

NASPA IV-W ADVISORY BOARD MEETING
SUNDAY, MARCH 28, 2004, 1:00-3:30pm
Adams Mark Hotel, Plaza Bldg. Director's Row E, Denver CO

AGENDA w/ Minutes

Those attending: Alvarez, Barker, Barnum, Biller, Campbell, Covington, Doyle, Forney, Gonzalez, Grassmeyer, Heier, Mahon, Mathew, Kopita, Lucas, Luebbe-Schneikart, Malory, Oster-Aaland, Pena, Perez, Quisenberry, Rames, Sene, Stein, Stoner, Wynn, Young,

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ACTION ITEMS - Summary

1. **TO DO:** Board members are asked to bring to the regional conference one or more items from their respective institutions for “give-aways”, preferably not a t-shirt.
2. **FOR SALE:** Conference denim shirts - \$25 each. They are for sale at the Denver conference or can be purchased on line at the conference web site or will be available for purchase at the Fargo conference.
3. **TO DO:** Prakash requested nominations for chair and planning committee members for the 2005 Career Fair for undergraduate students interested in exploring graduate higher education programs. See Item 3-e.
4. **Mark your calendars.** A regional planning meeting will be held in Kansas City on June 3 & 4 - beginning at noon on June 3rd (Thursday) and ending at noon on the 4th (Friday). If you cannot attend, notify Prakash.
5. **Newsletter deadline** – copy due to Becky Barker - April 7.
6. **2004 Regional Awards deadline** – May 30.

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AGENDA ITEMS FOR SUMMER MEETING (Kansas City)

1. Discuss financial investment options for Region IV-West. See Item 6-d.
2. Conference Registration Fee For Graduate and Undergraduate Students.

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MOTIONS - Summary

1. Motion was made and seconded to accept the recommendation to have the MLI at Maplelag (retreat setting outside of Fargo) and that there will be an incentive to the Institute participants to stay on for the Regional conference. Approved.
2. Motion made and seconded to give MLI NASPA member participants a 50% discount on the registration for the Regional conference. Approved with one abstention. (Non-members will receive a \$75 discount {= ½ of \$150 member registration fee}.)
3. Motion made and seconded to do another SSAO mini-retreat in Fargo on Thursday morning, October 21, using the same format that was established in Santa Fe. Approved.
4. Motion made and seconded to charge no fee for the SSAO mini-retreat; the Region will pay for the breakfast that precedes the event. Approved.

1. Welcome and Introductions

2. Denver Conference Review – Board participation/responsibilities
 - a. Regional Business Meeting – Monday, March 29th, 5-6:00pm, Plaza Bldg. Gov. Square 14
 - b. IV-W Reception – Monday, March 29th, 9-11pm, all regions – Adams Mark Hotel, Plaza Bldg. Grand Ballroom D-F
 - c. NASPA Business Meeting – Tuesday, March 30th, 4:30-5:30pm, Adams Mark Tower Bldg – Silver.

