

AUCCCD Meeting
March 5, 2008

President Greg Eels called the meeting to order at 7:05pm and did an overview of the agenda.

Members Present: Jesse (Chuy)Aros, Victor Barr, Yolanda Bogan (ex-officio) Martha Christiansen, Sandy Colbs, Chuck Davidshofer (ex-officio), Pamela Duncan, Greg Ells, Dan Jones, Linda Locher, Bruce Meyer, Maggie Olona,

Absent: Carol Hagans

- 1) Format of the Minutes
 - a. Martha Christiansen suggested that we use action items instead of process. Action items will be distinguished with bold print.
- 2) Check-in
 - a. Greg Eels began the introductions and asked board members to share current events, issues facing the board, and goals for the Board
 - b. Certain issues were echoed:
 - i. Executive assistant role
 - ii. Helping membership to address staffing issues
 - iii. Dealing with threats on campus
- 3) Lifetime achievement awards-
 - a. The President appointed Martha Christiansen and Dan Jones to also serve on the Committee. Past recipients are listed on the website.
 - b. Maggie will call Jerry Rockett at Josten's about ordering the hardware (plaques).**
- 4) Board members- to be president you have to have served on the board. There has not been much interest to date. **Maggie asked board members to think about other directors who may be interested in serving on the Board, with specific consideration to small centers and diversity issues so that we accurately reflect the membership.** Regarding the presidency, it is a four year commitment. Reluctance may be related to the issue of an executive assistant. There was discussion about other qualifications and developing a list of former board members.
- 5) Treasurer's report
 - a. See attachment
 - b. There are exactly 500 paid members. Chuck scrubbed the listserve.
 - c. Chuck will double check on the charge for CE's for licensed counselors. The fee was paid in May 2007 so it did not appear in the 2007-2008 budget.
 - d. Martha motioned and Bruce seconded the motion to accept the treasurer's report
 - e. Chuy motioned and Victor seconded to adjourn.

March 6, 2008
AUCCCD Mid-year Board Meeting

President Greg Eels called the meeting to order at 7:05pm and did an overview of the agenda.

Members Present: Jesse (Chuy)Aros, Victor Barr, Yolanda Bogan (ex-officio) Martha Christiansen, Sandy Colbs, Chuck Davidshofer (ex-officio), Pamela Duncan, Greg Ells, Dan Jones, Linda Locher, Bruce Meyer, Maggie Olona,

Absent: Carol Hagans

Greg called the meeting to order at 8:18.

- 1) Discussed electronic member voting. Voting on the website was one suggestion that would be managed by CMC. Electronic board elections was also discussed.
 - a. Electronic board member voting and member voting
 - i. Face to face interaction is done at the convention.
 - ii. The downside of voting after the conference is that you would not know who the board members were prior to the end of the conference.
 - iii. Those who have smaller centers may feel disenfranchised because they are not able to attend the conference and vote because the center is small or too costly.
 - iv. We are at a point where all members should be able to vote in some way. Some members were opposed to phased electronic voting.
 - v. Timing-Board member voting should be organized such that we could replicate what we do when we are face to face
 1. Transitional meeting may be different if we change when we vote for Board members
 2. Conference call after the conference to bring in new board members.
 3. Business meeting minutes could also be posted after the meeting.
 4. Elections, post minutes, and the mid-year meeting would be the first meeting for the new board and officers.
 - vi. Martha moved that we begin the process to explore electronic member voting which includes a conference with CMC for hosting- including everything (details of cost, etc.). Chuy seconded the motion. There was a friendly amendment of a straw poll to the entire membership to determine interest. We could include a demographic to include size of the Center and how many conferences they have attended in the last five years.
 1. There was additional discussion. This requires a by-law change. Maggie indicated that we had one or two people who complained about electronic voting and wondered if

there was a mass demand for this. Is it possible to poll the small centers separately? Victor discussed absentee ballots. The drawback is that its very labor intensive.

