

Fall 2009 Core Committee Minutes

October 28 & 29
Annual Conference
Houston, TX

APPROVED BY THE CORE COMMITTEE ON 12/15/09

A summary of actions taken precedes the minutes. Parking Lot items are listed at the end of the summary. Parking Lot items have not been resolved or fully discussed.

SUMMARY OF ACTIONS TAKEN

1. E-minutes (decisions made electronically by Executive Committee/Core since Spring 2009 meeting) were approved.
2. Final approval for Dot.Inc to proceed with Members Only section of POD website (for final bid of \$13, 425) was granted. Project was initially approved in the Spring 2009 meeting, but POD didn't receive final bid until mid-October. Monies to be taken from Special Projects Fund, not operating budget.

Menges Award Subcommittee

3. The requested revision of the award timeline was approved.

Spirit of POD Award Subcommittee

4. The request to put the SPOD Nomination Form on the POD Website was approved.
5. The request for reimbursement (~\$50) for informational flyers distributed at the conference was approved. (It was noted that such off-cycle budget requests, though small in themselves, have the possibility of eroding our organizational discipline, in terms of budgeting. Thus, four Core members showed they were "not especially enthusiastic about it" by holding up three fingers, though still approving the request.)

Conference Committee

6. The recommendation for Michael Palmer & Martin Springborg to serve as 2010 Program Chairs and for Suzanne Tapp & Shaun Longstreet to serve as 2010 Conference Chairs was approved.

Governance Committee

7. The request for approval of the following changes in the Governance Manual regarding the Budget Process (p. 54) was approved by formal vote (no opposed):
 - a. Add as a first step the following: "The Executive Director solicits budget requests from committees."
 - b. Remove from the second bullet: "...according to the previous annual budget."
 - c. Remove from the third bullet "...President's..."
 - d. In the fourth bullet, change "The Chair of the Finance Committee" to "The Finance and Audit Committee..." AND change "If not, it is returned to the

President who must correct it” to “If not, it is returned to the Executive Committee for further revision.”

8. It was agreed to adjust the budget timeline by using actual year to date results as of January 31 and requesting committee reports by February 1.

9. The request for approval of the following changes in the Governance Manual regarding the Evaluation of the Executive Director including Changes in Payment for Services (p. 21) was approved by formal vote (no opposed):

a. Replace “...prior to the fall meeting” with “...prior to the spring Core meeting...” to be consistent with the Executive Director’s contract and current practice.

b. Replace in the fourth bullet “Any recommendations will be brought to the attention of the Executive Committee and the Core Committee...” with “Any decisions will be brought to the attention of the Core Committee.”

10. The request for approval of the following changes in the Governance Manual regarding the President’s Fund was approved by formal vote (no opposed):

Under sections pertaining to the Past President (p. 16) and President Elect (p. 18), remove item 2.

11. The request for approval of the addition below in the Governance Manual regarding the President’s Fund was approved by formal vote (no opposed). Because of the discrepancy between the rotation of officers and our fiscal year, we will create language in the GM to clarify which President has use of which President's Fund:

“The President will have use of funds designated to conduct the responsibilities of the office from the budget approved at the Spring Core meeting at the conclusion of which s/he becomes President.”

12. It was agreed by consensus that the term “President’s Fund” will be used from now on rather than “discretionary fund.”

13. The request for approval of the changes proposed below in the Governance Manual regarding the Eligibility to Become President Elect was approved by formal vote (no opposed).

To conform to current and past practice, we will change the language on p. 54 to read: "Former members of the Core Committee are eligible to become President Elect after they have been off the Core Committee for at least one year and not more than five years.." with the understanding that we will change the language on p. 16 to conform with this new language.

Professional Development Committee

14. The request for an additional amount of \$150 (\$30 shipping, \$21 printing, and \$99 for supplies) to cover expenses related to the Core-approved Post-it to POD project, was approved. (It was noted that such off-cycle budget requests, though small in themselves, have the possibility of eroding our organizational discipline, in terms of budgeting. Thus, four Core members showed they were “not especially enthusiastic about it” by holding up three fingers, though still approving the request.)

Publication Committee

15. It was agreed to change the position description of the POD newsletter editor to include the following: “familiarity with electronic publishing desired.”

