

Spring 2010 Core Committee Minutes

March 19 & 20, 2010

Chicago O'Hare Renaissance Hotel

Chicago, IL

(approved by Core on April 19, 2010)

A summary of actions taken precedes the full minutes. Parking Lot/Discussion Items are listed at the end of this summary. Parking Lot/Discussion Items have not been resolved.

SUMMARY OF ACTIONS TAKEN

Executive Director Report

1. Core did not approve the request to limit sales of POD member mailing labels and/or email addresses to three per entity per year. Core agreed to revisit this issue if a problem arises with too much mail/email using the mailing labels/email addresses.

2. Core approved the request to increase POD member email address & mailing label single-use fees as proposed below.

\$200 (Member, one-time use) [currently \$100]

\$300 (Non-member, one-time use) [currently \$150]

3. Core approved the request to close POD office in April for five days(19th – 23rd) rather than the usual five days in June.

Awards Committee

Innovation Award Subcommittee

4. Core approved funding necessary for shipment of the lamp to the conference and the plaque for the innovation award winner: \$200.

Menges Award Subcommittee

5. Core approved requested budget of \$500 for plaques to allow extra plaque(s) to be sent in case of more than one institution represented per award. Core approved \$95 to cover the cost of Donna Ellis's 2009 Menges Award whose co-presenter represented a different institution.

6. Core requested the subcommittee to consider other options (such as website recognition) and report back to Core regarding the request that Core decide either:

- a.) to allow a one-time budget allocation to provide plaques to past recipients (greater expense), or:

- b.) to allow a one-time budget allocation to provide framed certificates to past recipients (lesser expense)

Bob Perlioni Spirit of POD Service Award Subcommittee

7. Core approved the request to purchase a Celestite crystal (~\$30.00) and a base (~\$25.00) = ~\$55.00.

Conference Committee

8. Core approved the request to raise early-bird fall conference registration fee in 2010 to \$450 and other levels proportionately to cover increasing expenses of banquet & A/V. Early-bird registration fee has been \$410 for 2007, 2008, & 2009 conferences. In 2006 it was \$375.

9. Core approved the request for administrative support during the 2010 fall conference as in the past two years with a budget request of \$1500 to cover travel and expenses.

10. Core approved the budget request of \$8500 to cover honoraria and travel expenses for plenary speakers Michael Wesch and Sylvia Hurtado.

Diversity Committee

11. Core approved the budget request as outlined below.

| <i>Budget Line</i> | <i>Amount</i> |
|---------------------|---|
| A. Travel Grant | \$10,000 (10 grants at \$1,000 per grant) |
| B. Internship Grant | \$5,000 (\$1,000 included for travel to conference) |
| <i>Total</i> | <i>\$15,000</i> |

12. Core agreed that all committees be asked to respond to Goal 5 (diversity) for their October 2010 reports.

Governance Committee

13. All five recommended changes to the Governance Manual, as outlined below, were voted on formally and approved unanimously.

CURRENT LANGUAGE: P. 15 – [The President] Works closely with the Finance and Audit Committee in managing the fiduciary responsibilities of an elected officer, including the development of the organization’s annual budget.

RECOMMENDED CHANGE: Works closely with the Executive and Finance and Audit Committees in managing the fiduciary affairs of the organization, including the development of the budget

CURRENT LANGUAGE: P. 42 - POD’s budget proposals will be prepared by the current President and Executive Director in conjunction with other members of the

Executive Committee (President Elect, Past President, and the Finance and Audit Committee Chair). The Finance and Audit Committee members will review the proposed budget and provide a recommendation to the President and the Core Committee.

RECOMMENDED CHANGE: The Finance and Audit Committee will review the proposed budget and, if necessary, recommend revisions prior to its submission to the Core Committee for discussion and approval.

CURRENT LANGUAGE: P. 62 - The [Finance & Audit] Committee reviews the preliminary draft of the annual budget as presented by the President prior to the spring meeting.

RECOMMENDED CHANGE: "...as presented by the Executive Committee prior to the spring Core meeting."