2. Sandy will draft a brief straw poll survey.

3. The motion was carried.
 - b. By law changes and executive assistance issues are decided by the membership.
 - c. Day to day issues are decided upon by the board.
 - d. About 70% of paid members attended the conference in Indianapolis which is higher than the typical 50%.
 - e. A suggestion was made to clarify when we are electronically voting as a board.
- 2) A suggestion was made to clarify when we are electronically voting as a board.
- a. The president calls for a vote and a predetermined voting period, the secretary will tally the votes.
 - b. Questions about quorum. A simple majority was suggested. There was discussion about whether or not we have a discussion period separate from the voting period.
 - c. Three day discussion period and a three day voting period.
 - d. Secretary will keep a log of who made the motion, seconded, and the outcome. Secretary will also keep a log of the informal actions. These minutes will be included in the minutes for the next meeting.
 - e. The last vote was to include Annorah Moorman as a member of Elements of Excellence
 - f. The by-laws include electronic voting members for non-elections.

Martha made the motion for the above; Linda seconded the motion. Nine for, zero opposed, and one abstention. The motion carried.

3) Executive Assistant/Exec. Officer Position.

- a. The listserve indicated that the memersbhip is in favor if oit. We need realistic ideas of what this would be.
- b. Some details have been proposed. Emil chaired a committee to examine it. Matha Christiansen and Bruce Meyer also worked on the committee. For a part-time position, 40K plus was proposed. 65 or 70K was proposed for a full-time position plus travel.
- c. We would also have to have a \$50 increase in dues. We could also scale the fees based on school size.
- d. Discussion about what the job responsibilities and credentials would be. Speaking for the organization, writing white papers, scanning in missing conference proceedings, research information for public statements. It's possible to work with other organizations as a cost-saving method. It was suggested that we begin the position as part -time as we craft the responsibilities. The president should continue to speak on behalf of the organization for professional issues. The board reviewed and revised the draft of the Executive Director position.

- e. Discussion about CMC taking over membership and taking over some of the work that our present treasurer has to do.
 - f. Regarding an address, there was discussion about using CMC so that we are not too closely aligned with another organization and have a consistent office location. It was also suggested that the Exec position be the Central office and if unavailable, roll the calls over to CMC. Many questions are basic one that an administrative asst. can answer; the other calls would go to the President.
 - g. Chuy made a motion to approve the job description and move towards survey of members. The motion was not seconded.
 - h. It was suggested that we continue this Board's first substantive discussion regarding the position and send the committee back to further refine the position description. In light of the CMC proposal the Exec. Dir position has been reduced by 30%. Dan Jones will work with Martha and Bruce on this committee.
 - i. We may want to expand the role of CMC
- 4) Cummings Meeting Consultants (CMC) Negotiations
- a. Website redesign
 - i. Roger Whitaker is currently the webmaster and is only serving in this role temporarily.
 - ii. We are currently paid up for one year for storage through Media Three.
 - iii. We need to specify in the contract that we will own the content of the site.**
 - iv. We ought to have a lawyer on retainer for reviewing our contracts. The attorney should be located in the state of our address. We are incorporated in California.
 - v. We want the content uploaded in a timely manner.**
 - vi. Ask about firewalls and security.**
 - b. Membership management services
 - i. Listserve- We can't send attachments because attachments are not allowed through Michigan State. **How expensive would it be to manage the list-serve?** There was discussion about timing of getting another manager for the list-serve.
 - ii. **What is the timeline for getting this process started?** Our membership enrollment will peak in the Spring.
 - c. Conference Call with CMC
 - i. Regarding timing, could begin the process as early as April. By August, they could have an online interactive membership enrollment. They would take what we currently have, line up the fields, and add the needed data on the back end. They would do some test uploads and tweak until mastered prior to launch.
 - ii. Regarding security and firewalls, it is a secure database and does not retain any credit card information. It will accept and process CC instantaneously. They utilize Verifine for CC processing who do retain the records.

