

**IV-West Advisory Board
2006 Regional Conference – Breckenridge, CO**

November 1-2, 2006
Revised, December 7, 2006

Minutes

Attending: Arnett, Barone, Bartow, Brantley, Brown, Burrows, Campbell, Donovan, Ederer, Ellis, Erwin, Gonzalez, Griffen-Overocker, Gropitch, Harper, Haynes, Helton, Hindricks, Henson, Hermelbracht, Kaberline, Lamb, Leslie-Toogood, Linder, Lovell, Mathew, McElroy, Moseley-Anderson, Norton, Overocker, Riechert, Schneikart-Luebbe, Secuban, Shirley, Sorochty, Stoner, Sullivan. Guests: Gwen Dungy & Suzanne Gordon.

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Electronic Items for Review and Approval

1. **Awards process** – What should be the involvement of the immediate supervisor in the award nomination process for the staff support award? For all awards? The RVP asked Christine to draft a statement and forward to Cheryl for review to add to the electronic ballot. See Item 7B, page 4.
2. **Board size and structure** – Task Force Report. See Item 19B, page 6 & Item 1, page 7
3. **“Role and Function of the Treasurer”** and **“Region 4-West Financial Practices and Policies.”** See Item 6, page 3.

Spring Board Agenda Items

1. **Scholarship proposal from International Education Knowledge Community Chair.** Motion was made to table this proposal until March meeting – friendly amendment was accepted to forward the proposal to the KC group for recommendation/endorsement. Seconded and passed. Will be revisited in March with recommendation/endorsement from the KC group. See Item 10, page 3
2. **Registration fee for graduate students** – impact of food costs on the fee. No action was taken by the Board at this time. Cheryl will discuss with the Little Rock Conference Committee and will bring the topic back to the Board for future discussion after food costs are established for the 2007 conference in Little Rock. See Item 6, page 8

Action Item for Board Members

1. **Mark calendars:** Planning calendar items for between now and spring conference. See Item 11, page 4 & Item 15, page 5
 - A. December 15: Deadline for Winter newsletter.
 - B. February 1: IV-West Regional Advisory Board Reports due (e-mail IVWRVP@du.edu)
 - C. March 31 – April 4: NASPA/ACPA Joint Meeting, Orlando, FL
 - Orlando Advisory Board Meeting: 4/1, 1 – 3:30 PM
 - Regional business meeting: 4/2, 5 – 6:00 PM
 - Beach Party Showcase – 4/2, 6 – 8 PM (reserve space by 11/17)
 - Regional receptions: 4/2, 9 PM
2. Alex and Cheryl are soliciting **nominations for the Assistant Corporate Sponsor Liaison** to “shadow” Alex during the coming year, preparing to take the leadership of the Corporate Sponsor program at the end of Alex’ term in March 2008. See Item 9D, page 4
3. **Region IV-West Leadership Manual.** See Item 17, page 6
 - Needs position descriptions of Board positions, if not already submitted. Send to IVWRVP@du.edu
 - Chris Linder will submit one general position description for all knowledge community chairs.
 - Eric Gropitch will submit one position description applicable for all state member coordinators.

4. **Silent Auction at NASPA/ACPA joint meeting** - consider contributing items for auctions- University items, professional services, etc. Contact Cheryl Callahan if you have something to contribute. See Item 16D, page 5
5. Cheryl is proposing that the **summer planning meeting** be held in Little Rock (site of the 2007 Regional Conference) on June 1 & 2, 2007. Two **Immediate Action Items**: See Item 8, page 8
 - **Check your calendars and respond to IVWRVP@du.edu regarding availability.**
 - Concern was raised about the travel accessibility and affordability of Little Rock for the planning meeting. Go home and do an estimate on air flight and also look at the time factor of getting in and out of Little Rock. Send an e-mail to IVWRVP@du.edu indicating: What will work for you? What is best for you?
6. **Action Item for Board members with terms ending in March**: The expectation is that the current Board members will meet with Cheryl before leaving Breckenridge to discuss a 'replacement' plan. She wants you to make a "recommendation" for your replacement and that the transition plan includes "shadowing" between now and when the new term will begin. New Board members are invited to sit in on the Orlando Board meeting if available. See Item 4C, page 7

Board Decisions & Recommendations

1. **Motion was made and approved** for Region IV-West to provide a 2007 regional conference registration to the Silent Auction at the Orlando conference. See Item 16E, page 5
2. **Board Decision**. The 2008 Region 4-West conference will be held in Tulsa, OK. The hotel and conference chair are yet to be selected. See Item 18, page 6 & Item 9, page 8
3. The awards chair has been ex-officio member to the conference planning committee. Good idea and should be continued. Participated in conference calls. **Recommend that this practice be continued**. See Item 7D, page 8

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Wednesday, November 1, 2006
1:00 – 5:00 p.m.

