

Minutes from March 23, 2006

Minutes of COCTYC Retreat

Present: Michael Lee, Jeff Cramer, Ed Kremer, Dolores Aquino, Dick Gaglione, Carol Handy, Kelly Befus, Lance Lund, John Kenkel, Bill Haley, Sonja Davison

The meeting was called to order 10:12 am and we were greeted by our conference host, Glenn Nomura.

The minutes from the General Meetings in 2005, 170th (Palomar), 171st (Bucks) and 172nd (Harper) were distributed.

COCTYC minutes from 170th (Palomar) were distributed

COCTYC minutes from the other meetings were not distributed (The chair elect was unable to attend the other two meetings).

A motion to approve the minutes was made by Bill Haley and seconded by Carol Handy. A vote was taken and the minutes were unanimously approved. These minutes will be submitted to the webmaster to be posted on the 2YC3 website.

Kelly Befus, treasurer, distributed the following:

- 1) a budget analysis from the past three years along with a 2006 budget
- 2) Treasurer's report for Dec. 2005
- 3) Treasurer's report for March 2006
- 4) Travel Budget for 2005
- 5) Travel Budget 2006
- 6) 2005 Itemized Expenses and Income
- 7) 2006 to date Itemized Expenses and Income

Budget discussion

Motion made by Kelly Befus and seconded by Dolores Aquino that we (the executive committee members) be cognizant of DivCHED's concern about "travel funds" and that the officer's will make the case for the money spent to DivCHED if the issue is raised by Div CHED.

A discussion followed and it was suggested that the budget be based on what we have actually been spending for travel but also have a contingency fund for overage. Another suggestion was that we categorize travel reimbursement as conference expenses. We need to check to see if this is feasible.

Kelly brought up that not all the seed money has been paid back to 2YC3. Jeff moved that the "seed money **will** be paid back within three months of the close of the conference." Seconded by Kelly. The motion was carried unanimously.

A motion was made that all members present could vote and that the results of the vote would be recommended for approval by COCTYC at the end of the day.

The following vision statement was created:

VISION: The Two Year College Chemistry Consortium provides a forum for chemistry educators to enhance student learning through our professional development conferences. mission statement was adopted from the charges to the subcommittees by Div. CHED:
MISSION:.

The committee is charged with providing

- 1) a national forum for the interchange of ideas, resources, guidelines, and information pertaining to Two-Year College Chemistry Programs
- 2) a network of chemical education colleagues for improving Two-Year College Chemistry Teaching
- 3) opportunities for professional development and growth among members.
- 4) A mechanism to network Two Year College Chemistry Teachers with all other categories of Chemical Educators
- 5) An entry point for 2YC3 members to become involved in DivCHED activities. The committee shall coordinate activities in Two Year College Chemistry programs with related organizations and conduct meetings accessible to Two-Year College Chemistry teachers.

The committee is designated as the executive committee governing the Two-Year College Chemistry Conferences and is charged with responsibility for four yearly 2YC3 conferences and its own finances and newsletter.

Kelly made a motion that we contract a person to develop a new 2YC3 brochure for marketing, recruitment and outreach. The cost of development is not to exceed \$500. The completed brochure would be approved by COCTYC before mass production and be available in an electronic format. This motion was seconded by Jeff Cramer and the motion was carried unanimously.

Future meeting sites were discussed and the following action plan was put in place. The persons listed will report back to COCTYC with their progress:

2006	2007	2008	2009
173 rd spring GPC, Atlanta	177 th spring Joliet Junior College in conjunction with the Chicago ACS Contact person Marie Wolf Bill Haley will get a letter	180 th spring in conjunction with the New Orleans ACS: Jeff Cramer will contact Tom Gruber	184 th western In conjunction with the ACS meeting in Salt Lake City Ed Kremer will contact a person in Utah
174 th BCCE Purdue Jay Bardole is 2YC3 liaison	No BCCE	181 st BCCE Indiana University Who will be the 2YC3 liaison?	No BCCE
175 th October 13 th & 14 th ,2006 Pima County Community College Pending letter from Dave Katz David.katz@pima.edu	178 th early fall West Coast Possibility is Santa Anna John Kenkel will be contacting a possible host.	182 nd October 15- 18 th in conjunction with Las Vegas Regional Meeting. Dick Gaglione is the contact Pending letter?	185 th early fall Rochester Community & Technical College (MN) Lance and Kelly will work with Jason Jadin to confirm.
176 th San Antonio College Pending letter from Bill Haley	179 th late fall East coast One thought is to link with a regional conference such as Greenville SC, Oct24-27th	183 rd East Coast John Kenkel will contact either County College of Morris or Anne Arrundel	186 th late fall Portland Community College, Oregon Carol Handy will confirm

John Kenkel proposed that one Fall meeting be either before or after a Regional meeting. A discussion followed. We had concerns about fees, sponsors, hotel, and new memberships. Lance said that having the meetings on Community College campuses helped us maintain our identity.

Dolores made a motion to eliminate the Assistant Industrial Sponsor Chair. This motion was seconded by Ed Kremer. The motion was carried unanimously. Kelly made a motion that the \$600 money allotted for travel expenses for the Assistant Industrial Sponsor Chair will go towards the travel budget for the chair elect elect. Motion was seconded by Dolores and was carried unanimously. Carol, Kelly, and John will divide up the duties.

We discussed advertising in the newsletter. It was thought that there might be a reduction in the fee for the industrial sponsors. Carol reminded us that there is a limit on the number of ads in the Newsletter. We also discussed advertising on the web as well as in the newsletter. One issue is how long the fee would be good for. Lance will come up with a proposal.

It was decided that the duties of the Chair-elect will continue to include taking the minutes at the meetings.

We talked about the duties of the three past chairs.

Duties of the Future Sites Coordinator:

Maintain Planning Calendar,

Maintain Policies Book for Conferences,

Coordinate Conference Committee of 3 COCTYC Members

Consult with RAB advisors

We decided that working on Future Sites would be done by a committee of all participating COCTYC members and not be left to just one individual.

Duties of the Conference Mentor:

Make sure the conference is progressing,

Obtain periodic reports from the Program Chair,

Make the Program Chair and Local Arrangement Chair aware of deadlines,

Assign a regional mentor to the conference,

Coordinate an on-site visit by either a local or COCTYC mentor.

Duties of the RAB coordinator:

Lance made a motion to dissolve the Regional Advisory Boards. It was 2nd by Kelly. A discussion followed. Dolores said that we should get a better list of what these people should do. It was suggested that these people could search the websites and get the email addresses of all chemistry teachers in the region and send them emails about 2YC3. It was suggested that the RAB be given a new name. Carol said that we should DO something with them. The RAB coordinator/past chair should contact these people. Ed suggested getting a RAB that is not regional. Dick said we should definitely hold onto them. Bill suggested that their duties be limited to conference help. Jeff said that we should have them recruit college sponsors and new individual members. It was suggested that the Conferences' General Meeting be 8:30-9:15 and then have the RAB meetings at lunch. The RAB should help work on future sites. We should regard these members as potential future leaders of 2YC3. John mentioned that the pool of people willing to serve seems to have dried up. The motion to dissolve the RABs did not carry. We will keep the RABs. Sonja will head up rewriting the duties of the RAB.

We then talked about the position of liason to DivCHED. Michaelleen will check with Carol White³ to see if she is still our liason.

Around 5PM we officially stopped the "Retreat" portion of the meeting and began the Executive Committee Meeting.