

AUCCCD Board Meeting

Seattle, Washington

Thursday, March 05, 2009

The meeting was called to order at 7:20 p.m. by President Greg Eells.

Members Present: Victor Barr, Yolanda Bogan (ex-officio), Martha Dennis Christiansen, Sandy Colbs, Chuck Davidshofer (ex-officio), Pamela Duncan, Greg Eells, Carol Hagans, Denise Hayes, Dan Jones, Linda Locher, Bruce Meyer, and Sharon Mitchell

I. Board members provided updates on their centers.

II. Review of important issues

- a. Question about the Executive Assistant position- Greg indicated that economics has delayed this position for two to three years. As the board discusses the various committee reports then he will delegate certain tasks.**
- b. Scholarships for directors attending the conference-Greg indicated that it may be easier to simply decrease the amount of the conference.**
- c. Women's luncheon- Women make up the majority of the directors and there is a question about the necessity of the luncheon as it is currently structured.**

III. Treasurer's Report

- a. Chuck Davidshofer reviewed the treasurer's packet with the Board.**
- b. We have one CD worth \$82,383.60 plus and another CD worth \$30,515.33. Money market and checking account balances provide us with assets of \$224,017.69 as of today. One major**

outstanding expense-\$15 per member (about \$8,500) for memberships subscription to the Journal of College Student Psychotherapy

c. Highlights of report

- i. The 2008 conference in Fort Worth had the second highest attendance.**
- ii. Since CMC has organized the conference, both conferences have been very profitable. We have also earned over \$11,000 in vendors revenues.**
- iii. The 2008 conference had the second highest profit in our records.**
- iv. We have 566 paid members; 114 colleges have not paid; we have 124 new paid members.**
- v. Carol Hagans moved that we accept the treasurer's report; Linda Locher seconded the motion. The motion passed unanimously.**

The meeting was adjourned at 8:28 p.m.

AUCCCD Board Meeting

Friday, March 06, 2009

Greg Eells called the meeting to order at 8:29 a.m..

Members Present: Victor Barr, Yolanda Bogan (ex-officio), Martha Dennis Christiansen, Sandy Colbs, Chuck Davidshofer (Ex-officio), Pamela Duncan, Greg Eells, Carol Hagans, Denise Hayes, Dan Jones, Linda Locher, Bruce Meyer, and Sharon Mitchell

I. Board Communications and Transparency

Greg Eells discussed having put up pictures of the Board members on the website to reflect our diversity as an organization and a board.

- a. Greg has maintained additional items on the webpage which reflect current issues such as the Durbin Bill. Sandy Colbs suggested that Greg Eells be sure to send a reminder on the list-serve that new items have been posted. Dan Jones suggested that we also include the reasons why we have certain items on the website. Carol Hagans suggested that we also include the history of certain actions as well.**
- b. Election process-Pam Duncan asked about people being informed about the individuals running for the Board. Greg indicated that the applicants' bios are in the newsletter, on the list-serve, in the program book. In addition, the applicants are introduced at the first meeting and members are encouraged to talk to them.**
- c. Denise Hayes suggested that we find a way to ask people who are retired to remain engaged with the conference to address the historical aspects of the organization.**
- d. Roughly half of the members attend the conference.**
- e. Martha Christiansen suggested that we re-examine electronic voting, especially during these economic times.**
- f. Sandy Colbs indicated that she will follow through on surveying the membership to vote on the electronic process. Chuck Davidshofer indicated that we will need to send the membership notice of a proposed change to the by-laws depending on the straw pole. Members of the Board indicated that they were comfortable with the straw pole**
 - i. When electronic voting would occur. There was discussion about whether electronic voting might occur prior to the meeting so that election results could be announced or after the conference.**
 - ii. The Board reaffirmed that they would move forward with the straw poll of the membership.**

- g. Victor Barr indicated that most directors stay in their positions for quite a while. Pam suggested that we examine reasons for people leaving, helping new directors to understand the profession better.**
- h. Martha Christiansen suggested that the President send a bulleted e-mail regarding the highlights of this meeting and that the president also send a message about every six weeks regarding current issues in the field with the effect that the membership sees the President and Board in action. Greg Eells will also get the power points from the NASPA presentations and put them on the list-serve as well. Greg Eells suggested hosting a “Board wine and cheese” as a replacement for the “Meet the Board.” It was suggested that this activity be at the same time as the IACS wine and cheese. Carol indicated that this includes a template change. Martha will contact Terri Dinuzzo, President of IACS, to inform her of this activity. Pam made the motion and Carol seconded that we will have a Board wine and cheese, a table during the breaks and a suggestion box and delete the Meet the Board session within the regular conference program. The motion passed unanimously.**

