

NASPA Region IV-West Advisory Board
Summer Planning Meeting
June 1-2, 2006
Beaver Run Resort & Conference Center, Breckenridge, CO

Agenda & Minutes

Those attending: Arnett, Aschenbrener, Bagunu, Barone, Brantley, Burrows, Caires, Campbell, Donovan, Ellis, Erwin, Flagstad, Flaherty, Gonzalez, Grospitch, Helton, Henson, Hermelbracht, Kaberline, Leslie-Toogood, Linder, Lovell, McElroy, Mosley-Anderson, Norton, Nunez, Partridge, Reichert, Schneikart-Luebbe, Secuban, Shirley, Stoner, Sullivan, Thomas-Butler

Fall Board Agenda Items

1. Kim will develop guidelines to identify **policies and procedures for Region 4-West budget management**. This report will be distributed at the fall board meeting. **TO DO: Kim Reichert**. Item 4 - C, page 3.
2. **Advisory Board structure, board size & composition** - recommendations from assigned sub-committee. Item 12-D-8, page 6.

Board Decisions & Recommendations

1. **Recognition of 4-West Pillars of the Profession at the regional level.** Summary of Previous Board Consensus & Recommendation: Region 4-West will recognize the 4-West Pillars of the Profession at a regional conference, whether it is before or after recognition at the national conference. Regional recognition will do what is best and most convenient for the Pillar. Item 5-B, page 4.
2. **Recognition of retirees and or others who leave the profession.** Three levels of recognition were identified using the model developed by a Retirement Recognition Guidelines Sub-committee in 1998. These levels, the criteria and process for selection at each level are outlined in the 1998 proposal which is filed with the minutes of this meeting. Motion was made, seconded and approved to accept the proposal as outlined by Christine at the Board meeting following the guidelines outlined in the 1998 document. Item 5-C, page 4.
3. A motion was made, seconded and approved to recognize a **“Faculty Member of the Year, in memory of Marcia Dickman”** either for the Fall 06 or Fall 07 Regional Outstanding Faculty Award. Christine will request permission from National to by-pass the one-year waiting period to make the recognition effective in the fall of 2006. Item 5-D, page 4.
4. Board consensus: Award nominators do not need to be NASPA members. NASPA membership requirement for nominees is defined in the criteria of each award. Item 5-E, page 4.
5. A motion was made, seconded and approved for Cheryl to take the **“Graduate Student Voting”** topic back to the National Board for reconsideration and to request a re-vote of the voting delegates for the by-laws change with a more complete educational process about the topic on the front end to the Voting delegates. Item 6-C, page 4.
6. A motion was made, seconded and approved to **reimburse** the University of Arkansas for **the MUFP Connections dinner** held during the 2005 Regional Conference in Kansas City. Amount = \$738.20. Item 11-A, page 5.
7. **NUFP budget allocation.** Motion was made, seconded and approved to allocate a maximum of \$1000 from the regional budget for NUFP. Approved for 2006-07 only. The Board will evaluate this decision for renewal in 2007-08. Item 11-B, page 5.
8. A motion was made, seconded and approved for the Board to finance **the regional conference registration fee** (\$85) for a **maximum of 15 NUFP students**. NUFP students will apply for the registration stipend – similar to graduate student registration scholarship. This will mirror then national application process for NUFP process. Needs to be presented as an opportunity, not a barrier. Gigi will work with Grace to coordinate this process for both groups – graduate students & NUFP. Item 11-C, page 5.
9. **Graduate Student Conference Assistant proposal** – a formal request (proposal) from Grace Bagunu to extend the graduate student conference assistant proposal to future conferences. The proposal recommended that the regional budget cover the registration fee for a maximum 10 graduate students at \$85@ = \$850. Motion was made to accept the proposal, seconded and approved. Item 12-B, page 6.

Action Items for Board Members

1. The “**expenditure request/authorization**” form was distributed. New process for regional expenditure and payment was introduced. No expenditures are authorized without prior approval of the Regional Vice President and Knowledge Community/Membership Coordinator, as appropriate. The invoice of the approved in-advance expenditure is sent to either Kim or Cheryl; the approved expenditure request/authorization form must be attached before Kim will pay the bill. Item 4–D, page 3.
2. **Mark your calendar and make hotel reservations** now for the 2006 Regional Conference at the Breckenridge Beaver Run Hotel. November 1– 4, 2006. The Board meeting will be held the afternoon of November 1 & morning of November 2. Item 7-G, page 5.
3. Chair nominations for the 2007 Regional Conference at Little Rock, November 7 – 10. – Cheryl requested suggestions for conference chair(s). E-mail Cheryl with your recommendations conference chair(s). Item 8–A, page 5.
4. **Position Descriptions for Board Members.** Cheryl requested that each board member submit a position description. Due to Cheryl on or before August 1.

