

# Missouri Association on Higher Education and Disability Board Meeting March 13, 2008

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Present: Suelaine Matthews, Jan Eudaley, Julie Bunch, Tabitha Haynes, Amy Frieling, Jennifer Argo, Kim Fernandes

Absent: Lindy Mullins, Karen Blessman, Adam Meyer

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## **Treasurer's Report** – Amy Frieling

- Current balance - \$9,944.69
  - The current balance includes recent deposits and monies paid to Julie Edwards and Suelaine Matthews for transition trainings.
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## **Tall Oaks Conference** – Group Discussion

- There was discussion to extend the deadline since only 27 people have registered as of this date. No decision was made.
- On Wednesday, March 19, 2008, Jan Eudaley will send an email to the listserv asking people to call Barb if they have registered for the conference but have not received a confirmation.
- Suelaine will ask Barb to send a confirmation email to people when they register and another confirmation email when payment has been received.
- There was discussion about how to promote Jeanne Kincaid. It was suggested that conference information be shared with MCCA.
- There was discussion about sending conference information to various departments on campuses that might have interest and/or involvement in conference topics.
- Tabitha will add a banner on the front page of the web site with a reminder of the deadline to register for the conference.
- Blankets: 120 were ordered and \$9.25 per blanket
- Suelaine and Jan will finalize the menu for the conference
- State Board Meeting Agenda: VP nominations, affiliate grant ideas, ideas about web site (Suelaine will show the website), report on MOAHEAD activities, Treasurer's report,

Membership report, Transition Training report

- Julie will do warm-up activities at the beginning and during the conference
- Maureen is working on decorations
- On Tuesday, several people from St. Louis and Julie will arrive at Tall Oaks to set-up and decorate
- Wednesday – Board Meeting at 10:00am, finalization and walk through
- Lindy is bringing snacks
- Amy and Suelaine will take care of check-in
- Amy will introduce VA/VR presenters and check with them on handouts
- Julie will introduce Jeanne Kincaid
- Kim will check with Jeanne Kincaid about handouts
- Jennifer will introduce Andrea Blair and contact her about handouts
- Further discussion about who would do what during the conference

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#### **Transition Trainings – Group Discussion**

- Julie Bunch reported that she presented at Crowder and that she and Suelaine presented in Springfield
- A question was posed on the survey of whether a fee of \$20 would prevent people from attending the training – 33 people responded ‘NO’ and 5 people responded ‘YES’. No decision was made about charging a fee.
- Suelaine reported that she did a training for the Special School District and had about 80 people in attendance. The training was 3 hours.
- Julie mentioned that the cost for the training, not including travel expenses, would be approximately \$1300-1400 – this includes food, materials, and interpreting costs.
- Julie mentioned that some people have attended the transition training 2 or 3 times. Suelaine mentioned that she thought the St. Louis area is saturated. It was suggested that we consider regional trainings.
- In a discussion regarding the cost of materials, it was suggested that there be cost recovery for the books. There would be training books in binders that people could use during the training

and then if they would like to purchase one, they could do so after the training.

- Another option to cut costs was to hold trainings, when and where possible, in computer labs or request computers be available in the classroom so that people could look at the information from the web site.
  - Transition Trainings will be taking place in Rolla (June) and DESE (July)
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#### **Website – Group Discussion**

- The group looked through the web site and gave suggestions as to changes that should be made.
  - In regards to the College and University listings in the Guidebook, it was suggested that we only have disability related information listed. Currently, some listings include information about admissions, tuition, etc. and it was thought that it should be removed for ease of finding the information they are most likely looking for in the Guidebook. Also, because this type of information can change so frequently, it will be easier for the student and/or parent to get it directly from the college/university site.
  - We will also add the college/university home page link and a link to the disability services office on each college/university listing in the Guidebook.
  - After the Tall Oaks Conference, an email will be sent to the listserv asking them to update their information. A statement will be included that asks them to provide information that pertains only to disability related needs and we will ask them for the home page and office URLs. We will provide them with past information so they will know if it needs to be updated or not.
  - Tabitha will change the misspelled word on the training header.
  - The Transition Training and Resources links will be removed. We will add a link for parent, student, high school personnel information. Each of these links will contain information and training specifically for that group (i.e., parent training, student training, high school personnel training).
  - Suelaine is going to provide a paragraph for each training to add to the web pages as an introduction.
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#### **Miscellaneous – Group Discussion**

- Kim was nominated for the Northland Chamber of Commerce Educator of the Year award – she will be the “Spotlight” in the next newsletter.

- There was a brief discussion on other locations for the meetings due to the drive time some people have and making it equal out for everyone. Suelaine is going to check on hotel rates in the Lake area.