II. Review of the role of treasurer and secretary

- a. Greg Eells reminded the board that these officers are ex-officio and that they were welcome to participate but had not vote.**

III. Review outlines of NASPA presentation

- a. Greg Eells, Carol Hagans and Dan Jones will be part of a panel to discuss a variety of issues related to threat assessment and legal and ethical issues, including confidentiality, FERPA, HIPAA, disability law, legal and ethical issues regarding delivery in mental health services and liability risk, and threat assessments. The Jed document is one which needs to be more highly publicized. The panel will be on Monday March 9 at 9:15.**
- b. Greg Eells, Victor Barr, Sandy Colbs, Carol Hagans and Dan Jones will do a program on the Director’s Survey.**

- i. **About 80% of our Directors are from small centers. Less than 15k students.**
- ii. **Sharon discussed the urban vs rural centers in which rural schools have more pressure to meet the various needs of their students.**
- iii. **Regardless of the variables, there is an expectation that 60% of effort would be devoted to clinical work unless there were other assigned responsibilities such as training or administrative work.**
- iv. **80% of members have doctorates**

IV. Review of Lifetime Achievement Award-criteria and philosophy and Board voting to limit acceptance speech time.

- a. **It was suggested that we provide the speaker with a framework to **focus** their talk to what the new directors can learn; however, it will be limited to Denise's discretion as **President-elect in charge of this committee.****
- b. **Greg reviewed the criteria for the Lifetime Achievement Award. The history of the criteria was discussed. The committee members serve for three years. Greg will send Denise all of the information. The call for nominations is usually announced in April or May.**
- c. **Committee will be chaired by Denise Hayes and will include Brian Reinhardt, Carol, Sandy Colbs and David Schroat.**

V. Discussion of options for scholarships for international directors and international consultations.

- i. **Martha **Christiansen** asked about whether international services were mentioned in our mission statement. Greg **Eells** indicated that we have about 16 international members (outside of the U.S.) and get about 10 attendants annually. **The issue was tabled due to financial****

VI. Hardship scholarships-reduction of conference fee out of AUCCCD reserves.

- a. Denise made the motion that the conference registration rate be set at \$320 before September 1 and \$370 afterwards and that we make the board subsidy of \$50 explicit on the webpage. The motion passed nine to one.
- b. Martha suggested that going forward we examine how the cost of the conference is structured. Dan asked about what the actual conference cost would be. This would depend on the level of vendor sponsorship.
- c. Linda suggested we get CMC to put something on the conference registration site that could solicit information about roommates.
 - i. She added that the Board would not be responsible for roommates and this would clearly be the director's choice.
- d. Non-member institutions can be invited to attend the conference when it is being held in their state or region. Carol Hagans will include this in the conference template. Of the 277 that responded to the question about the Asheville conference, 85% said they planned to attend the conference. It is anticipated that 10-15% of usual participants will not be able to attend.

VII. Standardize procedures for honoring completed President and Board service-Recommend giving plaques at the end of service.

- a. Greg suggested that we provide a standard gift when the presidency ends and a plaque at the end of Board service.
- b. Pam suggested that we insure that the gift be gender-neutral.
- c. Dan indicated that the name of the Board should be standardized. Chuck stated that the name of the Board in the by-laws is "Governing Board."
- d. Bruce made the motion and Pamela seconded that the Board standardize acknowledgement of the President with a gift and a

- e. standardized a plaque for the end of Board service. The motion passed unanimously. [^]

VIII. Areas of Responsibility Reports

- a. Web page review (Greg Eells and Martha Christiansen). ^{^^}
 - i. Sandy Colbs will take over review of the content, appropriateness of content, insuring information is up-to-date, award winners, etc.
 - ii. Jihad Aziz is collecting [^]resources such as annual reports, presentations, etc. Jihad will now send information to Sandy Colbs. [^]
- b. Communication and advocacy-newsletter-discussion of Media awards (Sandy Colbs and Martha Christiansen, Carol Hagans, and Bruce Meyer)
 - i. Website, communication iDiZ, Communication advocacy, Website and media awards
 - ii. Sandy Colbs will be responsible for the content on the website. [^]
 - iii. Abigail Lipscomb will continue as the editor for newsletter.
 - iv. Media awards. [^]
 - v. Victor Barr moved and Carol Hagans seconded that we drop the other two categories and only retain the professional scholarly award. Martha Christiansen recommended that the committee review the criteria and possibly change the name. The motion passed unanimously.
 - vi. Martha suggested that we develop a press release and distribute it at least to the Chronicle, Journal of Higher Education, and the winner's home institution once the awardee is determined.

vii. The name of this committee will be changed to Communication (advocacy will be dropped).

viii. For the newsletter, Denise Hayes will do an article prior to the conference sharing her vision.

