

Ohio Association for Developmental Education Executive Board Meeting
Host Site: Bowling Green State University
Courtesy of Michelle Heckman, Member-At-Large, Four-Year Institutions
Moseley Hall, Room 208, Math and Stats Tutoring Center (MAST)
Friday, March 20, 2009, 12:30 p.m. to 2:00 p.m.

President Tracy Koski called the meeting to order at 12:35 p.m., and welcomed OADE member Jeff Leptak-Moreau to the meeting.

Attendance

Present: Kathy Buttermore, Lana Evans, Sue Hargrove, David Haiduc, Michelle Heckman, Carter Jastram, Tracy Koski, Sally Kurowski

Absent: None

Approval of January 22, 2009 Meeting Minutes

The Board reviewed the January 22, 2009, minutes and made corrections. Michelle moved and Lana seconded that the minutes be approved as corrected. The motion passed unanimously.

Treasurer's Report, Carter Jastram

Balances as of March 20, 2009.

Checking Account	\$ 10,232.20
Savings Account	4,042.23
CD	<u>11,144.32</u>
Total	\$ 25,418.75
Income	\$ 693.30
Expenses	\$ 1,235.70

- Income included \$620.00 membership dues, \$. 90 checking account interest and \$72.40 interest on the certificate of deposit. OADE will have access to the funds in the one-year CD in October.
- Expenses included \$90.00 for the Treasurer's bonding, \$800.00 for two \$400 scholarships, \$145.70 for OADE banner (currently in Special Projects, line 4000; will be moved to Publicity, line 3400), \$200.00 to renew Survey Monkey.
- Lana moved that the Treasurer's Report be approved; Michelle seconded. The report was approved unanimously.

Conference Committee Report, Kathy Buttermore

- Julie Kling has committed to be NADE 2010 Conference Co-chair.
- Kathy showed NADE 2010 t-shirts worn by OADE members who worked NADE 2009.
- One hundred fifty attended the NADE 2009 president's breakfast sponsored by OADE.
- Kathy discussed various forms to be used for NADE 2010.
- NADE revised the exhibitor form. We have a list of 70 vendors to contact, but we are looking for 100 exhibitors. More exhibitors will mean more income to defray conference costs. Exhibitors are needed to sponsor various conference activities and facilities.
- The conference solicitation letter needs to be revised to include the tax ID number.
- The conference attendees gift will be a flash drive that will include as many handouts and as much conference information as possible.
- Kathy reviewed the conference registration form. The totally online form will be ready by the end of summer.
- Spin sessions and poster sessions have been added to the Call for Proposals. A choice of presentation day, Thursday or Friday, has also been added. Please see the Call for Proposals for types of sessions. The call for proposal readers will go out at the end of next week. June 30, is the deadline for proposals, and proposals will be read from July 1, to August 28. Proposals and presenters will be screened and a statement about the consequences of canceling a presentation will be included in the Call for Proposals form which is still being revised.
- There is a daily parking charge at the hotel.
- Kathy will be firm about the established 2010 timeline. Email postcard reminders will be sent out twice a month indicating deadlines.
- Kathy will look for a national grant to fund the conference cost for those who cannot afford to attend.
- Conference keynote speakers are Lily Calderon-Cavanaugh and Richard Lavoie.
- Cultural event suggestions include Columbus Zoo visit, OSU tour, COSI visit, and sports, theater, and art museum tickets. We need an event for those who stay in the hotel.
- The NADE Board will be in Columbus September 18-20, 2009. On the 18th, the OADE Board can meet at 10:00 a.m. at the Hyatt, and meet the NADE Board for lunch afterwards. A 2:00 p.m. Planning Committee meeting is also scheduled.
- A political meeting with Governor Strickland and Chancellor Fingerhut is planned for Wednesday, March 10, 2010.
- Dave Topor is in charge of the workroom. Thirty volunteers are needed to stuff conference bags on Saturday, March 6, and thirty on Sunday, March 7.
- A program typesetter is needed.
- We have spent \$6,200 of the NADE seed money to date.
- NADE 2011 is NADE-sponsored and will be held in Washington D.C.
- NADE 2012 will be held in Orlando.

