



Meeting Minutes SACES Executive Committee Meeting

Date: Tuesday, 10/15/19 | **Time:** 10:00am-12:00pm EST

Persons in Attendance:

Elizabeth Villares, President

Natoya Haskins, Past President

Dodie Limberg, President-Elect

Cheryl Wolf, Treasurer

Caitlyn Bennett, Secretary

Hannah Coyt, Graduate Student Representative

Approval of September 16, 2019 Meeting Minutes

- Elizabeth asked for motion to approve 9/16/19 meeting minutes.
 - Dodie motioned to approve minutes.
 - Cheryl provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Old Business

Emerging Leaders Transition

- Natoya indicated needing to place a few Emerging Leaders (ELs). She discussed a student who many not continue in the EL program.
- Elizabeth requested updated placements of ELs.
- Executive committee discussed adding EL information to the SACES website to elevate their presence, including their name, institution, and a photograph.
- Elizabeth and Natoya indicated discussing next steps with the EL program in the near future.

2022 Conference Locations

- Elizabeth reported meeting with Ed Smith. Per the poll sent to SACES members, Charlotte was voted as the top choice for the 2022 SACES Conference, followed by Tampa, then Dallas.
- Ed suggested to Elizabeth to schedule site visit to hotels in Charlotte.

- Elizabeth recommended the President Elect (Dodie) and President Elect-Elect (Sejal Barden) to visit Charlotte to review hotels
 - Dodie indicated she will check with Sejal Barden for to determine a date to visit.
 - Elizabeth suggested reviewing a few hotels during the visit.

Advisory Council of State Presidents

- Caitlyn reported continuing to collect data from State Presidents and will inform Elizabeth when all data is collected.
- Elizabeth indicated she will then schedule a meeting with all State Presidents.

2020 Annual Meeting, Baltimore Site Visit

- Executive Board discussed upcoming Baltimore site visit, including arrival on Friday (1/24) by early afternoon, if flight times are available.
- Executive Board discussed activities during site visit, including:
 - Day 1: conference planning, including looking at the event space;
 - Day 2: continue conference planning, including tasting around lunch time.
- Attendees that will visit Baltimore include all Executive Board Members as well as Treasurer-Elect (Mario de la Garza), President Elect-Elect (Sejal Barden), and Conference Co-Chair (Philip Gnilka).

President-Elect-Elect and Secretary Election

- Elizabeth emailed the names and appropriate information to the Webmaster to update the SACES website.

SACES Awards and SACES at ACES Conference

- Elizabeth will be putting a name forward for recommended Awards Chair.
- Elizabeth reported that the SACES business meeting was successful and well-attended.
 - During the SACES meeting, the ACES slate was announced by Kris Goodrich (current ACES president)
- Elizabeth shared that the ACES election rules were shared with her, which will be forwarded to Casey Barrio Minton.
- Hannah reported that Graduate Student events at ACES were well attended and engaging. The panelists were open and transparent and graduate students reported enjoying the experience. The ice cream social also went well.
- Elizabeth shared suggestion for future ACES/SACES conferences in which a breakfast or lunch is held to allow current and incoming Executive Board Members to connect.
- Elizabeth reported about the Governing Council Meeting, which involved discussion of 'splitting up' SACES into different divisions. Elizabeth reported supporting the current status of SACES due and did not recommend splitting SACES into smaller divisions.

New Business

SACES Research Awards – revision of description

- Elizabeth proposed having draft language of revision to SACES Research Awards, which can be an agenda item during the January meeting.
- Elizabeth suggested reviewing eligibility of SACES research grants and ACES research grants due to some awardees winning awards simultaneously
 - Executive Committee discussed adding in condition that you award applicants agree to not accepting both ACES and SACES awards; this will continue to be reviewed during January 2020 meeting.

Research Rigor Taskforce

- Elizabeth and Dodie have appointed a research taskforce that has 2 initiatives.
 - Initiative 1: Create clear recommendations of how to increase research rigor at the conference.
 - Initiative 2: Create clearer action items of how to increase the research rigor in SACES. Potential ideas may include webinars that explore specific research designs or topics.
- Dodie reported the following SACES members as part of the Research Rigor Task Force: Ryan Carlson (Chair; University of South Carolina); Philip Gnilka (Virginia Commonwealth University); Angie Cartwright (University of North Texas); Michael Schmit (Texas A&M Commerce); Sandy Griffith (Texas A&M Corpus Christi); Emily Goodman-Scott (Old Dominion University); and Tiffany Vastardis (Florida Atlantic University).

Graduate Student Updates

- Hannah reported she will begin creating a graduate student form to create clearer guidelines for interested students to better understand opportunities, including the Graduate Student (GS) Interest Network (IN) and workgroups.
 - Elizabeth indicated this as an operational manual change to add IN to manual and to determine whether IN needs a chair or if the Graduate Representative will serve as the leader of both the IN and GS council.
 - Hannah suggested GS Representative serving as co-chair to have insight into the group happenings and changes
 - Hannah met with students who are currently part of GS workgroups and who may be a good fit to serve as potential co-chair of GS IN.
- Natoya discussed making sure a solidified plan is in place so the IN is distinct from the GS Council.
- Elizabeth indicated that Jan Gay has been active in SACES and has reached out to her for ways to stay involved. Elizabeth will reach out to see if she is interested in serving as co-chair of IN.

