

# ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS

## Board Meeting Minutes

October 13, 2006

Santa Fe, NM

Donna Zapf called the meeting to order at 4:30 pm.

### Present:

Executive: Donna Zapf, president; Linda Paulson, vice president; Jim Pappas, secretary/treasurer

Members: David Gitomer, Melissa Hilbish, Mike Keen, Kris Rabberman, Dave Rankin, Mary Rockcastle

Ex officio members: Barry Levis, editor, *Confluence, The Journal of Graduate Liberal Studies*;

Jerry Jerman, managing editor, *Confluence, The Journal of Graduate Liberal Studies*

Ellen Levine, administrative manager, National Office

Guests: David Arant, Debrah Bokowski

1. **Agenda** was presented and approved.

2. **Minutes from the spring 2005 meeting** were presented. Jim Pappas moved to table the minutes, that Ellen Levine will condense down to motions and votes and distribute to board members for review and approval. The original detailed minutes presented here will be maintained in AGLSP records.

### 3. **President's Report**

Donna Zapf opened with farewell remarks of appreciation for working with such a fine board and for the AGLSP. She reviewed the state of the association and on-going projects she hopes will continue:

- a. Rebirth of the journal, now *Confluence, The Journal of Graduate Liberal Studies*
- b. Reorganization and revitalization of the national office
- c. Restructuring of the conference workshop and the new intellectual energy the board has brought to it.

Ongoing projects for which she encourages participation of nonboard members:

- a. Member survey
- b. Updating of AGLSP constitution
- c. Reviewing, updating, and developing new publications
- d. 2008 Conference in Vancouver, hosted by Simon Fraser University. She urges the board to make sure the conference is held in the city and not out in the country. A native of Vancouver, Donna described the vitality and excitement of Vancouver and all it offers to conference participants.
- e. Online best practices project, headed by Susan Nash (Excelsior College), is in process, yet to be completed.
- e. Requirements she's heard from members for future conferences: workshop on interdisciplinarity, provide meeting time for "like" programs to get together, but recognizing the great value in our heterogeneity and the opportunity to learn from one

another.

#### **4. Treasurer's Report**

Jim Pappas reviewed the financial good news of a balanced budget and reviewed the budget by line item.

##### **a. Revenue**

- Dues – notes the need for board member(s) to contact directly those members that are in arrears in their dues.
- Journal – noted the need to actively solicit journal sponsorships. Mary Rockcastle, publications committee chair, advised the board that she expects to be proactive, to call members and ask for support.
- Other publications – Jim noted that publications could be another revenue stream, as there is a demand in the membership for information.
- Conferences – expenses must balance to the \$30,000 projected income, and host institutions should be prepared to meet that requirement, with, perhaps, a financial contribution.

##### **b. Expenses**

- Jim reviewed the national office overhead.
- Journal editor stipend (not in proposed budget) was discussed. Mary suggested that it is important and we need to see where we can raise the funds to support a stipend, and that this needs to be institutionalized. Donna noted the requirement to maintain a balanced budget, and Jim noted that to offer a stipend the association would need to raise the funds, and that we must consider the journal in context with other endeavors and their opportunity costs. Mary further requests to go on the record with the need to raise the funds to support the journal as we want it to be – that the association needs to invest in the journal. Another journal expense that will need to be supported is travel funds to support the new editor transition, for the Publications Committee to work with the new editor.

Mary suggested that in future years we project the funds we require and work backward, in determining revenue enhancement possibilities. Jim noted that if we raise dues, for example, we must demonstrate the value added. Mike Keen suggested exploring tiered dues and examining conference features for where we could save money.

- Jim raised the issue of the frequency of the outstanding achievement award, noting that it will not necessarily be awarded every, rather when a deserving individual is nominated.

The 2007 projected budget was approved to be brought before the members at the Business Meeting.

#### **5. Nominations Committee**

Linda Paulson thanked outgoing board members Donna Zapf and David Gitomer. She introduced the member-at-large nominees, David Arant (University of Memphis) and Debrah Bokowski (Marylhurst University), secretary/treasurer nominee Mary Rockcastle, and vice

president/president-elect nominee Jim Pappas. The slate will be presented to the membership for a vote at the Business Meeting.

## **6. Publications Committee**

Mary Rockcastle introduced committee members: Mary, Melissa Hilbish, Jerry Jerman and Barry Levis. She presented the new journal, *Confluence*, and offered her thanks to Jerry Jerman, managing editor, Jim Pappas, publisher, the University of Oklahoma for its support, and Barry Levis, editor, for his fine work over the years.

