

Minutes of COCTYC meeting
175th 2YC₃ Conference
Pima Community College
October 14, 2006

The meeting was called to order at 3:30 PM by Dolores Aquino. Present were Kelly Befus, Patty Pieper, Ed Kremer, John Kenkel, Jeff Cramer, Sonja Davison, Carol Handy, Dolores Aquino, and Michaelleen Lee

David Katz reported on the 175th Conference. There were about 40 total registrants including the presenters and exhibitors. He reported that he has all the registration forms and will send them to Patty Pieper along with a check for the new members' dues. Pima Community College will reimburse David for his food expenditures. John Kenkel asked for his input about how COCTYC supports the conferences and how we could improve our involvement. David thought we did a good job of supporting him. Kelly Befus suggested that Ken Costello might give a workshop on the use of Power Point in General Chemistry. Dolores complimented David on the attendance and support of his Pima faculty. We thanked him for hosting the conference.

The minutes from the 173rd conference at Georgia Perimeter were read. Those from the general meeting and COCTYC meeting were approved. The minutes from the retreat were approved as amended.

Officers' reports were given.

Kelly Befus gave the Treasurer's Report. She reported that the Chemical Heritage Foundation has agreed to be a repository for the historical records of 2YC₃. She suggested that we make contribution to the Foundation. We will link the Foundation to our website. A detailed documentation of the treasurer's report followed. She has not received an invoice from the 2006 BCCE ice cream social and will not send a check without the invoice. Bettina has been contacted numerous times with no results in terms of financial settlement from her conference. Dolores talked to her at Pima. Bettina said that she has no money because she is "in the hole" from the food but will send a report. Dolores will recontact her about the content of the report. Kelly proposed that the administrator who sends the letter of local support for a conference be copied on all emails concerning follow up conference reports in the future so COCTYC will receive all funds and information that it is supposed to receive after the conferences. Kelly noted that we need to keep 2 to 3 times our budget in our checking account so that we can cover conference expenses if necessary. It was noted that there was no "exit interview" with conference chairs when the COCTYC meeting was held on Thursday night prior to a conference. This is a problem and it was emphasized that this "exit interview" must still take place even though the COCTYC meeting is not on Saturday at the end of the conference. The need for three conference chairs for a conference and for good mentoring was noted in order for a conference to proceed smoothly.

ACTION ITEM Dolores will contact Bettina about the content of her conference report.

ACTION ITEM Kelly, Lance, and Patty will come up with a conference report sheet to be approved and be included in the Conference Planning Manual.

ACTION ITEM Ed Kremer will contact the Joliet contact person regarding her Local Chair and Exhibits Coordinator.

A discussion followed about WHEN various conference chairs and coordinators need to be known. It was decided that the conference mentor will make sure the administration knows there needs to be three “chairs” for their conference: Program, Local Arrangements, Exhibits Coordinator.

Kelly requested that her work study student, Dan Harmon, be given a \$100 gas card in appreciation for his scanning work during the summer. It was approved and a note of thanks will go into the Newsletter.

The Treasurer’s Report was approved.

Kelly Befus gave the College Sponsors Report. 96 have paid in 2006. There are 100 sponsors as some paid previously. A discussion on the billing date for the sponsors took place. It was decided that these invoices will continue to go out separately on Feb. 1

Carol Handy gave the Newsletter Editor’s Report. She thanked John for collecting the money owed by the advertisers. A discussion took place regarding the number of copies mailed in addition to the one per member of 2YC₃. it was decided that the Executive Committee members will NOT continue to receive their “extra” five copies. The following additional distribution was decided: Membership Chair-25, Industrial Sponsors Chair-50, Jodi Weseman-15, all advertisers will receive 1, conference chairs-50, all college sponsors will receive 1. The next Newsletter deadline is Dec. 15, 2006

John Kenkel gave the Industrial Sponsors Report. There are currently 21 paid sponsors. He passed out a list with addresses and a table containing each sponsor’s last renewal date and the date that the last invoice was sent. He noted that he expected the payment any day from ScholARChemistry/Sargent Welch and that he will contact Hayden-McNeil about their non-renewal. The invoices for the Newsletter advertisements have just be sent.

ACTION ITEM John will check with David Katz about a reported “new” sponsor.

Patty Pieper gave the Membership Report. There are 352 paid memberships for the year 2006 (Oct.1, 2005-Oct 1, 2006). It was decided that the names, renewal dates and colleges for all members will be posted on the Website. This information will be conveyed to the members in the membership renewal mailing and this mailing will also contain an opt-out option for those not wishing to have their information listed. It was

decided that all minutes and reports from a COCTYC meeting will be sent to the Webmaster within 4 weeks of a meeting. The webmaster will send a reminder.

ACTION ITEM Michaeleen will bring the official Minutes Book to the San Antonio Conference.

