



**COBEC SUMMER CONFERENCE
UNIVERSITY OF TEXAS AT TYLER**

**THEME: BACK TO SCHOOL
PLATFORM: ZOOM
FRIDAY, JULY 16TH, 2021**

ATTENDEES:

Name	Organization/Institution	Name	Organization/Institution
Carly Womack-Wynne	University of North Georgia	Sharmayne Saunders	University of West Indies Open Campus
Karen Martinez	Ecumenical Junior College	Jeannie Garbutt	Ministry of Education
Marlon Brown	Corozal Junior College	Hugo Gonzalez	Centro Escolar Mexico Junior College
John Kemppainen	UNF / Emeritus Member	Perla Marin	Centro Escolar Mexico Junior College
Betty Flinchum	UNF/ Emeritus Member	Sandra Carballo	Corozal Junior College
Wes Hickey	University of Texas at Tyler	Kathaleena Monds	Albany State University
Allison Martin	Bossier Parish Community College	Rita Curtis	Campbellsville University
Yanira Oliveras-Ortiz	University of Texas at Tyler	Rocio Carballo	Sacred Heart Junior College
Vincent Palacio	University of Belize	Luciola Castillo	National Library of Belize
Marie Scott-Young	Independence Junior College	Mariot Simon	University of Belize
Warren Hodge	UNF / Emeritus Member	Adrian Leiva	Muffles Junior College
Fermin Magaña	Sacred Heart Junior College	Yvonne Palma	Ministry of Education
Larry Daniels	University of Tyler at Permain Basin	Tanesha Ross	University of North Florida
Eleanor Gillett	Wesley Junior College	Elodia Casimiro	
Neil McCrillis	University of Illinois Chicago		

1.0 WELCOME

Dr. Womack-Wayne and Dr. Martinez welcomed the membership to the business meeting. UT Tyler was acknowledged for hosting this year's summer conference. Dr. Martinez acknowledged the presence of Mr. Adrian Leiva, Dean of Muffles Junior College.

2.0 MEETING CALLED TO ORDER

The meeting was called to order at 9:05 am by Dr. Womack-Wayne. She informed that Dr. Andy Novobliski sends his best regards and love, and that he can be reached at anovobliski@deltastate.edu.

3.0 ADOPTION OF AGENDA

The agenda was accepted by the membership as presented by Dr. Kemppainen and seconded by Mrs. Scott-Young.

4.0 ACCEPTANCE OF MINUTES OF REGULAR MEETING OF FEBRUARY 5TH, 2021 AND MID-TERM MEETING OF APRIL 22ND, 2021

The minutes of February 5th, 2021 were accepted by the membership as tabled on a motion made by Dr. Kemppainen and seconded by Dr. Oliveras-Ortiz.

The minutes of April 22nd, 2021 were accepted by the membership as tabled on a motion made by Dr. Kemppainen and seconded by Mrs. Scott-Young.

5.0 NOMINATION AND ELECTION OF US CO-CHAIR

The membership was informed that Dr. Andy Novobilski, US COBEC Co-Chair, was transitioning to another university. Dr. Kemppainen had previously volunteered to lead the search for a new US COBEC Co-Chair.

Ten (10) out of the nineteen (19) US COBEC institutions were present for the meeting. Therefore, quorum was confirmed. The US institutions in attendance were asked to go to the break out room to carry out the nomination and election of the new US COBEC Co-Chair.

Dr. Kemppainen, nominating committee coordinator, announced that the US COBEC membership selected Dr. Wes Hickey of UT Tyler as the new US COBEC Co-Chair.

The membership congratulated Dr. Hickey who said that it is an honor for him to work for COBEC and that he looks forward to working with Mr. Gonzalez, Belize COBEC Co-Chair.

6.0 MATTERS ARISING FROM MINUTES

There were no matters arising from the minutes of the regular meeting of February 5th, 2021 and the minutes of the mid-term meeting of April 22nd, 2021.

7.0 FINANCIAL REPORTS - BELIZE & US TREASURER

Dr. Kemppainen, in representation of the Dr. Nikolov, US COBEC Treasurer, presented the US COBEC Treasurer's report. He reported that most of the US COBEC institutions are current with their membership dues. However, membership dues for New Mexico State University is pending. A concern was raised with respect to Oklahoma State University, OSU, who hasn't paid its membership dues for the past two (2) years. As a result, OSU has been listed as an inactive member. The bank account balance is USD \$31,065.24.

