

NASPA IV-West Advisory Board Planning Meeting
Four Points – Sheraton
Country Club Plaza, Kansas City, MO
June 1-2, 2000

Board members attending this meeting: Armbruster, Baker, Barker, Bowers, Covington, Dannells, Donovan, Dressler, Eversole, Flaherty, Grassmeyer, Heath, Long, Lucas, Mathew, Mullens, Olson, Payne, Reesor, Ryan, Schlake, Schneikart-Luebbe, Stoner.
Ex Officio Board members present: Ratz and Sandlin.

SUMMARY OF ACTION ITEMS
(Details follow in minutes below)

1. Bring **Notebooks to all board meetings** and use them!!!!
2. **Information Technology.** When sending an e-mail “group” communication that is also of general interest to the board, board members should “cc” the board following the instructions on the green sheet. This will be a trial program between now and the November board meeting. We will evaluate its effectiveness at that time. Suggestion: Make the subject line as informative as possible, i.e., * in subject line, plus descriptor, implies that a response is requested; no “*” means no reply requested; and/or FYI: descriptor. (Item 4-A-i, page 2)
3. **Information Technology.** Denise will develop a handout for the board members giving directions regarding the use of the identified electronic communication tools available to them. (Item 7-C, page 3)
4. A **campus contact** will be named for each institution to assist the State membership coordinator. The membership coordinators will coordinate this project for their respective states. (Item 4-B-iii, page 2)
5. **Change state coordinator’s title.** It was recommended and approved that the state coordinator title be changed to “State” Membership Coordinator instead of “State” State Coordinator. Example: Kansas State Coordinator will be changed to Kansas Membership Coordinator. (Item 4-B-iv, page 2)
6. **Summer Newsletter items; Due** to Mark Lucas June 23. (Item 5-C, page 3)
7. **Board Reports.** Board members will continue to do two Board reports/year – before the regional conference and the national conference. (Item 8-D, page 3)
8. **Pingree Park for future institutes.** Jody will discuss this option with the Pingree Park staff and bring a proposal/recommendation to the fall board meeting (Item 9-B, page 3)
9. **Mid-Level Institute 2000.** All board members were asked to return to their campuses and recruit a mid-level staff member (or two) to participate in the Institute. Other suggestions for recruitment were made: 1) Pat Long, SSAO Liaison, will send a message to all SSAO’s encouraging each of them to nominate a staff person (or two); 2) Denise Schlake, Informational Technology Network Chair, will send a listserv message to “all” Region IV-West members.
10. **New SSAO’s.** Help Lori identify the “new” SSAO’s in the region. She will personally contact them and welcome them to Region IV-West. (Item 9-J, page 4)
11. **Region IV-West Vice President nominations:** Contact Suzanne Gordon (sgordon@comp.uark.edu) with your suggestion on who should be nominated. (Item 9-A, page 3)

Summary of Board Agenda Items
For Fall 2000 Board Meeting

1. Evaluate use by advisory board for “cc” of electronic messages sent out by other board members as described in section 4-A-i, page 2) of the minutes that follow.
2. How to infuse diversity more in our NASPA work – agenda item not discussed at summer meeting.
3. Pingree Park for future Institutes – Jody Donovan. Carry over item from summer meeting.
4. Assistant Conference/Institute Chair Model – topic was tabled to a future meeting.
5. Review conference registration rates for future conferences.
6. Discuss a conference registration scholarship program for groups of individuals who need travel assistance; i.e., small colleges.
7. Recruitment & retention of Student Affairs professionals – an ongoing topic of discussion.