It was decided that Oct 1 will be the official membership renewal date. New members from the Fall conferences will be counted for the following year. Checks received after Oct. 1 will not go into the bank until the following year. Emeritus Members are non-paying members. To avoid confusion, this designation will be changed to Past Chairs so retired members will not think that they do not have to pay.

Patty Pieper gave the Report on the 174th Conference./BCCE. The ice cream social was a great success and there was lots of help. The 2YC₃ brochures were not able to be distributed at the social. There were 25-30 people at the Wednesday General Membership meeting (12-1:15). Jodi Weseman has the attendee sheet. Not all of the attendees were 2YC₃ members. Everyone introduced themselves. Patty was not able to give her power point presentation on 2YC₃. All attendees were given the new brochure .

ACTION ITEMS Patty will write up the minutes of the General Membership meeting at the 174th Conference.

ACTION ITEM Patty will send us all her power point presentation on 2YC₃

Patty reported that Uni Susskind had pointed out errors in the middle panel of the new brochure. In the next revision the wording will be changed to “contributed to”. Kelly proposed that in the next revision the middle panel will report on what was done by 2YC₃ in the previous 3 years and the executive committee will determine its content. It was suggested that we put our new brochures on the JChemEd table at the regional meeting in Tucson. It was noted that Betty Moore took brochures.

Sonja Davison gave the Regional Advisory Boards Report. She has been updating the lists and appointing chairs. She passed out the emails she sent to current members and proposed new members. The RAB chairs should begin building a data base of community college teachers in their region.

ACTION ITEM Kelly will work on a template for this information.

A letter will be sent to the RAB members at the beginning of each year reminding them of their agreement to attend at least one meeting each year and asking them which meeting they will attend.

Sonja passed out a list of the currently listed members in all regions and of proposed new members for the Western Region received from Dick Gaglione. These proposed members were approved. They are David Brown, Ph.D., Kaveh Zarrabi, Ph.D, Thomas Gill, Ph.D., Charles Newman, Ph.D., and Anu Ganguly, Ph.D.. The first three have

accepted the appointment. The last two have not yet responded. It was decided that Gary McGlaun will remain as chair for the Southern Region. Other members are Candice McCloskey, Glen Nomura, Martin Stewart, Pamela Clevenger, and Sue Ballard. In the Midwestern Region, Amy Jo Sanders was suggested for chair. Roma Advani has agreed to continue on the Board. Jayne Wilcox will also continue. Andrew Aspaas was approved as a member, as was Jason Jaydin.

ACTION ITEM Sonja will contact Jayne Wilcox and ask her to help promote the conference in Joliet.

John Kenkel gave the Future Sites Report. The Letter of Agreement submitted by Dick Gaglione between 2YC3 and the Southern Nevada Section for the joint 2YC3 meeting and the Western Regional Meeting of the ACS was approved with one change. The last sentence of the first paragraph should also say that it is the 182nd 2YC₃ meeting as well as the Western Regional Meeting. The letter of agreement from Bergen Community College for the 178th Conference was passed out. This site was previously approved via email. The letter of support from Durham Technical Community College for the 179th Conference was passed out. This site was approved.

ACTION ITEM John and Dolores will officially respond to Durham Technical Community College

180th Conference Jeff and John are in touch with Karen Stevens at Baton Rouge Community College. She has been sent a Conference Planning Guide.

ACTION ITEM Jeff will invite her to the San Antonio meeting

A motion was approved that we provide up to \$600 in travel funds, if necessary, for the program Chair of a future meeting to attend a conference prior to their conference and up to \$250 to a mentor for a campus visit.

183rd Conference

ACTION ITEM Michaelleen will recontact Kathy Harter at Philadelphia Community College and ask if they are interested if someone else will be in charge of the program.

184th Conference Tamara Goetz replied very positively about Salt Lake City Community College.

185th Conference We approved Rochester Community and Technical College as the site. Jason Jadin is the contact person.

186th A Southern site is needed.

ACTION ITEM Ed will contact Servando Munoz at Miami –Dade

We also have a future site at Valencia College in Orlando. It was decided to wait until there is a national ACS meeting there

ACTION ITEM Ed will try to find out when ACS is planning a future meeting there.

187th

ACTION ITEM John will contact a person in the San Francisco area about a site.

Elections

A letter of support for Kelly Befus as Treasurer has been received. A letter is needed from Carol Handy's college in support of Jim Schneider for Newsletter Editor. Candice McCloskey and Julie Eliefson were suggested as Chair Elect candidates

ACTION ITEM Sonja will contact Candace

ACTION ITEM Dolores will contact Julie

New Business

It is necessary to send minutes and reports to Lance in a timely fashion and expenses to Kelly as well. We should do that within four weeks.

The meeting was adjourned at 7PM

Respectfully submitted,

Michaeleen Lee