- c. List-serve- It now is capable of attachments. Considerable positive feedback (Chuck Davidshofer)**
- d. Membership (Dan Jones, Chuck Davidshofer, Victor Barr, and Linda Locher)- transition to CMC, status of online dues payments**
 - i. Greg Eells asked CMC about maintaining the current membership roster on a quarterly basis. They agreed; Greg Eells believed the transition will take place by May 1.**
 - ii. Denise Hayes asked about a simple way for people to know whether they have paid. Chuck indicated that he will ask CMC if they can send a reminder about membership.**
- e. Director Development (Pamela Duncan, Sharon Mitchell, Sandy Colbs, and Carol Hagans)**
 - i. Areas include E of E, Diverse Leadership mentorship, Assign mentors to new members**
 - ii. Sandy Colbs reported that the call for nominations for diversity scholars usually goes out right after the midyear meeting and the deadline is in April.**
 - iii. Maggie Gartner has agreed to continue with coordinating the mentors for the new directors and other red dot activities at the conferences.**
- f. Research and Science (Linda Locher-chair and Victor Barr co-chairs, Victor Barr- will be survey coordinator next year, replacing Bob Rando) Survey update review of executive summary. Discussion of items and usability of survey.**
 - i. Linda Locher reported that the number of respondents on the survey increased. The deadline was in December, but**

- ii. it was pushing the committee to make sure there was enough time cleaning the data prior to analysis.
- iii. Dan Jones suggested that Bob Rando be publicly recognized for his continued effort with the survey.
- iv. There were 393 usable responses.
- v. Chuck Davidshofer suggested that we continue to have one program on the survey at the annual conference annually.
 - 1. Pam Duncan asked about encouraging new directors to attend this meeting so they will know about the survey and how best collect the data that supports the survey. Linda Locher suggested that Victor Barr attend the new director orientation and present information about data collection and reporting for the survey. Pam added that the new directors can also be supported in how to use the data so that it can helpful to them in their roles. This latter information is already on the webpage.
 - 2. Martha Christiansen suggested having a consultant-on-duty regarding data collection and use.

g. Diversity Update-Report on Cultural Climate Survey (Bruce Meyer-chair, Sandy Colbs, Pamela Duncan, and Sharon Mitchell), Future directions.

- i. The results the previous informal cultural climate survey were reported in the newsletter and in the business meetings. The committee will continue to be attentive to the issues identified. Progress was reported on most of the issues that emerged in the survey.

h. Conference Updates (Carol Hagans , Dan Jones and Martha Christiansen)

- i. 2009 Asheville, NC

1. The dates are October 22-28 at the Renaissance Marriott.
2. Cost of the hotel is standard because of leaf season (\$189/night). The closest airport is Asheville.
3. Break food- only available if we can find sponsors. The Board needs to let members know that we sell the membership labels to vendors as part of their incentive for being a sponsor.
4. Sharon Mitchell suggested that we let members know the financial advantage of including vendors at the conference and that they will likely be contacted.
5. Questions about the partners program. Carol Hagans indicated that the funds really covered the cost of the opening reception and the breakfasts. Partners also had access to various trips although they have to pay for these excursions.
6. Dan Jones indicated that he is trying to do certain things through the committee to avoid extra expense with CMC (i.e., bag stuffing, logo creation)
7. Chuck Davidshofer stated that CMC has done an excellent job of computing expenses and providing detailed reports at the end of each conference.
8. Greg Eells reported that he spoke with CMC, and they agreed to put something on the conference registration form re: roommates and they will produce a roommate list, will take over membership, will place something on the site re: reduced rate for early registrants.

ii. 2010 Oregon- no report. Portland Downtown Waterfront Marriott, October 14-21. Room rate is 175/night.

iii. 2011 Phoenix, AZ Dates are October 13-20 including the Board meeting time.

