



FALL BOARD MEETING

Friday, October 22, 2010

9:00 a.m.

Shoreline Community College - Board Room

Minutes

I. **Call to Order** **Timothy Anderson**

II. **Roll Call and Introductions** **Timothy Anderson**

Present: Tim Anderson (Green River), Amy Weaver (Whatcom), Micki Wells (Green River), Mark Holm (Grays Harbor), Vlad Samoylenko (Bates), Arlene Strong (Shoreline), Marion Heard (Cascadia), Sandy Long (South Seattle), Cindy Cannella (Pierce College) Linda Van Doren (Tacoma Community College)

Absent: Jenny Jamison (Spokane), Aleta Fuhrer (Grays Harbor), Lavina Goble (Green River)

III. **Welcome from Shoreline** **Arlene Strong & Stephen Smith, Vice President of HR**
Arlene Strong & Stephen Smith welcomed us to Shoreline Community College.

IV. **Announcements & Celebrations** **Timothy Anderson**
Tim Anderson is participating in the South Puget Sound Leadership Institute.
Cascadia Community College is celebrating its 10th anniversary.
Dawn Hawley and Cindy Cannella are working on a handbook about how to hold a successful conference.

V. **Approval of Last Meeting's Minutes** **Linda Van Doren**
A motion to approve the minutes from the last Board meeting in Spokane, WA was made by Mark Holm and seconded by Arlene Strong. Motion unanimously carried.

VI. **Treasurer's Report** **Timothy Anderson**
End of year report
September 30th marks the end of STTACC's fiscal year...awaiting a check from Spokane Colleges for \$4288.23. This seals the 2010-11 Budget year.

FY2010 Budget Audit Report

The FY2010 Budget Audit was completed and approved.

Funds now rest at Green River Community College.

Given the health of our budget, it was moved that we order promotional items for STTACC by Linda Van Doren and seconded by Arlene Strong. Motion unanimously carried. Items are 250 STTACC mugs, 580 lanyards, and 250 notebooks/pens .

2010/11 Membership Dues

Invoices being prepared by Lavina Goble. They are scheduled to go out early November to all colleges.

VII. **Regional Reports**

Region Coordinators

a. Region A

Aleta Fuhrer

Planning a video meeting with regional contacts to discuss how STTACC can be more of a presence for them. Grays Harbor held a breakaway day in late summer for classified staff. Centralia will be hosting a Regional Conference in May 2011. Grays Harbor is approaching their President for approval to hold the 2012 Conference.

b. Region B

Sandy Long & Marion Heard

We welcome our co-contacts for Region B – Sandy Long and Marion Heard. They opened a dialog with the regions classified staff by sending a fun and informative survey to classified staff. The responses gave information about what they want to see for professional development and how STTACC can help.

c. Region C

Arlene Strong

Everett Community College will be meeting in November to review their training policy. Asking, as many others, what training there is to help staff do more work with less help. Shoreline Classified Training and Staff Development Committee has nine new members and holds their first meeting October 26th. Note: Each Friday they offer an open classroom for staff to train each other on office applications. Staff members have stepped up to help train and answer questions. It is an informal sharing network/training, and certainly a model for other campuses. BTC will hold a faculty in-service day on October 29th. For the first time, the training planned for faculty in the morning, which will focus on Cultural Literacy, will be repeated in the afternoon for staff. The Campus Center building continues to grow in the middle of campus.

d. Region D

Jenny Jamison

The HR Department at Columbia Basin is working to offer low cost training to all staff. Community Colleges of Spokane is offering training through seat time and online through the coming year. Wenatchee Community College has lost their entire training budget, so they are researching other ways to offer training opportunities.

Note: An idea for support for Region D is the creation of a forum that each of the colleges in the region can sign on to and twitter or blog about training options that would be available online or via the web.

e. Region E

Vlad Samoylenko

Tacoma Community College Classified Staff has been asked to make a \$1 donation to their Foundation account to help raise funds. Green River to host 2011 STTACC Conference. Pierce College scheduled an All District Day for all staff October 29th, 2010. Twenty five Bates staff members attended the City of Tacoma Emergency Response Training.

VIII **STTACC Chat**

Amy Weaver

Amy posted the Chat Newsletter earlier this month. There is some conversation concerning posting non-members articles. We will continue discussion at our next Board Meeting.

IX **Webmaster's Report**

Mark Holm

Mark Holm continues to keep the website current. He also added modules to the online trainings available on the website, which are only available to member colleges. We discussed moving more information to the protected members site.

- X **Conference Report** **Tim Anderson**
The 2010 Conference Report from Spokane Community Colleges has not yet been received. The final budget for the conference returns \$1000 to repay the seed money and an excess amount earned of \$3288.23.

2011 Green River Update **Micki Wells**
Micki Wells made a request for seed money for the 2011 conference at Green River. The motion was made by Arlene Strong and seconded by Cindy Cannella. Motion unanimously carried. The conference budget was approved with a motion by Cindy Cannella and seconded by Sandy Long. Motion unanimously carried. The draft conference agenda was presented.

2012 Location **Aleta Fuhrer**
Grays Harbor is making plans to host the 2012 STTACC Annual Conference.

XI **Old Business**

- a. The approved STTACC Bylaw Changes Review **Timothy Anderson**
A brief review of the bylaw changes that were approved at the last statewide conference. Treasurer now has a two year position to provide continuity. The President Elect will backup the survey administrator duties.
- b. STTACC Survey Report **Timothy Anderson**
The conference survey had 81 respondents of the 121 attendees. It indicated the conference was average overall. There were some new ideas for professional development – Training the Trainer was discussed as a possibility.
- c. Archiving STTACC Records **Timothy Anderson & Linda Van Doren**
Utilizing an online network drive, and access to the list serve drive, so everyone has access to all electronic documents was discussed. This would enable STTACC to archive records and history digitally. Tim and Lavina will finish reviewing and purging the boxes of papers and Linda will scan the completed documents onto a drive, with a backup copy on another available drive or with the webmaster.

XII **New Business**

- a. Conference Coordinator **Timothy Anderson**
The motion was made by Arlene Strong and seconded by Linda Van Doren to submit the following changes to the duties of the President Elect and the Secretary. The President Elect will now act as conference liaison for all regional and state conferences. The Secretary will have the added duty of maintaining archival files. Motion unanimously carried. These changes will be submitted for votes by the STTACC membership at the Annual Conference in 2011.
- b. STTACC on Facebook **Timothy Anderson**
Discussion concerning the benefits of using Facebook. STTACC now has a Facebook address.
- c. STTACC Members Benefits Package **Group**
With budgets being a continuous topic of discussion, we need to showcase how STTACC is a benefit to our members. Will talk about what STTACC currently provides and what we can provide in the future. The discussion was to be continued at our next meeting. Topics to include: training the trainer, benefit of reduced conference registration, website training, survey results and STTACC Chat newsletter.

XIII **Adjournment** at 4:10 pm.

Motion made by Mark Holm and seconded by Cindy Cannella. Motion unanimously carried.

[Aug. 19, 2010 Minutes Link](#)