Agenda & Minutes

1. Welcome and Teambuilding
 - A. What do we want to accomplish at this meeting? See attachment, page 6.
 - B. Introduction of Megan Armbruster, Graduate Student Representative to the Board. This new board position was approved at the National conference in the spring. Megan is a graduate student at the University of Nebraska.
 - C. Building the NASPA House – see attachment, page 6.
2. NASPA Overview
 - A. Review of notebooks. **Action Item:** Bring notebooks to all board meetings and use them!!!!
 - B. Presentation by NASPA President, Shannon Ellis. President Ellis challenged the Advisory Board through a video presentation.
 - C. Review of NASPA goals nationally and regionally – See section 2 in the notebook.
3. Region IV-West provided lunch.
4. Orientation by Position
 - A. Networks with Chris Payne. Network Reports:
 - i. **Information Technology** Network Chair – Denise Schlake. Denise distributed once again the green handout (attached) describing the Region IV-West listserv and reminded the board members how to use it. She asked for guidelines and direction on how to use it and how it will best fit the needs of the region. **Action Item:** When sending an e-mail “group” communication that is also of general interest to the board, you should “cc” the board following the instructions on the green sheet. This will be a trial program between now and the November board meeting. We will evaluate its effectiveness at that time. Suggestion: Make the subject line as informative as possible, i.e., “*” in subject line, plus descriptor, implies that a response is requested; no “*” means no reply requested; and/or FYI: descriptor.
 - B. **Membership** with Christine Schneikart-Luebbe. Topics discussed included the following:
 - i. Hosting state receptions/dinners/tables for each state at the regional meeting.
 - ii. State representatives would like to have a list of conference registrants before the conference – is this possible? Kim Grassmeyer will make note of this request.
 - iii. **Action Item:** It was recommended that each institution name a campus contact to assist the state membership coordinator. Approved. It was suggested that previous participants in the MLI and NPI be asked to do this.
 - iv. **Action Item:** It was recommended and approved that the state coordinator title be changed to “State” Membership Coordinator instead of “State” State Coordinator. Example: Kansas State Coordinator will be changed to Kansas Membership Coordinator.
 - v. Linda Mullens distributed a model for the KU-NASPA membership award program that has been implemented at KU. This program recognizes a new professional at KU and the recipient of this reward receives a one year membership to NASPA as well registration for the regional conference. It was suggested that other institutions consider adopting this model.
 - C. “Other” with Lori Reesor and Kim Grassmeyer
 - i. **Awards.** Lisa Heath will be 1) initiating the 2000 awards program for presentation at the Jackson Hole conference; 2) coordinating the national Exemplary Programs award process for the national; and, 3) developing a more consistent recognition program for retirees for the region; 3) putting together a selection committee to assist with award selection – are you interested or know someone who would like to assist Lisa on this project, contact Lisa (lheath@fhsu.edu).
 - ii. Pam Bowers distributed two handouts regarding **research programs** in the region. If your campus is doing research, send the results to Pam for inclusion in upcoming issues of the newsletter.
5. Miscellaneous
 - A. Ways membership/networks/”other” can work together
 - B. **2000 regional conference overview** – Kim Grassmeyer. The 2000 Region IV-West conference will be held at Jackson Hole, Wyoming, Thursday, November 2 through Saturday, November 4 (2:00 p.m.). A draft schedule is

in the board notebook (section 6). Kim distributed a handout identifying the conference planning committee. Lori will provide more information to the Board regarding meeting times and expected time to arrive at the conference. Room rates are \$89/room and all meals except Friday lunch and dinner will be provided.

- C. **Newsletter** – Mark Lucas, Newsletter Editor. Information regarding upcoming newsletters is filed in the notebook and also attached to these minutes. Past issues of the newsletter is archived on the web. Board members were invited to send information about their respective areas that were discussed at this retreat to Mark for the next newsletter. Due June 23.
 - D. How to infuse diversity more in our NASPA work. This topic was moved to the fall board meeting for discussion.
6. Dinner was provided by Region IV-West at the Canyon Café on the Plaza.

