



**Academic Advising Consultants and Speakers Service
Advisory Board Meeting
Annual Conference Minutes
Atlanta**

I. Meeting

Item	Description
Date	Friday, October 7 th
Time	8:45-9:45AM
Location	Marquis 202

II. Attendees

Role	Name
Facilitator	Jayne Drake and Vanessa Harris
Present	<i>Susan Campbell, Mark Taylor, Nancy King, Jennifer Hodges, Andy Alt, Justin Gerstenberger, Wade Oliver, Erin Justyna, Melissa Johnson & Julie Amon</i>
Absent	
Recorder	

III. Agenda & Minutes

Topic	Presenter(s)	Summarized Notes
1. Welcome and Introductions	All	
2. The Year in Review a. New Speakers and Consultants		<ul style="list-style-type: none"> ▪ Review of the new and returning consultants/speakers <ul style="list-style-type: none"> • 40 Consultants/42 Speakers • Three incoming members for 2016-2018 • Three outing member
b. Data for 2015-16	Jayne	<ul style="list-style-type: none"> ▪ 32 = Four-Year Public, 24 = Four-Year Private, 20 = Two-Year Institution ▪ 57 visits completed and invoiced: <ul style="list-style-type: none"> • Review - Private (1), Public (5) & Two-year (8) • Speaking - Private (4), Public (22) & Two-year (11) & Organization (5) ▪ Speaking/Review – Private (1)
3. Review of Evaluation of Consultant Reports	Eric and Susan	<ul style="list-style-type: none"> ▪ Address some themes/patterns. ▪ All reports have the same basic structure.

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4. Marketing services via Zoom	Jayne	<ul style="list-style-type: none"> ▪ Discussion on who we can leverage using technology for international speaker invitation. ▪ Need to establish parameters. ▪ Concern of prizing – will it be the same or do we create a differential price option. ▪ Concern will domestic institutions want to utilize this feature instead of the traditional campus visit.
5. John Gardner Partnership	Charlie, Jayne & Vanessa	<ul style="list-style-type: none"> ▪ In the preliminary stage of discussing what this partnership would look like. ▪ A subcommittee will be created to help with the planning. ▪ One of the primary goals will be to create a process for connecting back with the institutions after their reports have been generated. ▪ How is advising integrated in the nine dimensions. Advising is in all the dimensions but how can it stand out more. (I think this was from the consultant meeting). ▪ Advising is the glue that holds everything together.
6. General Discussions	All	<ul style="list-style-type: none"> ▪ Create a process for having testimonials from institutions that have used our services. (I think this was from the consultant meeting). ▪ How do we connect back with institutions after the site visit. Will it be three or six months? Who will reach out: will it be the consultants or the Executive Office. (I think this was from the consultant meeting). ▪ Create a package of what we want each institution to send before their site visit. (I think this was from the consultant meeting).

Date	Action Item	Owner	Status	Due Date
10/17/2106	Send the John Gardner Nine Dimensions to Board	Vanessa	Open	
10/17/2016	Send the checklist that Terry created on if you need a consultant.	Terry	Open	



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