Dr. Oliveras-Ortiz motioned to accept the US COBEC Treasurer's report as presented. Dr. McCrillis seconded the motion. The report was accepted as presented.

Mr. Brown, Belize COBEC Treasurer's, reported that he has complete access to the COBEC bank account at Belize Bank Corporation. He also informed that the all Belize COBEC institutions had paid their membership dues. Finally, he reported that the bank balance as at June 30st, 2021 is BZD \$8,408.26.

Dr. Saunders motioned to accept the Belize COBEC Treasurer's report as presented. Mr. Ellis seconded the motion. The report was accepted as presented.

8.0 NEW BUSINESS

8.1 SMALL GRANTS APPLICATIONS RECEIVED FROM UNIVERSITY OF TEXAS, AT TYLER, UTT & GALEN UNIVERSITY, GU

The membership was informed that a small grant application was received from UTT and GU. Dr. Hickey apprised the membership that the purpose of the small grant is to fund the work of students at the mentor centre in Galen University. The grant requested is for USD \$1,500.00.

A majority of the membership voted in favour of the small grant request received from UTT and GU.

8.2 STANDING COMMITTEE REPORTS

8.2.1 CAFÉ COMMITTEE REPORT

Mr. Magaña reported that the meeting as scheduled didn't happen. However, he reported on the three (3) days of café activities that took place during the year. He gave thanks to Dr. McCrillis for assisting with Dr. Elizabeth Fuerte who conducted a presentation on Technology in Education. He also thanked Ms. Monica Mansur, Galen University, for a job well done on how teachers can cope with COVID-19 issues.

8.2.2 COLLEGE FAIR COMMITTEE REPORT

Dr. Martin reported that there is the need for a new Belize Co-Chair. She is hoping that the Ministry of Education representative takes the lead in becoming the co-chair of the Committee. Dr. Yvonne Palma indicated that she is volunteering to be the new co-chair.

8.2.3 STUDY ABROAD COMMITTEE REPORT

Dr. Oliveras-Ortiz, US Co-Chair, emphasized on the need to stay in contact throughout the year. The website has been updated to include study abroad information which includes virtual exchanges.

8.2.4 RESEARCH COMMITTEE REPORT

Mrs. Garbutt reported that the Committee has developed a strategic plan which can be found on the COBEC website. The mission and vision statements have been reviewed. The goal of the Committee is to raise USD \$50,000.00 to operationalize the plan into an action plan. USD \$2,000.00 has been committed by a private donor. Possible sources of funding include reaching out to the COBEC alumni, submitting small grants and opening a Go Fund ME account.

There is the need for a member of the Research Committee to be the liaison person between COBEC and ATLIB. Dr. Saunders has volunteered to be liaison person.

Seventeen (17) graduate students are need of mentors or external advisors. COBEC partners were asked to assist. The list of doctoral students will be shared.

The work of the Committee is aligned with the work of the Ministry of Education.

Dr. W. Hodge will be stepping down as the Committee Co-Chair. He will continue to support the work of the Committee. Dr. Womack-Wayne volunteered to be the Co-Chair for the Committee.

The membership was asked to review the strategic plan for final approval. The strategic plan can be found in the new COBEC website.

Dr. W. Hodge made the following proposals:

- A. Each COBEC standing committee develops its own strategic plan consistent with the aims of COBEC.
- B. Each Committee embarks on fund raising efforts to achieve their strategic plan. The suggestion is in line with the work of the Research Committee.
- C. Each standing committee opens its own account to finance their own activities.

Dr. McCrillis acknowledged the suggestions made by Dr. Hodge. However, he does not support the idea of having separate accounts. Dr. Hodge clarified that separate ledgers be used instead.

Mr. Brown commented that he is in support of the strategic plan. However, he is concerned with holding separate accounts. He suggested that the small grants mechanism be used when requesting fund to carry out projects. He also suggested that each committee develops its terms of reference.

Dr. Kemppainen suggested that committees need be structured.

Dr. Daniels suggested that long term goals be developed by each committee.

The membership will further discuss the proposals made by Dr. Hodge.

8.3 NEW MEMBERSHIP APPLICATIONS

No applications for new membership weren't received.

8.4 EMERITUS APPLICATIONS

No applications for emeritus membership weren't received.