SACES 2020 Conference Planning

- Conference Committees
 - Dodie reported that Philip Gnilka has agreed to co-coordinate the conference. Philip has coordinated a previous AARC conference.

- Dodie discussed positions that need to be filled, including online registration coordinator. Two individuals (Traci Self and Jasmone Taylor) have expressed interested.
- Additional positions that need to be filled includes the On-site Registration Coordinator (2 people at ACES expressed interest; Local Conference Coordinator; and Day of Service Coordinator
 - Dodie reported that she will put survey out for those positions as well as a general call for those who want to volunteer or serve on those committees.
 - Elizabeth indicated that Lori Ann Stretch expressed an interest in serving to help with the Day of Service.
- Elizabeth indicated that the role of ELs also includes serving time to volunteer for ACES conferences.
- Conference Budget
 - Cheryl requested to submit budget on 1/30/2020.
 - Cheryl plans to work with Treasurer-Elect (Mario de la Garza) on budget prior to 1/30/20 due date.
 - Elizabeth suggested including co-chairs and treasurers to serve as an 'extra set of eyes on the budget,' including reviewing the budget during the conference planning meeting which will help to provide a clearer understanding of the budget status. Elizabeth suggested reviewing the reception budget during the first day of planning during the Baltimore site visit.
 - Elizabeth suggested reaching out to chairs of conference committees from the previous SACES 2018 conference to see if they are interested in serving as a committee member to provide mentorship and helpful advice.
 - Natoya shared about copyright concerns with using Career Connect terminology at SACES. She suggested reaching out to Catherine Roland.
 - Dodie spoke with John Super to serve as Job Talk coordinator for SACES. John will be following model created by Kara Ieva who served as the Job Talk coordinator for ACES 2019 conference.
 - Elizabeth reported aiming for December 1st, 2019 to send out the Call for Proposals for the SACES 2020 conference.

Diversity scholarship program

- Natoya shared about the Diversity Scholarship Program to serve as an opportunity to help students attend conferences due to financial limitations as well as an opportunity to help increase diversity and inclusion.
- Elizabeth suggested Natoya lead a group to explore ways to implement the diversity scholarship program, including considering questions such as: When will the call be made? Who will be leading? Who will be deciding on the scholarships? Who will be on the committee? How many scholarships can be funded? What might be scholarship recipients' roles be at the conference (i.e., lead session talk; lead post-conference vlog/discussion; etc.)?

- Natoya indicated that for Diversity Scholarship Program within ACES, students were to provide a statement that demonstrated/expressed financial need and a rubric was utilized for scoring.
- Executive Committee discussed factors to consider for recipients, including racially diverse identities and first generation college students.

Standing Committees and Interest Network Annual Reports

- Elizabeth reported needing to follow up on Committee and IN Annual Reports that have not been submitted
- Elizabeth indicated receiving feedback, including:
 - Newsletter chairs asked for more publicity about members submitting to the newsletter; this was announced at the business meeting and in the presidential message at ACES.
 - CMHC network requested an EL.
 - A common theme throughout Committees and IN was regarding the usage of the SACES logo, including utilizing the G-Suite to create and share logos for accessibility
 - Service Learning/Social Justice asked about utilizing Facebook as a closed group.
 - There were several requests for Facebook closed groups in reports.
 - Executive Committee discussed Kristy assigning parameters and giving access to a moderator as well as a potential benefit of including Groups on the SACES website to serve as a centralized list to access.
- Executive Committee engaged in a discussion of closed group versus open group.
 - Discussed INs using SACES affiliated email address for Facebook groups so if SACES needed access to groups, they could gain access to resetting and having password to gain access to the website (if needed).
- Elizabeth discussed adding in a 'tab' to the website with INs websites/connection to online spaces;
 - Cheryl will review the website to see where the 'tab' would fit best and will consult with Kristy,
- Elizabeth sent the TSC Journal report to the Executive Committee.
 - Executive Committee engaged in discussion about value in having authors of TSC articles record a video about their article.
 - TSC editor requested a potential assistant to help record the videos; Executive Committee discussed potentially utilizing a EL, which may also be a paid position.
 - Elizabeth will reach out to TSC editor with suggestions to see what makes sense moving forward.

Additional Topics

- Cheryl discussed utility of Zoom account for SACES, including creating a G-Suite email (like zoom@saces.org) to manage the account.
 - Cheryl moved to purchase the \$65 membership to Zoom with a single host account that is managed.

- CMB seconded.
- All attendees were in favor; no oppositions; no abstentions; motion carried.
- Cheryl will follow up on Zoom account
- Elizabeth discussed who would manage the Zoom account, including potential for Social Media Chair or EL assigned who can help assist; this will be clarified in the operations manual when and if changes are made.

Dates for Remaining Meetings – Mondays from 10:00am-12:00pm EST

Fall 2019 Semester

- November 18; December 16

Spring/Summer 2020 Semester

- January 24-26, Baltimore
- February 17; March 16; April 20; May 18; June 16