3. Regional Conference/Institute Updates
 - a. Regional Conference – October 21-23, Fargo, ND. Ron Kopita (Wichita State University) is the Chair of the Conference.
 - The Call for Programs was distributed.
 - TO DO: Board members are asked to bring to the regional conference one or more items from their respective institutions for “give-aways”, preferably not a t-shirt.
 - The proposed budget was distributed. The budget is based upon 175 regular registered participants (paying \$150 registration fee).
 - FOR SALE: Conference denim shirts - \$25 each. They are for sale at the Denver conference or can be purchased on line at the conference web site or will be available for purchase at the Fargo conference.
 - b. Mid-Level Professionals Institute – October 18-21, Fargo, SD. Kim Grassmeyer (Creighton University) and Jill Pletcher (Wichita State University) are co-chairs. Participation will be capped at 25 participants & 3 faculty members. Kim led a discussion regarding location and impact on the budget. She presented two options:
 1. MLI would be held at the hotel site of the regional conference. Hotel rate would be paid separate from the registration fee and meals would be included. Conference would begin noon on Tuesday (19th); or,
 2. The Institute would be held at site away from hotel - Maplelag, MN, a one-hour bus ride east of Fargo. Registration fee will include housing and meals. Start date would be Monday evening, October 18th to allow for travel time to and from the retreat setting.
 3. Discussion followed:
 - Marketing of the Institute needs to emphasize that the MLI and the Regional Conference are one package, with MLI as a pre-conference.
 - The overall cost is about equal.
 - The environment at the retreat setting will be more conducive to the goals of the Institute.
 - SSAO’s need to buy into this concept as they are asked to sponsor participants.
 - Institute is sponsored by the Region; expenses/income are a part of the Region’s budget; not the conference budget. Financial support for scholarships, etc. will come from the Region, not the Institute.
 - Financial support from the Board to the Institute will be reinvestment of Board money back to the membership.
 4. Motion was made and seconded to accept the recommendation to have MLI at Maplelag (retreat setting outside of Fargo) and that there will be an incentive for the Institute participants to stay on for the Regional conference. Approved.
 5. Motion made and seconded to give MLI NASPA member participants a 50% discount on the registration for the Regional conference. Passed with one abstention. (Non-members will receive a \$75 discount {= ½ of \$150 member registration fee}.) Noting that Institutes are an investment in the future of NASPA because NASPA membership increases as a result of registration into the Institutes.
- c. SSAO mini-retreat – October 21, Fargo, SD. Gary Biller (Arkansas Tech) SSAO Liaison.
 - The mini-retreat held prior to the Santa Fe conference was very successful. Feedback from the SSAO’s strongly supported doing it again in Fargo.
 - A report was submitted and is filed with these minutes. 56 SSAO’s participated in the retreat.
 - Gary asked for Board approval to do another mini-retreat in Fargo.
 - Motion made and approved to do another SSAO mini-retreat in Fargo on Thursday morning, October 21, using the same format that was established in Santa Fe. Approved. Motion made and seconded to charge no fee and the Region will pay for the breakfast that preceded the event. Approved. Another project in which the Region is returning some of its resources back to the membership – this time the SSAO’s will benefit.

- d. 2005 Regional Conference – November 9-12, 2005, Kansas City, MO. Brian Hemphill, University of Arkansas, will chair the conference planning committee.
 - e. 2005 Career Fair (for undergraduate students interested in exploring graduate higher education programs) – Kansas City. Traditionally, this event has been held every two years at UMKC in Kansas City. Dick Palm, who is now retired, has previously coordinated this program. Consensus of the Board, though no vote was taken, was to continue this program and to connect it to the 2005 Regional Conference in Kansas City as a post-conference on Saturday, similar to 2002. Prakash requested nominations for chair of this event and planning committee members.
 - f. Future Conference Sites - Diana Doyle. The national office has contracted with a service agency to assist with conference site exploration. The Region can/will tap into this service for future site selections.
4. Update – NASPA Board of Directors Meeting – Diana Doyle
- a. Locations for future national conferences:
 - 2005 - Tampa
 - 2006 – Washington, D.C.
 - 2007 – Orlando, not Chicago, for the Joint NASPA-ACPA conference
 - 2008 – Boston
 - 2009 – West Coast
 - 2010 – Chicago
 - b. Two new knowledge communities are being proposed – still in the proposal stages:
 - Parent support services
 - Alcohol & other drugs
 - c. Use and modification of NASPA logo. Can we have our own logo for NASPA? No, we can add the regional states at the base of logo; but the basic integrity, including color, of the logo cannot be altered.
 - d. The national board will be looking at a new structure for national fees – it may be a 3-tier model, based upon institutional size and budget.
 - e. DisAbility Knowledge Community requested that it become part of MUFPP. Approved. Then the GLBT community asked that their undergraduates also become a part of MUFPP. Concern was expressed that the original “flavor” of MUFPP was being altered. A task force has been created to study this inquiry as well as expanding the topic to address what opportunities can be available to “all” undergraduates wanting to explore or pursue careers in student affairs. The task force will report back to the National Board next December.
5. 2004 Awards Nomination Process – Prakash Mathew/Christine Schneikart-Luebbe (Wichita State University), incoming Regional Awards Chair
- In the past, the deadline was May 30 and was extended to June 30. Consensus of the Board was to leave the 2004 deadline at May 30 with recommendation to move to June 30 as needed.
 - State coordinators will assist with the recruitment of awards nomination.
 - To increase nominations for the James Rhatigan Award, Christine will send out a list of past recipients as a reminder of the quality of nominees. It was recommended that Christine develop a process that would ease the re-nominating of past nominees who were not selected.
 - The regional awards process is very important. Some are forwarded onto national level.
6. NASPA Finances – Kevin Krueger was invited to lead a discussion and answer questions from the Board regarding the national budget. Topics of discussion included:
- a. The NASPA national budget is very healthy.
 - b. Where does money come from?
 - Institutional dues
 - National conference. Income = ~\$800,000. Expenses = ~650,000. Profit = ~\$150,000.

