

APACUE Executive Meeting

Minutes of February 16, 2010

Present: Harvey Goldie, Elaine Healey, Betty MacDonald, Patsy MacDonald, Heather Patterson, Carol Sparkes, Ellen Stewart, and Stefani Woods (President/Chair)

1. Approval of Agenda

Agenda approval moved by Patsy and seconded by Harvey.

2. Approval of Minutes of January 19, 2010

Approval moved by Harvey and seconded by Patsy. Approved with one correction to the date of the minutes, which was October 20, 2009 and it should have been January 19, 2010.

4. Treasurer's Report

This was deferred until next meeting in the absence of the treasurer.

5. CAUCE Report

Betty reported that her term as the CAUCE Atlantic representative is coming to an end, so there will be a new Atlantic representative appointed.

The Deans and Directors are meeting in Ottawa February 25-26, and one of the agenda items is a presentation by Ken Steele, of the Academics Group, on the emerging trends in higher education and continuing education. I will ask if his presentation can be posted to the APACUE website and shared with APACUE members.

CAUCE is looking to develop an orientation program for people who are new to continuing education in the university setting. This will complement a CAUBO (Canadian Association of University Business Officers) initiative to develop orientation programs for non-academic staff coming to work in a university setting. This latter program will include 8 modules: university governance; effective communications; integrated planning; organizational effectiveness; financial management; project management; fundamentals of research administration; and risk assessment and management at unit level. The delivery of these training modules is yet to be determined, but it is possible APACUE could play a coordinating role in delivering them in the Atlantic region.

Any ideas on topics that should be included in these modules, particularly the orientation program for continuing education, may be passed along to Betty and she can forward them to those developing the modules.

6. 2010 Spring Forum and AGM

Stefani reported that the planning committee met in January to decide what to do to encourage our members to take part in the AGM and Spring Forum. It was decided to hold these on Thursday, June 3, 11:30 to 1:30 pm. The AGM will be at 11:30 to 12:30 pm and 12:30 to 1:30 pm will be the Joyce Kennedy Awards Ceremony. It is planned for APACUE to charge a registration fee of \$25. This will pay for lunch and any other expenses. Discussion ensued. Concerns were expressed regarding ensuring that there is enough time for JKA ceremonies. Consensus was reached that this is a very important consideration.

7. 2010-2011 APACUE Executive Vacancies

There was a discussion of whether the Vice-President, President, and Past-President's positions should be made two year terms as are the other executive positions. After some discussion it was agreed that the three positions would not change. It was felt that making them two years each would discourage people from accepting these positions as it could require a six year commitment.

There was some confusion about whether the Webmaster's position was to be included in the executive. Some members thought that this was decided at the last AGM so Stefani will look through the minutes.

8. Website

APACUE website name has been taken back and the website should be back up very soon. If members have anything to be added to the website they are asked to please send these items to Carol or Stefani.

The meeting was adjourned at 2:42 pm