8.5 INDIVIDUAL MEMBERSHIP PROPOSAL

Dr. Kemppainen informed that he is favour of the proposal. Several previous members would benefit from the proposal. Dr. Womack-Wayne and Dr. Flinchum also indicated

that they are in support of the proposal. Mr. Magaña cautioned that there is the need to carefully word the proposal so that for-profit institutions don't take advantage of the opportunity. Dr. Kemppainen concurred with Mr. Magaña and also said that the proper vetting of the applications should result in the disqualification of the applicants.

A majority of the membership voted in favour of the individual membership proposal.

9.0 ANY OTHER BUSINESS

9.1 Review of COBEC Website

Dr. Flinchum informed that she had previously requested for the new COBEC website be reviewed. However, no reviews had been submitted. She reminded the membership that corrections and observations be sent to her. She thanked Ms. Taylor Sterling for assisting with the development of the new website.

9.2 Reminders of Dues Payments

This matter was discussed in the US Treasurer's report.

9.3 Next COBEC Conferences

Mr. David Ruiz, Dean of John Paul II Junior College, confirmed that his school will be the host of the next 2022 COBEC Winter conference.

Dr. Daniels of University of Texas at Permian Basin, UTPB will consider hosting the summer conference in 2022. However, he will look at the UTPB budget considerations before making a formal commitment.

Dr. Martinez made contact with Mr. Higinio to host the 2022 COBEC Summer conference. He will explore the opportunity.

Dr. Kemppainen suggested to contact active US institutions that haven't hosted a conference such as Murray State University, University of North Georgia, University of Florida, Bridgewater State University to host the 2022 COBEC Summer conference.

Dr. Flinchum suggested that the COBEC Co-Chairs reach out to those members who are active and haven't hosted a summer conference.

9.4 Mr. Magaña asked the membership for financial assistance to the Café workshops presenters. He suggested that BZD \$150.00 be provide for the Belize presenters and USD \$150.00 for the US presenter. Dr. Kemppainen commented that COBEC IRS status, that is, a not-for-profit institution, will require the issuance of a 1099 form (a legal requirement) for any compensation provided. The US Treasurer will

be required to report the payment of the compensation. He also suggested that a Certificate of Recognition be provided to the presenters. Mr. Magaña was asked to forward the information.

- 9.5 Dr. Kemppainen indicated that Dr. Jenten McClinton of Jackson State University in Jackson, Mississippi made contact with him. Dr. McClinton has indicated that Jackson State University is interested in becoming a member of COBEC. Other institutions are also interested. He has apprised Dr. McClinton of the requirements and procedures to become a member of COBEC.

10.0 GRANT WRITING TIPS PRESENTATION BY DR. MICHAEL ODELL

Dr. Oliveras-Ortiz gave a short biography of Dr. Odell. He is regarded as a small grants expert who has raised for UTT about \$40 million in grant money. He is the Chair of STEM Education and a mentor to several UTT colleagues.

He shared several grant writing 101 tips. The most salient tips include:

- The need to receive feedback
- Learning from mistakes
- The need for constant practice (write every day)
- The need to be innovative and creative
- The need to contact program officers / sponsors
- Calculate odds of grant acceptance
- Start small and build a track record
- Ideas must be of a high quality and appealing to funding source
- Communicate clearly and concise
- Be persuasive
- Read and re-read guidelines
- Plan in detail
- Match budget to grant plan
- Find a funding source, for example, www.iaf.gov/country/belize/
- Play by the grant rules and follow guidelines
- Consider technical issues such as conflict of interests, due dates etc.
- Use appropriate writing styles

The PowerPoint presentation will be sent to Dr. Oliveras-Ortiz.

11.0 THANKS TO UNIVERSITY OF TEXAS AT TYLER

Dr. Flinchum gave thanks to UTT, Dr. Hickey and Dr. Oliveras-Ortiz for being wonderful hosts of two (2) summer conferences and for assisting CEMJC with the 2021 COBEC

Winter conference. Dr. Martinez also thanked Dr. Hickey and Dr. Oliveras-Ortiz for planning and organizing an excellent conference.

12.0 ADJOURNMENT

The meeting was adjourned at 11:46 a.m. on a motion made by Dr. Oliveras-Ortiz and seconded by Mrs. Scott-Young.

Prepared by,



Marlon Brown
Recording Secretary