CURRENT LANGUAGE: P. 72 - The specific responsibilities of the Finance and Audit Committee are to:

- oversee the development of annual and long-range financial plans and review and recommend financial plans and significant revisions, if any;
- review and recommend financial statements, including quarterly revenue/expense reports and balance sheets;

RECOMMENDED CHANGE: The specific responsibilities of the Finance and Audit Committee, in cooperation with the Executive Director and Executive Committee, are to:

- assist with financial planning & budgeting process
- review financial statements, including quarterly income and expense reports and bank and investment account balances

RECOMMENDED CHANGE: Pages 73-77 in the Governance Manual

Pages 73-77 in the Governance Manual, the final five pages of the Manual, include flow charts that attempt to describe the responsibilities of the President, President Elect, Past President and Executive Committee. The responsibilities described are not exhaustive of all the responsibilities performed by the Executive Committee and officers. Further at times the responsibilities there conflict with descriptions elsewhere in the Governance Manual.

We recommend removing these flow charts from the Governance Manual since the responsibilities of the Executive Committee and officers are described clearly elsewhere in the Manual.

Graduate & Professional Student Development Committee (GPSD)

14. Core approved the budget request of \$1000 for four scholarships to cover registration fee expenses for four graduate students attending the fall 2010 annual conference.

15. Core did not approve budget requests to support committee members' or graduate student's travel to a conference in Toronto, citing a reluctance to set precedent for funding travel to other conferences.

Grants Committee

16. Core approved the budget request for \$7000 for grants.

Historian

17. Core recommended that Dakin clarify the stipulation(s) in the interview releases and also to explore publication possibilities and report back to Core regarding the request to consider the publication of interviews with the former Presidents of POD.

18. The request to move the physical POD archives currently located in Lincoln, NE to another location was moved to the PARKING LOT.

Membership Committee

19. It was agreed that Hoag and Peggy would serve as liaisons to the Membership Committee as the current chair is not on Core.

20. It was agreed that Mike Theall would follow-up with Catherine Wehlburg and Mike Dabney regarding the status of the POD member survey.

Professional Development Committee

21. Core approved the budget request of \$500 to cover printing and supplies for the Post-it to POD registration activity at the 2010 St. Louis conference.

Publication Committee

22. Core is very enthusiastic but requested the committee to work with the ECRC and provide more details regarding function and budget regarding the request to develop an online system for manuscript submission and review, similar in function to the conference online system.

23. Derek Bruff will consider serving as editor of the POD newsletter and report back.

24. Deandra Little is the new chair of the Publications Committee.

Research Committee

25. Core approved a revised budget request where \$5000 is set aside for the purpose of enabling the Committee to support research on educational development questions of relevance to POD and which will be distinguished from the work of the Grants Committee work. This is subject to a vote by Core on the process for allocating funds to be defined by the Committee as soon as possible.

President's Budget 2010/2011

26. The proposed 2010/2011 budget was approved by formal vote (15 yes / 0 No / 1 abstain).

PARKING LOT/DISCUSSION ITEMS

- Re-visit length of Core & POD presidential terms
- Revisit regularly POD Core values
- Training/preparation for POD members in pathways to Core/how to navigate POD
- Re-visit keynote speaker decision process and other committee decisions that impact POD as a whole
- Executive Director as salaried position: revisit annually
- How do we fund the Grant Committee next year now that the NJFDC funds have been used?
- Oral history project
- Shall we move the physical location of the POD archives: is there a potential for digitizing them?
- Review of website and web services
- Ad Hoc Committee for Organizational Advancement & Partnerships?
- Annually re-visit ad hoc committee priorities
- Add Hispanic Associations to POD's collaborations
- Investigate closer link between Publications Committee and ECRC
- Make more seamless and intuitive: awards & recognition/mentoring/POD mission/scholarship/publications/website/professional development
- Do we need a formal policy on POD-Sponsored sessions?
- Shall POD adopt/propose a research agenda?
- Is there a way to use the previous year's surplus, assuming a surplus, to fund the current year's grant requests?

MINUTES

Friday, March 19

Present: Mike Theall, President; Peter Felten, President-Elect; Niki Young, Chair of Finance and Audit; Hoag Holmgren, Executive Director; Phyllis Dawkins; Kevin Barry; Peggy Cohen; Therese Huston; Wayne Jacobson; Joy Morrison; Bonnie Mullinix; Kathryn Plank; Laurel Willingham-McLain; Mary-Ann Winkelmes; Derek Bruff; Dakin Burdick; Kevin Johnston; Angela Linse; Deandra Little

Absent: Virginia Lee; Frank Tuitt; De Gallow; Doug Robertson, Dieter J. Schönwetter

Dinner/Introductions/Welcome new Core members

Discussion: newsletter editorship; Publications Committee needs new chair; do we need a new committee to pursue new streams of revenue?; the need to keep in mind Wayne Jacobson's recent POD work on organizational advancement; the need to work on "the public face of POD" and "branding"; are we moving forward with an eye on the Strategic Plan?; ECRC should re-visit, review the structure and function of the web.

