

NASPA Region IV West Board Meeting
October 20 & 21, 2004
Fargo, North Dakota
The Ramada Plaza Suites- Overture Room
Agenda

Attending: Anderson, Biller, Campbell, Covington, Doyle, Gonzalez, Griffen Overocker, Grospitch, Harper, Hermelbracht, Mackey, Jones, Kaberline, Kopita, Lamb, Linder, McGill, Lucas, Mahon, Mallory, Mathew, Williams Molock, Oster-Aaland, Overocker, Pena, Rames, Reichert, Rossi, Schneikart-Luebbe, Sperling, Stoner, Strom, Thomas. Special guests: Gwen Dungy, NASPA Executive Director; Audrey Olson, Administrative Assistant - NDSU; Terry Ryan, 2004 program co-chair; Adrienne Leslie-Toogood, 2005 Career Fair.

Board Members Action Items: To Do

1. Deadline for next newsletter – November 26. Item 10b, page 4
2. Respond to Ruth Harper’s (Faculty Liaison Knowledge Community Chair) Request for feedback and input regarding what direction the Board wants her to take with this KC. Refer to her Board report that was distributed at the board meeting. Item 3, page 2
3. Mark your calendars now and plan to attend the national conference in Tampa. March 19 – 23. The Regional Board meeting will be Sunday afternoon, March 20, 1 – 3:30 pm, Room 10, Marriott Hotel.
4. The Future Conference Site committee will solicit an e-mail vote on the recommendation of the location for the 2006 conference from the Advisory Board after Diana gets additional information from Conferon. Item 7c, page 6

March Agenda - Tampa

1. Follow up discussion on National Board vote for the Mission statement (values, etc.) - Prakash. Item 5a, page 2
2. Update on the MUFPP Task Force recommendations – Prakash. Item 6, page 3
3. On-line vs. hardcopy distribution of the newsletter. Item 10c, page 4
4. Scholarships (payment of conference registration fee) for graduate & undergraduate students who do volunteer work at conference – Emily Griffen Overocker. See Item 11, page 5
5. Scholarships for designated areas of representatives for the 2005 Regional conference. The conference committee will present proposal to the Board. Item 1i, page 5
6. 2005 NPI. Item 2, page 5
7. Tribal Colleges, Historically Black Colleges and Hispanic Colleges participation at future regional conferences. A motion was tabled until the Tampa meeting. Laura Oster-Aaland will prepare a proposal and present it in Tampa. Item 9f, page 6

Summer Planning Meeting Agenda

1. Should we be “investing” some of our budget balances? - Kim Reichert. Item 8 – 2, page 4

October Board Decisions/Recommendations/Motions - Fargo

1. Awards. Christine requested Board approval on several items regarding the regional awards process. A **motion was made and seconded to approve all recommendations presented by Christine.** See page 4, Item 9a, 1 – 8, for details.
2. Awards. Protocol for informing award winners and non-winners was recommended by consensus. See page 4, Item 9b, 1 – 4, for details.
3. Board decisions to underwrite costs associated with Board decisions must be reflected as Advisory Board expenses and not as conference waivers or expenses. Profits of conferences and institutes (if any) feeds back to the regional budget; this allows the Board the flexibility to underwrite projects that benefit the membership. Kim and Prakash will discuss this topic further in order to expand and clarify the information that is presented in future budget reports. Item 8 – 2, page 4

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

Wednesday, October 20, 2004 (Overture Room)

1:00- 1:15 Welcome & Introductions

1. Welcome – New Board members
 - Kim Reichert, University of Wyoming - Treasurer
 - Cheryl Anderson, Wichita State University – 2005 Region 4-W Conference Chair
 - Jennifer Williams Molock, Colorado State University – Colorado State Coordinator
2. Conference packets were distributed.
3. Additional goals of Prakash during his term in office:
 - a. Establish a relationship with Canadian colleagues.
 - b. Reach out to Native American colleagues, especially the regional tribal colleges.

