

**NASPA IV-W BOARD MEETING  
NOVEMBER 05, 2003  
La Fonda on the Plaza, Santa Fe, NM  
1:00-5:30pm, La Terraza**

**AGENDA & MINUTES**

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**March Agenda**

- Take a look at/review registration fee for Graduate Students & Undergraduate students at regional conferences.
- Discussion of Knowledge Communities. Are they doing what we want?
- Should we be “investing” some of our budget balances?

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**November Board Decisions/Recommendations/Motions**

- The 2005 Region IV-West conference will be held at the Marriott in Kansas City. The dates will be November 9 – 12, 2005.
- The registration for MLI 2004 should be set to cover materials and meals. Participants will be responsible for travel & lodging. For the record, the budget will be set to “break-even” and there will be no expectation of profit as has been the case in the past.
- The Board will continue to pay the regional conference registration fee for the MUFP Fellows.
- Budget costs for the regional awards program will be increased from \$500 to \$750, effective for the 2004-05 budget.
- In the future, all past-RVP’s will be invited to the Leadership dinner that is held the night before the regional conference begins.
- Approved by consensus of the Board: Diana will discuss with the National NASPA Board and other Regional VP’s the possibility of reserving a “slot” in the National program for a regional program.
- The Regional Budget will pay for the hotel and registration fee for the Graduate Student Representative to the Advisory Board for the Regional, National and summer meetings. The grad student will be responsible for transportation.

Additional information about the above items can be found in the detailed minutes outlined on the attached pages.

1. Welcome and Introductions: Those attending: Alvarez, Arnett, Biller, Fortney, Cervantes, Covington, Dukes, Doyle, Gonzales, Grospitch, Jones, Lucas, Mallory, Mathew, McElroy, Oster-Aaland, Pena, Perez, Quisenberry, Songer, and Stoner. Guest: Emily Griffen for Becky Barker. Several members were stranded in Denver because of fog and were unable to attend.
2. Conference Update – Kim Reichert
  - Sponsorship update – Renee Arnett. Revised board report was submitted. Confirmed 10 sponsors for the conference, 7 will be exhibitors. 3 of 4 Platinum & Gold sponsors will be program presenters on Friday at 4:00 program session. Rich Rossi, Creighton University, will succeed Renee as the next Development Coordinator.
  - Leadership Dinner – 6:30pm The Palace Restaurant (meet in lobby at 6:15). The dinner was moved to La Casa Sena. The sponsor for the Leadership dinner was USA today.
  - Dessert Reception and Rising Stars – Rising Stars will not be awarded at the dessert receptions as in the past. All awards will be presented at Thursday Dinner & Friday lunch.
  - Business Meeting – Friday, 5:00pm
  - Other
3. Membership – Pat Mahon. Not available for report. Written report filed with the minutes.
4. Program Reports
  - A. Public Policy Update – Sherry Mallory. Submitted an updated report that is filed with the minutes.
  - B. Student Leadership Programs – Reuben Perez. Monthly telephone conferencing on student leadership are currently being held. Guidelines for participation are attached with these minutes. He is open to suggestions for what can be done at the regional level with regards to this knowledge community.
5. Current & future Conferences/Institutes
  - A. SSAO Mini-Retreat Update – Gary Biller. In the past, a summer institute has been held for SSAO's. Through a survey of SSAO's, it was concluded that the summer institute was not cost effective. At this conference, the SSAO's will hold a mini-retreat (4 hours) Thursday morning, prior to the beginning of the conference.
  - B. 2004 Regional Conference in Fargo! – Laura Oster-Aaland, local arrangements chair, was stranded in Denver; Prakash gave her report. The Conference Chair will be Ron Kopita, VP at Wichita State. Minnesota schools & Tribal Colleges are being targeted for participation. Dates: October 21 – 23, 2004. Theme: “Discovering the Legacy; Embracing the Future.”
  - C. 2005 Regional Conference in Kansas City – Prakash Mathew/Diana Doyle. See attachment.
    - Reminder of past actions: Every 3 years go to a “hub” – i.e., Kansas City, Denver. Lori Reesor, PRVP + Dennis Daly + Prakash, RVP-elect, served on the exploring committee.
    - The conference planning committee is being formed. Brian Hemphill, University of Arkansas has agreed to be the chair the planning committee.
    - **Motion made, seconded and passed by the Board:** The 2005 Region IV-West conference will be held at the Marriott in Kansas City. The dates will be November 9 – 12, 2005.
  - D. Mid-Level Professionals Institute in Fargo?? – Diana Doyle. Diana is taking nominations for the Chair. Institute will be held as a pre-conference to the Fargo Regional meeting, similar to the NPI in Santa Fe.
    - A discussion regarding the cost to participants was held. Options considered: 1) pro-rate the registration fee to cover meals and materials: or 2) offer a waiver to the Regional conference.
    - **Motion made, seconded and passed by the Board:** The registration for MLI should be set to cover materials and meals. Participants will be responsible for travel & lodging.

For the record, the budget will be set to “break-even” and there will be no expectation of profit as has been the case in the past.