- iii. Also subscribe to e-target to market AUCCCD membership.
- iv. Has partnered with a company, IDIZ, for about 7 years who do conference web-design work. They do all of the sites for CMC's clients. In the initial communications, CMC will probably be more involved than they would be three months after the conference. The turnaround time is usually 24 to 48 hours.
- v. Regarding ownership of the content of the webpage, AUCCCD will continue to own the content. To hold down the cost of monthly maintenance, a software allows CMC to make basic text changes when we know the password or someone from AUCCCD can buy the software and make the changes.
- vi. If a decision is made fairly soon, we could have a new webpage by September. They could take the existing content and make a new look fairly quickly. This would also be an opportunity to make the content current. Greg would like to do something more quickly and Board members could be assigned to update the content.
- vii. We have to determine what we want secured; this may include the membership list and survey. He suggested we develop a privacy policy and post it. He will send Greg the privacy policy to be reviewed and revised. By virtue of becoming a member, they will be agreeing to the privacy policy. We do not want people to be able to cut and paste the membership list to get a mailing database.
- viii. Regarding list-serves, CMC has not hosted list-serves before. They will check to see if IDIZ has hosted before and what the approximate cost would be.
- ix. Regarding electronic voting, will see how this will impact the current proposal from IDIZ. It is likely that they will be able to upload certain information, blogs, papers, etc. on the website. This is currently listed as future features in the proposal.
- x. Pricing, the next step for a contract would be to have two separate contracts-one for CMC and one for IDIZ. Both of these contracts could be issued pretty quickly.
- xi. The Board will take a formal vote. It was suggested that we establish who could serve on subcommittees and when they could be available for conference calls for the transition.
- xii. Update on years in the immediate future
 - 1. 2008, they met in Ft. Worth in January. We will need additional conference space and hotels. They are in a holding pattern because the salesperson position is vacant. They are trying to work with the hotel to add space. We will likely need to go to a secondary hotel and will contact us prior to decision-making.
 - 2. Based on historical data, a similar block is of 230 rooms is at the Renaissance Asheville. In a research mode of options for additional rooms given that here were 330

rooms at Indianapolis. We have \$2,000 down in Asheville which we paid to CMC.

3. In Portland, we will be at the Marriott and have 300 rooms on contract there.
 4. There was a question about the contracts in 2008, 2010, and 2011.
 5. In terms of 2011, they will compile a list of cities that can host our conference. Will categorize in terms of city and resort destinations based on East, West, Central and will forward to Greg. We also need to keep track of the numbers as we go different places to see if it makes a difference. Florida, Phoenix, AZ and New York were proposed for 2011.
- d. **Maggie made a motion to accept the proposal. Victor seconded it. The vote was unanimously carried.**
 - e. **Membership subcommittees- Chuck, Victor, Dan and Linda for the membership subcommittee. The committee will also examine the privacy statement. Chuck will count on doing renewals until the Fall.**
 - f. **Website subcommittee- Greg, Maggie, and Martha.** The website may also include a calendar of the website including the deadline for nominations, conference dates, mid-year Board meeting, E of E meeting dates, newsletter deadlines dates, etc.
- 5) Discussion of relationship with Heads of University Counseling Services (HUCS) and possibility of sending 2-3 board members to the HUCS meeting. HUCS is the United Kingdom equivalent of AUCCCD.
- a. Mark Phippen from Cambridge would love for us to foster an alliance so that we have an international network.
 - b. Many Pacific Island nations have a British educational system as do other international colleges and universities. Some universities need to
 - c. It was suggested that we have an initial conference call to begin the discussion and clarify the goals.
 - d. **Chuy Aros will send Mark Phippen an e-mail to set up a conference call to converse with the current president with their board. Chuy will provide the agenda prior to the conference call. Greg Eels and Yolanda Bogan will be on the call.** Other board members are welcome to participate.
- 6) Areas of Responsibility Reports-new members
- a. Director development -Sandy Colbs- See attachment
 - i. Committee members are Sandy, Chuy and Bruce
 - ii. There is a question of a liaison or communications link from Board to E of E. There is no structure for communication since all of the information is sent to the President.
 - iii. It needs to be clear that because their funding comes from the Board, we need to have a certain degree of access.
 - iv. Since their meeting is after the Board's midyear meeting, there is a six month delay in communication.

