

Western Regional Honors Council Business Meeting
Chapman University: Sunday, April 15, 2018, 8:30 AM
Minutes

1. Call to order

Meeting called to order at 8:31 AM by WRHC President *Ken Mulliken* (SOU), who thanked WRHC VP *Carmichael Peters* (Chapman) and Chapman staff for an excellent conference.

Officers present: *Mulliken, Peters, Daniel Villanueva* (NSHE), *Kim Andersen* ((WSU). Absent: *Richard Cardullo* (UCR).

of member institutions present: 26. A quorum therefore existed to conduct business.

2. Discussion, potential revision, and approval of past-meeting minutes

The minutes from the November 2017 business meeting were distributed. *Dan Bubb* (UNLV) motioned to approve the minutes as presented. Seconded by *Peters*. No discussion. November 2017 minutes approved unanimously.

3. WRHC Membership and Financial Reports

Membership report: *Villanueva* presented the 2018 statistics thus far. 91 members whose checks have been received at UNR Honors (2017: 121, 2016: 124). Thirteen additional 2017 members either sent purchase orders or otherwise followed up to indicate they will renew membership. Six members are not renewing this year, four of which were due to Honors Programs/Colleges being eliminated at the respective institutions. Finally, twenty 2017 members have neither paid dues nor responded to our e-mails or follow ups. *Villanueva* will follow up to confirm (lack of) interest by May. *Villanueva* expressed his thanks to all those who sent their 2018 dues to UNR Honors. Special thanks to SOU's *Mulliken, Liesa Morrow-Bratcher*, and SOU Honors students for reaching out to those we hadn't heard from in February and March.

Financial Report: *Villanueva* reported stable finances and a bit more than \$57K in the account per statements provided by UNR Honors, with details of expected deposits and expenditures presented on a handout to all members present. He expects a slightly lower sum relative to last year once all dues are in, both because of fewer current paid members and a lower anticipated conference profit. Figures show that dues are not quite covering the annual *Scribendi* subsidy at this point so conference surpluses are essential to ensuring WRHC can fund not only *Scribendi* but other initiatives of benefit to members. Solid conference surpluses most years since WRHC 2013 at NAU have given us a good cushion. He has not encumbered any funds this spring for travel stipends because we only had four requests which we granted, but funds are still available for any qualified applicants. *Villanueva's* travel costs are minimal this conference but will be over \$1.5K for NCHC 2018.

A motion to approve the financial report as presented was made by *Peters* and second by *Bubb*. No discussion. April 2018 financial report approved unanimously.

4. Regional Conference Announcements and Updates

a. WRHC 2018 (Chapman University)

Peters reported that registered attendance was 306 people, not including those who paid just to hear the Angela Davis keynote speech (700 were there.) On that note, he is hoping WRHC funds or raised registration fees might be proposed in order to be able to reach out and get similar speakers of high caliber in the future. The conference organizers were told by attendees that the catering was good, as well as the lunch speakers. An electronic evaluation form will be sent to all attendees, and a full report and budget will be provided soon to the Board, and to members at the November business meeting.

b. WRHC 2019 (Montana State University)

Logan Schultz confirmed that next year's WRHC conference would be held March 29-31 and be titled "Mountains and Minds." Montana State is the largest university in Montana and also has the largest Honors College - 1500 students and growing, with 2 Trumans and a Goldwater awardee among them. There will be a new building in which to hold the conference, as well as hotel rooms. The Superintendent of Yellowstone NP, as well as Jon Hemenway, will be conference speakers. A Yellowstone trip will be organized for Sunday, and people should come a day early or so to ski and/or see the town and its great restaurants, the Museum of the Rockies, etc. A card with more information and conference dates was also made available to conferencegoers.

c. WRHC 2020 (Southern Utah University)

Jayci Bash reported that planning is still underway, but wanted to share travel information – the best way to get to Cedar City is to fly to Las Vegas or St. George and rent a car from there or take an airport shuttle. The town is growing, with a new hotel and state-of-the-art facilities. *Richard Badenhausen* asked if the tentative date was Easter Weekend. *Bash* confirmed that if that is indeed the case, the conference weekend would be moved.

d. WRHC 2021 (Washington State University)

Andersen reported conference planning is well underway, and that the theme will be “Planet and Peoples: Connection and Coexistence.” Pullman, WA is a small town but growing, it has a good airport with shuttles to WSU. Driving from Seattle is possible but it is 5 hours away. Two newly-build hotels will serve attendees, with shuttle services to the venue. WRHC 2021 is tentatively scheduled for the second weekend in April.

