

**Bloomington Advisors Council Steering Committee Meeting
October 13, 2004
IMU, Persimmon Room**

Meeting was called to order by President Cindy Moore. Present were the following members:

Sandy Flory, for Amy Bastin – SPEA
Harriett Castrataro – HPER, BAC Treasurer
Beth Selke – EDUC
Barbara Edwards – Honors
Virginia Fischer -- BAC Secretary
MaryLou Hosek – Professional Development committee
Mark Hurley – BAC Vice-President
Mary Ann Miller -- COAS
Cindy Moore – BAC President
Adrienne Sewell – UDIV
Jim Sizemore -- INFO
Paige Weting – OVST
Lisa Wrasse -- NURS

1. Minutes of the 9-16-04 meeting were approved as presented.
2. Treasurer's Report: IU Credit Union (membership) account: \$840.00. Dean of Students account: \$2,700.00. Since the funds in the Dean of Students account will not be renewed, we will try to be sparing in our use of them to update the website. Vote to send flowers to Amy Bastin, for the birth of her son. Will also send an appropriate gift to Amy Maidi, who is on maternity leave.
3. Mark Hurley presented results from the survey given at the Fall membership meeting on September 24, and will send the survey to the BAC list. There was a fairly high level of interest in a mentoring program for new advisors, for Brown Bag luncheons and for a BAC advising conference. In terms of priorities, the BAC should be a voice for advisors on campus, should educate the campus regarding advisors' role, and professional development. The Fall membership meeting was rated highly.

Some issues that advisors indicated they would like to see the BAC address: Advising minority students; improving listening skills; FLSA changes; departmental sharing of advisors; more frequent, regular and participatory meetings; stress relief; SIS; Oncourse; NACADA/Advising as a profession.

Mark also distributed a list of advisors who had volunteered to participate on one or more of the standing committees. The lists will be forwarded to the advisors who volunteered to be committee organizers. Cindy asked that all committees try to meet before the end of the year, to develop an agenda for next year.

4. Considered tabled motion to notify units with low/no participation that they will be dropped from membership unless request to continue. Voted to have secretary and

president review past meeting minutes to determine which units may be affected, and report at next meeting.

5. Jim Sizemore and Lisa Wrasse will enlist a couple of other advisors to form a subcommittee to work on updating our website. Lisa will contact the Business school to see if one of their service learning classes would be willing to do this as one of their projects. Our main requirement is that it be easy to maintain.

Some of the items we would like to include on the updated website are:

- Bylaws
- Meeting minutes
- Meeting dates and locations
- Treasurer's reports
- Membership list with contact information, photos
- Committee reports
- Announcements
- Advising manual
- Link to NACADA
- Events schedule, including Brown Bag luncheons
- Link or online form for email to be sent to BAC LISTSERV
- Photos of events

6. The Professional Development committee will develop a schedule and list of Brown Bag Luncheons or other programming for the membership. The committee will also begin work on the BAC Advising Conference, for Fall 2005, and suggestions for the program for the spring (Annual) meeting.
7. The Annual meeting is supposed to be held before March 1, to elect new officers. Offices up for re-election are Vice-President and Secretary. Cindy will reserve an appropriate location for the morning of February 25, 2005. The Steering Committee must notify the membership regarding the slate of candidates by the 18th of February, so we will solicit nominations around February 1st, and determine the slate at our scheduled February 9 meeting.

Voting is supposed to be done electronically, but we need to make alternate provisions, since we have taken audible votes at the Annual meeting in the past. The vote should be secret, so paper ballots, filled out either in advance of the Annual meeting or at the Annual meeting, might be best. The Executive Committee will draft a change to the bylaws, and submit it to the membership for approval.

Discussion of the program and keynote speaker for the Annual meeting was tabled to November 10.

8. Tabled decision re: whether to have a meeting in January, 2005, to November 10.
9. The Steering or Executive Committees will begin review of the bylaws, but we will table discussion of proposed changes until spring.

10. Linda Tatum's suggestion regarding outreach and charitable activities was discussed briefly. Paige Weting suggested we consider the Teacher's Warehouse, which assists teachers in the public schools with school supplies. The Campus Affairs and Public Relations committees will consider the types of activities that the BAC might want to become involved in.

Meeting adjourned at 12:08 p.m.

Respectfully submitted,

Virginia Boswell Fischer
Secretary, Bloomington Advisors Council
November 9, 2004