

**NASPA IV-WEST BOARD MEETING**  
**May 31 – June 1, 2002**  
**Kansas City, MO**

**AGENDA & MINUTES**

Those present: Alvarez, Armbruster, Arnett, Barker, Biller, Covington, Doyle, Eversole, Gitlin, Gonzales, Grospitch, Mathew, Oster-Aaland, Pena, Perez, Quisenberry, Reesor, Schneikart-Luebbe, Songer, Stein, Stoner. Guest: Vanessa Bolen (Wichita State University)

**ACTION ITEMS**

- Individual Board reports due to Diana Doyle, Wednesday June 19.
- National Registry – work in progress. Not a “done deal.” Concern that it does not apply to some groups, i.e., student affairs faculty. Will this have a negative impact on some? **ACTION ITEM:** If you have not already responded to the survey, please do so now.
- Michael Jackson’s goals – in packets received at planning meeting. **ACTION ITEM:** Review his goals and reflect on the impact of these goals on regional programming.

- **MARK YOUR CALENDARS:** The Region IV-West Advisory Board will meet in Kansas City, Wednesday, November 13, 1 – 5 pm: and, Thursday morning, November 14, if needed. The Leadership dinner will be Wednesday evening, November 13.

**FRIDAY, MAY 31<sup>st</sup>**

**TIME**

**ITEM**

11:00 – 12:00

Welcome and getting to know each other

12:00 – 1:00

Lunch with Conference Committee (Provided by NASPA)

- 2002 Conference Update. The Conference Planning Committee met on Friday at the Hyatt Hotel. Decisions Made:
  - ✓ Registration rate will remain at \$150
  - ✓ Late registration fee will be increased \$50. Will now be \$200.
  - ✓ Technology Room – yes or no? No decision made. The conference committee will investigate cost plus quality. They will make a financial judgment call and will defer to the Board if a Board decision is needed.
  - ✓ KSPC participants will register at NASPA member rate

1:00 – 1:30 Direction and Vision – Diana

- As VP, Diana will be asking questions
- She will be requesting opinions.
- What is the Board's expectation of the VP? What is the expectation of the members?
- What can she provide?
  - ✓ Support for success
  - ✓ Procedural guidance
  - ✓ Conceptual direction
  - ✓ Will always be pro-active & forward moving. Will use the past to move forward; but will not dwell on it.
- VP's expectation of Board members
  - ✓ Refer to handout in notebook
  - ✓ Use e-mail or phone call to communicate with VP
  - ✓ Be an active participant – a doer.
  - ✓ Stay focused on goals. Some board members will function independently; others will be dependent on other Board members.
  - ✓ To be challenging.
- Where are we going as a Board?
  - ✓ We will be visible to the membership as to what we do, not just who we are.
  - ✓ Assist our members in meeting their needs
  - ✓ Increase our diversity to represent the membership
  - ✓ Strengthen our profession as well as our role in higher education.
  - ✓ What do Board members think?
  - ✓ We are evolving . . .

1:30 – 2:45 Board Overview

- General Composition
- Membership – Christine
  - ✓ All membership reports are now on-line.
  - ✓ Region IV-West membership is up slightly.
  - ✓ Web address to access membership information on line: <http://www.naspa.org/regions/admin.cfm>
  - ✓ The responsibility of membership belongs to everyone – not just the membership chair.
- Knowledge Communities – Phil
  - ✓ 14 knowledge communities, service learning is the newest
  - ✓ Research in appropriate areas should be encouraged to provide information to the knowledge community. Present programs at conferences is strongly encouraged.
- Awards – Prakash
  - ✓ Request to extend deadline for submission of award nominees to June 30. Approved.
  - ✓ Requested each board member to help solicit nominations.
  - ✓ Newsletter will be published June 20 with an additional announcement.
  - ✓ Prakash will universalize the applications to make them appropriate to “all” institutions in NASPA.
  - ✓ Budget – guidelines will be similar to last years until the budget is finalized.
  - ✓ Prakash will coordinate the awards presentation with the conference committee.
  - ✓ Pillars – will there be any recognition? Not the responsibility of Awards chair; but, will coordinate the presentation, if necessary.
- Newsletter – Becky
  - ✓ Brainstorming time.
  - ✓ Deadlines for future issues were distributed. **Deadline for summer issue is Friday, June 7.**
  - ✓ Presented new ideas regarding readership, etc.
  - ✓ Add humor.
- Open Positions:
  - ✓ Enrollment Management
  - ✓ Graduate & Professional Student Services

- ✓ International Education
- ✓ Two year community college
- ✓ Public Policy

2:45 – 3:00                      BREAK

3:00 – 4:30                      Break out: New and Returning Board Members

- NEW: Introduction to NASPA and Boardship – led by Lori Reesor
- RETURNING: Goals and Insights – led by Diana Doyle

4:30-5:00                      Friday Wrap-Up

6:00 - ?                      DINNER on the town with Board and Conference Committee  
(Provided by NASPA)

### SATURDAY, JUNE 1st

#### TIME

8:00 – 8:30

#### ITEM

Breakfast together (provided by NASPA)