Remuneration Versus Volunteerism discussion

16. It was agreed that the general POD policy is not to award stipends for members’ work.

PARKING LOT

1.) How should POD award, recognize, and promote outstanding examples of work, including:

- a. primary research (published vs. otherwise implemented)
- b. secondary research
- c. practitioner based work (scope of implementation)
- d. development work for later proposals
- e. small-scale with significant potential vs. large-scale impacts
- f. mentoring
- g. publications (printed and electronic)

How do these all intersect? Can we be more intentional about ways for these and other components to be in synch?

2.) Annually re-visit ad-hoc committee priorities

3.) In POD’s collaborations, we should seek out more Hispanic associations

4.) Should POD develop a research agenda? Should we support/promote POD members’ research? How?

5.) Should we limit more strictly the number of POD-sponsored sessions?

6.) How to link, create collaboration among Publication Committee, ECRC, wikiPODia?

7.) Review Governance Manual and update as needed for committees

8.) How shall POD use the NJFDC funds and/or other streams of revenue re: grants? NJFDC fund (\$12K) was donated to support POD’s “grant program.

9.) Mary-Ann Winkelmes will contact chairs (Diversity, Grants, Publications, Professional Development) for input for Awards & Recognition unification for March meeting; important to build on Matt Ouellett’s work here; will use Matt’s document

MINUTES

Wednesday, October 28, 2009

Core Members Present:

Mike Theall, President; Virginia Lee, Past President; Peter Felten, President Elect, Niki Young, Chair, Finance & Audit Committee; Hoag Holmgren, Executive Director; Kevin Barry; Peggy Cohen; De Gallow; Therese Huston; Wayne Jacobson; Joy Morrison; Bonnie Mullinix; Kathryn Plank; Doug Robertson; Dieter Schönwetter; Frank Tuitt; Laurel Willingham-McLain; Mary-Ann Winkelmes

Convene & Welcome, Mike Theall, President

Ice Breaker, Peter Felten, President Elect

1. Approval of E-minutes (decisions made electronically by Executive Committee/Core since Spring 2009 meeting).

Executive Director Report, Hoag Holmgren

2. Final approval for Dot.Inc to proceed with Members Only section of POD website (for final bid of \$13, 425) was granted. Project was initially approved in the Spring 2009 meeting, but POD didn't receive final bid until mid-October. Monies to be taken from Special Projects Fund, not operating budget.

Financial Update

A "review" as opposed to formal audit is being reviewed by F&A Committee after being recommended by auditors. This will save money and time.

Corporate Sponsorship

Report submitted by Rhonda Blackburn. While nothing materialized for 2009, she has committed for 2010 and believes we need to begin seeking support earlier.

2010 & 2011 Conference Updates

In discussion with Phyllis Dawkins and Steve Rozman about POD/HBCU joint conference in 2011. Location TBD. MOU to be drafted for spring 2010.

General Operations Update

POD/AACU OD Institute registration to open after Fall 2009 conference.

2009 INFD loan of \$6000 was repaid in full and in timely manner.

COMMITTEE REPORTS WITH ACTION ITEMS

Menges Award Subcommittee

3. The requested revision of the award timeline was approved.

The question of how POD recognizes and promotes outstanding work was moved to Parking Lot.

Spirit of POD Award Subcommittee

4. The request to put the SPOD Nomination Form on the POD Website was approved.
5. The request for reimbursement (~\$50) for informational flyers distributed at the conference was approved. (It was noted that such off-cycle budget requests, though small in themselves, have the possibility of eroding our organizational discipline, in terms of budgeting. Thus, four Core members showed they were “not especially enthusiastic about it” by holding up three fingers, though still approving the request.)

Conference Committee

6. The recommendation for Michael Palmer & Martin Springborg to serve as 2010 Program Chairs and for Suzanne Tapp & Shaun Longstreet to serve as 2010 Conference Chairs was approved.

Grants Committee

Question about POD’s research agenda and how to create a more integrated field of awards, grants, and publications were moved to Parking Lot.

Governance Committee

7. The request for approval of the following changes in the Governance Manual regarding the Budget Process (p. 54) was approved by formal vote (no opposed):

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8. It was agreed to adjust the budget timeline by using actual year to date results as of January 31 and requesting committee reports by February 1.

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the Evaluation of the Executive Director including Changes in Payment for Services (p. 21) was approved by formal vote (no opposed):

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12. It was agreed by consensus that the term "President's Fund" will be used from now on rather than "discretionary fund."

