

MSERA Fall 2015 Board Meeting
November 3, 2015
Double Tree by Hilton
Lafayette, LA

MSERA President, Gail Hughes, called the Fall 2015, Board meeting to order at 2:11 p.m.

Committee Members Present:

Gail Hughes – President, Cliff Hofwolt – Executive Director, Kathy Campbell – Past President, Dustin Hebert – President Elect and Shannon Chiasson – Secretary, Randy Parker, Julie Holmes, Larry Daniels, Rebecca Robicheaux-Davis, Mindy Crain, Jane Nell Luster, Kathy Campbell, Michelle Haj-Broussard, Justina Ogado, Suzanne Franco, Ava Pugh, Nancy Gaillard, Rachelle Miller, Yuejin Xu, Susannah Craig, Jwa Kim, David Morse, Linda Morse.

A review and approval of the minutes was deferred until the technical connections allowed for the electronic review of the minutes until they could be viewed electronically.

Cliff Hofwolt presented his report to the board.

Randy Parker, Chair of the Budget Advisory Committee reported all finances and the budget are in good shape.

President Hughes discussed the status of the membership levels and the role of the membership / development committee and state directors to work together to get the list of colleges and deans. Larry Daniels, At-Large Representative pointed out that you could get updated lists at ATTC. He also pointed out that the Administrative Assistant is the one at the college level paying the bills and to consider including them on the payment requests.

The technological connections were corrected and Rebecca Robicheaux-Davis, Program Chair and Mississippi Representative, moved the minutes be approved as edited; second by Dustin Hebert. Motion passed.

Returned to the regular agenda. President Hughes brought up the proposed position of Associate Director. Since it was not presented to the full board 30 days prior to the meeting, it could not be voted on at this time. The purpose is to ensure the institutional knowledge. The board reviewed the edits to the job duties for the Associate and Executive Director. President Hughes will send the edits prior to the Spring Board meeting for consideration by the Board.

The following **COMMITTEE REPORTS** were presented:

- Constitution and Bylaws – Harry Bowman is not able to attend.
- Operations Review Committee – Dustin Hebert and Jane Nell Luster. The Operational Manual will be edited to reflect the inclusion of Florida. The changes are considered editorial and will not be brought before the board for approval. The executive committee has access to all Historical documents in the Drop Box folder. Jane Nell Luster pointed out a few interesting historical facts about the organization.
- Logo Committee presented the New MSERA Logo. Option “H” to reflect the new image of the organization.
- 2015 Program Chair Report – Rebecca Robicheaux-Davis and Mindy Crain. They adopted a “CALM” approach.

Challenges - The problems with the submission system and the email notices that

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are sent out. The co-author aspect of the submission system was not consistent.
Accomplishments – number of the presentations and new aspects of the program are nice.

Lagniappe – some submitted several proposals at once.

Momentum moving forward – needs to work with the submission system to make it easier for them to navigate.

Rebecca Robicheaux-Davis volunteered serve as the 2016 Program Chair.

- Past President, Kathy Campbell discussed the Keynote presentation and the panel presentation format. The panel is made up of Faculty Senate Presidents in the State of Louisiana.
- Local Arrangements Committee– Cliff Hofwolt and Dustin Hebert reported we must be at 80% occupancy, the equivalent of 300 room nights, in order to qualify for the contract terms and reduced rates. If we don't reach the benchmark we get a \$30 credit per night for each night, we will reconcile guests to registrants. Right now we would have to pay \$1,500 based on the current room nights. Diana Lidia and some of her colleagues and graduate students of the University of Louisiana at Lafayette are stuffing the bags for the registrants. The Lafayette Visitor's Commission has provided nametags and lanyards and volunteers to assist with the front registration desk. The negotiated Internet connection rate is \$1 per Internet connection.

President Hughes welcomed David and Linda Morse.

- Evaluation Committee – Rose Jones and Diane Richardson have been on this committee for 10 years. Neither was able to attend. Their report was submitted.
- Future site Committee – on Wiki 2016 (Mobile) 2017 (Mississippi State) 2018 (Pensacola) 2019 (Tennessee - Memphis), 2020 is open year. President Hughes will work with the Future Site Committee for the Memphis, TN meeting.

President Hughes called for a break at 3:20. The meeting reconvened at 3:38 p.m.