- a. Barry Levis provided an update: he is working on the Spring 2007 issue, and yet has only five manuscripts that are ready to go. He has sent a solicitation letter to directors and will make a pitch at the Business Meeting. His usual deadlines are open, but the journal may want to consider fixed deadlines in the future. He expects his last issue will be Fall 2007 at which time he will be retiring.
- b. Jerry Jerman reported that the inaugural issue of *Confluence* is hot off the presses and 50 copies have been delivered to the conference. The website is now up, providing general and promotional information. He sees the website as offering great potential and opportunity, where, for example, we could post excerpts. He raised the possibility for cooperative advertising which, while not a revenue producer, could generate subscription orders.
- c. Mike suggested we think about individual sponsorships, in addition to our current institutional sponsorships. Mary advised of the need to put a package together for members, to support the effort to increase subscriptions and revenues. Melissa noted the need to make an electronic version of the journal available, that many university libraries will only take electronic versions now.
- d. Mary reported to the board on the status of the editor search, with the application and interview of Ken Smith from Indiana University South Bend. She expects the executive committee to make a decision shortly and then turn its attention to the transition.

Mary noted that because they have been concentrating on the journal this year, other publications have not been addressed. Jim suggested that we need someone to shepherd the process of developing monographs and occasional papers.

## **7. Membership Committee**

David Gitomer reviewed the status of membership and advised that as his last activity on the board he will contact those members that are in arrears on their 2006 dues. The board discussed the “fellow” membership, discussing whether such membership need be voted upon by the membership and/or treated as an award. This led to a discussion of the ambiguity in the constitution, and David suggested that nonboard members work on updating the constitution in the coming year, further suggesting that he and Donna work on it.

## **8. Awards Committee**

Kris Rabberman reviewed the work of the committee this year: that the criteria were revised for the National Faculty Award, yet they still have some work to do (i.e., emphasizing interdisciplinary teaching). She noted that they developed the criteria for the Outstanding Contribution Award, and that it is not meant to be given every year, but only when an individual warrants it.

**9. Conference Committee**

Dave Rankin discussed the need for a document for host institutions that specifies the responsibilities of all participants, e.g., board, national office, host. He suggested that this be addressed at the spring board meeting.

**10. Member Survey**

Melissa Hilbish reviewed the status of the survey, that as developed it is too long and complicated. She and Kris are working on it and plan on dividing it into two parts (institutional and program). They expect it will be ready to launch in January 2007. She is planning on fielding it online using "Survey Money." Johns Hopkins University will cover the cost.

**11. Conference Fees and Membership Dues**

The board agreed to discuss these revenue issues at the spring 2007 board meeting.

**12. 2007 Conference**

David Arant brought the board up to date on his plans for the 2007 annual conference (October 11-13 in Memphis), with discussion of the program possibilities deriving from the themes of music, race, and civil rights, supported by the richness of the music, race, and civil rights history and culture of Memphis.

**13. Other Business**

The suggested date for the spring board meeting is March 23-25 in Memphis. Ellen will email the board to verify that date.

Meeting adjourned at 6:00 pm.

Respectfully submitted,  
James P. Pappas  
Secretary/Treasurer

Attachment: 2007 Proposed Budget

**ASSOCIATION OF GRADUATE LIBERAL STUDIES PROGRAMS  
2007 PROPOSED BUDGET**

	<u>2006</u>		<u>2007</u>
	<u>Budget</u>	<u>Projected</u>	<u>Proposed</u>
<b><u>REVENUE</u></b>			
Membership dues	\$27,625	\$27,500	\$27,700
Publications	\$6,075	\$8,774	\$10,050
Conference	\$30,000	\$30,000	\$30,000
Interest/dividends	\$50	\$350	\$350
<b>TOTAL REVENUE</b>	<b>\$63,750</b>	<b>\$66,624</b>	<b>\$68,100</b>
<b><u>EXPENSES</u></b>			
National Office	\$15,200	\$15,812	\$16,365
Conference	\$30,000	\$30,000	\$30,000
Publications	\$8,000	\$6,149	\$13,585
Awards	\$1,250	\$3,200	\$1,150
Board	\$7,450	\$7,364	\$7,000
Committees	\$1,850	\$456	\$0
<b>TOTAL EXPENSES</b>	<b>\$63,750</b>	<b>\$62,981</b>	<b>\$68,100</b>