

LEAP Texas Board of Directors Meeting

April 20, 2015

9:00 a.m. to 10:00 a.m.

Conference Call

Meeting Notes

Present	Not Present	Guests
Rodger Bennett David Billeaux Ann Bolman Gary Elbow Larry King Russell Lowery-Hart Catherine Parsoneault Loraine Phillips Kathryn Rather Celia Williamson Dick Whipple Laurel Williamson	Barbara Lerner Chris Markwood Sarina Phillips Pat Williams	Tiffany Hearne Rebecca Lewis

Call to Order	Meeting called to order at 9:04 a.m. by Dr. Loraine Phillips
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Agenda Item	Comments	Recommendations/ Actions/Follow-up
Sign-in	Board members identified themselves.	
Approval of Minutes from January 7, 2015	Dr. Loraine Phillips presented the minutes from the previous board meeting and asked if there was a motion to approve. Dr. Russell Lowery-Hart moved to accept the minutes as presented. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.	Dr. Russell Lowery-Hart moved to accept the minutes as presented. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.
Update from the By-laws Subcommittee (Catherine, David, and Gary)	<p>Dr. Loraine Phillips invited comments from the by-laws committee. Dr. Catherine Parsoneault indicated that Dr. Elbow had addressed all previous issues in the draft except for membership status with accreditation concerns. Dr. Parsoneault suggested that an institution’s membership be based on accreditation recognized by CHEA and THECB.</p> <p>Dr. Phillips asked is DOE recognition should be mentioned, but Dr. Parsoneault said that was not necessary because CHEA is the instrument of the DOE. Dr. Celia Williamson suggested the language of the by-laws should refer to “institutional” accreditation.</p> <p>Dr. Williamson also wanted to clarify that institutions that do not have undergraduate programs do not have to pay membership dues. Dr. Parsoneault said she thought only laws schools did not have undergraduate programs, but that most if not all Health</p>	<p>Dr. Celia Williamson moved to approve the by-laws revisions with the addition of the statement that institutions must have CHEA and THECB recognized institutional accreditation in order to have membership in LEAP Texas. Dr. Laurel Williamson seconded the motion. The motion carried with no opposition.</p> <p>Ms. Katie Rather is to</p>

	<p>Science institutions had at least one undergraduate program.</p> <p>Ms. Katie Rather asked if her editorial suggestions would be taken into consideration. Dr. Phillips asked Ms. Rather if her suggestions were substantive in nature and Ms. Rather said no. Drs. Elbow, Billeaux, and Parsonneault did not have any issues with Ms. Rather's editorial suggestions. Dr. Phillips asked Ms. Rather to forward her the edited version of the by-laws.</p> <p>Dr. Phillips asked for a motion to accept the by-laws as revised by the by-laws committee. Dr. Celia Williamson moved to approve the by-laws revisions with the addition of the statement that institutions must have CHEA and THECB recognized institutional accreditation in order to have membership in LEAP Texas. Dr. Laurel Williamson seconded the motion. The motion carried with no opposition.</p>	<p>send Dr. Loraine Phillips her edited version of the by-laws.</p> <p>They will be posted on the LEAP Texas Web site.</p>
Faculty Collaboratives, \$10,000 addition.	<p>Dr. Phillips informed the Board that Dr. Susan Albertine of AAC&U announced that an additional \$10,000.00 would be available for the Faculty Collaboratives project. Dr. Phillips also said that the Steering Committee will need to produce a spending report in the next month or two.</p>	
Repeat Budget Discussion: AAC&U Integrative Learning Institute, LEAP Texas support for one person (Registration of \$1,380 and Travel—UNT, Dallas County CCD and Collin College with focus on Transfer)	<p>Dr. Phillips reminded everyone of the previous decision by Board to pay for travel for attendees for AAC&U's Integrative Learning Institute. However, additional monies have come available from the Quality Collaboratives project, so AAC&U will grant funds to pay for travel and registration for a five member team.</p> <p>Dr. Phillips asked the Board to cover the travel and registration expenses for one additional team member. Dr. Elbow moved to accept the motion that LEAP Texas pay for registration and travel for one person to attend AAC&U's Integrative Learning Institute. Dr. David Billeaux seconded the motion. The motion carried with not opposition.</p>	<p>Dr. Elbow moved to approve that LEAP Texas pay for registration and travel expenses for one person to attend AAC&U's Integrative Learning Institute. Dr. David Billeaux seconded the motion. The motion carried with not opposition.</p>
Faculty Collaboratives – Call for Faculty Fellows launched today or tomorrow!	<p>Dr. Phillips announced that the call for the Faculty Collaborative Project would go out by tomorrow. The deadline for the call is May 22, 2015. She added that she would send the call to the LEAP Texas Liaison list, including many CAO's. She then invited suggestions for how to spread the word about the Project.</p> <p>Dr. Celia Williamson asked about sending the call to UEAC membership. Dr. Parsonneault said they just met recently. She also suggested that this could be sent to David Gardner and then distributed by the THECB. Dr. Parsonneault said she would ask UEAC and THECB to distribute the call when she visits Austin next week.</p> <p>Dr. Lowery-Hart will send call to TACC and TCCTA.</p> <p>Dr. Celia Williamson will contact Dr. Jennifer Martin (TWU), President of CAO's, to share the call and ask her to distribute it.</p>	<p>Dr. Phillips will issue call for Faculty Collaboratives Project by tomorrow.</p> <p>Dr. Phillips will also send call to LEAP Texas Liaisons.</p> <p>Dr. Parsonneault said she would ask UEAC and THECB to distribute the call when she visits Austin next week.</p> <p>Dr. Lowery-Hart will send call to TACC and</p>