- v. It was suggested that we have a Meet the Board session for general questions. The CC Survey indicated that there was a perception of cliques. Members did not know what it meant to be a part of the Board. Maggie will put FAQ's at the end of requests for nominations.
 - vi. Bruce will attend the mid-year E of E meeting after Sandy talks to her committee
 - vii. **Sandy will send out the call for nominations for Diversity Leadership when she returns.**
 - viii. There was discussion about new director training. There were 100 new directors at the last conference and 90 who signed up for the training. There is too much demand and not enough supply.
 - ix. Suggestions was that they offer the training at the mid-year meeting. It was also suggested that it is offered as a webinar.
 - x. We could offer a pool of experts to be a consulting group. Something similar was previously offered but it died because directors did not identify themselves as experts. It would need a fair amount of marketing to get off the ground.
- b. Listserve Issues-Chuck Davidshofer
- i. A member wanted to know why she was dropped from the e-mail list. Her concerns will be forwarded to Dan, membership chair.
 - ii. Emeritus status has been discussed numerous times and does not need to be discussed again.
 - iii. Emeritus members will remain on the list unless they request otherwise.
- c. Membership-Dan Jones
- i. Kadison/Harvard- Dan discussed a history of conflicts in which mental health services took over counseling centers. The discussion was whether AUCCCD would allow more than one director at one institution.
 - 1. In some cases, there are two separate centers at one institution.
 - 2. **Sandy will do a straw poll of the membership regarding one institution-one member.**
 - 3. There was also discussion about allowing junior colleges to join. This idea has been rejected over the years due to
 - a. Infrastructure
 - b. mission: focus may be more about advisement than counseling
- d. Communication/Advocacy- Martha Christiansen
- i. Abigail Lipson is responsible for doing the newsletter
 - ii. Martha has not been given any assignments from the Board. Other subcommittee members are Todd Sevig, and Emil Rodolfa
 - iii. **Martha will contact Todd and Emil to find out if there are position statements on key issues they want to write; if there**

are assignments from the Board then she will take it back to the subcommittee.

- e. Emeritus members on the listserv- Members who are entitled to all privileges of membership including the listserv. Emeritus members have been a director for at least five years and have retired.
 - i. FYI, membership was setup as institutional so that universities would pay for individual membership. Some colleges will not pay for individual memberships.
- f. Research and Science- Linda Locher and Victor Barr
 - i. Greg thanked them for the monograph
 - ii. There was a question of what the responsibilities were of subcommittee chairs.
 - 1. Secretary will send each chair a request for what their responsibilities are. All lists are due Friday, April 5. Maggie will send the secretary a template so that she can forward it to the chairs.**
 - iii. Victor talked about the task of cleaning data. He suggested bringing additional computers to assist with analysis in case a computer dies. He talked about meeting centrally at someone's counseling center so that multiple tasks can be completed simultaneously.
 - 1. Suggestions print size, clarifying questions, page numbering
 - 2. There needs to be a link to the tutorial on the website
 - 3. Victor does not know the state of the 2006 data. They will need additional funding for transportation to meet and learn the 2006 to prepare a three year trend.
 - a. Next year will need to clarify numbers of patients seen by parceling out psychiatry and counseling.
 - 4. Discussed presenting the data at the conference
 - 5. They e-mailed or called when there were significant outliers.
 - 6. Victor put together a line by line tutorial so that members could analyze the data
- g. Diversity Survey
 - i. Chuy passed around the summary of the climate survey which Sandy developed. Some themes may have only had one comment. Major themes were around small schools, non-Ph.D. directors, and having a Board that did not reflect the diversity of the membership including school size.
 - 1. Discussed the fact that all of the recent past presidents have all been from very large schools, psychologists, and have all been Caucasian.
 - 2. All of the members of the Board are Psychologists and racially represent the membership.

