

Association of Kansas Community College Office Professionals
Executive Board Meeting
November 12, 2010

I. Call to Order at

President Terri Barnes called the semi-annual meeting held at Hutchinson Community College/Area Vocational School in Hutchinson, Kansas to order at 9:40 A.M thanking everyone for taking the time out of their busy schedules to attend.

II. Roll Call

☐ Present

Terri Barnes, President, Seward County Community College/Area Technical School
Vacant - Vice President
Charlotte Eichhorn, Secretary, Labette Community College
Lora Lobmeyer, Treasurer, Pratt Community College
Nancy Carroll, Parliamentarian, Barton Community College
Elaine Guy, Historian, Labette Community College
Nancy Daw, Member-At-Large, Butler Community College
Laurie Sawyer, Member-At-Large, Hutchinson Community College/Area Vocational School
Tracy Geisler, Member-At-Large, Manhattan Area Technical College

☐ Not Present

Sally Gordon, Past President, Johnson County Community College

III. Approval of Minutes

- ☐ Executive Board meeting, April 14, 2010 held at Hutchinson Community College/Area Vocational School in Hutchinson, Kansas. A motion was made by Lora Lobmeyer (Pratt) to accept the minutes with no changes. Elaine Guy (Labette) seconded the motion. Motion passed.
- ☐ The April 14-16, 2010 minutes for the annual meeting held at Seward County Community College/Area Technical School was reviewed with the following changes made:
 - Business Meeting – change Nancy Carroll (Barton) to Lora Lobmeyer (Pratt).
 - Community College Officers Reports – change \$.10 to 10 cents.The minutes will be placed in the packets for the annual meeting to be held at Butler Community College March 30, 2011 through April 1, 2011 to be approved by the AKCCOP membership.

IV. Communications

- ☐ A thank you card was received from Ashley Savage for the grant received.
- ☐ The family of LaVern Danler (Lora Lobmeyer-Pratt) sent a thank you card for the donation received and thoughts and prayers during their difficult time.

V. Treasurer's Report Fall 2010

- ☐ Treasurer's report was reviewed with the following correction: **Receivables:** change pen to pin. Charlotte Eichhorn (Labette) made a motion to accept the Treasurer's report with the change. Nancy Carroll (Barton) seconded the motion. Motion passed.

VI. Unfinished Business

- ☐ Review of Evaluations for AKCCOP 2010 at Seward County Community College/Area Technical School.
 - The consensus was that overall the conference was a great success and Seward did a wonderful job putting it together.
- ☐ Budget review for AKCCOP 2010
 - Final balance left in the conference fund was donated to the Saints ESP in memory of Linda Lee, a former member of Saints ESP and employee of SCCC/ATS.

- ☐ Review – Honorary Members
 - A list of those attending the AKCCOP 2010 conference was presented to the board. Nancy Carroll (Barton) made a motion to accept the list. Nancy Daw seconded the motion. Motion passed. Those listed are: Laura Albert (Butler), Joan Cox (Dodge), Glenda Jean Martin (Dodge), Jewell Perkins (Dodge), Janice Boyle (Dodge), Sally Gordon (Johnson), Diane Heiers (Seward), and Gayle O’Kane (Seward). A column will to be added to the registration form for honorary members.

VII. New Business

- ☐ Butler Community College presentation for AKCCOP 2011
 - Nancy Daw presented their proposed conference itinerary for the AKCCOP 2011 conference they will be hosting. Suggestions were made but overall the packet looked good. CEU’s were discussed: 10 hours CEU equals 1 CEU unit.
- ☐ Review AKCCOP Officers History/Proposed Ballot for 2011-2013 Officers
 - After review of the officers history the following proposed slate of officers will be presented to the AKCCOP membership at the AKCCOP 2011 conference. Nominations will be accepted from the membership at the time of the election. Terri will contact individuals from other colleges for names of those who may be interested in filling the two vacant Member-At-Large positions.

