

**North County Higher Education Alliance Board Meeting
September 3, 2015**



NORTH COUNTY HIGHER EDUCATION ALLIANCE

CSU San Marcos • MiraCosta College • Palomar College

Minutes

Members Present: CSUSM: Elisa Grant-Vallone, Maureen Fitzpatrick, and Tyler Bernard (student)
 MiraCosta: Steven Deineh, Jane Mushinsky, Dick Robertson, and Mary Benard
 Palomar: Kelly Falcone, Phil De Barros, and Elvia Nuñez-Riebel

Members Absent: CSUSM: Scott Hagg Jackie Trischman Kalia Aragon (student)
 MiraCosta: Kelly Hagen, Jed Schlueter
 Palomar: Dan Sourbeer, Adrian Gonzales

Others Present: Jack Kahn, Dean of Social & Behavioral Sciences (Palomar) for Adrian Gonzales and/or Dan Sourbeer

Recorder: MiraCosta: Lori Schneider

Topic	Information/Discussion	Action/Response
Call to Order	The meeting was called to order at 3:35 p.m.	
Welcome	Deineh welcomed everyone to the new year and introductions were made by all members of the board. Special thanks to our two (2) new student reps – Tyler and Kalia!	
Old & Ongoing Business		
Approval of Minutes	The Minutes for April 16, 2015, were reviewed and approved.	MSC Approved 3 abstentions
Budget Update	Schneider reported: <ul style="list-style-type: none"> • EOY 2014/15 budget balance was \$25, 727.10. • FY 2015/16 beginning balance of 55,727.10 with \$4,397.50 expended to date with \$22,787.97 pending grant disbursements leaving an available balance of 28,541.63. 	
Presidents Luncheon Recap	The luncheon was held on April 30, 2015 at MiraCosta College. Deineh re-iterated some of the highlights from the luncheon and the focus of NCHEA this year is collaboration to reach our goals.	
New Business		
	Deineh recommended the NCHEA board emphasize collaboration and spending of allocated budget resources this year. The board was in agreement and lots of discussion ensued regarding collaboration and marketing of NCHEA to achieve this year's goals.	Consensus

Approved 11/5/15

Topic	Information/Discussion	Action/Response
Grants	<p>Collaboration Grants – Deineh presented the board with a new tracking spreadsheet with all of the grants and the data collected/submitted from their respective events. The board loved the tracking tool and gave Steven kudos for the good work.</p> <p>As a way to track NCHEA’s collaborative impact, it was suggested to voluntarily ask for additional information on the final report. Specifically, if the grantee reached their goals or not, and if NCHEA could have provided more support in some way to make their event(s) more successful.</p>	
	<p>Conversations with Colleagues Grants – After discussion, the board approved of up to \$500 per event, with a suggested \$10-15 per person as a standard guideline. Deineh will update website and send an event tracking sheet to the board members.</p> <p>Deineh tasked each board member with setting up a ‘Conversations with Colleagues’ tri-campus meeting and proposed that everyone start with their respective department/workgroup as a way of kicking off the board’s outreach efforts.</p>	MSC Approved
Budget Allocations	<p>The following are the proposed budget allocations for the upcoming year:</p> <ul style="list-style-type: none"> • Collaboration Grants - (\$20,000 +/-) • Conversation with Colleagues (up to \$500 per event) (\$4-5,000 +/-) • Mini Sundowners (3 per year) (\$1500) <i>In lieu of new outreach efforts, these events cancelled later in the board meeting</i> • New Faculty Meet & Greet (up to \$500) • Tri-Campus Teaching Conference (up to \$2K) • President’s Lunch (up to \$500) • Dean’s Retreat (up to \$2K) <i>In lieu of new outreach efforts, this event cancelled later in the board meeting</i> 	Consensus
Mini Sundowners	Due to efforts being focused on tri-campus ‘Conversations with Colleagues’ meetings, the Mini Sundowners were tabled for this academic year.	Consensus
Tri-Campus Teaching Conference	The tri-campus teaching conference will be held at CSUSM on Friday, February 19. Grant-Vallone recommended a potential theme of Veterans; Falcone praised this theme and recommended widening it to allow for session topics that would benefit other groups of students with particular needs. The PD Coordinators and Steven will begin planning the conference soon.	
Deans Retreat	Due to efforts being focused on tri-campus ‘Conversations with Colleagues’ meetings, the board considered whether or not to have a separate standalone Deans Retreat. The suggestion was made to have the board members who are	Consensus

Topic	Information/Discussion	Action/Response
	<p>Administrators take on the task of setting up an Administrators' 'Conversations with Colleagues' meeting. Grant-Vallone made the suggestion that Deineh approach the three college presidents to mention the board's idea/recommendation. It was also mentioned that 2 of the 3 presidents who originally requested NCHEA organize a Deans Retreat are no longer working for any of our institutions.</p> <p>Additionally, Deineh will be sending an email to the college President's regarding continuation/updates etc. regarding the President's Luncheon in the Spring semester.</p>	
Promotional Items	Whereas purchasing NCHEA-branded sticky notes and pens/pencils had been discussed at the end of last academic year, the board decided to table ordering any promotional items at this time.	Consensus
Tri-Campus Teaching Conference	The conference will be held at CSUSM of February 19, 2016. A theme for the conference still needs to be determined.	
Upcoming event(s) and Announcements	<p>The New Faculty Meet & Greet will be held at Mother Earth Brewing Company in Vista on September 23 (Wed) from 4:00-6:00pm.</p> <p>This year marks NCHEA's 25th anniversary. Perhaps a special 'co-logo' could be created to use on flyers/memo's etc. this year. Deineh mentioned that Hagg is currently exploring options.</p>	
Adjournment	<p>The meeting was adjourned at 4:55 p.m.</p> <p>Next Meeting: Thursday, October 1, 3:30-5 p.m. @ MiraCosta, Oceanside Campus, Library/Hub, Rm OC1202.</p>	