

**NARAC Planning Meeting for RACC  
TBD**



**Notes for Planning Meeting: Date TBD**

**Agenda**

Welcome and update from all Regional Groups –  
NACAC Conference Update  
Payment Update  
Site Update  
Survey Update/planning  
Session Update/planning  
Registration  
SIG Update

**Goals of meeting**

Promote conference

**Attending:**

**Representatives from Regional Groups: TBD**

Emailed updates sent to – **TBD**

**NOTES**

1) **Payment:** RACC will be in charge of payment and registration

**a. Registration**

- i. Registration link is live as of May 19<sup>th</sup>
- ii. <https://www.surveymonkey.com/r/NARAC4>
- iii. **21 RSVPS to date.** Last year we had 40 at the end of June
- iv. Registration open until day of event – walk-ins allowed.

**b. Payment**

- i. **Amount will be \$15.** This will be just for lunch, there are no facility fees.
- ii. **Payment will be collected after people register. By cash on site or paypal by 9/15/15**
- iii. Receipts will be available as – meal, conference or meeting receipts.
- iv. We will have a balance carried over from last year in San Diego. RACC has transferred the balance to Ed Devine. We have **\$941.72** remaining. See below for update on web-hosting costs.

2) **National Survey:** per vote last year, we will take this year off from a National Survey. The idea was to Survey National every other year, and by regional group every off year to the National Survey.

a. **Suggestion from SD to survey non regional for comparison**

i. *I think I also mentioned that while the survey data we have been able to collect these last two years is fabulous, I have to wonder if there might be some way to send a similar (probably scaled down) survey to a group of non-regionals so we have some direct comparisons that could be included in survey results. I suspect this comparison data might make "the case for regionals" an even stronger one.*

3) **Program:** Will be done by **TBA on person**

a. Session particulars to be sent to **TBA** by **9/1/16**

b. Submit with:

i. Presentation Title

ii. Presentation description

iii. Presenter Name, Title, Institution

4) **Update document link - Need link or method by program chair**

5) Session updates: the 6 educational time slots worked well with the attendance. Will continue with that. No need for tracks, just will assign sessions topics. See below grid for session suggestions.

a. Being worked by regional groups. All are in the works. Goals is to have 1-2 lead regional group per session, panel will include multiple regional groups.

b. Need assignments below

c. Two page document, cost per program **\$2.00**, estimated budget - **\$400**

6) Registration updates

a. RACC will provide take RSVP via its Survey Monkey

i. RSVP link - <https://www.surveymonkey.com/r/NARAC4>

b. Also on web site at

i. [www.narac.net](http://www.narac.net)

ii. Conference page: <http://www.narac.net/events/>

7) Site updates

i. Saint Charles Preparatory School - <https://www.stcharlesprep.org/>

ii. **Location** – 3.6 miles from convention center

b. Fair indoors on basketball court

c. Park, uber, carpool to site, park near college fair, walk to sessions



**Saint Charles Academy**



**Auditorium – cap = 500**



**Counseling Office Lobby, Cpc = 100**



**Lounge, cpc =**

Both the Counseling Office Lobby and the Lounge will be renovated this summer and are directly below the Auditorium

8) Food

**L.A. Catering** – Recommended by St Charles and Kevin Keller from site visit: *“I have attached a catering list for your review. I would recommend the **L.A. Catering**, as part of their profits go back to Meals on Wheels and other charities. It’s also run by a St. Charles Alum. Bosc and Brie was also highly recommended.”*

a. working for estimates on Box vs Buffet lunch

i. [www.la-catering.com](http://www.la-catering.com) Charles Gehring '74 (W) 614-358-5252

9) SIG update

a. Meeting set for **Friday, 12:15 – 1:15 PM**

b. Convention Center: **Battelle Ballroom South**

c. *We will either encourage people to pack a sack lunch, or we will consider applying roll over funds and portion of registration fees toward catered lunch from convention center.*

d. *No catering information available yet. Will present options when catering is available through NACAC. Not a high priority to feed guests*

e. Need session idea.

i. *Panel of Deans? Develop an SPGP for regionals?*

ii. Lloyd Thacker if not used on Wednesday

**Schedule: Approved by Saint Charles in June**

Wednesday, September 21, 2016

10:00 AM - 10:30 AM Registration  
 10:30 AM - 11:30 AM Opening Session  
 11:30 AM - 12:00 PM Lunch  
 12:10 PM - 1:00 PM Breakout Session 1 - Chose from 3 sessions  
 1:10 PM - 2:00 PM Breakout session 2 - Chose from 3 sessions  
 2:15 PM - 3:30 PM Mini Fair - two high schools attending  
 3:30 PM - 4:15 PM Closing Session - Panel, Defense of Regionals, Thacker?

