

**AUCCCD BOARD OF DIRECTORS' MEETING
MINUTES
ORLANDO, FLORIDA
March 29-31, 2007**

Present: Maggie Gartner, Greg Eells, Carol Hagans, Jesus Aros, Bob Rando, Dan Jones, Bruce Meyer, Chuck Davidshofer, Sandy Colbs, Emil Rodolfa, Linda Locher, and Martha Dennis Christiansen

1. The Board reviewed a contact from a vendor to send Behavior Healthcare and/or Addictions Professionals to all AUCCCD members at no cost. The response to the request will be to offer the vendor the opportunity to purchase the mailing list.
2. Carol Hagans moved and Jesus Aros seconded a motion that AUCCCD should charge \$.50 per active member to purchase the labels/names of our mailing list. The motion carried. Note: The President and Treasurer review requests for purchase of the mailing list and approve based on relevancy to the organization.
3. Chuck Davidshofer, gave the AUCCCD Financial Report (July 1, 2006-March 24, 2007). Full report appended. Martha Dennis Christiansen moved and Bob Rando seconded a motion to accept the report as presented. The motion carried.
4. The Board discussed a concern brought forward by member Don Rosen about the lack of support from the APA Practice Directorate for college student mental health, particularly with regard to the application of the practice fee. The discussion focused on how AUCCCD could influence a change and consideration by APA of our concerns on behalf of university and college counseling centers.
5. Dan Jones moved that AUCCCD Advocacy and Communication group write an impact statement on university and college counseling center student mental health issues that will be sent to relevant parties in consultation with the Board; that the impact statement be forwarded to the APA Presidential Candidates, that the candidates be asked to respond, and that AUCCCD publish the responses appropriately. Jesus Aros seconded the motion. The motion carried. Emil Rodolfa will write this impact statement and Maggie Gartner will send to APA and the APA Presidential candidates. The candidates' responses will be published in the AUCCCD newsletter.
6. Jesus Aros moved that AUCCCD write a letter to the appropriate APA directorates, to include the AUCCCD impact statement to advocate for stigma reduction by offering to partner with them, e. g, Education Directorate, Practice Directorate, Science Directorate. Carol Hagans seconded the motion. The motion carried. Martha Christiansen will draft a letter, send to the Board by email for feedback. Feedback will be due back to Martha Christiansen no later than Friday, April 6.

7. The Board is exploring the option of holding a strategic planning retreat to discuss the direction of AUCCCD including issues involving membership, board composition, and other relevant topics.
8. Areas of responsibility reports/issues:
 - a) **Webpage** (Emil Rodolfa)
 - i) Minutes will be posted in a more timely manner (past minutes will be posted as available)
 - ii) Membership list will be updated quarterly
 - iii) Updated By-laws will be posted
 - iv) Website will be redesigned this summer by Kit Rodolfa
 - v) Emil and committee will address the process for how to update the U. of Maryland Document Bank on the AUCCCD website
 - b) **Newsletter** (Emil Rodolfa)
 - i) New editor is Abigail Lipson, Harvard University; newsletters are anticipated in spring and early fall
 - c) **Listserve** (Chuck Davidshofer)
 - i) Assuring that membership is restricted to the functional role of director only. Dan Jones (Membership) will address as needed with individuals.
 - d) **Idea of a National Conference on College Student Mental Health** (Emil Rodolfa)
 - i) Emil Rodolfa will chair and Dan Jones, Carol Hagans, Greg Eells, Jesus Aros will serve on an exploratory committee for a conference in a few years.
 - e) **Membership** (Dan Jones)
 - i) Discussion regarding satisfaction of our membership resulted in a decision to a multi-pronged approach. The Board will begin planning for a needs assessment process and put the topic of satisfaction on the agenda for a future strategic planning retreat. Bob Rando (Research and Evaluation) will conduct the survey. He will provide a draft for the Board to review.
 - ii) Discussion reaffirmed that any college or university that offers a 4 year baccalaureate degree is eligible for membership.
 - f) **Director development** (Sandy Colbs)
 - i) Diversity scholarship: The Board reviewed the draft call for nominations. The “call” will be distributed beyond the AUCCCD listserv.
 - ii) Sandy Colbs moved and Jesus Aros seconded that the application process be amended to allow for self-nominations. Motioned carried.
 - iii) Sandy Colbs has reached out to the current ACCCCS (clinical coordinators group) to request a formal liaison relationship with AUCCCD. They have not responded to date.
 - iv) Mentorship buddies for new members will be facilitated by Director Development area rather than Membership area.
 - v) Sandy Colbs will bring to the fall Board meeting a proposal for surveying newer directors about pathways to director positions.
 - g) **Liaison to the Jed Foundation** (Greg Eells)
 - i) Brief update on mtvU Campaign was provided.

