

NARAC Planning Meeting for RACC
7/11/2017
10:00 AM PST/1:00 PM EST



Notes for Planning Meeting: Date 7/11/17

Agenda

Updates from NEARR – Speakers, venue

Updates in Registration

Survey

SIG Update

Goals of meeting

- Promote conference, determine sessions, assign session leaders, and assign other duties
- Check in on sessions offered/assign leaders
- Assign tasks: Payment, program, signage
- SIG planning

Attending:

Reps from various regional groups.

NOTES

- 1) **Payment:** Will use the Square on site brought by RACC and direct linked to the NARAC account. Will reimburse NEAR for gifts given to speakers.
 - a. Collect via Vimeo pre-event if that works
 - b. **Registration updates:**
 - i. Registration link is live as of May 1
 - ii. <https://www.surveymonkey.com/r/NARAC17>
 - iii. **RSVPS to date** – 43 Yes, 15 Maybe
 1. <https://docs.google.com/spreadsheets/d/1vGyex2A3C5oakgc6-Jr2Lr0-mJuQshDISIR28e-kT8k/edit?usp=sharing>
 2. List will be updated periodically by RACC and shared via Google Drive document.
 - iv. Registration open until day of event – walk-ins allowed.
 - v. Registration list to be updated via survey monkey. This registered will need to be billed when payment is set up or made aware charges will be paid onsite.

2) **National Survey:**

- a. Will be coordinated by RACC and CARR. Chuck Liddiard liddiard@udel.edu from RACC and Jen Paar jpaar@du.edu (possible) from CARR)

3) **Program:**

- a. S Will be done by NEARR. Submissions due to **Caitlin (c.provost@tcu.edu) by Sept 1**. We will create a Google shared doc to collect this data.

- b. Submit with:

- i. Presentation Title
- ii. Presentation description
- iii. Presenter Name, Title, Institution

4) **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. Two page document, cost per program \$2.00, estimated budget - \$200?

5) **Promotion and Registration**

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

6) **Site updates**

- i. Boston College High School: <https://www.bchigh.edu/page>
- ii. [Location](#) – 4.6 miles from convention center
- iii. Will need to Uber/Lyft or carpool. In final confirmation NEAR will send updates on travel.
- iv. Class room names will be updated by August meeting

7) **Food** – BC High has generously offered to provide breakfast and lunch for us

8) **SIG update**

- a. Meeting set for **Friday, 12:15 – 1:15 PM**
- b. Convention Center: Room 107. We could move off-site if we want to look for venues.

Schedule: 2 Options not yet knowing when Senior lunch is. We will dine with students.

Lunch 1 Scenario

9:00 am-9:20 am Registration Opens - Light breakfast, coffee
 9:20 am-9:45 am Welcome address (From BC and NARAC)
 9:50 am-11:15 am Opening Session Joe Bellevance
11:20 am-11:50am Lunch period 1 with students
 11:50am - 12:10 pm Break
 12:10 pm-12:50 pm Session A
 1:00 pm – 1:40 pm Session B
 1:50 pm - 2:35 pm Vern Granger
 2:35 pm - 3:00 pm Closing

Lunch 2 Scenario

9:00am-9:20am- Registration Opens - Light breakfast, coffee
 9:20 am-9:55 am Welcome address (added some time for intro of groups)
 10:00 am - 11:25 am Opening Session Joe Bellevance
 11:30 am - 12:10 pm Session A
12:15pm-12:45pm Lunch Period 2 with students
 12:45 pm – 1:00 Break
 1:05 pm – 1:45 pm Session B
 1:55 pm – 2:40 pm Vern Granger
 2:40 pm- 3:00 pm Closing