5. Action Items

a. Vote on Amendments to WRHC Constitution and By-Laws

Villanueva presented the amendment texts and explained the rationale for the two proposals. The proposed amendments had been distributed via e-mail to all members with the meeting agenda prior to the meeting, and comments solicited. *Mulliken* called for any questions or comments before the vote but none were offered.

Proposal 1 (Adding all President’s Council members to Executive Board, empowering WRHC to transfer funds to a third-party depository if membership and Board vote in favor)

Motion to approve: *Peters* Second: *Ken Vorndran*, Pima Community College

Vote: Unanimously in favor, no discussion.

Proposal 2 (Clarifying WHRC conference fee refund policies, increasing to 15% the amount retained by conference organizers if refunds are approved)

Motion to approve: *Andersen* Second: *Peters*

Vote: Unanimously in favor, no discussion.

The text in red of all proposed amendments to the WHRC Constitution and By-Laws in this Appendix was thereby adopted in its entirety. The website will be updated to reflect the changes as soon as possible.

b. Vote on Executive Secretary/Treasurer position

Mulliken nominated *Villanueva* to serve another term as Executive Secretary/Treasurer of WRHC. Other nominations were solicited from the floor. None were made, so *Mulliken* motioned for a vote on *Villanueva’s* candidacy, with *Peters* seconding. No discussion. *Villanueva* was elected unanimously by all members present to another three-year term as Executive Secretary/Treasurer.

c. Vote on Transfer of Funds from the University of Nevada, Reno to third party (Charles Schwab; Wells Fargo)

Villanueva presented two options to members for a new depository for WRHC funds, since UNR Honors had requested to be relieved of administrative responsibility no later than April 2018. A handout was circulated which showed the lower costs of opening a business account at Wells Fargo rather than an account at Charles Schwab. Additionally, Wells Fargo has branches in all upcoming WRHC conference sites, so officers could easily monitor and approve transactions in person. At the same time, an account at Schwab could be more beneficial in the future if WRHC members wished to invest some of our surplus funds, or if WRHC wished to organize ourselves as a 501c3 nonprofit or similar. *Villanueva* stated the Board had not expressed an interest in pursuing either option at this time, nor had he heard any such interest from members. Thus, the features WRHC would currently need can be served best by Wells Fargo – ability to pay vendors, stipend recipients and others via check or credit card, and the ability for WRHC to accept credit card payments for annual dues.

Mulliken mentioned that in advance of today’s vote, preparations had been undertaken to open a business account at Wells Fargo since the President, VP, and Secretary/Treasurer all had to present themselves for ID

verification in order for an account to be opened during business hours. This did not mean that Wells Fargo need be our choice, but if it were, transfer could occur much more easily.

After soliciting questions from the members (none were forthcoming), *Villanueva* suggested entertaining a motion to approve the transfer of all WRHC funds currently held in the UNR Honors account to Wells Fargo Bank, and to authorize UNR Honors and WRHC to verify the final balance before transfer.

Motion to approve: *Vorndran* Second: *Amaris Ketcham*, UNM

Vote: Unanimously in favor, no discussion. After the vote, *Villanueva* thanked UNR Honors for serving as WRHC Secretariat from 2016 – 2018. After final balance reconciliation at UNR Honors and transfer of funds to Wells Fargo, the Nevada System of Higher Education office will become WRHC administrative headquarters.

d. Mulliken to stay on WRHC President's Council for 2018-2019 academic year
Mulliken announced he is taking the position of Associate Vice Chancellor for Undergraduate Education at the University of Illinois-Springfield effective August 1st. With member and Board consent, he would like to serve his term as Past President on the WRHC Board as long as is feasible. *Villanueva* spoke in favor of this move, citing *Mulliken's* highlights as WRHC President and his successful Board presence as mentor and agenda-setter since 2016. Institutional and Board members present supported his remaining on the Board by acclamation.