1:15- 1:35 Team Building & Sharing priorities

1:35- 5:00

1. 2004 Regional Conference update - Ron
 - a. 280 registrations at this time. Editor's update: Final registrations = 303.
 - b. Budgeted for vendor support - \$8000. Actual: \$16,000
 - c. Conference packets were distributed to Board members
2. Knowledge Communities update - Phil. KC's continue to grow.
 - a. New Knowledge Communities – approved and proposed
 - Health & Wellness in Higher Education. Approved by the National Board. Vance Valario (Nebraska) will chair this KC for Region 4-W.
 - Parent & Family Relations - on the agenda for discussion/approval at the National Board meeting in December. (If approved, Kim Reichert, University of Wyoming, will serve as the KC Chair for 4-West.)
 - Men's Issues in Student Affairs – on the agenda for discussion/approval at the National Board meeting in December. (If approved, Eric Grospitch, University of Kansas, will serve as the KC Chair for 4-West.)
 - b. Conference session for Knowledge Communities – Friday at 5:30. KC Chairs will meet with interested membership. This session is a change from previous conferences – in the past, Knowledge Communities have met on Saturday morning. Moving it to Friday afternoon is an attempt to reach more people.
 - c. 4 KC chairs hosted small group dinners Friday evening to discuss issues pertinent to their specific knowledge community.
3. Ruth Harper, Faculty Liaison Knowledge Community Chair. **TO DO:** Requested feedback and input regarding what direction the Board wanted her to take with this KC. Refer to her board report that was distributed at the Board meeting.
4. Membership update - Pat Mahon, Regional Membership Coordinator. Refer to Board report, noting:
 - a. Region 4-west topped 1000+ memberships, an increase of 137 over last year. YEA! Good job, State Membership Coordinators! Let's celebrate!
 - b. Reminder to all: Now it is time to work on "retention." It is "EVERYONE'S" job to recruit and maintain!
 - c. Pat will put a "membership" item in the next newsletter.
 - d. The NASPA national office was commended for the assistance they give to the Membership KC – reporting statistics, providing labels, etc.
5. NASPA- Mission/Vision/ Values/Goals and other national updates - Gwen & Prakash
 - a. Update on discussion of the Mission & Goals & Values. Follow up to discussion from the summer planning meeting.

- The Mission/Vision/ Values/Goals statement (green) that was discussed this summer was a “draft.”
 - Go to NASPA web and read Gwen’s column in the most recent issue of the Forum (11/7/04). The Board has since approved the “values”. Final conclusion was to use only the words with no definition: Learning, diversity, integrity, service, fellowship, and spirit of inquiry. The Board decided to just list the values and “let them speak through each of us. ... allows each member to interpret the values according to one’s own set of choices.” In this issue of the Forum, Gwen defines these values from her perspective. This Forum column is filed with the minutes of this Board meeting under “Current Topics.”
 - A final vote on the NASPA Mission Statement by the National Board will be at the December National Board meeting. Prakash will bring the final document to the Spring Regional Board meeting. **Agenda Item for Tampa.**
- b. Learning Reconsidered: A Campus-Wide Focus on the Student Experience. Susan Komives, one of the conference keynote speakers, was a key contributing author. It will be sold at the conference. Gwen Dungy encouraged all to read and share with academic colleagues; this document explains what we (Student Affairs) do. This was a joint project with ACPA; it was written by members from both organizations.
 - c. Per Gwen, there is currently discussion about **certification of our profession**. It is the consensus of the NASPA National Board that as a profession, we are concerned about standards and competencies rather than certification. There has been joint discussion with ACPA on this topic. ACPA is more interested in certification than NASPA. As a result, NASPA has requested that “we” be at the table to “listen.” Gwen emphasized that NASPA is not talking about certification – we are only at the table to listen.
 - d. 2005 National NASPA meeting, March 19 – 23, 2005, Tampa, Florida
 - The Marriott will be the conference headquarters.
 - Hotel registration is available on-line now.
 - The 4-West Advisory Board will meet Sunday afternoon, March 20.
 - **Mark your calendars now and plan to attend the national conference in Tampa.**
6. Update on MUFP program – Prakash. A national task force has been created to review a proposal “to broaden the horizon of MUFP.” The definition under consideration is: “for students from underrepresented groups and traditionally disenfranchised populations.” Background on this topic: Earlier, it was proposed, and approved, for students with disabilities to join MUFP. A similar request followed to include the LGBT community. At this point, a national task force was created to explore broadening the horizon of MUFP by looking at experiences for all undergraduates wanting to explore Student Affairs as a profession. There are differing opinions on this topic. Prakash is on this task force. They will meet in Chicago and develop a recommendation to be presented at the December National Board meeting.
 7. Corporate Sponsors - Rich Rossi
 - 4 new vendors are participating in this conference.
 - In addition to the new sponsors, North Dakota State University hosted and paid for the Dessert Reception and the honorarium for Kevin Locke, closing keynote speaker.
 - Board assignment: Meet and greet the vendors. Tell them “thank you.”
 - Board members were instrumental in locating new and future sponsors.
 - \$16,000 total donation from vendors for this conference
 - For more information, see Rich’s Board report filed with the conference minutes.
 - Alex Gonzalez is serving as the Assistant Corporate Sponsor Liaison and will become the Corporate Sponsor Liaison following Rich’s term.
 - Continuity and communication is being established for the 2005 conference.
 8. Budget Process – Kim/ Prakash
 1. As mentioned earlier, Kim Reichert has been appointed Treasurer for Region 4-W. She and Prakash will work together to transition the bank accounts to Kim at the University of Wyoming. Like the

Historian position and for financial information continuity, there will be no end date to her appointment.

