



## FALL BOARD MEETING

November 3, 2016  
5:45pm – 8:30pm  
November 4, 2016  
8:45am – 12:00pm



### Trollhaugan Ski Lodge **MINUTES**

#### I. **Call to Order**

**Paula Boerner**

11/3: Meeting called to order 5:50 PM adjourned 8:04PM  
11/4: Meeting called to order 8:48 AM adjourned 11:45AM

#### II. **Roll Call 11/3**

**Cindy Cannella**

##### **Present in Bold:**

**Paula Boerner, Cindy Cannella, Marjie Stratton, Eric Corp,** Kristine Horndt, Steve Evans, Amy Erickson, Barb Crowell, Kathy King, **Mary Cox,** Shelly Scanlan, **Barbara Collins,** Amelia Fortuno, **Nikki Nelson**

##### **Roll Call 11/4**

**Cindy Cannella**

##### **Present in Bold:**

**Paula Boerner, Cindy Cannella, Marjie Stratton, Eric Corp,** Kristine Horndt, Steve Evans, **Amy Erickson,** Barb Crowell, Kathy King, **Mary Cox, Shelly Scanlan, Barbara Collins,** Amelia Fortuno, **Niki Nelson**

#### III. **Welcome from STTACC President**

**Paula Boerner**

Welcome from Paula.

#### IV. **Minutes of Past Meeting**

**Cindy Cannella**

*Approved as read*     *Approved with Changes*     *Not approved*

8/10 minutes, Eric made the motion to approve, Barb 2<sup>nd</sup>; 8/11 minutes, Marjie made the motion to approve, Eric 2<sup>nd</sup>; 8/12, Barb made the motion to approve, Niki 2<sup>nd</sup>, all with corrections

#### V. **Treasurer's Report**

**Margie Stratton**

2015-2016 Fiscal Year. Beginning balance 10/1/2015, \$8068.35. Ending balance 9/30/2016 \$7145.60. Books are in financial review.



2015-2016\_Treasurer's\_Report.pdf



2016-2017\_Budget.pdf

Income from conference \$1065.60. Account Balance as of 11/3/2016, \$8211.20.



Treasurer's\_Report\_Oct\_1-Nov\_3\_2016.pdf

- A deposit of \$275 was paid to Trollhaugan Ski Lodge. With 5 members not in attendance, Cindy made motion for STTACC to pick up the balance of \$25 as total amount due to the Lodge is \$300. Marjie 2<sup>nd</sup>. Each member who stayed overnight will refund STACC \$25. Invoices distributed.
- Question, who uses survey Monkey, answer, the Communication Coordinator.

- Shipping for Exemplary Awards moved to postage as awards were shipped directly to Lake Washington.
- Date corrected on one budget report to read 16-17.
- Marjie distributed reimbursement form. Ok to scan copy of form to Marjie as we have a debit card now and Marjie can pay the vendor directly when convenient.



Reimbursement\_Form  
.pdf

- Marjie distributed Letter head. Looking into posting on the website, for member use only. Marjie will send electronically to the board.



Letterhead.pdf

Barb made a motion to accept treasures report with corrections, Eric 2<sup>nd</sup>

## VI. **President-Elect's Report**

**Eric Corp**



President-Elect\_Repo  
rt.pdf

- Timeline for applications collection passed out.
- Working directly with Amy and conference committee. Eric will be the conduit between Amy and the board.
- Use "how to host a conference" with the committee to see how well the process lined out works.
- Wenatchee College committed to hosting the annual conference in 2018.
- Suggestion: send out a message "Taking bids for 2019 and 2020 STTACC Conferences"

## VII. **Past President's Report**

**Kristine Horndt**

No report

## VIII. **Communication Coordinator's Report**

**Niki Nelson**

New contact info for Niki [nwlaon@greenriver.edu](mailto:nwlaon@greenriver.edu) 253-205-6540

- Niki stated she is hoping to connect with the Webmaster as Bio's need updating.
- Dates for newsletters were established by Amelia. Paula would like to draft our own timelines and use Outlook for reminders.
- We will continue to have 4 issues, fall in November, winter in February, spring in May and then a conference highlights issue to be published just after the conference.
- Barb mentioned the training calendar her college uses. She will send it out to the board.
- Is there a way to make the STTACC Chat print easily?
- List serve, webmaster needs to approve. Do we still need it? Maybe time to stop using it.
- Facebook, can't use old page. Make sure members know to use the new one.

- Consider adding other admins for Facebook so when a new Communication Coordinator comes on board they can log in.
- Brochure template is in the Dropbox shared files. Niki can send it out or members can find on their own if they like.
- Mary can print the brochures.

