

ACLCP Executive Committee Meeting Minutes

August 18, 2022, at 9:00 AM via Zoom

In attendance: Maureen Bentz, Eric Delozier, Scott Denlinger, Linda Poston, Josephine Smith, Martha Stevenson, and Jennifer Strain.

1. Dues

It was decided via a previous email vote that for FY 22/23 we would again suspend payment of dues. This suspension started in FY20/21 due to the pandemic. There was a discussion about what to charge/recommend for FY 23/24 dues. Scott reported that previous dues were \$800 per institution and during the last two years of online programming there was no limit in attendance for member institutions. A discussion about if this should continue ensued and many suggestions were brought forward including the same flat fees, lowered flat fees, a sliding scale based on FTE, a tiered scale also based on FTE, or a scholarship or hardship option. Benefits related to these fees were also mentioned. A final decision was tabled until this could be discussed with Deans and Directors at the fall conference.

2. Budget

Scott reviewed the budget that was sent prior to the meeting. He sent information about account balances and expenses. As of the end of FY 21-22 (ending June 30, 2022), our account balances are as follows: Checking: \$10,860.33. Savings: \$55,890.03.

Scott stated that due to our suspension of dues for the last two years our income has been limited to the interest we earn on our business savings account, which is usually less than \$1.00 per month.

Scott discussed the fact that the organization should always attempt to use our bank card to pay for as many services as possible to streamline and limit reimbursement payments. Scott brought up the fact that the organization does not have a permanent address and therefore none is listed on our checks. The lack of place resulted in an organization not accepting our check and required Scott to obtain a bank check and fees were charged.

One major expense that Scott brought up that will continue is the yearly Zoom license to support administrative meetings and programming. This fee is \$794 per year.

3. Administrative Assistant Position

There was discussion about how to proceed with filling the position and how it had been advertised and should be advertised in the future. The duties described were mostly needed to support an in-person conference at a hotel. There was discussion of managing without this position if the conference moves to a site visit and asking the site manager for support on campus. Duties and responsibilities for this position are outlined in an internal Programming Committee document.

4. SIGS

Maureen asked if some of the SIGS names could be changed to be more reflective of the interests of the consortia members. Josephine was going to check with SIG chairs to learn more about interest and a potential renaming/regrouping.

5. Meeting Dates

The following meeting dates for FY 22-23 were decided upon by all present with few exceptions.

Fall Meetings

- Fri., Sept. 16 at 9am
- Fri., Oct. 14 at 9am
- Program - end of October or early November TBD
- Fri., Nov. 18 at 11am (debrief after conference)

Spring Meetings

- Fri., Jan. 20 at 9am
- Fri. Feb. 17 at 9am
- Fri., March 10 at 9am
- Program - end of March or early April TBD
- Fri., April 28 at 9am (debrief after conference)
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6. Conference

Jennifer and Josephine reflected on previous discussions about this year's fall conference and reminded the committee about the decision to try a site visit. Given the central location of Harrisburg University it was decided that Jennifer would follow up with Director David Runyon to coordinate and work on a timeline based on site availability/access and previous suggestions from attendees. Once a date is established Jennifer and Josephine will coordinate other details.

Martha had previously offered Kutztown University as another potential location, and she reiterated this again if Harrisburg University cannot accommodate this request.

Maureen had asked about the possibility of offering online components or options for those that may not be able to attend in-person to offer equity and accessibility options to all. Josephine discussed streaming as a potential option depending on the location and supports in place.

Respectfully submitted, Maureen Bentz, Chair