6. Discussion Items:

- a. Reminder of WRHC website as a regional point of information
Villanueva demonstrated the new WRHC website for those assembled (wrhcouncil.org), and encouraged member institutions, faculty, and students to like our Facebook page (<https://facebook.com/WRHCouncil>).
- b. Potential option to pay WRHC dues in advance for two or three-year period
Villanueva noted that several institutions had suggested the option of paying WRHC member dues for more than one year at a time. He and *Mulliken* agreed WRHC does not anticipate a dues discount with this option, but that it would be a way to streamline institutional and WRHC accounting. Members present expressed interest in this option, so *Villanueva* said he would put it on the agenda for a vote in November.
- c. New WRHC logo
Mulliken thanked the five students whose designs were chosen as the finalists and noted the winner will be announced at the closing ceremony later today.
- d. A potential regional weekend workshop for new regional deans and directors
Mulliken reported that due to time constraints and the fact that the NCHC workshop for new Deans and Directors was being planned for around the same time this year as WRHC's potential workshop, the idea has been put on hiatus for the present. He expressed the hope that the new Board would want to move forward with such a workshop in the new year.
- e. Strategies to work collaboratively, including student involvement in NCHC
Mulliken stressed the importance of the National Student Exchange, which SOU students have participated in as well as UNM students. Collaborating on these sorts of regional efforts can also increase student interest in participating in NCHC, whether at the conference or on student representative bodies.

7. News and Announcements:

- a. Date and time of WRHC meeting at NCHC. *Villanueva* and *Rathe* reported that they did not yet know when the WRHC business meeting would be held at NCHC but would publicize this as soon as it is known.
- b. Travel Stipends. *Villanueva* announced that UNM Honors faculty and Scribendi advisor *Amaris Ketcham* was awarded \$500 to attend this July's *City as Text* NCHC Institute in Barcelona. Cal Poly Pomona Honors student *Joseph Gazing Wolf* was awarded \$250 to attend June's NCHC Partners in the Parks seminar: *Exploring the High Plains*. Funds remain available for other such requests, two more requests are pending. Please contact *Villanueva* or *Peters*, as well as the WRHC website, for more information.

- c. Reminder of all regional journals and why we support *Scribendi*
Mulliken thanked the *Scribendi* representatives present for their hard work on the newest edition of the annual publication, particularly in continuing its award-winning reach and scope, and mentioned several regional journals such as *The Palouse Review* (WSU) to which WRHC's institutions can encourage submission as well.
- d. National Student Exchange – development of regional honors articulation agreements
 This point was addressed by *Mulliken* elsewhere in the meeting, with the particular example of the UNM *Scribendi* exchange that several WRHC students have participated in. Strengthening and deepening of the ties between WRHC member institutions can especially benefit with more participation in such exchanges.
- e. *Scribendi* (Ketcham)
 After she was thanked for a great *Scribendi* reception and awards ceremony, *Ketcham* and her student editor staff noted that each institution will receive a hard copy of this year's edition twice – once each in the fall and spring. UNM hosted two NSE students this year, one from SOU and one from the University of Idaho. Both had a wonderful experience and *Ketcham* encourages more WRHC institutions to send their students to UNM/*Scribendi* for an exchange semester or year. Outgoing Editor in Chief *Josh Rysanek* and Managing Editor *Tessa Chrisman* shared some statistics for the 2017-18 edition: 485 submissions (271 unique), 7 NCHC schools. Of the 445 WRHC institutional submissions representing 55 WRHC schools, 87 came from UNM, 37 from Univ of Utah, 34 from MSU, 25 from U of Colorado, and 22 from CSU. There will be a digital edition soon, and a new website as well. The 2018-19 Editor in Chief will be *Alyssa Aragon*, and the Managing Editor *Hyunju Blemel*.
- f. News from regional Honors programs and colleges (as many as have news to share)
Bubb (UNLV) shared some UNLV Honors successes, including that they had a Rhodes finalist and a student accepted to a Ph.D. program at Stanford in economics. This year UNLV brought its largest delegation to WRHC ever (14 students). It is a goal of UNLV Honors to participate more in both WRHC and NCHC.
- Vorndran* (Pima CC) was happy to announce that Arizona's community colleges had 63 of their students named as Coca-Cola scholars and All-USA students. This is a high number of students to win these prestigious awards.
- Barbara Sobhani* (Red Rocks CC) noted that last year was Red Rocks Honors Program's first year in WRHC, and first year as an Honors program. 13 students are currently in the cohort.
- Dawn Brooks* (Idaho State University) reported that ISU's Honors Program just went through a review. Thanks to NCHC guidelines, the Program gained a lot of respect across campus for why they prefer to be a "program" rather than a "college." Faculty now want to have Honors courses listed on their CVs and students also see the value of the Honors credential "because it stood out" as a key reason to have applied.
- g. NCHC Representatives' Report (Badenhausen, Rathe, Brand)
Richard Badenhausen (Incoming NCHC President) spoke briefly to praise the program review news in the item above, as well as to remind and encourage a large WRHC turnout at NCHC 2018 in Boston. Hotels can be reserved as early as July. In an effort to "open up the tent" in NCHC, events are being designed for staff members specifically as well as faculty and student sessions. *Bell Hooks* will be the keynote speaker and the city-as-text offerings should be good reasons to attend in November as well.
- Mary Beth Rathe* (NCHC Executive Director) also mentioned the benefits of attending NCHC 2018 but also stressed year-round offerings at the redesigned NCHC website including research, training, workshops and more. Toolkits on various subjects will also be included on the website and it is her goal to build a larger digital presence in general in the coming months and years. Registration for the NCHC conference is already open, and there are many ways to participate. Other NCHC news includes three upcoming research surveys (budget/retention, assessment, census), other publication opportunities for students and faculty (see website), and yet another reminder for WRHC faculty and staff to deepen collaboration with NCHC. This can include but is not exclusively limited to taking part in NCHC committees or other leadership roles.