6. NASPA National Update – Diana Doyle

A. 2nd MUFP Leadership Institute? The National is proposing to have two Leadership Institutes and is inquiring if the Regions would pick up the expenses of the second institute. The institutes are very expensive. Suggestions and questions from the Board:

- Recommended that we change the format to accommodate more participants.
- Also, what are the current sources of revenue for the MUFP program?
- Is there need for Institutes for other levels – undergraduate & graduate?

B. Update strategic plan for NASPA National.

7. Awards – Prakash Mathew.

- A traveling board award, “Walk in my Shoes”, was established last year. It was awarded to Becky Barker. This year Becky gave the award to Renee “Show me the Money” Arnett! This award will be presented to Renee at the business meeting.
- Christine Luebbe-Schneikart will be the awards chair for 2004.
- A new award was established this year – the Presidential Excellence award. It is awarded to a university president who has been supportive of students and student affairs on their respective campus. This year, the award went to Donald Beggs, President of Wichita State University.
- This year’s committee was Lori Reesor, Past RVP, Ruth Stoner, Regional Historian, Christine Luebbe-Schneikart, and Prakash Mathew, Regional Awards chair.
- Budget costs for this year were \$750. Prakash recommended that the Awards budget be increased from \$500 to \$750. **Motion made, seconded and passed by the Board** to do so. The change will be made in next year’s budget.

8. Regional Conference Registration Fee Issues – Diana Doyle

- MUFP Fellows – In 1996, the Board voted to waive the regional conference registration fee for MUFP participants. That decision was applied to this conference and the registration for MUFP program participants was paid for by the regional budget. The topic was discussed again – do we want to continue this procedure? **Motion made, seconded and passed by the Board:** The Board will continue to pay the registration fee for the MUFP Fellows.
- NPI/MLI Participants – Discussed previously.
- NASPA President-Elect – The Board received a request for payment of the registration fee for Peg Blake, National President-Elect. (Editor’s note and observation: Peg was a former Region 4-West member and nominated Jim Griesen for the regional James Rhatigan award this year.) Approved by e-mail vote of the Board. This request will not happen often; therefore, there should be no major impact. It was recommended that there not be a formal policy regarding this scenario and each request from a president-elect will be handle on a case-by-case basis.

9. Inviting Past RVPs to Leadership Dinner – Diana Doyle. **Motion made, seconded and passed by the Board:** In the future, all past-RVP’s will be invited to the Leadership dinner that is held the night before the regional conference begins.

10. Regional Conference Programs at the National Conference – Wayne Young. Wayne has requested that the Board recommend to the National Advisory Board that each region will have a slot in the national program to “showcase” a regional program. The Regional Board will determine the process used to select the program. **Approved by consensus of the Board:** Diana will take this suggestion/recommendation to the National Board. She will also present the idea to other RVP’s for discussion at their regions.

11. Confirmation of Regional Goals, Board Member Expectations – Diana Doyle. Diana is working with Wayne to put the Leadership Manual on-line. Her goal is to have it in place by summer. Current IV-W Board goals (as defined by Regional Board at the beginning of Diana’s tenure, 2002):

- A. Increase Board visibility to membership.
- B. Provide greater access to professional development at all levels for Region IV-W members.
- C. Follow the national goals which include: 1) professional development opportunities; 2) diversity; 3) publications; 4) public policy voice; and 5) membership.

12. Advisements

A. Budget Review – filed with the minutes.

B. 2004 National Conference in Denver, March 27-31

- All regional suites at Adams Mark Hotel. Make reservations ‘now’!
- IV-W Advisory Board Meeting – Sunday, March 28, 1-3:30pm - TBA
- Regional Business Meeting – Monday, March 29, 5-6:00pm, TBA
- Regional Reception – Monday, March 24, 9-11:00pm, TBA. Will be held centrally as done in the past.

C. Current IV-W Board Vacancies – forward nominations to Diana Doyle.

- Coordinator of Research Division – Margaret has stepped down
- GLBT Concerns Knowledge Community -
- African American Concerns Knowledge Community -
- disAbilities Concerns Knowledge Community -
- Graduate Student Representative -

D. Board Vacancies (after Denver Conference, March 2004) – forward nominations to Prakash

- Regional Newsletter Editor
- Graduate Student Representative
- Women in Student Affairs Knowledge Community Chair
- Fraternity & Sorority Knowledge Community Chair
- Professional Standards Chair
- Information Technology Knowledge Community Chair
- Oklahoma Membership Coordinator
- Nebraska Membership Coordinator

13. Additional/Other Items

A. Agenda Items for March:

- Take a look at/review registration fee for graduate Students & undergraduate students at the regional conference
- Discussion of Knowledge Communities. Are they doing what we want?
- Should we be “investing” some of our budget balances? Diana will talk to Kevin Krueger at the national office. We were reminded that we are a non-profit group and should not be emphasizing our balances, but, should be thinking about reinvesting the money in 4-W.

B. **Motion made, seconded and passed by the Board:** The Regional Budget will pay for the hotel and registration fee for the Graduate Student Representative to the Advisory Board. The grad student is responsible for transportation. This motion applies to the Regional, National & summer meetings. Board members are to send nominations to Diana.

C. Note: **Knowledge Communities have a budget with Region.** Please use it!!! Consult with Diana

Meeting closed at 4:30 (in record time)!!!!!!!!!!

Ruth Stoner, Region IV-West Historian, prepared these minutes. A copy of these minutes and all handouts distributed before the meeting and 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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