

Association for University and College Counseling Center Directors
Mid-Year Governing Board Meeting
Washington, D.C.
March 13, 2006

Present: Maggie Olona, President; Jaquie Resnick, Past President, Chuck Davidshofer, Treasurer; Anika Fields, Secretary; Bob Rando, Gregory Eells, Kathleen Boggs, Sandy Colbs, Carol Hagans, Harriett Copher Haynes, Dan Jones, Emil Rodolfa

Absent: Mary Doty

President Maggie Olona convened the meeting at 7:16 p.m. The only agenda item for this meeting is the NASPA presentation scheduled for tomorrow afternoon (March 14, 2006). Board members will be presenting on the topic, "*Cutting Edge Counseling Center Practices: Collaborations, Crises and Cantankerous Administrators.*" An outline of the presentation is as follows:

- Moderator - Maggie. She will introduce Governing Board and give a brief history of AUCCCD
- Setting the stage - Emil
- Assessment - Carol
- Cutting Edge Practice - Chuck, Greg, Anika, Bob
- Crisis - Sandy, Dan, Kathleen
- Wrap up - Jaquie
- Timer- Harriett

The Board separated into clusters to discuss the presentation.

Meeting adjourned at 8:30 p.m.

Minutes recorded and submitted by Anika Fields, Ph.D., Governing Board Secretary

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Present: Maggie Olona, President; Jaquie Resnick, Past President, Chuck Davidshofer, Treasurer; Anika Fields, Secretary; Bob Rando, Gregory Eells, Kathleen Boggs, Sandy Colbs, Carol Hagans, Harriett Copher Haynes, Dan Jones, Emil Rodolfa

Absent: Mary Doty

President Maggie Olona called the meeting to order 9:02 a.m.

Corrections/Approval of Minutes

Note: In the absence of the Board secretary, Board meeting minutes for October 20 and 21, 2005 were recorded by Mary Doty and Business meeting minutes for October 22, 2005 were recorded by Maggie Olona. The Board secretary, Anika Fields, was present to record the Business and Board meeting minutes for October 24, 2005.

The following corrections to the minutes were noted:

October 22, 2005 Business Meeting

- Page 3 - It was requested that Board members be listed under Recognition of Board.

October 24, 2005 Business Meeting -

- Page 1 - Treasurer's Report
 - Delete extra o in Chuck Davidshofer's name.
 - Indicate that "Jaquie *thanked* Chuck for...." Delete Jaquie *commented* Chuck on...."
- Page 2 - Jaquie will give Anika the name of the counseling centers that received the Garret Lee Smith Grant.
- Page 3 - Outgoing Board members - change to "Jaquie awarded certificates of appreciation to outgoing board members Greg Eells, Denise Hayes and Chris Flynn."
- Page 3 - Liaisons
 - ACCTA - Bruce Wampold, not Wompal.
 - Society of Counseling Psychology (Division 17) - Blank should be *Professional Affairs* (chaired by Rosie Bingham). The next sentence should read, "They have placed counseling centers on the agenda and have invited Jaquie to co-present on this topic."
- Page 4 -
 - Deaths - Change sentence to read, "Jaquie read a few lines from a letter that was sent to Tom Magoon's wife from AUCCCD."
 - Retirements - Jim Clack, Duke University; Clyde Crego, California State University, Long Beach; Dave Drum, University of Texas, Austin; Kenneth John, Franklin and Marshall; Gary Klukken, University of Tennessee, Knoxville; Bob Leees, University of Illinois, Chicago; Dennis Nord, University of California, Santa Barbara; Margaret O'Day Mass, Colege of Pharmacy & Health Sciences; Paula Phillips, Franklin Pierce College; Hal Pruett, UCLA; Ralph Roberts, George Mason University; Tom Seals, University of Illinois, Champagne-Urbana; Pat Wade, emporia State University.

- Moved On - Tom Balistrieri to VP position at Briar Cliff University, Susan Landes Beck (Goshen College) to private sector, Miriam Luebke (Concordia University) to VP position, Alexandria "Sandy" Dellutri (Barat Campus, DePauw University) due to closing, Teresa George (California Polytechnic State University) to new job, Laura Wright (Jacksonville University) to private sector.
- Page 5 - Since AUCCCD doesn't own a gavel, the heading should read, "*Passing of the Virtual Gavel.*" This should also be the language in the second sentence.