Friday, June 2

7. Ways to use technology better – Denise Schlake
- A. Denise manages two listservs for the Region:
 - i. The Advisory Board listserv serves two purposes: 1) use as cc as discussed above and 2) use as an intersource of information between board members. It is based at Denise’s campus.
 - ii. The Region IV-West membership listserv. It is based out of the national office and is a non-interactive listserv, for announcements only. It is used to post items of interest to “all” members of the region. To use this listserv, send the item that you want posted directly to Denise and she will forward to the national office for posting. Write the message as you want it posted, including the subject line. This listserv will not be used to post job listings.
 - B. NOTE: A link will be added to the Region IV-West home page for JobLink.
 - C. The Region IV-West website is currently based at Denise’s home campus; She will be moving it to the National server. Denise will develop guidelines to distribute information through the various means. Denise wants to know what do we want in a web page; what do we like? dislike? **Action Item:** Denise will develop a handout for the Board members giving directions regarding the use of the above mentioned electronic communication tools.
8. Nuts and Bolts
- A. Stationery
 - B. Labels - See notebook, section 8
 - C. **Budget Report** – submitted by Lori.
 - D. **Board Reports:** The purpose of board reports is threefold; 1) feed back to individual; 2) feedback to RVP who has to do three reports/year for the National office, and, 3) provides background information for next person assigned to the Board. **Action Item & Decision:** Board members will continue to do two Board reports/year – before the regional conference and the national conference.
9. Business/Discussion Items
- A. **RVP Election Process.** A regional committee nominates two candidates for Regional Vice President and sends the nominations to the national office sometime during fall 2000. National sends ballots to all Region IV-West members in the fall for voting. The VP-elect is announced at the National conference in the spring and will serve on the Region IV-West Advisory Board for a year as VP-elect. Lori will ask Suzanne Gordon to chair the nomination committee. If interested in being on this committee with Suzanne, notify Lori.
 - B. **Pingree Park for future institutes.** Jody Donovan suggested that Region IV-West consider designating Pingree Park, Colorado State’s Rocky Mountain Retreat and Conference Center, as the institute site for Mid-Level, New Professionals and maybe, SSAO’s. Rationale is two-fold: 1) Arrangements for local arrangements would be minimal; and, 2) Maybe we could get a price reduction and/or 5 year contract. **Action Item:** Jody will discuss this option with the Pingree Park staff and bring a proposal/recommendation to the fall board meeting.
 - C. **2001 Conference site.** After discussing several options for either Tulsa or Oklahoma City, the Board recommended that Rich Rossi, 2001 Conference Chair pursue opportunities for the 2001 Conference with the Renaissance Hotel in Oklahoma City. Tentative Dates: November 1 – 3 (Thursday thru Saturday), 2001.

- D. **Mid-Level Institute 2000.** In the absence of Tara Knudson, 2000 MLI chair, Jody Donovan reported that the Institute will be held at Pingree Park, CO, October 6 – 9, 2000. To date, 12 individuals have been nominated & accepted to participate. **Action Item:** All board members were encouraged to return to their campuses and recruit a mid-level staff member (or two) to participate in the Institute. Other suggestions for recruitment were: 1) Pat Long, SSAO Liaison, will send a message to all SSAO's encouraging each of them to nominate a staff person (or two); 2) Denise Schlake, Informational Technology Network Chair, will send a listserv message to "all" Region IV-West members.
- E. **New Professionals Institute 2001.** Susan Ratz has been named the chair of the 2001 NPI.
- F. **SSAO Retreat**, June 21 – 23, at Branson, Mo. Pat Long and Dorothy Knoll are co-chairing this event. To date, 17 are registered; 3 more are needed to break even. Registration fee = \$300.
- G. **Assistant Conference/Institute Chair Model.** Lori discussed the possibility of naming an Assistant Chair or Chair-Elect for the Regional Conference and Institutes for continuity in planning regional events; i.e., Tammy Gocial has been named Assistant Chair for the MLI to begin planning for the 2002 Institute. Pros and cons were discussed; no conclusion was made. The idea was tabled to a future meeting for further thought and discussion. Until the board makes a decision on this topic, the current chairs have the flexibility to do so, with consultation with RVP, before a commitment is made.
- H. **Career Exploration Fair for Student Affairs**, Saturday, October 21, a one-day conference designed to assist undergraduate students in learning more about the Student Affairs profession and graduate programs in higher education. It will be held at the University of Missouri, Kansas City. Dick Palm and Mike Dannells are coordinating the event. They are looking for colleagues who are interested in participating on the coordinating team. Call Mike if interested. They have seed money from NASPA and ACPA. Board members are asked to encourage undergraduates to attend, particularly interested in underrepresented populations. Also, they need volunteers to help with the event on October 21. Interested individuals should contact either Dick (palmr@umkc.edu), Deb or Mike (dannells@ksu.edu).
- I. **Conference registration for faculty members, graduate students, retirees and others.** Mike led a discussion on inclusion of faculty members at the regional conference. His report is attached. The discussion was expanded to include other "pockets" of membership – graduate students, retirees, and small college members. The following policy for registration of specified groups was adopted for a trial period of 3 years:
 - i. Faculty, regardless of membership, will pay the cost of the meals
 - ii. Retirees, same as faculty
 - iii. Graduate students: non-members will pay \$85; \$32 will go to national office for membership. Members will pay \$50.For the fall board meeting agenda: 1) look at conference registration rates. Has not changed since 1997; and 2) discuss a conference registration scholarship program for other groups of individuals who need travel assistance, i.e., small colleges.
- J. **Other. Action Item:** Help Lori identify the "new" SSAO's in the region. She will personally contact them and welcome them to Region IV-West.