9:00 am-9:20 am	Registration		
9:20 am-9:45 am	Welcome, NARAC Update and Parade of Regional Groups		
9:50 am-11:15 am	Opening Session group session – Joe Bellavance: Who you are and what you bring to your work as a regional. Interactive session		
11:20 am-11:50am	Lunch period 1 with students		
Session/Time; track	Session 1	Session 2	Session 3
Session Block A 12:10 pm-12:50 pm	Data and Budget – for new regional - Texas/RACC	FLSA – policy for regionals, maybe HR concerns – Other Hot Topics CARR	State of Affairs for Regionals – check with consultants, researchers RACC/STARR
Session Block B 1:00 pm – 1:40 pm	Regional Relations with your Office CARR/ ROAR	Sessions for ACAC and ideas ROAM/NEARR	How are we evaluated – same? Managing Regionals - NEARR/ROAR/CARR
1:50 pm - 2:35 pm	Closing Session group session – Vern Granger: Regional Impact and Careers		
2:40 pm- 3:00 pm	NARAC Moving Forward and Survey Results		

SIG Friday, 9/15/17 12:15 PM - 1:15 PM Room 107	<i>NARAC meet and greet and working groups for NARAC future.</i> <i>On or off site? Present Survey Data? Invite Dean? Others?</i> <i>We will consider providing food via NACAC or going to a restaurant off site. Ed has inquired w NACAC the process to go off-site.</i>
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Session Contacts/Moderators

Session	Name of Regional	Affiliate	Email
Open	Caitlin Provost	NEARR	c.provost@tcu.edu
Session A.1.	Annie Judkins Teri Ann	Texas RACC	anni@txstate.edu tmatsuda@coloradomesa.edu
Session A.2.	Carin Smith	CARR	carin.smith@lawrence.edu
Session A.3.	Teresa Bont Rick Diaz	STARR RACC	TBD rdiaz@mail.smu.edu
Session B.1.	Courtney Wallace Rae Anne Mena	CARR/ROAR ROAR	courtneywallace@augustana.edu menar@slu.edu
Session B.2.	Amanda Wulle	ROAM NEARR	awulle@purdue.edu TBD
Session B.3.	Elisa Krapcha Craig Dionne	ROAR/CARR NEARR/RACC	ezahn@ku.edu craig.dionne@Du.edu
Close	Jason Cloutier	NEARR	cloutierj@xavier.edu

Sessions: Special Notes:

Joes and Vern will help us to think of our roles and our careers and what we personally and professionally bring to the landscape of higher education.

The shortened 40 minute sessions should provide some information on the topic, and some discussion time. They should also have a call to action for those groups to re-assemble via follow up conference calls to continue the discussion and to create "follow up projects." These could be a best practice document, templates for events or just general discussion on advancing the work or regionals and NARAC.

Action Items

April	Secure location/tour facility
May	Registration link set up
July 2017	Assign session leaders
June – Oct 2017	All – promote NARAC Conference Registration Updates provided by RACC
August	Moderators fill in google doc with all session information
9/1/17	Moderators - Program write-ups due to Caitlin Samples http://www.narac.net/resources/surveys-and-reports/

9/1/17	Send Confirmation Email 1 with billing info and schedule – Ed Devine RACC
9/1/17	Food counts/Rep counts to BC HS - NEARR
9/7/17	Send Confirmation 2 w travel, parking and final program – Caitlyn Provost NEARR
9/12/17	See you soon, welcome to Boston email from Caitlyn and Jay.
9/12/17	Get gifts for speakers and hosts - NEARR

Assignments Needed

On-site coordinator/Program Chairs –

Caitlin Provost: c.provost@tcu.edu

Jason Cloutier: cloutierj@xavier.edu

Sessions Leaders – assigned above

Topics

Office Relations -
State of Affairs for Regionals – check with consultants, researchers -
Sessions for ACAC and ideas -
Data and Budget – for new regional -
How are we evaluated – same? Managing Regionals -
FLSA – policy for regionals, maybe HR concerns -

Price

\$15 – will be charged by square or vemeo

Next meetings

Wednesday, August 23 at 1:00 PM EST and 10:00 AM, PST