

Committee on Transfer and Articulation Meeting Minutes
February 20, 2018

Attendees: Cheryl Dobson, Jessica Fazio, Artie Fowler, David Jones, Brooke Lockhart, Gavin O'Connor, B Amy Werner, Krystal Lang, Ben Howard Williams

Absent: BJ White, Fran Padow, Bev Schenkel

- I. Welcome

- II. This was a conference focused meeting...
 - a. Review of Conference Duties—made sure everything was covered due to a few people that couldn't make it due to ice storm
 - b. Completed name tags, programs and packets
 - c. Set up conference table

- III. A few institutions contacted Amy if they could get a refund for the COTA conference tomorrow due to the bad weather. The food was ordered Friday morning and COTA will still have to pay for the conference. Due to this information and how other conferences work, COTA voted that no refunds would be made. Only requests that were made before the food was ordered would be made. Gavin made a motion and seconded.

- IV. Members went into group meetings to discuss last minute items for their presentations at tomorrow's conference.

Next meeting: March 18th teleconference

Adjournment, 7:30 PM. motioned to close gave the second.

Respectfully submitted,
Cheryl Dobson, COTA Recording Secretary