1. The hotel is The Scottsdale Plaza Resort. We will be the only group there at the time.
2. The Airport will be the Sky Harbor Phoenix.

iv. 2012 conference host

1. There are two cohorts in New England who are interested in hosting the conference.

v. Women's lunch in next conference

1. Pam reported that last year we planned to have a tribute and last women's luncheon. However, the question of discontinuing the women's luncheon remains active.
2. The board discussed how to make the luncheon more meaningful given the large size of the group.
3. Greg Eells requested that Pam Duncan take responsibility for the luncheon and discuss with participants what they wanted from the luncheon.
4. Pam Duncan will send a message to the list-serve to say that we will continue the luncheon and she will work with CMC to choose the menu.

vi. School by size meetings

1. The board discussed how these groups are valuable to the attendees.
2. To enhance the experience of these sessions, the board agreed to further develop the format and provide some guidance to the facilitators.
 - a. As people talk they can introduce themselves.

b. Poll the group for the hot topics and discuss those.

c. No job announcements in the meetings.

3. The host committee decides who the facilitators are.

Sharon Mitchell made a motion and Carol Hagans seconded that the meeting be adjourned. The meeting was adjourned at 4:07.

AUCCCD Board Meeting

March 7, 2009

Absent: Yolanda Bogan

BUSINESS FORM PREVIOUS DAY

CONFERENCE ISSUES:

- **The board clarified that the facilitators of the school size groups will be asked to focus the discussion.**
- **AUCCCD Board response to financial crisis in higher education**
 - **Presenters will be asked to develop more complete stand alone Power point presentations to be posted on the AUCCCD website for members unable to attend the conference.**
 - **Host committee will look into having runners go to each presentation and pick up the power point on a flash drive at the beginning of the presentation. The goal is to ensure that Power points available for posting on the AUCCCD website. Carol Hagans will add this feature to the conference template.**
 - **Minutes of the business meetings will be posted to the AUCCCD website immediately after the conference.**
 - **One AV unit will not be raffled off and will be assigned to the Board for use all year. The next year this unit will be added to the raffle.**
 - **AV units will be ordered for AUCCCD by CMC.**
 - **AUCCCD members are not able to have a free table for the vendor display. AUCCCD will stuff flyers copied by these member vendors in the welcome bag. A \$50 bag stuffing**

fee will be charged. They may post a flyer on a bulletin board for no charge. A cut-off date for receiving materials will be set. Fees are set for placing an ad in the program book.

I. Discussion of CEUs

- The host committee is trying to set up for participants being able to receive AAMFT CEUs. To qualify, programs must have a clinical focus. Given some of the strict criteria, this may not be possible.

II. External Liaison and Contacts

Given that a number of our external organizations are represented in the Higher Education Mental Health Alliance (HEMHA) some organizational relationships are now being shifted from liaison to contact status. Thus, clarification of roles is being

described below:

- **Liaison responsibilities**
 - Typically sent to external organization with expenses covered
 - Expectation to file a formal written report to the AUCCCD Board
- **Contact responsibilities**
 - Exchange information
 - Funded to attend meetings if special issue warrants
- **Association for the Coordination of Counseling Center Clinical Services (ACCCS) -Sandy Colbs, Liaison**
 - Sandy moved and Dan seconded a motion that AUCCCD will work to establish a formal liaison relationship that would entail AUCCCD liaison attending ACCCS and ACCCS liaison attending AUCCCD.
 - AUCCCD sees this more formal relationship as means of director development.
 - AUCCCD may send a Board member who is not the liaison to achieve cost savings if so desired and feasible. In this case, the formal report will be sent to the formal liaison for dissemination to the AUCCCD Board.
 - Association Of Counseling Center Training Agencies (ACCTA - Martha Dennis Christiansen, Liaison)
 - The AUCCCD liaison will be attending the ACCTA Fall Conference in Fall 09 in Austin TX.
 - ACCTA will participate in a Joint Training Councils conference in 2010. The focus of the conference is

continuity of education and training across levels of training. This conference will bring together representatives of practicum clinics, internships, and post doc programs to work more closely together.

