



STTACC Board Meeting Minutes  
Olympic College, CSC  
November 14, 2014  
9 a.m. to 4 p.m.



Present: Sandy Johnson, Glorianne Bora, Jan Beatty-Adams, Kristine Horndt, Steve Evans, Paula Boerner, Kristen Krcma

Absent: Jim Sorenson and Marion Heard,

Present on telephone: Shylowe Statzer, Walla Walla conference committee group

Sandy tape recorded and Jan and Glo took notes for meeting minutes.

No minutes from the August meeting were available. Sandy will request them from Amanda and then forward to us. Other past minutes can be found at STTACC website.

TREASURERS REPORT is attached.

Motion by Sandy: Board members do not pay registration fees for annual conference.  
Second by Steve. Motion passed.

Motion by Glo: Combine line items *State Conference Support Funds* and *Promotion Items (Conference)* into one line item called *Annual Conference Support Funds* to equal \$2,000.  
Second by Steve. Motion passed.

Motion by Glo: Add new line item in the amount of \$435.00 for *Summer Quarter Board Meeting Dinner Expense*.  
Second by Steve. Motion passed

The amount of \$435.00 is based on the highest Washington State per diem rate (\$36) x 12 (the number of board members).

Motion by Glo: Increase the amount of line item *Annual Conference STTACC Board/First Night* to \$2,000.  
Second by Paula. Motion passed.

If your college would like to hold a regional conference, talk with Marian Heard.

## NEW BUSINESS

The Walla Walla Conference group talked about their planning for the July 29-30, 2015 STTACC Conference.

- Blocks of rooms will be reserved at 5 hotels that include breakfast with lodging.
- The banquet will be at the Marcus Whitman Hotel on Wednesday night.
- Theme is *Outside the Box*.

Sandy will send times for regional and board meetings to conference planning group. They need to provide an area located at main part of conference for the board to sit for their business meeting.

[Sarah.aschenbrenner@wwwcc.edu](mailto:Sarah.aschenbrenner@wwwcc.edu) will send her committee's list of names to board @STTACC

Glo will send 2014 Conference Summary Report to all

Conference committee had questions about their budget and learned about the new \$2,000 line item. Glo already sent \$1,500, and the other \$500 will be sent next week. Conference committee needs to invoice Glo for the \$500, like they did for the \$1,500.

Conference registration fees are: earlybird \$115 and regular \$125.

Survey Results: Ninety minutes is too long for workshops. Shorten workshop time so business meeting time can be lengthened.

Conference committee needs to send confirmation to those who register.

Glo will bring leftover lanyards and mirrors to the committee in May.

Since the board members do not need to pay when they register online, the committee needs to find a way for them to register and be exempt from paying.

Guest dinner is \$35.00, or at cost.

Non-classified employee conference fee is \$140.00.

Conference committee will send a "Save the Date" announcement to [webmaster@sttacc.net](mailto:webmaster@sttacc.net) and [communicationcoordinator@sttacc.net](mailto:communicationcoordinator@sttacc.net) with a photo of the Marcus Whitman or the Walla Walla campus. Webmaster will post to website; Communication Coordinator will publish in STTACC Chat and Facebook.

Sandy will start Exemplary Award process much earlier so winners will have more time to make plans to attend the conference in July. STTACC will pay for all five winners' registration fees.

Conference committee is invited to the board meeting on May 15 in Walla Walla. Sarah will book a conference room for us on that date.

Paula will contact Sarah about a dinner spot for the board for Tuesday night, July 28. One or 2 conference committee members may be invited to this dinner meeting so they can update the board.

#### PRESIDENT ELECT REPORT

Kristine sent emails to recruit replacements for Secretary and Region D Coordinator. Barb Collins from Big Bend is interested in the Coordinator position, and Chelsie Bailey from Grays Harbor is interested in Secretary, pending supervisor's approval.

Kristine will email these two interested parties and put out one more email to state members.

#### COMMUNICATION COORDINATOR'S REPORT

Timeline for when STTACC Chat is published is determined by Coordinator. Sandy thinks it makes sense to do them right after board meetings.

FB should have *Save the Date*, and *Hey STTACC Chat is Coming Out* announcements with photos of campuses and Walla Walla.

#### WEBMASTER'S REPORT

Steve continues to update webpage and become more familiar with how webpage works.

Sandy will compile all edits and send them to Steve in one email.

#### REGIONAL REPORTS

Paula was having trouble getting responses from her college contacts so she called each with good success. She will email her info to Sandy, Glo and Jan.

Kristen will email Region C's college responses.

Jan will call Kimi Crombie to find out about EvCC's staff training opportunities.

Steve told us about *Lunch and Learn* ITV training at OC, where people talk about their area of expertise. Examples of presentations are Advanced Outlook; FMS Queries; FMS Budget Reporting; How to get through the holidays; Who is who in different divisions.

## NEW BUSINESS (CONTINUED)

Sandy will contact Clark and Columbia regarding availability for the 2016 conference. If answer is no, she will expand out to others. For 2017 she will ask OC first.

It was suggested that for 1 or 2 free tickets we could put on our FB page: "Like our FB page and get a free registration at the next conference."

Sandy continues to work on voting process which still isn't right.

Job descriptions should be created for each STTACC board position. What are the steps for your position?

Come to next meeting with ideas of how to add to the Training Resource library. Ideas can be about how to promote or how to get more resources from other colleges.

Next meeting is February 20, 2015 at Cascadia College in Bothell

Meeting adjourned at 3:15 p.m.