1. Welcome and Introductions - Cheryl Lovell, RVP
 - A. Lisa Erwin was appointed parliamentarian.
 - B. Introduction of Board members
 - C. Initial MLI Report. Projected: 27 participants. 35 applications – all were accepted. 34 attended. Anticipated financial return will exceed \$3000. 26 MLI participants will be staying for the regional conference. MLI souvenir water bottles were distributed to advisory board members.
2. 2006 Regional Conference Report (Initial) - Patti Helton/Anne Flaherty and 2006 Conference Committee
 - A. Conference planning committee was introduced.
 - B. 361 registered.
 - C. \$12,000 has been donated from the vendors.
 - D. Friday night - - - rising stars will be recognized at 9:00 pm (Social begins at 8:00 p.m.). This is a departure from the traditional agenda of recognizing the Rising Stars at the dessert reception.
 - E. Registration materials were distributed to the Board members.
 - F. Conference memento was a scarf.
3. Historian/Secretary's Report – Summer Meeting Notes – Ruth Stoner. Questions and/or inquiry of clarifications should be sent to Ruth at rstoner@ku.edu .
4. Regional Membership Report – Eric Grospitch

- A. See submitted report.
- B. Will be distributing bookmarks and carobeners (key chains) at the Saturday brunch to promote membership.
- C. Up 11 member institutions. YES!!!!!!
- D. Recruitment of new members - professional & institutional - is everyone's busy.
5. Knowledge Community Report – Chris Linder
 - A. KC chairs met Wednesday morning – Orientation/training meeting.
 - B. NASPA National is moving towards the election of national KC Chairs. It will be a 3-year commitment. Purpose is to increase commitment to the knowledge community concepts and communication with the regional coordinators.
 - C. 3 KC positions are open: African-American; Administrators in Graduate & Professional Student Services; Women in Student Affairs
6. Treasurer's Report - Kim Reichert
 - A. Kim presented a draft of Region 4-West "financial practices and policies" and "role and function of the treasurer" for board consideration and approval. It was distributed as a handout at the board meeting and is attached to these minutes in the historian's file.
 - B. Document is a draft – The Board needs to review tonight and move for adoption. It's a start and will be adopted with option to amend and modify over time and use. This document follows standard protocol using guidelines from national. Region 4-West is "breaking ground" for other regions by establishing these financial practices and policies. We will be helping national set protocol for other regions to follow.
 - C. We need to solicit review from the national office.
 - D. Need to add a statement regarding NASPA tax status and its application for regional programs.
 - E. **Electronic Item for Review and Approval.** Input will be solicited from Board members and the national office during the next 30 days and will be moved to the electronic ballot for review and approval by the Board prior to the board meeting in March.
 - F. A CD investment will be made following this board meeting; amount is depending on financials decisions to be made at this meeting
7. Regional Awards Report and Update - Christine Schneikart-Luebbe
 - A. An excellent pool of nominations for each award this year. Christine solicited nominations for certain individuals to add strength to the nominations.
 - B. Christine raised a question and requested Board direction regarding the Support Staff award. This is the second year for this award. There was a concern for one of the nominations this year – there was not a letter of nomination or support from the immediate supervisor. After consultation with the nominator, it was determined that this was unintentional – an oversight. Does this present a potential problem for future nominations in the event that there are performance issues that need to be addressed?
 - 1) Should the immediate supervisor be consulted/involved in the nomination process for this particular award?
 - 2) Should the process be altered for this particular award?
 - 3) What should be the involvement of the immediate supervisor for this award? Information only or approval/support?
 - 4) Should involvement/support of immediate supervisor be different for this award or should this concern be applied to "all" awards?
 - 5) Suggestion: A question be added to the nomination form: Is the immediate supervisor aware of this nomination – yes or no? If, no, the awards chair would call nominator and do "what"?
 - 6) Another suggestion: A statement, rather than a question, be added to the nomination form: The supervisor has been involved and/or notified.
 - 7) **Electronic Item for Review and Approval.** The RVP asked Christine to draft a statement and forward to Cheryl for review. It will be added to the "electronic" ballot that will be sent to the Board members for review and approval prior to the Spring Board meeting in Orlando.