- **ACCTA has sent the call for nominations out to the AUCCCD listserv for the ACCTA Diversity Mentor Scholarship Program. Nominations may come from either ACCTA or non-ACCTA member centers.**

American College Health Association (ACHA)– Greg Eells, Contact

- **Greg Eells recommends that this relationship be a contact and not a liaison since the organization is covered through the Higher Education Mental Health Alliance (HEMHA).**
- **ACHA contact will transfer to Denise Hayes in the future**

HEMHA -Greg Eells, Liaison

- **Greg Eells will remain liaison since the HEMHA has asked for a three year commitment.**
- **HEMHA meeting will be held in May 2009 at ACHA in San Francisco**

Jed Foundation- Greg Eells, Contact

- **At this time the relationship is appropriate as a contact.**

Active Minds – Greg Eells, Contact

- **Greg Eells is serving on the Advisory Committee representing AUCCCD.**
- **Greg Eells recently presented with Ilene Rosenstein at their conference on how to work with counseling centers**

National Association of Student Personnel Administrators (NASPA) -

Greg Eells, Liaison

- **This liaison role follows the AUCCCD President and will transfer to Denise Hayes in October 2009.**
- **The Board affirmed keeping the AUCCCD mid-year Board meeting in conjunction with NASPA.**
- **The AUCCCD Board will continue to offer presentations at NASPA and encourage AUCCCD members to present as well.**
- **Greg Eells will explore a way to offer pre-conference CEUs in partnership with NASPA at our conference or their conference.**

- **AUCCCD will continue to offer to present our survey data and a presentation on ethics and confidentiality routinely at NASPA.**
- **Future NASPA meetings: 2010 in Chicago and 2011 in Philadelphia**

IACS– Martha Dennis Christiansen, Contact

- **IACS is continuing its work to revise its standards and will introduce a number of updates in Spring 09. The goals of these updates are to ensure that standards are current with changes in the field and to reduce confusion over interpretation of various standards.**
- **IACS is working on expanding its accreditation to international centers by designing additional standards that would reflect culturally congruent practices for international members.**
- **IACS is experiencing an increase in applications. Several states are using IACS as a benchmark. Thus, IACS needs more senior site visitors to keep up with the demand. AUCCCD Board members are encouraged to attend the next site visitor training at the fall AUCCCD conference.**

Center for the Student of Collegiate Mental Health (CSCMH) -Linda Locher, Liaison

- **Linda Locher submitted a report from the February 2009 Advisory Board Meeting**
 - **Still trying to set the fee to charge centers**
 - **66 institutions (28,000) clients represented in data base**
 - **Working on wording for template for informed consent for participation**
 - **Creating a user manual for Titanium and using the data**
 - **Expanding the number of small centers representation**
 - **Looking at who has access to the data**
 - **Continuing to look at data items**
 - **Continuing to find challenges for funding**
 - **Conference coming up April 2009**
- **The liaison role will now shift to the AUCCCD survey coordinator and will sit on the Advisory Board**
- **Linda Locher will attend the April 2009 conference as well as Victor Barr**

- **Ben Locke is the official liaison from CSCMH to AUCCCD**
- **AUCCCD will continue to encourage them to expand to centers using systems other than Titanium**

ACPA– Linda Locher, Liaison

- **Linda Locher will attend this year and evaluate this relationship. For the fall AUCCCD Board meeting, Linda Locher will make a recommendation about whether this will remain a liaison or a contact**

Section of Counseling Centers (Division 17, CCAPS, APA) –Dan Jones, Liaison

- **Dan Jones is a member of the Division 17 synarchy that responds to special issues**
- **Dan Jones will attend the annual conference.**

ACA – Carol Hagens, Contact

- **No report**

ACCA- Dan Jones, Contact

- **Will remain a contact**

American Psychiatric Association- Greg Eells, Contact

- **Will remain a contact since they are represented on the HEMHA.**
- **Greg Eells and Bob Rando have been invited to write a book chapter about counseling centers as a part of their personal professional work. They will draw upon the AUCCCD survey for their writing.**

III. Public statement on Threat Assessment Teams/ the National Behavioral Intervention Team Association

- **AUCCCD discussed whether the Board should create a statement about the role of counseling centers and counseling center directors on Threat Assessment Teams.**
- **Greg Eells will write a draft statement for Board review and approval. Eventually, the statement will be posted on the AUCCCD main web page.**

IV. Review of statement about mandatory counseling

- **No plans to expand the AUCCCD Board statement.**

V. Issues on the relationship of counseling centers and health services.

- **AUCCCD Board will provide an opportunity at the fall conference 2009 for members of merged or partially merged**

centers (and other interested directors) to meet and explore issues. Denise Hayes will facilitate a roundtable, possibly through Elements of Excellence. Various models will be identified.

11:55 am – Meeting adjourned.