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<b>Session/Time; track</b>	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
<b>Session Block A</b> 12:10 PM - 1:00 PM	<i>Data workshop – WICHIE, Noel Levitz Solicite, CB, Jim Bonner, Alicia Ortega</i>  <i>ROAR/RACC</i>  <i>Elisa Krapcha = contact</i>  <i>-Survey?</i>	<i>Maximizing your Regional Existence – Career Regionals 60 tips for regionals Allie, Makayla</i>  <i>RACC/CARR/ROAR</i>  <i>Allie Sevall = contact</i>  <i>+Survey?</i>	<i>How Regional Groups Work</i>  <i>By Laws, membership, professional Dev. Etc. All Groups Speak ROAR/DARN/TCRAR NU</i>  <i>Rae Anne Mena = contact</i>  <i>+Survey of Chairs</i>
<b>Session Block B</b> 1:10 PM - 2:00 PM	<i>Technology - Guest speaker? Solicit – Jon, Mike other about use</i>  <i>PNRAC/CARR</i>  <i>Mike Melinder = contact</i>  <i>+Survey</i>	<i>Session Rookie – Policy/Ethics of a Regional Rookie 201 – presence in region/connection to HS's</i>  <i>TCRAR/DARN</i>  <i>Danielle Whitney = contact</i>	<i>Maintaining relations with your office</i>  <i>NEAR/CARR/RACC</i>  <i>Contacts: Michael Taylor Courtney Wallace Caitlyn Provost -National Survey</i>
Mini - Fair 2:15 PM - 3:30 PM	<b>Mini Fair - two high schools attending</b>		
<b>Closing Session</b> 3:30 PM - 4:15 PM	Looking at Guest Speaker- have asked the authors of Remote and 2 local faculty to present on telecommuting and remote staff.  <b>Other ideas- High School panel? Speaker? With RACC rep RACC</b>		
<b>SIG</b> <b>Friday, 9/23/16</b> <b>12:15 PM - 1:15 PM</b>	<b>Deans Speak – Hear from 3 Deans on why regionals and their impact</b>  <b>Suggested Deans:</b> <i>Large, medium, public-- Michigan State, Alabama, Miami Ohio,</i>		

TBA time and location, like Friday, 10/2 at lunch	<p>Medium Private - TCU, Seton Hall, DU, GWU, Xavier Univ Small LA - Lafayette, Elon, Lewis Clark,</p> <p><i>We will consider providing food via NACAC</i></p> <p><i>Regionals encouraged to bring their Dean/Director</i></p> <p><i>Meeting will start with a NARAC Conference summary and report backs</i></p>
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### Session Contacts/Moderators

Session	Name of Regional	Affiliate	Email
Session A.1.	Elisa Krapcha	ROAR	<a href="mailto:ekrapcha@ku.edu">ekrapcha@ku.edu</a>
Session A.2.	Allie Sevall	RACC	<a href="mailto:allison.sevall@tcu.edu">allison.sevall@tcu.edu</a>
Session A.3.	Rae Anne Mena	ROAR	<a href="mailto:menar@slu.edu">menar@slu.edu</a>
Session B.1.	Mike Melinder	CARR	<a href="mailto:mike-melinder@uiowa.edu">mike-melinder@uiowa.edu</a>
Session B.2.	Danielle Whiney	TCRAR	<a href="mailto:dwhitney@iastate.edu">dwhitney@iastate.edu</a>
Session B.3.	Michael Taylor	RACC	<a href="mailto:mtaylor@hpu.edu">mtaylor@hpu.edu</a>
	Courtney Wallace	CARR	<a href="mailto:courtneywallace@augustana.edu">courtneywallace@augustana.edu</a>
	Caitlin Provost	NEARR	<a href="mailto:c.provost@tcu.edu">c.provost@tcu.edu</a>

### Action Items

April	Secure location/tour facility
May	Registration link set up
July	Assign session leaders
June – Oct	All – promote NARAC Conference
	Registration Updates provided by RACC
8/15/15	Moderators - Program write-ups due to RACC - Brittany Slaughter
9/15/15	Ad/poster for mini-fair Assigned?
9/15/15	Registrants will be billed. Can pay via pay pal, or on site

### Assignments Needed

- On-site coordinator (Kevin left)
- Lunch Order
- Program Chair
- College Fair Coordinator
- Opening Session/Closing Session Chair

### Next meetings

July  
August <http://doodle.com/b2ugq7eirx5wd26p>

## Web Site Update

The initial web site was set up to announce and promote the National Conference and movement. The original site hosting fees were \$14.95 per year. This was a very small (maxed out actually) capacity site. This year, that contract and web building platform expired. We upgraded to a new web hosting tool (same company) and now have a more robust, larger capacity site.

We can now make enhancements to the site.

What you see:

- Color schemes were picked off of the Denver meeting discussions to be neutral with colors (IE not to look like any college's colors or other regional sites?)
- Logo – based on CO meeting to show entire US (as to include regionals not in formed regional groups)