8:30 – Noon

#### **Business Discussion Items:**

- National Board Update
  - ✓ **ACTION ITEM:** Individual reports due to Diana Doyle, Wednesday June 19.
  - ✓ National Registry – work in progress. Not a “done deal.” Concern that it does not apply to some groups, i.e., student affairs faculty. Will this have a negative impact on some? **ACTION ITEM:** If you have not already responded to the survey, please do so now.
  - ✓ Michael Jackson’s goals – in packets received at planning meeting. **ACTION ITEM:** Review his goals and reflect on the impact of these goals on regional programming.
  - ✓ Knowledge communities – further discussion regarding growing pains, etc.
  - ✓ Questions to the Board from Region 4-W: What is the status of the “National Student Pulse” program introduced at the Seattle conference? Need further clarification/direction on Knowledge Communities. Board expressed concern about the lack of update of the NASPA home page and difficulty of updating the Regional website.
- Institutes Updates
  - ✓ Numbers are getting lower. Continuance is dependent on stability of enrollment.
  - ✓ Strategies to help them survive:
    1. Recruit and support for solicitations of support (financial) from senior student affairs officers.
    2. Emphasize the nomination component
    3. More involvement and support from seniors. Put more SSAO’s on the planning committees and in the “chair” position.
    4. Planning needs to start 1 1/2 to 2 years for reason of recruitment and establishing continuity for communication with the SSAO’s
    5. Need a better structure for recruitment
    6. Scholarships were approved for the MLI.
    7. Set limit @ 25 to 30 participants.
  - ✓ MLI – 25 are enrolled for the 2002 institute.
  - ✓ NPI
    1. What is an appropriate date? Fall is not good. Maybe June is a better. Advantage would be that the same recruitment process could be in place for the NPI & the MLI.
    2. Decision: The next NPI will be June 2003. Who will chair?
    3. Numbers – how many? 25 – 30 were recommended.
    4. Will scholarships be available? Yes.
    5. Advertising needs to reach membership – e-mail will work.
  - ✓ Senior institute. Gary will survey the SSAO’s to determine interest and resources available for an institute. He will survey the Seniors for priority of funding projects – NPI, MLI vs. Seniors.

- Technology – from Wayne Young, who was unable to attend
  - ✓ What does the Board want from him in regards to technology issues for the Region and to the Region website?
  - ✓ Reminder from him – his limitations to complete requests are determined by parameter established at the national office. There are national issues regarding the effectiveness of the website, not regional. Diana will pursue at the upcoming Board meeting.
  - ✓ Newsletter online - Currently on line and a hard copy is being sent. Are we as visible electronically as when hard copy comes in the mail? The Board could not reach a consensus on this topic; therefore, the conclusion is that we are not ready to be totally electronic. Will continue to do hard copy. A survey will be conducted with the fall issue. An electronic version will be sent in advance of the hard copy with the survey included.
  - ✓ 2002 Conference Registration will be available online. Call for programs is online.
- Suggestion: The regional top program from regional conferences be an automatic accept for the national program. Timing is an issue because of call for programs deadlines. Would the region make a financial commitment for involvement at the national? Perhaps, registration. Diana will pursue with the national board. Will the Board approve support for registration of program presenters? How many panel members will be supported? This topic will be discussed further after the national responds to the suggestion.
- Establish a regional conference team. This team would pre-plan two years in advance for the Regional conference. Good idea! Suggestion for membership: i.e., Past VP, past conference member, past conference chair. Responsibility would be to explore options and bring back information and recommendations to Board. Motion made and seconded to allow RVP to appoint a regional conference team. Approved.
- Request from Dick Palm for \$500 funding for the Career Fair. Motion made and seconded. Approved.
- 2002 Regional conference. Call for programs were distributed.
- 2003 conference – location???? Suggestions on the table – Santa Fe & Branson. It was moved and seconded that the 2003 conference go to Santa Fe. Approved.
- St. Louis Conference national conference. From Tammy Gocial, local arrangements chair and Prakash Mathew, program committee member:
  - ✓ What can we do encourage our membership to participate in the St. Louis conference?
  - ✓ What can we do to promote the region at St. Louis (and Denver in 2004)? Banners from member institutions could be hung.
  - ✓ How do we involve/promote graduate students & new professionals in the regional and national conferences?
  - ✓ Advanced information about the attractions in and around St. Louis; advanced will be sent to the membership.
  - ✓ Request St. Louis reps to set up a vendor’s promotional booth at the Kansas City regional conference.
- November Board meeting reviews:
  - ✓ Goals for the Board will be established. How can we be more visible?
  - ✓ Board will meet 1 – 5, Wednesday, November 13 and Thursday morning, November 14, if needed. Leadership dinner will be Wednesday evening, November 13.
- Challenge from Lori. The Budget is healthy. We need to intentionally plan how to spend that money.
- CLOSE

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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:

The University of Kansas  
133 Strong Hall  
Lawrence, KS 66045  
Phone: 785-864-4060  
FAX: 785-864-4050  
E-Mail: [rstoner@ukans.edu](mailto:rstoner@ukans.edu)