

NCHEA Meeting Minutes

Meeting date/time: September 20, 2018

Meeting Location: [Palomar College Room AA-140](#)

NCHEA Board Members

2018-2020 Director: Kelly Falcone, Palomar College, kfalcone@palomar.edu

2018-2020 Coordinator: Marti Snyder, Palomar College, msnyder2@Palomar.edu

Palomar Board Members: PJ DeMaris, Faculty, Transfer Center Director, pdemaris@palomar.edu
 Aiden Ely, Acting VP of Student Services, aely@palomar.edu
 Jack Kahn, VP of Instruction, jkahn1@palomar.edu
 Justin Smiley (designee for Jack Kahn), Dean of AMBCS, jsmiley@palomar.edu
 Benjamin Mudgett, Faculty, Articulation Officer, bmudgett@palomar.edu
 Elvia Nuñez-Riebel, Faculty, Counselor, enunez@palomar.edu

MiraCosta Board Members: Jim Sullivan, Professional Development Coordinator, jsullivan@miracosta.edu
 Diane Dieckmeyer, VP of Instructional Services, ddieckmeyer@miracosta.edu
 Lise Flocken, Transfer Center Faculty Director, lflocken@miracosta.edu
 Jane Mushinsky, English Faculty, jmushinsky@miracosta.edu
 Alketa Wojcik, VP of Students Services, awojcik@miracosta.edu

CSUSM Board Members: Allison Carr, Faculty Center Director, acarr@csusm.edu
 Elisa Grant-Vallone, Past NCHCA Director, evallone@csusm.edu
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 Kimberley Knowles-Yanez, At-Large, kyanez@csusm.edu
 Andre Kundgen, at-large, akundgen@csusm.edu
 Jason Hernandez, CSUSM Student, herna663@cougars.csusm.edu
 vacant, CSUSM Student,

Meeting Minutes

Agenda Topics	Notes
<p>Welcome and Introductions</p> <ul style="list-style-type: none"> ● Introductions ● Welcome to NCHEA <ul style="list-style-type: none"> ○ Review NCHEA ByLaws ○ Review NCHEA History 	<ul style="list-style-type: none"> ● Board Members Absent: <ul style="list-style-type: none"> ○ Aiden Ely, Palomar ○ Jack Kahn, Palomar <ul style="list-style-type: none"> ■ Justin Smiley (for Jack Kahn), Palomar ○ Diane Dieckmeyer, MiraCosta ○ Lise Flocken, MiraCosta ○ Jane Mushinsky, MiraCosta ○ Alketa Wojcik, MiraCosta ● Kelly Falcone gave an overview of NCHEA, NCHEA Bylaws, and NCHEA History
<p>Approve Minutes</p> <ul style="list-style-type: none"> ● Minutes from April 18th Regular Meeting ● Minutes from April 25th President's Breakfast 	<ul style="list-style-type: none"> ● Minutes from 4/18: <ul style="list-style-type: none"> ○ MSC: Haag, Haddad ○ Approved: All in favor ● Minutes from 4/25: <ul style="list-style-type: none"> ○ MSC: Haag, Haddad ○ Approved: All in favor

<p>Old and Ongoing Business</p> <ul style="list-style-type: none"> ● Budget Update (Marti Snyder) 	<ul style="list-style-type: none"> ● The funds allocation of \$10,000 has already been invoiced and received this year from each of the partnering institutions (\$30k total) ● \$19,702.44 carried over to 2018-19 (unused from the previous year) ● Funds allocated to approved grants <ul style="list-style-type: none"> ○ \$3,000 - Higher Ground ○ \$1,500 - Tri-Campus 48-hour student film festival ○ \$2,725 - Accommodating student parents - best practices ○ \$1,455 - Virtual Dementia (request for extension to spend funds was granted) ● Total available funds = \$41,022.44
<p>New Business</p> <ul style="list-style-type: none"> ● Conversations with Colleagues: <ul style="list-style-type: none"> ○ Review Conversations with Colleagues <u>*NEW* online form</u> ○ Conversations with colleagues <u>reimbursement form</u> ● Collaboration Grant <ul style="list-style-type: none"> ○ Review the <u>collaboration grant</u> and provide revision suggestions. Suggest priority topics for 2018-2019 ○ Due dates? ● Fall ADT Retreat (Mudgett) <ul style="list-style-type: none"> ○ Ben is talking with Regina Eisenbach at CSUSM ○ Repeat of funded event from 2017 ● CSUSM ADT Business Admin. Revisions in acceptable options “deemed similar”(P.J. Demaris) ● Request for last minute funding under \$500 (MCC Transfer Center- Pauline Webb) 	<ul style="list-style-type: none"> ● Kelly Falcone reviewed the new online form for funding requests for Conversations with Colleagues. <ul style="list-style-type: none"> ○ All in favor to change the policy for reimbursement to read “You can be reimbursed for up to \$15 per person plus gratuity (up to 18%) and parking fees.” ○ “Parking” was removed from the \$15 reimbursement allowance ● The following questions were raised regarding collaboration among only two of the three groups: <ul style="list-style-type: none"> ○ “What are the benefits and drawbacks of how to move forward if only two of the three colleges attend a conversations with colleagues events?” ○ “Are they still eligible for funding?” ○ Conversation on this topic will continue. ● The group agreed to keep firm deadlines for applications (Nov. 1st and Apr. 1st). Dates will be included on the application. ● Group reviewed and edited the NCHEA Collaboration grant agreement. Revised applications will be presented and reviewed at the next meeting of NCHEA. ● Regina Eisenbach wants to hold another ADT Retreat. The group agreed to fund an additional ADT Retreat. ● CSUSM ADT Business Admin. Revisions topic was tabled. Preference for VPs for Instruction need to be present ● Committee agreed not to approve a request for last minute funding. Applicants must use the proper mechanism to apply for support funding.
<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● <u>Review draft year outline for NCHEA, including meeting dates and topics for meetings</u> ● Next board meeting is Thursday October 18th 	<ul style="list-style-type: none"> ● Group discussed whether or not to continue the faculty/new faculty mixer and the purpose of such an event. Kelly Falcone mentioned a potential showcasing of the those who had a project funded through NCHEA in the past. Discussion will continue next week. ● Discover CSUSM model ● Student Orientation activity that includes transfer students and provides a worthwhile purpose to attend in person. ● Suggestion to add more than just faculty; include transfer related personnel.