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Subject: Approved Minutes of November 5, 1999 AAWCC Meeting

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Oregon Chapter of AAWCC
Board Meeting Minutes
November, 5, 1999
Namasté Retreat Center

- I. Minutes of October 1, 1999 Meeting: Approved.
- II. Financial Report: Julie Walker added a new column to the spreadsheet. Report reflected a positive balance.
- III. Election Process: Marcia Keith reported a candidate is running for each of the open positions. JoyLynn Woodard is running for V.P./Membership, Dawn DeWolf is running for President-elect, and Chris German is running for V.P./Communications. Artis van Russell, Dawn DeWolf, and Miriam Jordan will complete their terms and not run for re-election. The Board noted that the bylaws does not address the transition process of board members and recommended the new board update this process.
- IV. 1999 Conference: Lisa Tomlin reported that conference programs will be ready for distribution and on the Web. Registration on the Web site proved challenging. Many are submitting paper registrations. She received many inquiries on the conference from people who do not necessarily work for community colleges. Tomlin recommended the board stay in contact with Campus Contacts. Conference reminders were sent two weeks ago and follow-up reminders will be sent next week. Committee met with Namasté staff. Keith will deliver the Leadership Awards. Two nominations were received for the Carolyn Desjardins award. DeWolf received three scholarship requests. Jordan agreed to remind Campus Contacts to submit a brief memo nomination for the Community College Award by November 19, to DeWolf. Keith will introduce the Community College Award recipient. Nicki Harrington agreed to give a speech on leadership. Nominators to give presentation. Past Carolyn Desjardins Awardees include Carolyn Desjardins, Dan Moriarty, Stephanie Sussman, Brenda Brecke, Alice Jacobson, Mary Spilde, Nicki Harrington, and Margaret Gratton. Community College Award past recipients: Miriam Castellón Jordan. Special recognition for team work will go to Candace Norwood of OCCA. Governor Kitzhaber is scheduled to be in attendance during the conference for 15 minutes, at 12 noon Thursday. Van Russell will forward the president's council schedule, their needs and desires, to Lisa Tomlin. The registration deadline was extended to November 15. Jordan agreed to send a notice to Campus Contacts. Vickie Chamberlain to switch sessions. An achievement award will be given to Ellen Levine for her work in facilitating OILD. OILD participants will be asked to stand during this ceremony.
- V. Outreach: Vickie Chamberlain announced a state board meeting will be held

on Dec. 3. Chamberlain visited with 10 women in Newport on Oct. 11. At the Blue Mountain outreach, six women were present and had an interesting conversation on their campus climate. Misconceptions of AAWCC were alleviated. Information was shared about grants, opportunities for support, and moving activities closer to the state. A visit to Umpqua Community College is scheduled for November 9. Julie Walker handled the logistics and will be in attendance with Jordan. Chamberlain talked with the president of Columbia Gorge and his assistant Linda Ray, who provided feedback from the women there. A future evaluation question: Is there any thing about the agenda that you are uncomfortable? What was lacking? List committees in the newsletters. Send postcard in January about next year's conference.

Suggestion for next conference: Conservative, liberal, urban and rural women - how do we get together?

VI. Transition Process: The board noted that there is no formal transition process for new and outgoing board members in the bylaws. It was agreed that at the next board meeting with the newly-elected members, outgoing officers will bring all records pertaining to their position, and give to the new officer. This will ensure continuity of information and proper handling of archiveable information. Another item on the agenda is "Record Keeping/Archives." Suggestions include forming a subcommittee to identify archiveable materials and identify the position responsible for its maintenance. Another item, "Board Accomplishments," will address the board drafting a report on accomplishments and expectations. One of the assignments of the new board will be to review ex-officio positions.

VII. OILD: Shirley Anderson announced that Mary Spilde, from Lane Community College, will facilitate OILD. A meeting with the OILD facilitation team will be held during the annual conference. Jane Minnard, from Chemeketa Community College, will also meet with the group to transfer records and discuss time lines. Stephanie Sussman will co-direct her final OILD in June. Assignments include contacting the coordinators at the Silver Falls Conference Center, preparing and sending letters, organizing presentation binders, etc., and producing a OILD director job description. Other suggestions for improvement will be addressed.

VIII. Summer 1999 Retreat: Angela Reported that 23 people attended the conference. Thanks were given to Lisa Tomlin and Bonnie Olson for their extensive work. Notes from that workshop were sent to all the participants. Planning for next summer's retreat will need to begin soon. Miriam Jordan was assigned to design a survey to campus contacts, on their topics of interest for a retreat. Information will also be shared at outreach meetings. The survey should be directed first to the institutions the board had visited. Possible topics include: Internal/external customer service (what does that really mean?); Communication (non-defensive, gender); Tearing Down Walls; diversity differences; financial planning; stress and time management. A growing interest in "Personal Safety," in addressing and resolving social violence/classroom crises, was evident from discussions with members during their outreach visits. Also, ways to build an inclusive community (combine diversity) was requested on several occasions. On the next agenda, a review of meeting notes from the summer retreat on mentoring will be addressed by the board. There are important steps to take by the board, in following up on mentorship requests and suggestions. The board has received e-mail from those who expressed a positive experience.

IX. Conference 2000 Conference: Lisa Tomlin presented the contract for

Greenhill Inn, the next site of the annual conference. Changes were made.
Tomlin will send Walker
and Keith the new contract that reflects the change.

X. Membership: Dawn DeWolf reported that two scholarship applications were received. In anticipation of additional applications, the board voted to increase the scholarship funding.

On the next Agenda: Nominations for the leadership award. (OILD
leadership).
Transition of Leadership
Mentoring Follow-Up