October 20, 2005 Board Meeting

- Page 2 -
 - President's Report - Delete strategic plan question and replace with "*There was some discussion for the need for a strategic plan.*"
 - AUCCCD Survey - Add "d" to Chuck's last name - Davidshofer.
 - AUCCCD Survey, 11th line - Delete *for*. Sentence should read, "*They are requesting direction....*"
- Page 3 - AUCCCD Survey
 - First line should read, "*...importance of including...*"
 - Eleventh line, beginning of sentence - delete *about*. Sentence should read, "*Chuck asks what is....*"
- Page 3 - Webmaster
 - Second paragraph, fourth sentence - Change sentence to read, "*Chuck brought up issues regarding the membership listing and how frequently it should be updated.*"
 - Second paragraph, fifth sentence - Change sentence to read, "*Also, there are questions about the Listserv that will need to be addressed in the mid-year meeting.*"
 - Second paragraph, 2) - Delete *liaisons*.
- Page 4 - Board Work Areas, Membership
 - First sentence should read, "*Dan has been conducting a telephone survey of counseling center directors who are not members, and says this is a daunting task.*"
 - Delete last two sentences.
- Page 4 - Board Work Areas, Strategic Planning
 - Strategic Planning for AUCCCD - *Chris Flynn, Emil, Bob, Kathy*
- Page 5 - Board Work Areas, PR & Advocacy
 - First line - Change Rudolpha to *Rodolfa*
 - (1) Media Awards - a. *Best College Journalistic Publication - The University of Notre Dame's Scholastic Magazine for "DEPRESSION: The Invisible Illness Afflicting Notre Dame Students."* b. *Best Journalistic Publication - Hara Estroff Marano for "A Nation of Wimps."* c. *Best Professional Scholarly Publication - Kathy Hollingsworth, Ph.D. for "Dealing with Students in Crisis: A Systems Approach."*
 - Emil will rewrite section re: the Newsletter and send to Anika.
- Page 5 - Board Work Areas, Conferences
 - Colorado - Add "d" to Chuck's last name - Davidshofer.

- Page 6 - Board Work Areas, Conferences
 - Indianapolis - Delete (*??what is the room price??*) and add, *"Based upon AUCCCD's total program requirements as outlined in this agreement, the hotel confirms the following 2007 group rates:*

<i>Single</i>	<i>\$149.00</i>
<i>Double</i>	<i>\$149.00</i>
<i>Triple</i>	<i>\$149.00</i>
<i>Quad</i>	<i>\$149.00</i>

Hotel room rates are subject to applicable state and local taxes (currently 15%) in effect at the time of check-in."
 - Revisions to template; last sentence in paragraph - delete *sustained* and replace with *approved*.
- Page 6 - Nominations, second sentence - capitalize "s" in Sandy's name.

October 21, 2005 Board Meeting

- Page 1 -
 - Approval of Actions by Email - Last sentence should read, *"It was moved by Mary and seconded by Maggie that the actions by email be approved."*
 - Diversity Mentor Scholars - Delete (*sp???*)
 - NASPA Liaison Report -
 - First line - Change Rudolpha to *Rodolfa*
 - Second line - In parentheses, add *training* between center and director.
- Page 2 - History -
 - Emil will check with Judy Mack regarding a plan of action as to what can be done over time.
- Page 4 - Elements of Excellence (cont).
 - Line 5 after question mark should read, *"It was decided that we would alternate years between new and intermediate-level directors."*
 - Line 6 in parentheses should be deleted.
- Page 4 - Hurricane Response Committee
 - Delete last line
- Page 4 - Liaison Reports
 - ACCTA - Delete fourth sentence.
 - CCPSD - Delete "be" and the "ing" of "think". Sentence should read, *"Maggie asks... we think of reasons..."*
 - APA Div 17 & SCUCC - Jaquie will send report to Anika and Mary.
- Page 5 - Liaison Reports (cont.)
 - Commission for Counseling and Psychological Services - Make the last sentence a new paragraph to read, *"Chuck will be presenting at the upcoming ACPA and will be our liaison at this conference."*
 - JED Foundation - Last four sentences should be a new paragraph to read, *"AUCCCD needs to continue to have a sound relationship with JED. We will continue our contact with JED. Message - Let us help you focus on what is relevant and useful to campuses and counseling centers."*

October 24, 2005 Board Meeting

- Page 1 -
 - Add "t" to Harriett's name in list of those present
 - Add "Not in Attendance: Emil Rodolfa and Carol Hagans."
 - Committee for the Advancement of Professional Practice - 3rd sentence, delete *president* and add *chair*.
- Page 2 - Liaisons
 - 3rd one on page should read, "APA Division 17/SCP"; last one should read, "APA Division 17/SCUCC."
- Page 3 - Change "Thank You" heading to *Appreciations*.