- Distinguished Papers and Distinguished Awards Committee reported on those awards.
- Nominations Committee Report- Kathy Campbell, Past President reported that we needed more nominations.
- Researcher Committee– Randy Parker and Julie Holmes. – They presented Artist Proof copies of the program to Gail Hughes, President and Rebecca Robicheaux-Davis, Program Chair. Five (5) issues of Researcher were published– 3 online, 1 printed and mailed and the annual meeting program which will be handed out at registration. The cost associated with th3 2015 Researcher was approximately \$2,300. For 2016 the budgeted amount is \$3,500.
- Research in the Schools – Tony was not able to attend but his report is as follows. Tony asked for manuscripts to Research in the Schools. Fourteen (14) were submitted. The rejection rate is 50-60%. Discussed ensued on the possibility of designating the winner of the dissertation and distinguished paper awards as an automatic submission to

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Researcher in the Schools. They are going to skip the 2014 publication year this year and pick up with 2015 so we are current. They will backfill the 2014-year with special additions. Research in the Schools is in Cabell's.

- Technology Committee – Dustin Hebert – Report is on the Wiki. The website has been redesigned with 2015. He is in the process of moving some of the content from the old website over. Many items will be archived and not moved to new website.
- SRERA – Kathy Campbell moved, Larry Daniels second to approve the payment of dues for SRERA.
- MSERA Foundation- Ava Pugh Reported fourteen (14) Research in Progress awards were awarded in 2014 and only 12 actually presented. This is a one-time award. In order to receive the award, the recipient must present his/her research at conference and must attend the Annual Business meeting to receive the award.
- Graduate Student Advisory Committee – Suzanne Franco reported there were 48 Research in Progress submissions. Justina Ogodo is the Graduate Student Representative
- MSERA Mentors – Linda Morse. She is giving away a bag for students that show up for the mentoring session.
- Graduate Student Representative – Justina Ogodo – Six students from the University of Alabama will be coming.
- Membership – Chairs are not attending. President Hughes stated the state representatives are going to be tasked with assisting with membership.
- Development Committee – Michelle Haj-Broussard - formed a development committee. It appears we are not a 501c(3). Report is on the Wiki.
- Strategic Planning – Franz Reneau – The report on Wiki. The strategic planning committee is sharing a Drop box file for comments. Franz will send all board members an invitation to participate in the Drop box. The goal is to finalize the Strategic Plan at the 2016 Spring Board meeting and begin with the implementation.

STATE DIRECTOR REPORTS:

Alabama – Nancy Gaillard – Reported she does not have membership for the state of Alabama. Mr. Hofwolt asked that if anyone wants the database for his or her state to contact him and he will send you the database.

Arkansas – Rachelle Miller

Florida – Franz Reneau – on the Wiki – we need to have consistent messaging so everything is the same from each state.

Kentucky – Yuejin Xu

Louisiana – Susannah Craig – included school superintendents and state department staff. Likes Franz's idea, it is a branding issue. Communication is an issue. Young people need to know what their responsibilities are. Moving forward we need to be consistent that we have information to give people on this board. Dustin said he is going to carve out time at the 2016 spring board meeting to meet with the State Directors to brainstorm

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what their roles need to be and what they need. Jane Nell suggested we have an orientation for new members. Jane Nell and Dustin will design a workshop to be held in the spring.

Mississippi – Rebecca Robicheaux – reported that fliers were sent to deans, community colleges and others about MSERA. She stated the need to standardize our messages

Tennessee – Jwa Kim – Reported he received the state list of membership from Mr. Hofwolt and sent out emails

At-Large – Mindy Crain – Stated she agrees with designing an orientation workshop for state representatives.

At-Large – Larry Daniels – His report is posted on Wiki and he is working with Franz on Florida.

SDE/LEA Director – Kathy Campbell reported this positions needs to be elected from the floor.

OTHER BUSINESS

Julie Holmes suggested everyone sign the old MSERA banner with the old logo and we send it to Harry.

President Elect, Dustin Hebert asked the board where they would like to have the 2016 Spring Board meeting. In order to reduce costs, perhaps a university centrally located, could be utilized. Mindy Crain stated the only advantage to having the meeting at the conference hotel is for the program chair to get a visual on where the sessions could be held. It was suggested the Program Chair, Local Arrangements Committee and the Executive Board could meet at the conference hotel to view the venue but use university facilities for the Spring Board meeting.

Franz Reneau– Inquired who has smart phones. He suggested that the sessions be assigned QR codes to get evaluation data. He suggests that we pilot this next year. Jane Nell suggested we also have a phase in period.

ADJOURN

Franz Reneau moved to adjourn, Rebecca Robicheaux-Davis seconded, motion carried.
Meeting adjourned at 4:47 pm.