President	Charlotte Eichhorn (Labette)
Vice President	Tracy Geisler (Manhattan)
Secretary	Nancy Carroll (Barton)
Treasurer	Lora Lobmeyer (Pratt)
Historian	Nancy Daw (Butler)
Parliamentarian	Laurie Sawyer (Hutchinson)
Member-At-Large	Elaine Guy (Labette)
Member-At-Large	Vacant
Member-At-Large	Vacant
- ☐ Grant application review
 - There were not grant applications.
- ☐ AKCCOP Shirts
 - After discussion it was decided we would offer the AKCCOP shirts to the membership for the 2011 conference. Charlotte will follow-up on the current pricing and check on long sleeve shirt availability and email the information to Terri. Discussion was also held about magnetic name badges for the board officers. Elaine Guy (Labette) made a motion that we purchase the name badges for the board members. Nancy Carroll (Butler) seconded the motion. Motion passed. Charlotte will check with her sources on cost and then email the board members with the information.
- ☐ Auditing Committee for 2011
 - Terri asked Charlotte, Laurie, and Lora to ask specific individuals from their college that would be attending the 2011 conference about serving on the board and email the confirmation to her.
- ☐ Other Items
 - Kollator – Terri and Tracy will work together on the Kollator.
 - Website (Net Firm paperwork) – With the controversy surrounding the website the board decided to reestablish the account with Net Firm now but check into the possibility of change companies in the future. Nancy Carroll (Butler) will check with their IT department for ideas and suggestions.
 - AKCCOP Brochure – Terri asked the board members to review the brochure and send any ideas/changes to her.
 - AKCCOP Rap – It was discussed and decided to open the 2011 AKCCOP conference with the AKCCOP Rap. Tracy will bring the background music for the rap.

- Other concerns – Pictures have not yet been received from Tammy Neal for the conference held in Hutchinson in 2009.
- By-Law change
After discussion it was decided to add Section 4 to Article IV – Duties of Executive Board. Section 4 to read: AKCCOP accounts held by the organization are required to have two (2) AKCCOP members authorized by the President listed on the accounts. This will be presented to the AKCCOP membership for approval at the 2011 conference at Butler Community College.
- AKCCOP CD
There was discussion as to whether to continue with our CD at the current location or check into moving it to another bank. It was decided by the board to move it from Bank of America to Farmers National Bank. A signature card will be sent to Lora Lobmeyer (Pratt) for her signature.
- Mentoring new members
Tracy talked about the need to mentor new members. This would give the new members a better insight about our organization and how we function.
- It was discussed that we would have an officers' picture taken during each conference. This would be placed on our Facebook site. Members of the organization would be able to see at all times who their representatives are and who to contact in case they have a concern, question, or just a general question that needs to be addressed.

VIII. Adjourn

- ☐ Nancy Carroll (Barton) made a motion to adjourn the meeting. Laurie Sawyer (Hutchinson) seconded the motion. Motion passed. Meeting adjourned at 4:35 P.M.

Respectively submitted by,
Charlotte Eichhorn (Labette)
Secretary

Association of Kansas
Community College Office Professionals

Fall 2010 Treasurer's Report

Receivables

Balance Forward	\$ 4668.34
2010 Dues (8 @ 7.00)	\$ 56.00
1 – Membership Pen	\$ 6.00

Total **\$ 4730.34**

Payables

Dodge Community College- card stock	\$ 17.86
Elaine Guy – Memorial for Mike Eichorn	\$ 40.00
Gloria Beeman – AKCCOP Grant	\$ 200.00
Laurie Sawyer – Memorial for Lora's Dad	<u>\$ 30.00</u>

Total **\$ 287.86**

Balance October 31, 2010 **\$ 4442.48**

Certificate of Deposit 4-7-09 **\$ 6,789.69**

Interest earned **\$**

Certificate of Deposit **\$**