2. Investment options for 4-West monies - follow-up discussion from the 2003 fall, 2004 spring and 2004 summer planning board meetings. Kim will examine the financial options and will report back to the Board with recommendations about a reserve or investments at the planning meeting to be held early summer. **Agenda item for summer planning meeting.**
3. Note of information regarding National budget practices: They split the conference profits - 50% to investments and 50% to operating. Does the Region want to do something similar?
4. Note page 2 of the budget. Outlines how the Region gives back to the membership through approval of Board recommendations for the Region to underwrite the cost of board decisions (i.e., reduction or cancellation of registration fees for individuals or designated groups). These Board decisions to underwrite the costs associated with Board decisions must be reflected as Advisory Board expenses and not as conference waivers or expenses. This is why we want the regional conference to make money – the profit feeds back to the regional budget, which allows the Board the flexibility to underwrite projects that benefits the membership. Kim and Prakash will discuss this topic further in order to expand and clarify the information that was presented on page 2 of the budget report.
5. Institutes are expected to break even.
6. Expectation for the regional conference is to make at least \$5000.

9. Awards

- a. Christine requested Board approval on the following items regarding the regional awards process.
 1. Change the nomination form to identify the “lead” nominator.
 2. Change the nomination forms for innovative programs and the publication awards to reflect more accurately the information needed to identify the program/publication.
 3. Limit supplemental letters to 3 for each award nomination.
 4. All nominators will submit 4 copies of each nomination packet for distribution to the awards committee. This will save on copying on the part of the Awards Chair as well as provide opportunity to share “original” materials for the program and publication nominations.
 5. Due to the high number of qualified nomination and for one year only, all 2004 nominations for the Distinguish Service, Presidential, the James Rhatigan/Scott Goodnight Outstanding Dean award (except the 2004 winners) will be forwarded for consideration to the 2005 nominating process, noting that additional (new) nominations will also be solicited. **Note: For 2005 only.**
 6. Award Committee members and the RVP will neither nominate nor write letters of support for the awards process.
 7. Add a new award - “Staff Support”
 8. Increase awards budget to \$1000 from \$750

A motion was made and seconded to approve all recommendations presented by Christine. Approved without discussion.

- b. Christine requested a recommendation from the Board on the protocol for informing the award nominator and nominee about the results of the awards selection process for the higher level awards. By consensus, the Board suggested that the Awards Chair will:
 1. Call the lead nominator (for information) and the nominee (to confirm availability to attend the conference) for the awards mentioned above.
 2. Send a letter to the award winner in all other categories, with a carbon to the lead nominator.
 3. Send a letter to the lead nominator of all others nominated, but did not receive the award. It is the option of the lead nominator to inform the nominee of the nomination.
 4. In all cases, it is the responsibility of the lead nominator to inform the individuals who have written supporting letters.
- c. Christine, on behalf of Renee Arnett, presented the Golden Shoe Award to Eric Grospitch. This is a traveling award passed from one board member to another “for walking the extra mile” as a Board member.

10. Newsletter - LeeAnna

- a. The Fall 2004 newsletter was distributed to the Board members; it is in “the mail” to the membership.
- b. Deadline for next newsletter – November 26. **Action Item.**
- c. **Agenda item for Tampa** – on-line vs. hardcopy distribution of the newsletter.

d. Josh will be putting the Fall 2004 Newsletter on the Region 4-West web page.

11. Conference registration fee for graduate & undergraduate students – Emily Griffen Overocker

- 3 graduate student scholarships were awarded for this conference.
- This program was proposed at the planning meeting held in Kansas City last summer; it was approved for the Fargo conference “only”.
- Emily will evaluate the program and will bring a recommendation to continue or not to the Tampa Advisory Board meeting. **Agenda Item - Tampa**

12. Conference details & Announcements - Deanne

6:00- Leadership Dinner- Alumni Center, NDSU.