IX. **Webmaster's Report** **Steve Evans**

No Report from Steve

- Steve began setting up individual College websites within the STACC website. Do we want to move forward and create one for all?

X. **Conference Committee Update** **Skagit Valley College – Amy Erickson**

Attending by phone

- The conference will be Aug 9<sup>th</sup> and 10<sup>th</sup> Wednesday and Thursday.
- Suggested to build in workshops on STACC Leadership, one each day or a general session on day 1 during or after the business meeting.
- Possible theme suggested by STACC board member "Our futures so bright we have to wear shades"

XI. **Region Reports**

a. **Region A** **Barb Crowell**

No Report

b. **Region B** **Cathy King/Mary Cox**

Nothing to report at this time from any colleges

c. **Region C** **Shelly Scanlan**



STTACC Report for  
Region C Fall 2016.do

d. **Region D** **Barbara Collins**



2016 Fall Region D  
Report.docx

I. **Region E** **Amelia Fortuno**



Fall 2016 Region E  
Report.pdf

TCC workshop on Money Matters contact info: [www.mmeducators.org](http://www.mmeducators.org)  
Eric also mentioned a leadership program by Chris Bailey, President at  
Lower Columbia

XII. **New Business:**

- Financial review committee has received and is in the process of reviewing all documents. Because of logistics, documents were scanned and sent to the committee which includes transactions with Everett, Grays Harbor and new checking account. Marjie made a checklist for review for the review committee. Budget review deadline extended to end of November. Marjie will ask for feedback from the current committee to draft a process for our handbook. The bylaw change in Aug 2016 created 3 appointments, one being a current board

member, to serve on the financial review committee. President Elect will include the 2 non-member financial review committee positions out with other election information.

- There are serious Website concerns. Updates are not happening. Paula will contact Steve to see if he wants to continue. Many of us feel he really does not want to continue. Paula will contact Eric if we need to do a search for a new Webmaster.
- Exemplary awards.  
In the case of multiple submissions, rather than taking an average, take the highest score. Some feel we do not need that high of a total for scoring as we used last year so a new scoring matrix will be developed in time for the next Exemplary submissions.
- Conference Survey results / suggestions
  - For workshops cancelled it would be better to farm them out to another session rather than find a replacement that is not they were expecting
  - Banquet was not well received.
  - Too much noise during the entertainment.
  - Sit by regions at the banquet. Color code tables to mix people up. Have them sit by departments or like jobs. Color code name tags for dinner.
  - Have a facilitator at each table.
  - Have a ballot for each college and determine before the banquet who will pick up the ballot.
  - Have a quiet paddle to hold up if people are too noisy. Reminder: you are here for professional development and need to be respectful.
  - Banquet cost for guest should be max per diem or \$20. Number of guests may determine if guests even need to be charged.
  - Buy disposal cameras on table to take pictures.
  - STACC board to arrange pre dinner activity pictures etc.
  - Podium needed at the banquet.
  - In the survey ask "what are your strengths".
- Dropbox
  - Jim Sorenson created the folders in drop box.
  - Have each member look at what's in Dropbox to see what's there.
  - Should be one shared folder and one specific to each position.
  - Brochure template is in the Dropbox shared files. Niki can send it out or members can find on their own.
  - Check consistency in labeling documents in Dropbox.
  - Paula will check on permission levels.

### XIII. **Current Business:**

- a. Communication to Classified staff on campuses

Communication continues to be a problem in some regions. Is the problem at the Region Coordinator level or with College Contacts? Do we still need Region

Coordinators? Does the position need to be reviewed or revamped? Can we have a workshop at the conference? Barb offered to help with the workshop. Suggested that Region Coordinators reach out to their college contacts at least once a quarter and call if you don't get an email response. Barb stated meets with each classified staff member personally, and talks with their supervisor to see what their leadership strengths are. Also suggested, reach out to your veteran employees to help mentor new employees.

b. STTACC Marketing

Suggestions:

- o Create an 11x17 posters to put up. Take info from the brochure and website with a space for you to put your business card or contact info.
- o Present at Board of Trustees meeting.
- o Invite Board of Trustees to your in-service/events.
- o Showcase a department to invite campus community to see what the department is all about.
- o Meet with your president. Get on their agenda for one of their meetings.
- o Linked-In. Eric will check into creating a STTACC presence in Linked-In. Have Region Coordinator use Linked-In to connect to their college contacts.

XIV. **Next Meeting:**

Feb 23 at Everett

For the next meeting each member go through their section of the SOP draft to merge with the handbook.

Financial review committee does not need to be updated in the bylaws, just duties expanded in the SOP.

Suggested that we review bylaws every other year unless something is obvious.

XV. **Meeting adjournment**

Eric moved to adjourn Shelley 2<sup>nd</sup>. Meeting adjourned at 11:45am.