It was moved by Kathy and seconded by Dan that the minutes be approved with stated corrections. The vote was unanimous.

Treasurer's Report - Chuck Davidshofer (See handout)

Financial Summary

	Income	Expenses	Check. Acct. Bal.	Trans. Sav.	CD #1	CD#2	TOTALS
Bal. frwd. 7/1/05			81,066.88		34,611.71	26,401.45	142,080.04
					234.72	190.99	
	34,002.65	12,035.60	102,608.22		34,846.43	26,592.44	164,047.09
					238.9	190.28	
2nd Qtr.	85,399.46	103,754.45	83,824.05		35,085.33	26,782.72	145,692.10
					240.54	189.53	
3rd Qtr.	26,533.72	3,979.48	105,948.22		35,325.87	26,972.25	168,246.34
4th Qtr.	0	0	105,948.22		35,325.87	26,972.25	168,246.34

- We made about \$13,000 on the Minnesota conference.
- Harriett would like for us to have a clear view of what it costs to have a conference, thus she asked Chuck to break out the costs.
- Kathy brought up the possibility of charging a user fee for credit card use. It was decided that we would consider a built in fee when dues are raised in the future.
- Chuck will send dues notice out by email and it will be on the website.
- Maggie commended Chuck re: the presentation of his report.

It was moved by Greg and seconded by Dan that the treasurer's report be approved. The vote was unanimous.

Strategic Planning Exercise, Part I

Maggie directed the Board to assess the organization by listing issues, long term goals, short term goals (3 years or less), barriers and bumps, and dreams. From this the following major themes emerged: Membership inclusiveness, diversity, communication, budget, relationship building, director development, organizational voice, infrastructure of organization. We will continue with Part II tomorrow (March 15, 2006).

AUCCCD Survey Presentation - Bob Rando

The Board engaged in a video conference call with Patrick Paquette of Educational Benchmarking, Inc. (EBI). He demonstrated the use of Web Enabled Survey System

(WESS), a survey manager, to launch our survey. The cost will be as follows:

One time set-up fee - \$5500

Yearly administration fee - \$4,000; will have access for two years

To maintain previous surveys on line after two years - approx. \$500 a year

Everyone who completes survey will become viewers of the report. AUCCCD will own the content of the survey, but EBI will own the technology. They can have the survey ready to launch by mid-August if the final survey is completed by mid- to late- July. Before the video conference ended, Mr. Paquette was asked to check to see if school, country and state could be pre-loaded on the survey and if participants would be able to print their completed survey.

After some discussion, Bob moved and Jaquie seconded to go with this company. The vote was unanimous. Greg will print the survey for the Board to review tomorrow morning.

Old Business

1. Clarification regarding non-four year school members

The Board discussed the issue of two-year schools that grant four-year degrees. The Board reaffirmed that AUCCCD members are from four-year schools only. Carol moved and Dan seconded that Maggie will write a letter to the two colleges indicating that we made the decision to admit them as members in error because they don't meet the criteria for membership.

2. Voting for Board and President at second business meeting

Jaquie moved and Kathy seconded that we move the election of Board members and President to the second business meeting. The vote was unanimous. Candidates will be introduced at the first business meeting. They will also have a candidate ribbon on their name tag.

3. Diversity scholar(s) - Harriett

Harriett will aim for two diversity scholars for the fall conference.

4. CEs for LPC and MSW

We will be able to offer CEs to LPCs and MSWs this year as well as psychologists. The keynote speakers must have objectives in order for individuals to get CEs, however.

5. E of E Update

There was no report, however the Board agreed that Tom Seals and Kathy Hollingsworth have done a great job as co-chairs.

6. Newsletter

The content of the Newsletter should include the following:

- letter from president
- conference summary
- election news update
- membership report
- elements of excellence

- liaison report
- listing of new members and directors who have changed
- snapshot of organization
- board work groups

There was consensus in activating the "what's new" section of the website. Maybe the Newsletter Editor could be responsible for pulling items together to go under this section. We would give Linda Cox names of individuals to contact for various information and those persons should be responsible for getting the information to Linda.

7. Webpage transfer - Bob and Emil

The transfer has been made from Bob to Emil who will forward to Kit Rodolfa.

8. Media Awards

Emil will do a call out for nominations when he gets back to work.