- h) **Indianapolis Conference** (Carol Hagans)
 - i) The meeting planner is C and C Global.
 - ii) Budget will be based on an attendance of 300.
 - iii) Emil Rodolfa moved and Bruce Meyer seconded a motion to contact Eli Lily, Anthem, Merck, and Roche (local Indianapolis companies) to see if they want to sponsor events at the conference. The motion carried.
 - iv) Carol Hagans moved and Greg Eells seconded that the Board conference seed money be allocated to purchase 3 LCD projectors for the conference for each year. The remainder of the funds will go to general AV expenses. The LCD's will be raffled off at the end conference to the conference committee institutional members. The motion carried. The Board sees this action as the most cost effective and efficient method for addressing technology needs at the conference.
 - v) Senator Gordon Smith (Oregon – Rep. and sponsor of the Garrett Lee Smith Act) will be invited to speak at the conference in recognition of his work for this act. AUCCCD will use this opportunity to thank him by giving him a distinguished service award.. Member institutions who received this grant will share information about their grants. Emil Rodolfa will contact Senator Smith.
 - vi) Conference tracks include: Advocacy/big picture issues; Application/Hands on/day-to-day; diversity; specialized training and topics (director development, mindfulness, self-care, etc.)
 - i) **AUCCCD Annual Survey** (Bob Rando)
 - i) Dan Jones will call IACS to see if they are satisfied with their access to the database.
 - ii) Jesus Aros moved and Dan Jones seconded that AUCCCD grant funds to graduate students who are conducting research on the topic of college and university counseling centers. Up to three per year will be awarded for up to \$500/award/year. The award will be administered by the Research Committee. The Board will review and approve the process. The motion carried.
 - iii) **Diversity:** Jesus Aros will oversee this area.
 - (1) Committee members are Louise Douce, Bruce Meyer, Martha Christiansen, Sandy Colbs.
9. In Minneapolis AUCCCD members collected money to support immediate needs and future housing relocation efforts for survivors of the Katrina Hurricane. Barbara Hardin polled the New Orleans counseling center directors for recommendations of places to donate. Carol Hagans moved and Bob Rando seconded to donate the “Katrina” funds (\$1046) to Hands on New Orleans (house gutting project.). The motion carried.
10. The Board delineated the responsibilities of the position of Secretary. Jesus Aros moved and Carol Hagans seconded the duties of the listed below. The motion carried. Maggie Gartner will solicit interest on the listserv. Applicants will also be asked to submit qualifications electronically.

- a. Attend all Board and conference meetings
- b. Record and maintain the minutes of the Board and Membership meetings
- c. Submit the approved minutes for posting on the AUCCCD website in a timely manner
- d. Track voting of the Board and membership, including electronic format
- e. Four year term; alternating selection with the Treasurer; appointed by the President with approval by the Board; ex-officio (non-voting) member
- f. Additional duties as requested by the President or in rare cases the Board on an as needed basis.

11. The Board developed the RFP for a conference planner

- g. RFP for the conference planner will also include management of clerical membership tasks.
- h. Contract will be for 3 years
- i. The Board agreed upon a format for the RFP
- j. Greg Eells, President-elect, will be the contact person
- k. Greg Eells will send a draft to the Board for review with feedback due by April 15.

12. The listserv responsibility will be assigned under the Membership Board area and Bruce Meyer will transition into this responsibility.

13. The Board delineated the responsibilities of the position of Treasurer. The treasurer will remain in charge of the fiscal responsibilities only. As soon as AUCCCD contracts for a conference planner/membership person, the membership responsibilities will be transitioned. Chuck Davidshofer will transition a new treasurer into the position over a two year period. Martha Christiansen moved and Bruce Meyer seconded the duties listed below. Maggie Gartner will solicit interest on the listserv. Applicants will also be asked to submit qualifications electronically.