- Books, sponsorships, interest from investments of the reserve account. Reserve account is maintained at a level equal to one year of expenses.
- c. National strives to give back to the Regions through service to Regions, i.e., technology and web site support. Provides infra-structure and administrative support for conferences, etc. This allows the region to focus on content.
 - d. Should Region IV-West invest of some of their dollars? Kevin says “yes.” Do not have more than \$100,000 in any one bank. NASPA moved money from CD’s to TIAA-Creve. If horizon (anticipated need for money) is long – options for investment are open and varied. **Agenda item for Summer meeting: Discuss investment options for Region IV-West.**
 - e. Tax-exempt status for NASPA is only acceptable in Washington DC – does not transfer to other cities unless applied for at that city.
 - f. NASPA does not get a “kick-back” from hotel reservations. The contract with the hotel commits to not having the per night price be greater for conference participant than any one who reserves directly with the hotel. There seems to be some discrepancy in this statement. Kevin will explore these concerns with the hotel manager.
 - g. NASPA National does have insurance that includes
 - Liability insurance at national and regional conferences
 - VP & AVP of the Boards.
 - h. NASPA National gives financial support for MUFPP participants to attend the national conference and institutes.
 - i. National office gives an annual allocation to each region based upon institutional memberships within the Region.
 - j. All accounts are audited. The national organization is standing very well with its accounts and auditing procedures.
7. Conference Registration Fee For Graduate and Undergraduate Students – Diana Doyle. **Moved to summer agenda.**
 8. Review of Board Accomplishments – Diana Doyle
 - Membership has been strengthened through efforts of the membership coordinators.
 - Successful MUFPP program – due to leadership of the regional program.
 - Involvement of new board members.
 - Reinvestment back to the Region of the financial resources.
 - Restructuring and growth of the Board, i.e., the Development Coordinator’s position.
 - Diana is working with Wayne Young to put the Board manual on-line.
 9. Summer Board Planning Meeting – June 3-4, Kansas City - Prakash Mathew
 - **Mark your calendars.** The planning meeting will begin at noon on June 3rd (Thursday) and end noon on the 4th (Friday). Dennis Day (Johnson County Community College) is finding a hotel. **Mark your calendars.** If you cannot attend, notify Prakash.
 10. New RVP Comments – Prakash Mathew
 - Prakash recognized Diana for her leadership contributions to NASPA Region IV-West during her tenure as the Regional Vice President. She was presented with a gift and card of thanks from the Board.
 11. Advisements
 - a. Budget Review – see handout that is filed with these minutes.
 - Kim Reichert, chair of the 2003 regional conference in Santa Fe, will present a check for \$8000+ to the Region.
 - b. Newsletter deadline – copy due to Becky Barker - ~~March 26th~~ Changed to April 7.
 - c. Board Vacancies: Believe it or not, we're filled!!!!!!!!!!!!!!!!!!!!

12. Additional/Other Items

- Rich Rossi, new Development Coordinator, solicited vendor suggestions for the 2004 conference in Fargo.

Meeting adjourned at 3:45.

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

University of Kansas
133 Strong Hall
1450 Jayhawk Blvd
Lawrence, KS 66045
Phone: 785-864-4061, FAX: 785-864-5090
E-Mail: rstoner@ku.edu

*Thank you, Diana,
for your 2-year leadership of Region IV-West
as Regional Vice President!*

*And best wishes, Prakash,
as you assume leadership of Region IV-West
as the new Regional VP.*