

COMMITTEE ON TRANSFER AND ARTICULATION

Meeting Minutes—Ver. 1.0

February 18, 2016

9:30-10:20 a.m.

Attendees: Michael Olsen, Artie Fowler, Kim Harvey, Melissa Hattman, Krystal Lang, Lynette Nickleberry, Gavin O’Conner, Beverly Schenkel , Amy Werner, B.J. White, Dixie Williams, and Mark York.

Absent: Seth Carruthers.

- I. Call to Order.
Michael Olsen called the meeting to order at 9:30 AM.
- II. Approval of the Minutes
 - a. Dixie Williams moved and Gavin O’Conner seconded approving Version 1.1 of the minutes as distributed.
 - b. Motion carried unanimously.
- III. Treasurer’s Report
 - a. Melissa Hattman sent the statement of accounts to Michael Olsen. Michael forwarded them to COTA for review.
 - b. Income: \$7215.00 has been collected from conference registrations.
 - c. Pending Expenses:
 - i. Higher Reach \$10.00 fee per registration.
 - ii. Video appreciation expense approximately \$47
 - iii. Conference program paper expense (estimated around \$60.00)
 - iv. Name Tag Inserts (We are reusing the name tag holders.)
 - v. 2016 Capitol Plaza Hotel costs—invoiced after the conference.
 1. The contract specifies the minimum lunches are 180 or 185.
 2. There are currently 174 registered attendees. This includes Conference VIPs who do not have to pay the \$65.00 registration fee [MDHE employees, COTA, Reverse Transfer Coordinators (RTC)].
 3. Melissa Hattman recommended that the \$65.00 registration fee for each registered RTC conference be transferred from the RTC Training account to the COTA General Account. Melissa expected up to 42 RTCs in attendance. Thursday is the annual RTC training and its expenses are included in the COTA conference expenses. All RTCs may also attend the full COTA conference. The transfer would reimburse COTA for these training expenses.
 4. Mark York moved and Dixie Williams seconded that COTA follow the precedent from 2015 and reimburse the COTA general fund for the RTC training expenses out of the funds designated for RTC training. Motion carried unanimously.
 - d. Projection of Revenue versus Expenses

- i. Melissa projected that the revenue from the 2016 conference will be at or slightly less than the 2016 costs.
 - ii. The practice is to pay for the conference out of the prior year revenue. This ensures COTA remains solvent.
- IV. Conference Attendance Discussion
 - a. Attendance was approximately 250 in 2014 and 225 in 2015. This year registrations are 174.
 - b. Possible reasons for the decline:
 - i. Institutional Travel Bans.
 - ii. Expense of a two-day conference.
 - iii. Expense of hotel room for overnight stay.
 - iv. Repetition of content
 - c. Possible Responses to the decline
 - i. Do we need to move to a biennial conference?
 - ii. Would it help to move to a less expensive venue?
 - 1. COTA is contractually committed to the Capitol Plaza Hotel for 2017.
 - 2. Consider conference facilities at Colleges and Universities for future conferences.
 - iii. Higher Reach's contract with UMSL expires June 1, 2016. We will need a different registration platform for the future.
 - 1. Dixie Williams recommended looking into lower cost ways to accept conference fees, such as Pay Pal.
 - 2. Other COTA members indicated that they were familiar with PayPal as a registration platform for other conferences.
- V. RTC Training (Afternoon of 2/18/2016)
 - a. Check-in for RTC: Opens at noon.
 - b. Volunteers to run the registration desk.
 - i. Artie Fowler
 - ii. Krystal Lange
 - iii. Mark York
 - c. Training Room: Lincoln
 - d. RTC Session Welcome by Michael Olsen
 - i. House keeping: bathrooms, hotel Wi-Fi, promote the transfer policy session on Thursday.
 - ii. Introductions. How did they become the RTCs at their institutions?
 - iii. Encourage relationship building and networking.
 - iv. Then move to training videos.
- VI. COTA Conference Preparation
 - a. Check-in for COTA Conference
 - i. Volunteers for 8:00-9:00 shift
 - 1. Lynette Nickleberry
 - 2. Kim Harvey
 - 3. BJ White
 - 4. Artie Fowler
 - ii. Volunteers for 9:00-10:00

1. Melissa Hattman
 2. Gavin O'Conner
 - b. Seth Carruthers' Presentation
 - i. Seth had to miss today's meeting due to illness.
 - ii. Michael Olsen is moderating Seth's session and volunteered to present his PowerPoint presentation if Seth is unable to lead it.
 - c. Amy Werner distributed moderator folders.
- VII. Adjourn to Stuff Conference Folders.
- a. Melissa Hattman moved and Gavin O'Connor and Dixie seconded simultaneously.
 - b. Motion carried.
 - c. Meeting adjourned at 10:20 AM.

Respectfully Submitted,
Mark York
COTA Secretary