3. **Breakfast with the Board was suggested so that we could address the cultural climate survey and discuss Board membership.**
 4. **Greg will also address some of these issues in a President's column in the newsletter.**
 5. **Subcommittee will develop a report.**
- h. Conference Updates
- i. Maggie provided an update to the Board and consulted the Board about a number of issues.
 1. Revised the conference template to have a limit of two presentations per person.
 2. Women's luncheon- will have a final luncheon with a program celebrating its history.
 3. Carol Hagans was given lots of praise for compiling the conference template.
 4. Members pay for CE's at the conference.
 - ii. Dan provided an update on Asheville
 1. The hotel will likely be too small
 2. About 30 members will be working on the conference
- i. Executive officer
- i. We're about 18 months from making this happen. Martha suggested that we hire a graduate assistant to hire someone to assist the current president to help the day-today management.
 - ii. We would want to hire the person as a consultant instead of going through a university. \$15 an hour was the suggestion.
 - iii. Maggie moved that we set aside 15K to hire a contract worker to assist him. Chuy seconded the motion. Nine for, zero opposed, one abstention.
 - iv. The meeting was adjourned at 4:00.

March 7, 2008

- 1) Victor Barr disseminated additional data from our survey.
 - a. Average number of client sessions per service provider is 15.
 - b. Average number of sessions per client averaged from 5-6.
- 2) Discussion of CEU's.
 - a. Will not be providing AMA CEU's.
 - b. Kudos to Monica Osborne and Don XXXXXXX who worked diligently to make a valuable contribution by getting the CEU's for LPC's and LCSW's.
- 3) External Liaison and Contacts
 - a. ACCCCS Sandy No report
 - b. ACCTA-Greg Their dues have been raised several times. The Board expressed concern about the cost effectiveness of having an internship.

Directors are having difficulty defending the internships given the rise in fiscal accountability. The mechanisms of contracts for international students is also a concern.

- c. ACHA-Greg was unable to attend the campus mental health organizations' meeting in Boston. They will sponsor a mental health meeting to include several other organizations in the Fall. The mental health section of the ACHA conference includes about 50-60 people. They also completed a survey about the relationship of counseling and health services.
- d. Jed Foundation-Greg Built their whole MTV campaign based on the National College Health assessment. Greg is on one of their advisory Boards. Dan is also on the ULifeline Board.
- e. Active Minds- Greg has not heard anything from them. Maggie is on the Board. They are still working to get established and just started their first high school chapter.
- f. NASPA-
 - i. Cosponsored a substance abuse workshop. AUCCCD provided the CEU's for psychologists. Frustration expressed about the publication snafu related to the AUCCCD survey data. After the last mid-years meeting, Emil, Greg, and Maggie analyzed and wrote the summary and sent it and NASPA did nothing with it. They said there was going to be an article in the NASPA Journal. Instead it was more of a puff piece on counseling centers in the Leadership Exchange magazine.
 - ii. Sandy had an article on privacy laws in the Leadership Exchange magazine.
 - iii. Maggie stressed the importance of AUCCCD remaining involved with NASPA because our Vice-Presidents attend the meetings and are given mental health information. Victor supported this.
 - iv. Maggie is on the steering committee for the mental health conference in Tampa.
 - v. Our plan is to continue to hold our mid-year meeting with NASPA.
 - vi. Knowledge communities at NASPA conferences may be another place to have a presence.
 - vii. Henry Chung is promoting the pilot project to screen for depression in health centers called PHQ-9. Care manager did not always do the follow-up due to the academic calendar. So the students did not always get referred to the CC.
 - viii. Will continue to try to publish data from survey in the Journal of College Student Psychotherapy.
- g. IACS Martha
 - i. Working on revisions to some of the standards. In process with the name change.
 - ii. Need 4 board members on the accreditation board.
 - iii. Martha is no longer on the accreditation board and Chuy is. Chuy will be the new liaison to IACS.

