

AZACTA

Thursday, 18 Apr. 2019

8:30 am

Phone Conf. Call

Meeting called by: Holly Banes **Type of meeting:** Monthly Meeting

ATTENDEES: Holly Banes, President, Arizona Western College
Nancy Stufflebeam, Past President, Estrella Mountain CC
Tammy Brewer, Secretary, Cochise College
Jerri Lukens, Eastern Arizona College

ABSENT: Laurie Cigan, Paradise Valley CC
Diana M. Pinon, President Elect, Rio Salado College
Cindy Meza, Treasurer, Arizona State University

Website updates

1. Now that AZACTA has sufficient funds, the committee decided to upgrade Website security. The recommended upgrades have been purchased from GoDaddy and included 1 year of website backup (5GB), 1 year Standard SSL (security) certificate, and a 2 year security plan. These features were recommended by the AZACTA website administrator, in order to secure member's personal information, provide back-up and prohibit hacking. The total cost was \$265.50, paid for with AZACTA debit card.
2. The AZACTA web site is updated with a "Conference" tab that shows the agenda and sponsor logos and a "Hotel" tab showing the accommodation and reception locations.

AZACTA Conference Agenda

1. The agenda approved last month did not have share-out session. Holly presented a new version of the agenda with a "Make Connections" concurrent session added in order to provide this important networking opportunity to new members/attendees. Jerri Lukens (EAC) and Sylvia Kempton (AWC) will moderate this session The committee unanimously approved this addition.
2. Committee approved this addition
3. Ibrahim at Glendale CC has approved a testing services tour at the end of the conference
4. The current agenda is:

Time	Topic	Presenter
8:00 - 8:30 am	Registration	
8:30 - 8:45 am	Welcome	Holly Banes, Diana Pinon
8:45 - 9:45 am	Accelerate Student Success with Multiple Factors	Dominique Jones

9:45 - 10:00 am	Break	
10:00 - 10:45 am	State of the High School Equivalency System in Arizona	Brian Thayer & Christian Garibay
10:45 - 11:00 am	Break	
Concurrent Session #1		
11:00 - 11:45 am	LockDown Browser & Respondus Monitor: An Overview (webinar)	Nick Laboda
	RegisterBlast Uncovered: Unexplored Features & Other Valuable Perks	Dwight Pittman
11:45 - 12:45 pm	Break	
Concurrent Session #2		
12:45 - 1:45 pm	Strengthening Intercultural Communication	Renee Bhatti-Klug
	Cruising with ACCUPLACER: Welcome aboard!	Tammy Brewer
1:45 - 2:00 pm	Break	
Concurrent Session #3		
2:00 - 3:00 pm	Why We Need More Servant Leaders in the Workplace	Chelsea James
	Making Connections: Getting to Know You	Jerri Lukens & Silvia Kempton
3:00 - 3:30 pm	Business Meeting/ Good of the Order	Holly Banes, Diana Pinon
3:30 - 4:00 pm	Glendale Community College Testing Services Facilities Tour	TBD

AZACTA Conference Registration update

1. As of Wednesday, April 18, 28 registrations have been received. Two more from Arizona Western College are anticipated soon.
2. Six schools that have registered in the past have not registered yet, including Chandler Gilbert, Gila, Gilbert, Mesa, Mojave, Paradise Valley, and Glendale. Nancy will reach out to the Mesa Community College schools. Jerri will reach out to Gila, and Mojave. Jerri reported that Mojave is now having testing services provided by advisors, may need to reach out to these good folks with invitations.
3. In the past Laurie Cigan has headed up conference check-in, but has now (presumably) retired. Tammy and Nancy will volunteer to handle registrant check-in and walk-in registration. Nancy will also put out the call for other attendees
4. Nine people have said they will attend the reception.
5. We have six room reservations so far and need 10 or more to reach our block. Jerri will resend hotel information and registration reminder.

AZACTA Conference Survey Questions

1. In 2018 we used phone/electronic survey questions that were put together by Chelsea. Chelsea will provide these to Nancy early next week so we can use the same format this year, which Nancy will work on getting up and running in Menti.com.
2. If the system permits, the rating scale will be increased from 1-7 to 1-10 and a question rating the pre-conference networking event will be added as well.

AZACTA Conference: Give-a-ways/Awards/Thank you (presenters)

1. Presenters will be given \$10 Starbucks gift cards and thank you cards printed with AZACTA logo. AWC is printing these cards.
2. Diana is going to purchase the \$10 Starbucks gift cards. Tammy will reach out to Diana with a reminder/update request.
3. Nancy sent e-mail asking colleges to donate promo items for the event. Northland Pioneer (Donna) will donate some things, Nancy has items to donate and Tammy will bring lanyards and some assorted items from Cochise.
4. The compass/keychain/light combos left over from the NCTA conference will be used at the reception, along with the western themed photo op items.
5. Respondus has donated two \$25 Starbucks card to give away during Respondus session.
6. Nancy has ordered the wooden 2019 award plaques similar to what was used last year to hand out to board members.
7. Holly is having a banner made with an x-frame that will have the sponsor's logos on them. Hopefully this is something that can be used/updated in future years.

AZACTA Conference: Set-up

1. Prior to the event, Holly and her staff will be assembling conference packets in silver folders with AZACTA stickers. Attendees will also receive an AZACTA pen and bag.
2. Holly's team will be doing set up on Wednesday, around 2:00/3:00 at the hotel and will try to arrange a GCC set up time at around 4:30. Tammy and Nancy will join the set up as soon as they arrive in the area. Nancy will bring the photo props and other items to the hotel.
3. Nancy estimated that travel time from the hotel to GCC would be 15-30 minutes depending on traffic.

Nominations for President-Elect

1. The slate of potential candidates for President Elect must be presented to the membership at least 30 days prior to the conference.
2. Nancy suggested that having a current board member serve as President Elect is helpful because that person has experience with the committee. Jerri, Cindy, and Tammy were suggested as potential candidates.
3. Diana, as current President Elect, is responsible to solicit nominations from the AZACTA membership.
4. No other positions are open at this time because the Secretary and Treasurer serve two year terms unless they move into another position.

Good of the Order

1. Jerri asked who on the board might be attending NCTA this year. Holly and Tammy both hope to go, Jerri is not going. Some people from Maricopa might go but Nancy is not sure she can get away due to staffing concerns.
2. Nancy will need final conference registration count about 3 days ahead of time to place the final food order.
3. The next registration reminder will include a May 5 hotel reservation and May 31 to guarantee lunch. We will still purchase 5 or so additional lunches in order to accommodate a few walk-in registrations.

Next Meeting:

The next meeting will be Thursday, May 16th at 8:30 am