9. Conferences

- Vail 2006 - Chuck
Dr. Joe White will be the keynote speaker and will discuss "The Browning of America." For the Board diversity piece, Bob suggested the area of Ability. Chuck will get information about an American Indian healer from Richard Rodriguez. Anika suggested Deborah Plummer who speaks on Diversity Management. Anika, Chuck and Bob will get information to the Board about these individuals.
- Indy 2007 - Carol
The group will be having a meeting in May. Carol passed out a copy of the contract.
- N.C. 2009 - Dan
They have not been able to get a resort at a bargain because it is in season. Thus, they will go with the Renaissance Hotel.
- Texas 2008 - Maggie
They are looking at having the conference in Fort Worth.
- 2005 Minneapolis Report - Harriett
The figures are as follows: 350 registered, 332 attended, 18 cancelled, 312 directors, 2 emeritus, 48 first time attendees/new directors. They will return \$13,870.61 to the organization.
- Conference template updates
Harriett will give suggestions for changes to the template to Mary. Mary will send these to Chuck, Dan and Carol.

10. AMA

Have not heard anything yet.

11. AUCCCD Manual Update

It was decided that besides board committees, officer functions/duties should also be included.

12. Titanium Research

Greg will be the Board representative at the meeting.

New Business

1. NBC Nightly News re: college student mental health - Emil
The reporter is very interested in college mental health issues. Emil will ask if we can place segment on our website.
2. 2007 Joint ACPA/NASPA Meeting
ACPA/NASPA will meet March 31-April 4 in Orlando at Gaylord Palms Resort, Orlando World Center, Marriott Resort.

Action Items

1. For October 24, 2005 business meeting minutes - **Jaquie** will give Anika the name of the counseling centers that received the Garret Lee Smith Grant.
2. For October 20, 2005 Board meeting minutes - **Emil** will rewrite the section regarding the Newsletter and send to Anika.
3. For October 21, 2005 board meeting minutes - **Emil** will talk with Judy Mack concerning a plan of action as to what can be done over time regarding the interviews and history she's gathered.
4. For October 21, 2005 board meeting minutes - **Jaquie** will send a copy of the APA Div 17 & SCUCC report to Anika and Mary.
5. **Chuck** will send dues notice out by email and it will be on the website.
6. **Maggie** will write a letter to the two two-year colleges indicating that we made the decision to admit them as members in error because they don't meet the criteria for membership.
7. **Emil** will do a call out for media award nominations.
8. Regarding the Board diversity presentation at the conference, **Bob** suggested the area of Ability, **Chuck** will suggested an American Indian healer and **Anika** suggested Deborah Plummer, Diversity Management Specialist. They will get information to the Board about these individuals.
9. **Harriett** will give suggestions for changes to the conference template to Mary. **Mary** will send these to Chuck, Dan and Carol.

Minutes recorded and submitted by Anika Fields, Ph.D., Governing Board secretary

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Absent: Mary Doty

President Maggie Olona called the meeting to order 8:52 a.m.

Disaster Response Committee - Mary Doty via email

A total of \$1,246.00 was taken in at the Minneapolis conference. Also, Utah State University Counseling Center donated \$200.00 toward the purchase of wrist bands. The other half of the wrist band cost (\$200.00) was taken from cash collected. Mary will send the sales voucher and checks to Chuck. The total amount in the disaster fund is \$1,046. Directors at counseling centers who were either directly impacted by the storms or were impacted by having displaced students in their enrollment are being polled in order to see what their current and projected needs are.

The webpage for disaster response needs to be worked on more and updated, however the individuals who agreed to work on it are not responding. Only Linda Cox and Mary have remained in contact. They will be contacting committee members again soon.

Conference Committee - Mary Doty via email

The conference committee has unfinished business in two areas:

1. Exploring the pros and cons of having an official conference planner. Mary would like to send a brief email survey to past conference hosts (last 10 years) asking them to discuss the pros and cons and what worked or didn't work about using or not using a conference planner.
2. Exploring insurance for conference cancellation in case of disaster (natural or not). Mary asked that Board members contact her if they have information on this issue or know someone who does.

Jed Foundation - Greg

Greg strongly encouraged people to join ULifeline. It's what counseling center village used to look like, but much better. There is also information for parents on it. Other initiatives of the Jed Foundation, in addition to ULifeline, are Framework for Developing Institutional Protocols for the Acutely Distressed or Suicidal College Student, CampusCare, Social Marketing Campaign, Student and Parent Outreach, Core Competencies Training Course and Suicide Prevention and Mental Health Promotion Pilot Program.

NBC Nightly News

Malcolm Kahn sent a story to Emil about student gambling. Malcolm asked about placing it on AUCCCD website and reporter indicated she was looking for more stories about

counseling issues.