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NB: Other changes in GM wording consistent with the policies approved at this Core meeting will be made where necessary and sent to Core for e-vote prior to the Spring Core meeting.

Professional Development Committee

14. The request for an additional amount of \$150 (\$30 shipping, \$21 printing, and \$99 for supplies) to cover expenses related to the Core-approved Post-it to POD project, was approved. (It was noted that such off-cycle budget requests, though small in themselves,

have the possibility of eroding our organizational discipline, in terms of budgeting. Thus, four Core members showed they were “not especially enthusiastic about it” by holding up three fingers, though still approving the request.)

Publication Committee

15. It was agreed to change the position description of the POD newsletter editor to include the following: “familiarity with electronic publishing desired.”

The question about how to integrate publications, ECRC, and wikiPODia was moved to Parking Lot.

Research Committee

The question about how and if POD should support members’ research was moved to Parking Lot.

COMMITTEE REPORTS WITH NO ACTION ITEMS

Innovation Award Subcommittee

Diversity Committee

ECRC Committee

Finance & Audit Committee

Graduate & Professional Student Development Committee

Historian (no report for Fall 2009)

Institute for New Faculty Developers

Discussion about tracking attendees/demographics. Use data and emergent research to help us reach out and attract attendees.

Nomination & Elections Committee

Small Colleges Committee

Spring 2009 Core Budget decisions re-visit

No changes as recommended by Executive Committee

WikiPODia Presentation, Eli Collins-Brown

Presidential Election: Candidate Names & Information Distribution, Virginia Lee

Discussion & Planning: Ad Hoc Committees

Corporate Sponsorships

Peggy Cohen will share sponsorship materials; add conference sponsorship coordinator to conference planning guide; Core should pre-approve list of potential sponsors.
Discussion returned to Conference Committee for recommendations on how to proceed.

POD Leadership Model

Specifically, this refers to the POD presidential rotation model as it stands; it's clear there are challenges to keeping it the way it is and challenges to extending the term.
Discussion & ad hoc group formally ended until further notice.

Remuneration vs. Volunteer Work

Should we even discuss paying people if we can't afford it?; we're not discussing at this time stipend or payment of conference chairs.
Discussion and ad hoc group formally ended until further notice.

16. It was agreed that the general POD policy is not to award stipends for members' work.

Organizational Collaborations

Appreciation for Wayne's report; we need to clarify goals as well as who are "we" for collaborations; there is a need to establish protocol for considering collaborations; Primary liaisons (at least initially) should be the president and executive director; there is confusion regarding POD's international presence.

Wrap up & Adjourn, Mike Theall

Thursday, October 29, 2009

Core Members Present: Mike Theall, President; Virginia Lee, Past President; Peter Felten, President Elect, Niki Young, Chair, Finance & Audit Committee; Hoag Holmgren, Executive Director; Kevin Barry; Peggy Cohen; De Gallow; Therese Huston; Wayne Jacobson; Bonnie Mullinix; Kathryn Plank; Doug Robertson; Dieter Schönwetter; Frank Tuitt; Laurel Willingham-McLain; Mary-Ann Winkelmes

Core Members Missing: Joy Morrison

Presidential Election, Virginia Lee

Discussion of candidates; Phyllis Dawkins elected

2011 INFD Call for Proposals

Executive Director will work with Professional Development Committee to draft and send CFP in Spring.

Current Collaboration Agreements Review (MERLOT, TLT, Jossey-Bass, NTLF, IDEA, STLHE, ICED, HBCU, Academic Impressions)

Discussion: we should consider collaborations that might increase both membership and revenue streams; we should create mission statement & goals for each; how to

respond/move forward with different types of collaborations: POD-initiated, received, informal relationships already in place; we need a broad audit of collaborations (who, what, where, how, when, resources, etc.).

Four Group Discussion: AACU; HBCU; TLT; Jossey-Bass

Summarize and send to Mike Theall or Hoag Holmgren for Spring summary, action plans, recommendations.

Further discussion led by Mary-Ann Winkelmes; she will contact chairs (Diversity, Grants, Publications, Professional Development) for input for Awards & Recognition unification for March meeting; important to build on Matt Ouellett's work here; will use Matt's document: discussion moved to Parking Lot

Wrap up & Adjourn, Mike Theall