President's Report, Tracy Koski

- Tracy shared Simon Whittaker's information. He was interested in being a NADE 2010 keynote speaker, but the keynote speakers have already been chosen. He may be interested in presenting a pre or post conference. Conference attendees pay \$40.00 for each pre or post conference of which NADE receives a percentage and the presenter receives a fee. The conference registration fee covers the cost of the conference, and corporate sponsorships and exhibitors generate income.
- Tracy asked how long we have to repay the \$20,000 conference seed money to NADE.

Research Committee Report, Lana Evans and David Haiduc

- The Salary Survey has been completed, and Sally asked if a report was available as an electronic document. Lana asked if anyone had analyzed the data and drawn any conclusions. She stated that results need to be interpreted for research to be meaningful.
- Lana also stated that the Research Committee needs an agenda to effectively direct the work of the committee during the year.

Two-Year Member-At-Large Report, Sue Hargrove

No report.

Four-year Member-At-Large Report, Michelle Heckman

No report.

Conference T-shirts, Michelle Heckman

Approximately 45 OADE 2008 t-shirts are left.

OADE Scholarship Committee Report, Tracy Koski and Sue Hargrove

- Fifteen students applied for the scholarships, ten applications were complete, and two students were selected.
- Committee members include Tracy Koski, Sue Hargrove, Jennifer Dragoo, Nancy Ziminski, and Mona Bahouth-Kennedy
- OADE 2009 Scholarship recipients are Deborah Trowbridge from Shawnee State University and Sarah Strainer from Columbus State Community College. Both are deserving students whose essays were outstanding. Winners have received their awards.
- We need to document the award winners.
- Tracy would like to get recipients' permission to post their essays.
- David Haiduc would like to join the scholarship committee.
- Carter asked if those applicants who did not receive a scholarship were notified. Tracy agreed to send email notification to those who were not selected.

Membership Committee, Carter Jastram for David Reedy

- David Reedy is still the official membership coordinator.
- Carter will update the membership list.
- Since OADE will not host a 2009 conference, how will we collect membership dues?

Political Liaison

- Lana suggested we develop a mission or charge statement.
- Tracy suggested this should be a committee since the task is too great for one person. Lana Evans and David Haiduc are interested in serving, and Tracy will send out an email to see if any other OADE members are interested.
- Lana stated that we should contact the NADE political group.

President Elect, Lana Evans

- Lana distributed the materials from the day-long NADE 2009 leadership workshop to board members. She believes the workshop was time well-spent.
- Regarding Janet Valente's email concerning ABLE/ adult literacy programs, Lana's information is that these services will be relegated to community colleges and two-year branches of four-year institutions. Lana will respond to this email based on information from the chancellor's strategic plan.
- David stated that Chancellor Fingerhut's plans ensure that programs are not duplicated at nearby four-year institutions.

Old Business

None

New Business

- Documents shared with Board members include the NADE 2009 OADE chapter meeting notes, "NADE Self-Evaluation Guides, Best Practice in Academic Support Programs" information, copies of emails from Janet Valente, and Dr. Simon Whittaker, and NADE 2010 documents.
- It was suggested that the Board investigate conferencing software. Lana has access to Bridgit web conferencing.
- Lana moved and Michelle seconded that the OADE 2009 adjunct award funds be made available for NADE 2010. The application and selection processes would remain the same, and ten \$200 awards would be available. The motion passed unanimously.
- David stated that the OADE membership will provide the vendor leads for NADE 2010, and the committee will contact them.

Sally offered to host the next Board meeting at Cuyahoga Community College, in Cleveland on Friday, May 8, at 11:00 a.m. Tracy suggested the Board could meet at Columbus State in June.

With no further business before the Board, Michelle moved and Carter seconded that the meeting be adjourned. The motion was unanimously approved, and Tracy adjourned the meeting at 2:36 p.m.

Respectfully submitted,

Sally Kurowski, Recorder