Saturday, March 20

Present: Mike Theall, President; Peter Felten, President-Elect; Virginia Lee, Past President; Niki Young, Chair of Finance and Audit; Hoag Holmgren, Executive Director; Phyllis Dawkins; Kevin Barry; Peggy Cohen; Therese Huston; Wayne Jacobson; Joy Morrison; Bonnie Mullinix; Kathryn Plank; Frank Tuitt; Laurel Willingham-McLain; Mary-Ann Winkelmes; Derek Bruff; Dakin Burdick; Kevin Johnston; Angela Linse; Deandra Little

Absent: De Gallow; Doug Robertson, Dieter J. Schönwetter

Welcome and agenda overview by Mike Theall

The approval of the October 2009 Core meeting minutes was acknowledged.

The E-minutes, detailing the decisions made by Core and/or the Executive Committee from November 2009 through March 2010, were approved.

Budget overview including review of structure and function of budget spreadsheet; budget planning process; review of POD Budget Primer, by Virginia Lee

Executive Director Report

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if a problem arises with too much mail/email using the mailing labels/email addresses.

2. Core approved the request to increase POD member email address & mailing label single-use fees as proposed below.

\$200 (Member, one-time use) [currently \$100]

\$300 (Non-member, one-time use) [currently \$150]

3. Core approved the request to close POD office in April for five days(19th – 23rd) rather than the usual five days in June.

Discussion: membership numbers have declined to 2006 level; the need to think about ways to promote new membership and retain current membership, i.e., contacting ex-members of POD and/or advertising. ED will work with Membership Committee and Exec Committee to pursue other proactive avenues.

Awards Committee

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6. Core requested the subcommittee to consider other options (such as website recognition) and report back to Core regarding the request that Core decide either:

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9. Core approved the request for administrative support during the 2010 fall conference as in the past two years with a budget request of \$1500 to cover travel and expenses.

10. Core approved the budget request of \$8500 to cover honoraria and travel expenses for plenary speakers Michael Wesch and Sylvia Hurtado.

Discussion: Core should seek to raise this fixed budget item so it's not revisited every year. Shall we have more intention around coaching the speaker/coaching the audience regarding plenary speakers at the conference?

Diversity Committee

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Discussion: How does POD's commitment to diversity show itself? Where does the DC end and the "rest" of POD begin? How can we recruit/encourage diverse populations to self-nominate for Core? How can we retain them? How to institutionalize diversity/ make it a "habit of thought" and touchstone of POD Core values? Can we discuss in October how to self-assess POD's diversity over the next 7 years?

12. Core agreed that all committees be asked to respond to Goal 5 (diversity) for their October 2010 reports.

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After checking with Kay Gillespie, it was determined that no one, including editors, receives royalties from the new edition of the Guide to Faculty Development.

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Collaboration Summer 2010 Institute Update, Mike Theall

It was acknowledged that The Collaboration is offering a summer 2010 Institute similar to the INFD.

INFD 2011 Call for Proposals, Mike Theall

Will be sent in April once final draft is approved by Professional Development Committee and Executive Committee.

POD Policy on Stipends, Mike Theall

Decision was made in Fall 2009 to not give stipends: POD's official policy.

COMMITTEES WITHOUT ACTION ITEMS

ECRC

Discussion: Collaboration with Publication Committee and succession plan underway; wikiPODia now in Google search on POD website

Finance & Audit

Discussion: Will revisit the usefulness of annual audit; will look at/monitor Vanguard to determine how much & when to sell portion; will investigate gifting to POD and will perhaps hire a consultant to assist, with Core's approval, perhaps use in the Special Projects Fund.

NEW BUSINESS

Executive Director as Salaried Position, Virginia Lee

Discussion: Cannot afford at present but will continue to investigate and report to Core regarding financial and employee implications.

Sponsorship Committee creation

Mike Theall will move ahead with this initiative without forming a committee.

Reflections on the Past Year, Mike Theall

Wrap Up, Presidential Transition, Adjourn.

Future Spring Core dates:

March 18 & 19, 2011 and March 16 & 17, 2012

(minutes prepared by Hoag Holmgren, Executive Director)