Lifetime Achievement Awards - Jaquie

Jaquie requested minor changes be made to clean-up guidelines for the LAA, such as adding certain organizations in #4 and adding that only electronic submissions in Word format will be accepted. Committee members will be added to the website. They are Sandy, Chuck, Anika, Donelda Cook and Dennis Heitzman. Maggie will ask Ken Garni about becoming a member.

AUCCCD Survey - Bob

Pat Paquette from Educational Benchmarking, Inc. (EBI) emailed Bob with answers to the questions the Board asked him to look into. He indicates that EBI can pre-load school name, state and country. Since "this will require some manual loading at [their] end each year, this would add \$500 to the yearly administration cost." Also "one ancillary benefit of pre-loaded demographics is that it makes it easier for [them] to pre-load the prior year input for a particular school. This will also be a manual process, so there will be a yearly charge of \$300 (starting in year 2)."

Regarding participants being able to print their completed surveys, Mr. Paquette responded, "We do not have an easy way to print the completed survey and adding that functionality would be painful. The best solutions are to have a copy of a blank full survey on your web site and to direct survey participants to print each page of their responses prior to continuing to the next page of the survey."

A breakdown of pricing for the first year would be \$5,500 for set up and survey load and \$4,500 for administration (with pre-loaded demographics), analysis and access online for two years. The fee for the second year would be \$4,800 for administration, analysis, online access for two years (pre-loaded demo's and prior year inputs).

The Board reviewed the survey and made some changes. Bob will email the Board a copy of the final survey before sending to EBI.

Multicultural Summit 2007

Kathy moved and Harriett seconded that we co-sponsor the 2007 Multicultural Summit in Seattle and send them a check for \$1,000. The vote was unanimous.

Strategic Plan II

Maggie summarized the small, medium and large center discussion at the fall 2005 conference. She also distributed results from yesterday's exercise for discussion.

- Large Schools - no report.
- Medium Schools - Dan will email Anika a copy of report. The medium school directors spoke of the pragmatics with which counseling centers are faced. These directors want less keynote speakers and more roundtable discussions at the conference, programming for new directors, formal mentors to consult with for new directors and web page indication of new directors.

- Small Schools - Carol
Members feel there's lack of representation on the Board. Also they have a small budget from which to attend the conference.

On the results sheet Maggie asked the Board to mark an "X" next to what we heard at school sessions in Minneapolis and a check (✓) next to what we think. Maggie will collate these and we will discuss at the conference in Vail.

Electronic Voting

Electronic voting would allow individuals who cannot attend conference to vote. Dan moved and Bob seconded that we vote electronically. The majority voted in the affirmative with one nay and one abstention.

Campus with more than one counseling center (mental health center)

Discussed pros and cons of allowing more than one director from a campus to become a member. Emil suggested that we send this out on the listserv to see what membership thinks. It was also suggested that we add a question on the AUCCCD survey. Harriett moved and Bob seconded that the Board amend by-laws in Article III, Section 1 to read as follows:

(a) Members. Membership in the Corporation ~~is institutional and~~ shall consist of ~~directors of~~ counseling centers at four year and graduate institutions of higher education. ~~Each member institution may designate only one counseling center director as its representative member.~~ *The director of the member counseling center shall represent the center to the association.* Membership shall consist only of those ~~institutions~~ *centers* whose dues are current. Any eligible ~~institution~~ *center* shall become a Member on approval of the membership application by the Treasurer and payment of dues under Section 5 of this Article.

The vote was unanimous.

China Trip Funding

Emil and Maggie will be traveling to China to consult with universities regarding counseling center issues. After some discussion, Jaquie moved and Greg seconded that AUCCCD provide partial support for travel to China in the amount of \$250 per person to facilitate relationships with university counseling centers. After further discussion, the motion was withdrawn. Bob moved and Sandy seconded that we provide a letter of support to each person. Maggie will draft the letter and Jaquie will sign it.

Society of Counseling Psychology - Jaquie

Jaquie distributed report, but there was not time for discussion. We will do the liaison stuff about Jaquie's representation electronically.

The meeting adjourned at 11:52 am

Action Items

1. **Mary** will send Chuck the disaster response checks and the sales voucher for the wrist bands.

2. **Mary** would like to send a brief email survey to past conference hosts (last 10 years) asking them to discuss the pros and cons, what worked or didn't work about using or not using a conference planner.
3. **Mary** asked that **Board members** contact her if they have information on this issue or know someone who does.
4. **Maggie** will ask *Ken Garni* about becoming a member of LAA.
5. **Dan** will email *Anika* a copy of the medium schools report.
6. **Maggie** will collate the strategic plan II results sheets and we will discuss at the conference in Vail.

Minutes recorded and submitted by *Anika Fields, Ph.D., Governing Board secretary*