- C. On line process this year was very efficient. Modeled after national process so easy to forward to National.
 - D. Awards chair has been ex-officio member to the conference planning committee. Good idea and should be continued. Participated in conference calls. **Recommend that this practice be continued.**
 - E. Board members need to attend the award ceremonies - Thursday night dinner, Friday lunch and Friday night.
8. RVP-Elect Nomination & Selection - Prakash Mathew
- A. The nomination committee has identified the names of two individuals who will be on the ballot for 4-West Regional Vice President.
 - B. The names are confidential and can not be announced until the ballots are distributed to the members electronically in January.
 - C. The elected RVP will function as RVP-elect, effective the end of the 2007 national conference (Orlando) and will become RVP at the end of 2008 national conference (Boston).
9. Corporate Sponsors – Alex Gonzalez
- A. Goal for sponsors was \$10,000. Actual receipt for this conference is \$12,000.
 - B. Board report submitted by Alex has complete list of sponsors and donations.
 - C. Alex recruited several new sponsors and exhibitors.
 - D. **Action Item:** Alex and Cheryl are soliciting nominations for the Assistant Corporate Sponsor Liaison to “shadow” Alex during the coming year, preparing to take the leadership of the Corporate Sponsor program at the end of Alex’ term in March 2008.
 - E. “Fund-raising” is “Friend-raising”
10. International Education proposal – Adrienne Leslie-Toogood. See proposal submitted with Board report.
- A. Similar to Region 5 program. In summary, it is a Scholarship proposal to fund up to three \$1000 scholarships for participating in the official exchange program sponsored by NASPA International Exchange Program. Any range of position responsibility is eligible to apply. It is an “exchange” program, with encouragement to support a return visit.
 - B. It was noted that the total Region 4-W KC budget is \$1000/annual. This request, if approved, would be a separate line item. What are 4-West priorities for KC’s?
 - C. **Motion was made to table this proposal until March meeting** – friendly amendment was accepted to forward the proposal to the KC group for recommendation/endorsement. Seconded and passed. Will be revisited in March with recommendation/endorsement from the KC group.
11. Discussion regarding board reports – Cheryl Lovell, RVP
- A. Note: delay in getting reports to the RVP results in a delay in getting the reports to the Advisory Board in a timely way prior to the board meetings.
 - B. Board members need to respond to RVP requests, giving priority to submitting according to the schedule as outlined in the 2006 – 2007 planning schedule (distributed at the board meeting)
 - C. Suggestions for reviewing board reports.
 - 1) Sort out issues for discussion and what is FYI.
 - 2) Requests for funding and other proposals should be separate from the board report and should be identified as such.
 - 3) Cheryl sent e-mail requesting agenda items and/or action items. Please respond!!!!
 - 4) Cheryl will develop a model for board reports.
 - 5) It was suggested that KC Chairs submit their reports to the KC Coordinator and Membership Coordinators submit their reports to the Regional Membership Coordinator and that only one report be submitted on behalf of each group.
12. 2007 Regional Conference, Little Rock, AR, Nov. 7-10, Doubletree Hotel - Roger Sorochty, Chair

- A. Information was distributed, including a “Little Rock for Little Rock.”
 - B. Theme: Building Bridges: Linking People, Resources & Best Practices
 - C. Program Chair: Yolanda Taylor, University of Arkansas
 - D. Taking nominations for conference responsibilities. First priority – use non-board members. Front runner for future board positions.
13. 2007 NPI, Little Rock, AR, Nov. 6-7, Doubletree Hotel - Jennifer Brantley
- A. Jennifer Brantley will be the Chair. She will be assisted by Jesse Fortney, former NPI Chair.
 - B. As in the past, NPI will be a pre-conference to the Regional conference.
 - C. Jennifer will serve as ex-officio member to the planning committee
14. National Update - Gwen Dungy – issues/topics at the national level include, but are not limited to:
- A. Graduate Student Voting – to be revisited, but what should be that timing? Gwen encouraged a “grass root” campaign to inform/educate the voting delegates in regards to this issue. Get out and influence the voters. Summer Board meeting (national) put the topic “on hold”. In the past election, of the 1200 voting delegates – only 400 voted on this item. Should the national Board take a position? Voting delegates need to be educated. Bottom line - National Board & Regional Boards are in favor.
 - B. NASPA’s major weakness – research. NASPA National is working with Student Voice (a vendor at Breckenridge).
 - C. NASPA National is developing a list of student affairs professionals who are available to serve as “interim” student affairs officers. This list will be made available to institutions when NASPA National is asked for recommendations. Individuals on the lists will not imply endorsement or recommendation. Will indicate “availability” to discuss interim employment opportunities. This topic for approval was tabled at the summer meeting; will be revisited in December
 - D. Topic: Students who are dismissed from institution of higher education for crimes or academic misconduct and no statement on the transcripts. Working with AACRO.
 - E. Organizing a “consensus” conference. Topic: “Students coming to school with psychological issues.” Will be followed by “educational” conference after “experts” have met during the “consensus” phase.
 - F. Task force report for communications within NASPA will be revisited in December.
 - G. New topic – can undergraduates be members of NASPA?
 - H. NASPA/ACPA Joint Meeting, March 2007. Hotel registration opened on November 1. For first time, must be registered for the conference before hotel registration will be accepted.
 - I. Web pages will begin to identify state activities, using the ACPA model. State organizations and programs will sustain membership.
15. 2007 Joint Meeting – Cheryl Lovell. **Advisory Board: Mark calendars** for the NASPA/ACPA Joint meeting in Orlando, March 31 – April 4, 2007
- A. Registration/hotel – open starting 11/1.
 - B. Orlando Advisory Board Meeting: 4/1, 1 – 3:30 PM
 - C. Regional business meeting: 4/2, 5 – 6:00 PM
 - D. Beach Party Showcase – 4/2, 6 – 8 PM (reserve space by 11/17)
 - E. Regional receptions: 4/2, 9 PM
16. 2007 NASPA Foundation Regional Contact - Cheryl Lovell
- A. George McClellan (VP for Student Development at Dickinson State University, Dickinson, ND) is the Region 4-West contact to the NASPA Foundation.
 - B. There will be an item in the newsletter.
 - C. What is the NASPA Foundation? It is the fund raising (development) arm of NASPA for funding research, etc., not