h. 2018-2019 New Officer Introductions

The new 2018-19 WRHC Officers were announced as follows:

- i. Carmichael Peters, President, Chapman University
- ii. Ilse-Mari Lee, Vice President, Montana State University
- iii. Ken Mulliken, Past President, Southern Oregon University
- iv. Daniel Villanueva, Secretary/Treasurer, Nevada System of Higher Education (term ends April 2021)

8. Adjournment

The meeting was adjourned by Past President *Mulliken* at 9:41 AM.

DRAFT

APPENDIX: Proposed WRHC Constitution/By-Law Changes

Amendment Proposal 1

CURRENT:

CONSTITUTION ARTICLE 5: Officers

Officers of the Council: Definitions and Duties

The officers of the Council shall be a President, a Vice President, and an Executive Secretary/Treasurer....

...The Executive Secretary/Treasurer (EST) is defined to be the person in charge of keeping minutes of the meetings of the Council and performing such other duties incidental to the conduct of his/her office as may be required of her/him. In particular, s/he shall collect and manage all fees and dues owing to the organization and shall be the custodian of the Council's funds. S/he shall make an annual report to the organization as secretary and submit annually a complete and verified statement of the financial condition of the organization...

PROPOSED CHANGES:

CONSTITUTION ARTICLE 5: Officers

Officers of the Council: Definitions and Duties

The officers of the Council shall be a President, a Vice President, and an Executive Secretary/Treasurer. **The additional members of the President's Council outlined in the By-Laws shall also be voting members of the Executive Board....**

...The Executive Secretary/Treasurer (EST) is defined to be the person in charge of keeping minutes of the meetings of the Council and performing such other duties incidental to the conduct of his/her office as may be required of her/him. In particular, s/he shall collect and manage all fees and dues owing to the organization and shall be the custodian of the Council's funds. **With Executive Board approval and oversight, and affirmative membership vote, s/he may designate a third-party depository for the WRHC account under the oversight of a registered fiduciary agent.** S/he shall make an annual report to the organization as secretary and submit annually a complete and verified statement of the financial condition of the organization. **If institutional funds are kept in a third-party depository, a registered fiduciary agent where the WRHC account resides will also independently verify the statement of the WRHC's financial condition yearly ...**

Amendment Proposal 2

CURRENT:

BY-LAWS ARTICLE 2: Annual Conference

Section 4. Refunds for members unable to attend the conference for a valid reason, will be considered by the officers after the conclusion of the conference depending on funds available less 1%.

PROPOSED CHANGES:

BY LAWS ARTICLE 2: Annual Conference

Section 4:

Conference registration refunds for members unable to attend the conference for a valid reason will be considered by the officers after the conclusion of the conference. **Refunds will depend on surplus funds available and be paid minus a 15% administrative fee to cover fixed pre-conference costs.**