Thursday, October 21, 2004 (Overture Room)

8:30-8: 50 Breakfast

8:50- 11:00 Items for Board Review

1. 2005 Regional Conference update- Cheryl

- a. Brian Hemphill moved out of the Region. Cheryl Anderson (Dean of Students, Wichita State) has assumed the duties of the Chair of the 2005 conference.
- b. Dates: November 8 – 13. 10th conference starts. NPI will be held November 8 & 9. Conference begins on the 10th and ends on the 12th.
- c. Location: Marriott on the Plaza, Kansas City, MO
- d. Nov 10: Pre-Conference
- e. 3 goals: 1) increase participation of undergraduate students. 2) Add pre-conference. 3) Present the largest and best regional conference.
- f. At the conference, there will be a track for undergraduates, graduate students, new professionals and MUFJ participants.
- g. Program Chair: Sherry Mallory & Myron Pope
- h. Saturday, November 12th – Undergraduate Career Fair at the Marriott. Chair: Adrienne Leslie-Toogood. Additional information below – Item #3.
- i. Scholarships will be available for representatives identified in “f” above. The conference committee will present proposal to the Board at the Tampa meeting. **Agenda Item - Tampa**

2. NPI- Prakash for Jesse Fortney, NPI Chair. NPI will be held prior to the 2005 Regional Conference at the hotel. Additional information will be available at the Tampa Board meeting. **Agenda Item - Tampa**

3. 2005 Career Fair - Adrienne Leslie-Toogood (Kansas State University), Chair.

- Used to be Kansas City Career Fair
- Will be held Saturday, November 12th, following the regional conference, at the conference hotel.
- Faculty/university tables will be at the Marriot. Fee for institutional tables will be \$40/school. If the faculty member registers for the regional conference, there will be no “table” fee.
- Registration Fee for undergraduate participants: \$26, which will include the conference lunch fee and the Career Fair.

4. MLI Institute update - Matt & Alex. See summary report submitted prior to conference.

- a. Almost all participants stayed on for the Regional conference.
- b. Kim Grassmeyer, Jill Pletcher, Alex Gonzales & Matt Caires were the conference planners.
- c. Faculty: Lee Bird – Legal Issues; Myron Pope – Strategic Planning; Sarah Boatman – Communications; and James Rhatigan – wrap up.
- d. Josh Overocker, Board member, was a participant.

5. Planning Calendar (updated) – distributed. Attendance at Regional Board meetings. Per Prakash, there is a preference and priority:
 - Preference – attend all 3 meetings: 1) Fall (at Regional Conference); 2) Spring (at National Conference); and 3) Summer Planning meeting.
 - Priority, if one can not attend all three: 1) Summer Planning meeting; 2) Fall (at Regional Conference); and 3) Spring (at National Conference)

6. RVP Election Process - Diana. Committee: Diana Doyle, Chair; Ruth Stoner and Gary Biller. Work in Process. Nominees could not be announced. Names will appear on the ballot.

7. Future Conference Sites - Diana. Committee: Dennis Day, Rich Rossi & Diana Doyle
 - a. Consulting with Conferon – a conference planning consulting group contracted with National NASPA. The regions can use this agency to assist with the selection of regional conference sites – a regional “perk” from the National Association.
 - b. 2 possible locations for 2006: 1) Hot Springs, Arkansas; or 2) Estes Park, Colorado
 - c. Diana & committee will solicit an e-mail vote on the recommendation of the location for the 2006 conference from the Advisory Board after they gets additional information from Conferon. **Action Item.**
 - d. Suggestion from Suzanne Strom: Little Rock, Arkansas should be considered because the Bill Clinton Presidential Library and conference center will be opening in Little Rock soon.
 - e. Suggestion: 2006 – Estes Park & 2007 - Little Rock.
 - f. MLI will be held in 2006
 - g. When will we go to Denver? Depends on if/when we go to Estes Park.

8. Board vacancies – there are 3:
 - a. GLBT Concerns Knowledge Community
 - b. Student Affairs Professionals in Academic Affairs
 - c. Graduate Student Representative to the Advisory Board (GSR). Reminder, it is a commitment not just an appointment. Also, the regional budget will pay for the hotel and registration fee for the GSR to attend the Advisory Board meeting at the national & regional conferences and the summer meeting.

Send nominations to Prakash.

9. Other items for the good of the order:
 - a. On-line leadership manual. Diana continues to make progress in putting the Board leadership manual on-line. On “hold” because she is creating job descriptions for all positions currently on the Board.
 - b. Distributed update of Advisory Board roster - Prakash
 - c. Visit the vendors at the conference – Rich Rossi
 - d. Regional Business meeting – Friday, October 22, 2:10 pm. Reminder: all conference participants are encouraged to attend; it is not just Board members.
 - e. Public Policy update – Sherry will give a report at business meeting
 - f. Update on Tribal College participation at the conference. 2 Tribal Colleges were represented at the conference: Cankdeska Cikana Community College at Ft. Totten, ND and Turtle Mountain Community College at Belcourt, ND. Laura made a motion for Tribal College & Historically Black College conference participants be given a fee waiver & NASPA membership for the 2005 conference in Kansas City (similar to the Fargo conference). A cap of a \$5000 commitment would be put in place. (no limit per institution.) The motion was tabled until the Tampa meeting. Laura Oster-Aaland will prepare a proposal and present it in Tampa. **Tampa Agenda Item.**

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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