- D. Silent Auction at NASPA/ACPA joint meeting – Board members were challenged to consider contributing an item for silent auction- University items, professional services, etc. Contact Cherry Callahan if you have something to contribute.
 - E. **Motion was made and approved** for the region to provide a conference registration to the 4-West Regional conference at Little Rock.
 - F. Fund raising for NASPA foundation
17. Status of IV-West Leadership Manual – Tammarae Ellis
- A. Updated and distributed electronically before the Board meeting.
 - B. Needs position descriptions of Board positions, if not already submitted. **Action Item for Board members.**
 - C. **TO DO: Chris Linder** will submit one general position description for all knowledge community chairs.
 - D. **TO DO: Eric Grospitch** will submit one position description applicable for all state member coordinators.
 - E. Will be adding a section on “how to display the NASPA logo” on stationery, etc. Will be getting an “original” from the national and it will be available on the website.
18. Site selection for 2008 Region 4-West conference – Prakash Mathew
- A. History of how conference sites are selected. Use the 3-year model – repeated from the Board minutes, Kansas City, Summer 2004: Guidelines for conference site selection:
 - Year 1: Anchor City (i.e., Kansas City, Denver or Oklahoma City)
 - Year 2: Resort City (i.e., Breckenridge, Hot Springs, or Jackson Hole).
 - Year 3: “Any town/city” in the region (i.e., Fargo)
 - B. Following the model it was time to move to Oklahoma – a hub city. (Rationale – we were in Colorado this year; Kansas City last year)
 - C. Site committee of Dennis Day, Becky Barker, Roger Sorochty and Prakash Mathew narrowed the options to Oklahoma – Tulsa or Oklahoma City.
 - D. The site committee recommended the conference go to Tulsa – Tulsa presented “more” positive options and seemed “more genuinely interested/excited” about coming to Tulsa.
 - E. Hotels are still being negotiated. A spread sheet of hotel contacts in both Tulsa and Oklahoma City was distributed.
19. Other Board Items:
- A. Identify retirees to be recognized – Individuals retiring during the past year will be recognized at the Friday night awards recognition program.
 - B. Suzanne Gordon, past Region 4-West RVP & past NASPA President, Chair of the sub-committee appointed by Cheryl to “make a series of recommendations to the advisory board that includes best practices for board effectiveness and continues to honor the longstanding tradition of inclusiveness” following a lengthy discussion on board size and effectiveness at the summer planning meeting in June, gave a pre-report to introduce the Board members to the written report and materials (matrix) being submitted. These documents are filed with the minutes of this meeting.
 - 1) Distributed this matrix report and discussed in detail the process used by the sub-committee to collect the information and make the recommendations outlined in the document.
 - 2) Emphasized that the information provided in the written documents is considered “unofficial” information and **should not be duplicated and distributed.**
 - 3) Board discussion will occur at the Thursday morning meeting.
 - 4) **TO DO, Ruth.** What size was the Board when Suzanne was VP? Ruth will research the historical documents and report back to the Board.
 - 5) The question was asked - What is broken?

