

154th Two Year College Chemistry Consortium
COCTYC Minutes
Vincennes University
Vincennes, Indiana
November 10-11, 2000

Rick Bolesta, Chair, called the meeting to order at 4:45 pm on Saturday, November 11, 2000.

COCTYC members in attendance were: Rick Bolesta, Frank Koch, Tom Gruber, Dick Jones, Dolores Aquino, and Jeff Cramer. Guests were Dave Klein, past Chair, Ed Dobrzynski, 2001 Treasurer/College Sponsor, and Michael Canestaro, Assistant Industrial Sponsor.

- I. Additions/Deletions to Agenda:
Newsletter Editor report needs to be added to future agendas.

- II. Approval of minutes:
Corrections: Hudson Valley Community College is located in Troy, NY, not Albany. Dick Jones was listed as Rick Jones and Dolores Aquino's last name was omitted. **The motion to move Kentucky from the Easter region to the Southern region was approved by email vote.** Also approved by email vote was a change under The Organization in the Policies and Procedures, Section A, second paragraph should read: Officers shall be dues-paying members of the 2YC3 and the Division of Chemical Education. The Chair and Chair-Elect shall also be members of the American Chemical Society.
Motion to approve the minutes by Dick Jones and Seconded by Jeff Cramer.
Motion approved by voice vote.

- III. Reports:
 - A. Report on the 154th 2YC₃ conference by Jay Bardole and Tom Gruber. Jay reported approximately 70 people registered for the meeting, 63 attended the banquet, and the meeting produced 38 new members. Bill Robinson and Dwaine Eubanks, speakers, commented about the friendliness and fun of the meeting. Wabash Valley ACS section contributed money for the coffee break. Over half of the presentators were from community colleges and all speaker arrangements were done electronically.
 - B. Personnel Matters: Rick Bolesta reported that we now have two people running for Chair-elect: Bill Haley, San Antonio College, San Antonio, Texas, and Sonja Davison, Tarrant County College Northeast, Hurst, Texas.
 - C. Future Sites: Tom Gruber noted that Kansas City, KS, will host the 162nd 2YC₃ meeting in the late fall of 2002. No site has been selected for the 156th meeting, which would be held in late spring or summer of 2001. Dick Jones suggested we try to tie in with the ChemEd meeting in Toronto and offer to do a symposium(possible 2yr college-high school interface). **Rick will check on the possibility of a joint meeting and request an email vote. Suggestion**

was made for Tom Gruber to recheck with Valencia, FL, as a possible site for the spring 2002 meeting. The current president is a chemist. Other possible site is in Gainesville, FL

- D. Budget: Jeff Cramer noted the statement of Expenses and Income is shown on page 6 of the agenda book. Jeff presented the 2001 proposed budget and an alternate proposed budget.

The first proposed budget show deficit of \$6800 for the following reasons:

- a. The membership was reduced from 500 to 350
- b. Conference training was increased to \$750
- c. Meeting site seed money set at \$ 0 , since seed money is returned
- d. College sponsors increased by \$200

Concerns: nothing included for membership cost(postage, printing, etc), previous amount was \$500.

The alternate proposed budget shows a deficit of \$3550.

- a. The membership is increased to 400
- b. Newsletter ads increased to \$2000
- c. Industrial Sponsor increased to \$5000

Jeff Cramer noted the saving factor in the past deficit is that not the entire travel budget is spent(approximately \$4000 will not be spent for the year 2000).

Jeff and Dolores volunteered to contact colleges that are not currently college sponsors.

After considerable discussion, **Dick Jones made a motion to accept the original budget with the following amendments.** Tom Gruber seconded the motion

Amendments to the original budget:

- | | |
|---|------------|
| a. Combine office and Postage as one line item at | \$300 |
| b. Add line item for Members Expenses at | \$500 |
| c. Increase newsletter Ad income to | \$2000 |
| d. Seed money expense line item at | \$ 0.00 |
| e. Net income at | -\$6300.00 |

Motion approved by voice vote.

Jeff Cramer requested an internal audit. Last internal audit was last November covering 5 years of transactions. Question, is external audit necessary or desired?

Motion by Dolores Aquino to have external audit with each treasurer change and internal audit each year. Second by Dick Jones. Motion passed by voice vote.

- E. College Sponsor: Jeff Cramer noted that two colleges have been college sponsors for 25 years; Black Hawk College and College of Southern Maryland. Each will receive a 25 year plaque. There are currently 115 college sponsors.
- F. Membership: Dolores Aquino provided a copy of the letter used to notify college faculty about membership renewal. Discussion centered on if we should continue to send newsletters to members that have not renewed (~500). Currently we are sending out ~1700 newsletters. Motion was made by Tom Gruber that we send a newsletter active members, former members not active for less than 1 year, college sponsors, and eliminate redundancy. Second by Jeff Cramer. Motion passed by voice vote.
- G. Industrial Sponsors: No report from Michael Lee. **Action: List of Industrial Sponsors will reflect only paid members with date sponsorship was paid. If possible include email address.**
- H. Regional Advisory Boards: The regional advisory boards were reviewed;
Western Region: No Chair and need more members
Southern Region: Need more members
Eastern Region: Add Joe Rosen, NYCTC Tech College and Ellen Schwarz, IVY Tech State College, remove Ron Disefano, retired
Midwest Region: OK
Regional Advisory Board members receive agenda books from the ACS.
- I. Newsletter: Carol Handy will be taking over as editor of Outlook from Jay Bardole. In the next edition we will need to advertise for the Chair-Elect and Industrial Sponsor positions. COCTYC members are elected one full year before they take office. Vincennes University will continue provide the postage and mail the newsletter. The return address will remain as Vincennes University. Jeff Bardole at Vincennes will make mailing labels University. It may be necessary to update the current version of Pagemaker Or replace the current version of Pagemaker with new version.

IV. Old Business:

- A. WEB Task Force: Task Force members will be Jay Bardole, Michael Canestaro, and Jim Zubrick. Rick Bolesta will chair the task force.

- B. Reorganization: Rick Bolesta suggested we have a brain storming session regarding what is working well within the COCTYC and what needs improvement. Dave Klein suggested everyone to a day early to the San Diego meeting for a retreat. Dave further suggested that the emeritus members be invited as well. **Rick Bolesta will poll the COCTYC members about having a one-day retreat at the San Diego meeting.** Possible items to consider would be to have someone other than the chair oversee the RAB people, extend term for future site chair, extend term for someone to mentor the 2YC₃ meeting program chairs.

V. New Business:

- A. Ballot preparation: Dolores Aquino will take care of preparing the ballot for the chair-elect and Industrial Sponsor positions. Bill and Sonja will have to provide biographies to be included with the ballot. Carol Handy's biography is in.

Rick Bolesta thanked Jay Bardole, Dick Jones, and Jeff Cramer for they're past service to 2YC₃.

Meeting was adjourned at 7:45 pm

Respectfully submitted
Frank Koch, Chair-Elect