- a. Charged to oversee the fiscal responsibilities of the organization
- b. Maintain accurate accounts of the business of the organization.
- c. Provide reports of the association's financial status at each Board meeting and at the annual membership meeting
- d. Disburse funds approved by the Governing Board
- e. Reporting to the Treasurer, the conference planner will bill and collect dues from the membership
- f. Four year term; alternating selection with the Secretary; appointed by the President with approval by the Board; ex-officio (non-voting) member

14. **Liaisons and other assignments**

- a. ACCCS (Tentative)– Sandy Colbs
- b. ACCTA – Carol Hagans
- c. IACS – Martha Christiansen
- d. CEs – Jeri Rockett and Monica Osborne

- e. Elements of Excellence – Tom Seals and Kathy Hollingsworth
- f. CCAPS (Counseling Centers and Psychological Services/ACPA – Dan Jones and Linda Locher
- g. Division 17/Section of Counseling Centers – Dan Jones
- h. Division 17 Executive Committee- Jacquie Resnick
- i. Center for the Study for College Student Mental Health (CSCSCHMH) – Linda Locher
- j. NASPA – Maggie Gartner
- k. ACCA – Bob Rando
- l. ACHA – Greg Eells
- m. AMA- Maggie Gartner
- n. Jed Foundation- Greg Eells
- o. Lifetime Achievement Awards-Greg Eells then Maggie Gartner (President-elect then Past-President)
- p. Nominations- Greg Eells, then Maggie Gartner (President-elect then Past-President)
- q. Newsletter – Abigail Lipson
- r. Titanium Work Group – Dennis Heitzmann
- s. Publication Awards - Emil Rodolfa
- t. Website – Emil Rodolfa

15. Liaison expenses may be requested to be paid by AUCCCD if the Board member is attending only as a liaison to the organization.
16. For organizations that AUCCCD has a liaison relationship, AUCCCD will invite their liaison to attend the AUCCCD membership conference at their expense.
17. Bob Rando will poll the membership via survey monkey to see if they would support electronic voting for the organization (including election of officers and board members) in order to have broader participation of the membership as opposed to the current protocol of voting at the membership meeting. A move to electronic voting would require a by-laws change.
18. Carol Hagans moved and Jesus Aros seconded that a position of annual survey coordinator to be appointed by the President with approval of the Board. The motion carried.
19. Dan Jones moved and Martha Christiansen seconded that Bob Rando serve as Annual Survey Coordinator for a two year period for November, 2007-November, 2009. The motion carried.
20. Bruce Meyer moved and Carol Hagans seconded that AUCCCD publish a summary of our data from our annual survey in the NASPA journal (at the invitation of NASPA). Maggie Gartner, Bob Rando, Greg Eells, and Emil Rodolfa will write the article. The motion carried.

21. Maggie Gartner will revise the Board meeting minutes from Vail and send them to the webmaster for posting.
22. Dan Jones moved and Carol Hagans seconded that AUCCCD present a newly created *Service to Counseling Centers Award* to Jenny Smulson, Advocacy from APA Education Directorate. Jenny was the instigator of the Campus Care Grant and instrumental in the federal advocacy effort for its passage as the Garrett Lee Smith Act. The motion passed unanimously.
23. The Board has received a proposal from Mark Phippen to invite select members of the AUCCCD Board and AUCCCD to join the Heads of University Counseling (HUCS) for a summit meeting on college and university issues. The meeting would be hosted by HUCS in Cambridge, England. Jesus Aros, in the role of Chair of the Diversity Committee, will also be a lead person on the discussions. President-elect Greg Eells will express our interest to Mark when they both attend the Ivy Plus meeting in a few weeks. AUCCCD will invite the HUCS to send a representative to the AUCCCD Board meeting held at the membership meeting in Indianapolis to further discuss.
24. The Board discussed the need for counseling centers to have better access to those providers who prescribe psychotropic medication.
25. The Board discussed a request from Dr. Sherry Benton. Dr. Benton has requested that AUCCCD participate in the planning for conference sponsored by APA Division 17 Counseling Psychology. Maggie Gartner will forward the email request to the Board for feedback.
26. The Board continued discussion on strategic planning. This discussion began at the mid year Board meeting in Washington DC one year ago. The Board focused on discussion of vision and mission. Draft vision statements will be reviewed electronically. The Board will begin to share its thinking about next steps in a strategic planning process, including its goals, organizational input, etc. AUCCCD will plan to engage in strategic planning retreat for after the Indianapolis Conference, possibly attached to the NASPA January mental health conference (AUCCCD is a co-sponsor).

Meeting adjourned at 12 noon on Saturday, March 31, 2007.

Respectfully submitted,

Martha Dennis Christiansen, Member/Governing Board
Acting Secretary