- 10. Closing. "Return to the wall items" – What topics were not discussed?
 - A. Recruitment & Retention of Student Affairs professions – needs to be continually addressed and could be a program topic for a conference
 - B. Volunteer time to NASPA and maintaining a balance with both on the job work commitments and personal/family commitments. Discussion was held and again, was a recommended program topic for the upcoming regional conference.

The meeting adjourned at 10:30 a.m.

Ruth Stoner, Region IV-West Historian, prepared these minutes. A copy of these minutes and all handouts distributed during the meeting are filed in the Historian file. Corrections, deletions and additions to these minutes should be sent to her at:

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**WHAT DO WE WANT TO ACCOMPLISH
AT THIS MEETING?**

- ✓ Meeting all state coordinators
- ✓ Ideas for getting volunteer work done (time)
- ✓ How to represent graduate students on the Board
- ✓ Suggestions on institutions doing research to be featured in the newsletter
 - ✓ Research in Seattle
 - ✓ Membership promo idea
 - ✓ Website/listserv utilized better
 - ✓ Feedback on Jackson Hole
 - ✓ Info on State Coordinators
 - ✓ Awards Process
- ⇒ Recruitment & Retention of Student Affairs professionals. Ideas:
 - NASPA professionals speak in classes
 - Campus Contacts
 - Will be put on fall Board agenda
- ✓ Assist with recruitment for NASPA programs (MLI, NPI)
 - ✓ Brainstorming on recruitment for Institutes
 - ✓ Tracking faculty at conference

KEY

- ✓ Topic was discussed

⇒ Topic was tabled to a future meeting

Insert house diagram

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Building NASPA's IV-West's "House"

1. On the foundation, write the concept(s) or ideas (s) that should govern NASPA IV-West.
 - Education is preeminent
 - Inclusively (all areas)
 - Respect for professional standards
 - Recognition of peers
 - Assessment
 - Comfort for ALL members/connectedness – at national level & during the year
 - Professional development
 - Advocacy and outreach for the profession
 - Student centeredness
 - Policy makers
 - NASPA goals and objectives
 - History

2. On the walls, write what you can do to strengthen and support NASPA IV-West.
 - Find time to get things done
 - Utilizing SSAO's as support, resources, etc.
 - Promoting the profession – more recruitment of undergrads, perception of Student Affairs
 - Encourage participation in Institutes
 - Volunteering
 - Upholding principles of NASPA
 - Outreach – to other colleagues, to own staff, & positive attitude
 - Finding our replacements
 - Open definitions diversity
 - Men/Women Issues
 - Okay to challenge – Ask why?

3. On the roof, write how you will protect NASPA IV-West from “the elements”, i.e., legislators, faculty, legal issues, press, special interest groups, etc.
 - Use offensive approach
 - Educate about issues – advocacy of our profession & training
 - Quality of profession/standards
 - Publish – use with outside groups
 - Getting informed & keeping informed – us and others
 - Generating our own PR and support
 - Publicize policy work of NASPA

4. In the window, write one thing that you want NASPA IV-West to be proud of and want others to see.
 - Professional development – Jackson Hole & regional conferences
 - Institutes
 - Leaders in IV-West
 - Graduate student on the board
 - Outreach
 - Inclusivity – serves all members

5. On the door, write what groups or issues NASPA IV-West should be open to this year
 - State/federal government intrusion
 - Graduate students/new professionals
 - Proprietary schools
 - SSAO's
 - Restructuring our jobs/positions
 - Undergraduates
 - Networks
 - Family friendly jobs

6. On the chimney, write how the Advisory Board will release when things get too stressful.
 - Chocolate
 - Napkin trick
 - Keeping perspective – Campus Comedy item for the newsletter
 - Talk to and support of each other
 - Laughter & humor
 - Scream, schmooze, swim, support, speak, synergize, shop – all those s's