri-fold. The brochure is in Dropbox.
- Discussion on how to show appreciation to our College Contacts as without them, our messages do not reach Classified Staff. A T-shirt with STTACC logo was suggested and would also identify College Contacts at the conference understanding that not all College Contacts will attend the conference. Not knowing sizes, it was suggested we order a variety of sizes. Eric has a contact if we wish to go this direction and will look into pricing. T-shirts could also be ordered for the board to be worn at the conference as well. Need to decide what color for the t-shirts; logo or not. A small white logo on a dark t-shirt was suggested. Eric will get a quote and Grays Harbor will as well. Something not size specific for the college contact was also suggested such as a travel mug, journal or portfolio. Paula will look into a travel mug. It was stated that the logo is now in the shared team folder on Dropbox. Another thought was to provide College Contacts with a certificate as well.

c. **SOP Draft for Handbook**

- Will be in the Team folder in Dropbox. Position descriptions will be posted in the team folder. Each member should go in and review their position. A final document is wanted by conference. Suggested to merge SOP, Member handbook and position descriptions into one document.
- For consistency with web-master, suggested keeping a co-webmaster. Do we need a bylaw change if we continue in this direction?
- STTACC Leadership, handoff not happening from one board to the next. How do we make that happen?
- Create email address for each college to redirect to college contacts.
- At region meeting outline the duties of the Region Coordinator
- Have the voting for board positions at second business meeting on day 2 before region meetings rather than at the banquet.
- At the conference, longer Region meetings are needed. Paula will work with Amy to plan the business meetings.
- When should new board officially take over? In the handbook it lists all positions with the exception of the treasure are to begin right after the conference. The bylaws make no mention of when the positions official start. Only mention of fiscal year is in Article XII, Budget in that the fiscal year is Oct 1-Sep 30. Suggested that outgoing and new board spend a few minutes at the end of the conference to meet and to state this in the application. If this isn't possible, have the outgoing person set up a time to meet with the new person. Rather than updating the handbook each

time, remove the contact info so handbooks can be given out to the new members at the conference to avoid delay.

XIII. **Next Meeting**

April 28 at Skagit Valley

XIV. **Meeting adjournment**

Niki made the motion to adjourn, Margie 2nd. Meeting adjourned at 2:15