- h. Society for Counseling Psychology. APA, Div. 17
 - i. They appreciate co-sponsorship and have new leadership.
 - ii. Martha has not been able to attend board meetings because they have not provided timely notice.
 - iii. Good pipeline to APA and Board agreed that we wanted to continue to fund a liaison to attend the mid-year meetings.
 - iv. Ethnic Minority Psychology is still working on getting a representative to the Governing Council of APA
- i. CSCSMH-Linda
 - i. Linda is our liaison and holds our seat on the Advisory Board. We have a guaranteed position as long as we continue to financially support them.
 - ii. She provided a handout and reviewed it with the Board.
 - iii. They are proposing another conference in the Spring of '09, likely at Penn State.
 - iv. The Board suggested that a flat fee rather than a sliding fee scale be taken back to the organization as a recommendation for participating centers.
 - v. Chuck suggested that we systematize when we pay them our contributions. Typically they will make a report at the annual meeting and the Board will meet.
 - vi. Ben et.al are looking for IRB at Penn State to be the repository of the information. The centers will continue to own their data.
- j. ACPA-Linda
 - i. Dan Jones and Alice Mitchell (president-elect of ACPA commissions) had discussions about some collaborative efforts. Chanda Corbits, chair-elect of CCAPS had discussion with Linda about collaborations:
 - 1. webinars,
 - 2. road shows or in person professional seminars on professional topics sponsored with ACPA.
 - 3. newsletter sharing- survey results, dates
 - 4. other publications (About Campus Magazines which is published every other month, e-community, Development)
 - 5. lobbying
 - ii. How much clout do they have with the other organization? Staff are more involved in this organization than directors. It seems to be more of young professional organization and the workshops tend to be geared towards young professionals as well. The counseling psychologist membership has dropped as well.
 - 1. Victor may be able to go since Linda is unable to attend.
- k. ACCA- Dan. The conference was very good. There about 1,700 members and over 400 attendees. It is a national organization and academics were also present. They include community colleges.
 - i. About 80% counselors and 20% psychologists
 - ii. Several AUCCCD members attended.

- l. American Psychiatric Association- No report
 - m. Listserve Discussions
 - i. Threat Assessment
 1. Greg suggested that we do a white paper on students of concern committee perhaps including a distinction between threat assessment.
 - a. Published as a membership resource guideline.
 - b. Board will serve as a referee of the document.
 2. Kris Mohondie was recommended on threat assessment
 3. No profiling is recommended. Threshold criteria are more reliable.
 4. Question of a pre-conference risk assessment.
 - ii. Mandatory assessment and counseling- IACS views these as distinct although some members are using these terms interchangeably.
 - iii. Health and Counseling Center Assessment Survey
 1. There were issues regarding turf, boundaries, relationships, etc.
 2. There were also those who appreciated the opportunity to participate in the survey.
 3. A task force on the relationship of CC and health services does not appear necessary at this point.
- 4) Strategic Planning-
- a. It was suggested that we talk about the Executive assistant at the beginning of the agenda at the next meeting.
 - b. In addition, we may want to examine restructuring the board in terms of representation of memberships.
 - c. We may want to think about five year planning.
 - d. We may want to have a survey questions that assesses members' ideas about strategic planning.
 - e. We may want to invite the general membership to the mid-year Board meeting.
 - f. **Greg will post a one page summary of the mid-year meeting to the list-serve.**
 - g. Dates of the next meeting- Wednesday October 15 at 6:00, Thursday all day and Friday until noon. There will be a Board meeting for one hour on Tuesday,
 - i. Fort Worth Hilton downtown
 - ii. Mid-year meeting: NASPA is March 12-16. Our mid-year meeting will be March 13, Meet all day on March 14 and end March 15.

The meeting adjourned at 10:30am.

Respectfully Submitted,

Yolanda K. H. Bogan, Ph.D.

Board Secretary