		<p>TCCTA.</p> <p>Dr. Celia Williamson will contact Dr. Jennifer Martin (TWU), President of CAO, to share the call and ask her to distribute it.</p>
<p>Resigning Board Member – Dick Whipple (Retired)</p>	<p>Dr. Phillips announced that Mr. Dick Whipple is resigning from the Board due to retirement. She asked Dr. Elbow what the by-laws say about filling vacant Board positions prior to end of term. Dr. Elbow said the by-laws do not say anything about the situation at hand.</p> <p>Dr. Phillips asked for a motion to issue a call for nominations to fill the vacant Board position and to vote on such at the same time voting occurs for the Secretary and Treasurer. Dr. David Billeaux moved to issue a call for nominations to fill vacant Board position and vote at the same time voting occurs for Secretary and Treasurer. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.</p>	<p>Dr. David Billeaux moved to issue a call for nominations to fill vacant Board position and vote at the same time voting occurs for Secretary and Treasurer. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.</p>
<p>Administrative Costs for LEAP Texas – Payment Plan needed</p>	<p>Dr. Phillips reminded the Board of the decision to compensate Ms. Tiffany Hearne for LEAP Texas administrative costs, but a way to pay Ms. Hearne has yet to be worked out. Dr. Phillips said Dr. Markwood did some investigating and that compensation by supplement would like be the best option.</p> <p>Dr. Phillips proposed that Ms. Hearne be supplemented \$4000.00. This amount is based on Ms. Hearne’s report that she spends about one month per year working on LEAP Texas business. The dollar amount is based on the amount faculty will be compensated for similar time commitment.</p> <p>Dr. Phillips asked for a motion to approve the amount Ms. Hearne is to be compensated. Dr. Larry King moved to accept the amount of \$4000.00 to compensate Ms. Hearne for administrative services to LEAP Texas. Dr. Parsoneault seconded the motion.</p> <p>After further discussion, Dr. Celia Williamson suggested tabling the issue of how to compensate Ms. Hearne until the specifics of such can be worked out with TAMU-CC.</p>	<p>Dr. Larry King moved to accept the amount of \$4000.00 to compensate Ms. Hearne for administrative services to LEAP Texas. Dr. Parsoneault seconded the motion.</p> <p>Dr. Celia Williamson suggested tabling the issue of how to compensate Ms. Hearne until the specifics of such can be worked out with TAMU-CC.</p>
<p>Second Annual LEAP Texas Forum</p>	<p>Dr. Phillips said the Forum will be held at SFA in Nacogdoches, Texas, August 3-4, 2015. She added that SFA will not be charging LEAP Texas for use of space for the Forum. Dr. Pat Hutchings will be the Keynote Speaker. Dr. Celia Williamson asked if Dr. Hutchings could be scheduled to meet, either before or after the Forum, with the Faculty Fellows. Dr. Phillips agreed that was a good idea and that perhaps she could be given a separate consultation fee related to the Faculty Collaboratives Project for that work. Dr. Phillips said she would contact Dr. Hutchings about</p>	<p>Dr. Phillips will contact Dr. Hutchings about spending additional time with the Fellows either before or after the Forum.</p> <p>Dr. Celia Williamson moved to allow for a</p>

	<p>spending additional time with the Fellows either before or after the Forum.</p> <p>Ms. Hearne reported that last year’s Forum brought in \$4,000.00 in registration fees. The total cost of the Forum was \$11,535.00, a report that included a breakdown of all costs.</p> <p>Dr. Phillips indicated that the registration fee was \$50.00 last year and would remain the same this year. She asked for a motion for a \$12,000.00 budget for the 2015 Forum. Dr. Celia Williamson moved to allow for a budget of \$12,000.00 for the 2015 Forum. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.</p>	<p>budget of \$12,000.00 for the 2015 LEAP Texas Forum. Mr. Rodger Bennett seconded the motion. The motion carried with no opposition.</p>
Press Releases	<p>Dr. Phillips opened the discussion about press releases.</p> <p>Ms. Rather offered to put together a template for press releases.</p> <p>Dr. Celia Williamson suggested using a student intern to do the work.</p>	
Upcoming – Professional Meetings	<p>Dr. Phillips said that Dr. Lowery-Hart submitted a request to discuss/present LEAP Texas at the upcoming American Association of Community Colleges (AACC) convention to be held in San Antonio April 18-21, 2015 and is working with his Community College LEAP Texas colleagues.</p> <p>Dr. Phillips asked is anyone will be attending the West Texas Assessment Conference. Dr. Parsoneault said she will attend. Dr. Phillips asked if Dr. Parsoneault would be willing to ask for space for a LEAP Texas session. Dr. Parsoneault asked Dr. Phillips to send her information in an email and she would approach the West Texas Assessment Conference about providing a session for LEAP Texas.</p>	<p>Dr. Parsoneault asked Dr. Phillips to send her information in an email and she would approach the West Texas Assessment Conference about providing a session for LEAP Texas.</p>
Adjourn	Meeting adjourned at 10:10 a.m.	