20. Newsletter report – LeeAnna Lamb. Update was provided in written report which was distributed at the meeting.*

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6:00-8:30 Annual Board Leadership Dinner - Spencer's

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Thursday, November 2, 2006
Meeting Room:

7:30 AM - Breakfast

7:30-10:00 AM - Meeting

1. Consideration of sub-committee report regarding IV-West Board Structure/Composition (See report sent) - Suzanne Gordon and Sub-Committee Members (Eric Grospitch & Chris Linder)
 - A. Continuation of Board discussion on the report submitted by the Sub-committee.
 - B. Suzanne Gordon was present to discuss in detail the 5 models to be considered.
 - C. “The Report from the NASPA IV-West Sub-committee to Study Advisory Board Size and Composition” will be filed with the minutes of this meeting in the Historian files.
 - D. **Electronic Item for Review and Approval.** After a lengthy discussion, there was a strong consensus from the Board to support Model #4 with modifications. This option will be presented to the Advisory Board for review and consideration in an electronic ballot following this meeting. Juliana Moseley-Anderson and Ruth will meet following the Board meeting to draft the proposed model based on the Board discussion and will forward to Cheryl for her review. She will send to the Board membership for acceptance.
2. Golden Shoe Award. Chris Linder presented the Golden Shoe Award to Alex Gonzalez – “the quietest fund raiser in the west.”
3. There are currently 4 positions on the Board that are open: African-American Concerns KC Chair; Administrators in Graduate and Professional Student Services KC Chair; Coordinator of Research Division; and Women in Student Affairs KC Chair.
4. The terms of 12 Board positions will be expiring in March.
 - A. Consult the membership roster for these positions. The membership roster along with “term end dates” will be posted on the web site for reference by interested members.
 - B. Board terms of current Board members do not end until “after” the Board meeting in Orlando. Terms of “new” Board members do not begin until after the Board meeting in Orlando.
 - C. **Action Item for Board members with terms ending in March:** The expectation is that the current Board members will meet with Cheryl before leaving Breckenridge to discuss a ‘replacement’ plan. She would like for you to make a “recommendation” for your replacement and that the transition plan includes “shadowing” between now and when the new term will begin. New Board members are invited to sit in on the Orlando Board meeting if available.
5. Reminder: Business meeting – at 5 today (Thursday). All Board members are expected to attend (and be introduced.)

6. Registration Fees for Graduate Students attending Regional Conference - Anne Flaherty, current conference chair.
 - A. Registration fee for graduate students for the Breckenridge Conference was \$85; the registration fee for undergraduates was \$75. There were 25 undergraduates and 78 graduate students registered for the conference. (Editor's note - 28.5% of the conference attendees were students!)
 - B. Food costs per person were \$112. Therefore, the registration fee for students did not cover food costs.
 - C. Does the Board want to address this concern for future conferences? Who should subsidize the difference? The conference budget (which will impact the bottom line balance which is returned to the Region, which in this case is approximately \$3031)? Or the Regional budget?
 - D. **Future Agenda Item.** No action was taken by the Board at this time. Cheryl will discuss with the Little Rock Conference Committee and will bring the topic back to the Board for future discussion after food costs are established for the 2007 conference in Little Rock.
7. Final registration count for Breckenridge = 362 people have registered for the conference.
8. 2007 Summer Planning Meeting.
 - A. **Action Item.** Cheryl is proposing that the summer meeting be held in Little Rock on June 1 & 2. **Check your calendars and respond back to Cheryl regarding availability.**
 - B. Concern was **raised** about the travel accessibility and affordability of Little Rock for the planning meeting. **Immediate Action Item:** Go home and do an estimate on air flight and also look at the time factor of getting in and out of Little Rock. Send an e-mail to Tammarae (tellis4@du.edu) indicating: What will work for you? What is best for you?
 - C. Pros for meeting in Little Rock: 1) Opportunity to visit site hotel. 2) Conference Planning Committee meeting can overlap with Board meeting.
 - D. Cons for meeting in Little Rock: 1) Not as accessible for getting in and out in a timely way. 2) Travel will be more expensive. 3) May have to add an extra night on either or both ends to meet meeting schedule.
9. Return to Thursday agenda item: Location for '08 conference
 - A. Concern was raised that Tulsa is not a "hub" city as directed by site selection plan.
 - A. After limited discussion, Tulsa was re-confirmed to be the site for the 2008 conference.
 - B. Is it a hub? Probably not, but it will be an opportunity!
 - C. **Board Decision.** It was reaffirmed that Tulsa is excited about us coming (in contrast to the lack of interest received from Oklahoma City) and "we" will be excited about going to Tulsa!
 - D. Go Tulsa!

Meeting adjourned at 10:05.

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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:

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