Thursday, June 1, 2006

1:00 pm	Welcome and Introductions	Cheryl Lovell, RVP
1:15 - 3:00 pm	Courage to Lead: Leadership Development Workshop “Leaders who know the source, potential, and limitation of their leadership gifts are prone to make decisions that empower others to honor the gifts and passions they bring to an organization and its mission. Using activities pioneered by Courage to Teach and Courage to Lead (www.couragetolead.org), we were invited to glimpse, through personal reflection and small group discussion, our leadership birthright gifts.”	Paul Michalec, Clinical Assistant Professor, Curriculum and Instruction Program, University of Denver
3:00-3:15	Refreshment Break	
3:15-4:00	Board Orientation - Overview of NASPA’s organization, governance, and decision making at the national and regional levels Develop Regional Leadership Manual similar to National – see handout.	Cheryl Lovell
4:00-5:00	Knowledge Communities Orientation Membership Coordinators Orientation Other Board Members Orientation	Chris Linder Eric Grospitch Cheryl Lovell
6:30	Group Dinner – provided by region Meet in lobby of resort to walk to the restaurant – we will leave the resort lobby at 6:15pm	Mi Casa 600 S. Park St

Friday, June 2, 2006 **Meeting Rooms: Peaks 11 & 12**

8:00 am -8:45 am Continental Breakfast – provided by region

1. **Historian's/Secretary's Report** – Ruth Stoner.
 - The historian's position was created 10 years ago.
 - The main purpose was to track Board discussions, actions & decisions. In a sense, secretary is a more accurate title – but as time goes by the files that are collected become historical files.
 - Following each Board meeting, Ruth develops a detailed report of Board Discussions, Actions and Decisions. Agenda items are summarized into a “TO DO list, Board Decisions & Actions on the front of the minutes, as appropriate.
 - The minutes are distributed electronically by the RVP following the Board minutes.
 - Board members are asked to read and review the minutes and send corrections, additions and/or deletions to Ruth.
 - Ruth also collects the Board Reports & Goals for each Board position. If you are a “newbie” or a “sophomore” member to the Board and did not get transitional materials from the previous board member, Ruth can, upon request, fax you copies of past reports or send them electronically.

2. **Parliamentarian** – Lisa Erwin was appointed parliamentarian for the Board, following the guidelines included in the NASPA National Leadership manual, pages 78 & 79. The meeting will be kept casual and informal.

3. **Summarize** points of information from **Thursday afternoon meeting**:
 - When are Board Reports due: one month prior to each Board meeting. Refer to the 2006-07 NASPA Planning Calendar that was distributed at the meeting for “due” dates and other deadlines.
 - How are regions determined – follow accrediting regions. How many regions – 7.
 - How many positions are on the regional board? – 52. How many Board members were in Breckenridge? – 33.
 - What is the process for spending funds in 4-W? There is no process at the present time. This is an agenda item for this meeting. Can you spend money? Only if the expenses is outlined in the current budget or permission of the AVP and/or Treasurer.

4. **Treasurer's Report** (status of budget and changes to bring region in line with financial requirements of national office) – Kim Reichert
 - A. A revised and updated budget statement was distributed. Projected expenses and development were added.
 - B. The region's financial status continues to be healthy.
 - C. Kim will develop guidelines to identify policies and procedures for Region 4-West budget management. This report will be distributed at the fall board meeting.
 - D. The “expenditure request/authorization” form was distributed. (Also attached to the minutes.) **Action Item:** New process for regional expenditure and payment was introduced. No expenditures are authorized without prior approval of the Regional Vice President and Knowledge Community/Membership Coordinator, as appropriate. The invoice of the approved in advance expenditure is sent to either Kim or Cheryl; the approved expenditure request/authorization form must be attached before Kim will pay the bill.
 - E. Summary of regional income:
 1. National annual allocation = ~\$15,000/year (based upon membership) + \$5000 for RVP administrative expenses. Unused balance returned to national on annual basis.
 2. Regional income is generate through regional & institute and conference balances. Unused money at end of fiscal year does roll over.
 - F. Currently the Region has a \$25,000 checking/savings account at Laramie, WY bank.
 - G. Kim will continue to explore investment options.
 - H. Send all questions regarding the region's financial status to Kim.

5. **Awards** update – new changes in the process for online submission; Procedures for recognizing Pillars and Retirees in our region – Christine Schneikart-Luebbe
 - A. The 2006 Awards nomination deadline is June 15. The entire nomination process is on-line – following the model of the national process. Up to 5 letters of support can be attached to each nomination.
 - B. Recognition of Region 4-West Pillars of the Profession. Noting that the Pillars of the Profession is recognition program for the NASPA Foundation to raise money; it is not part of the national or regional awards program. To summarize and confirm the information (Board Consensus & Recommendations) from the Spring 2006 Board meeting - Region 4-West will recognize the 4-West Pillars of the Profession at a regional conference, whether it is before or after recognition at the national conference. Regional recognition will do what is best and most convenient for the Pillar.
 - C. Recognition of retirees and or others who leave the professions: Three levels of recognition were identified using the model developed by in 1998 by an appointed Retirement Recognition Guidelines Sub-committee that was submitted to the Board but not acted upon (Spring 1998).
 1. Level 1: General participation: Professionals will be recognized in the 4-West Regional newspaper and during the 4-West Regional Conference. Identifiable information: Name, length of service & Institutional affiliation.
 2. Level 2: Significant Service to the Profession: Same as Level 1 + recognition by a resolution of honor presented at the regional conference.
 3. Level 3: Exemplary - Extraordinary Service/Participation. Create or rename an award (plaque to the individual).

Criteria and process for selection at each level is outlined in the 1998 proposal which is filed with the minutes of this meeting. **Board Decision:** Motion was made, seconded and approved to accept the proposal as outlined by Christine at the Board meeting following the guidelines outlined in the 1998 document. Note of exception to the 1998 guidelines: the naming (or renaming) of an award will follow guidelines established by the National in the National Board Leadership Manual (page 69, also attached to the minutes).
 - D. Additional discussion followed regarding the naming of awards to follow up the conversation initiated at the Spring meeting to name the regional faculty award the “Marcia Dickman Region 4-West Faculty award”. Regional awards must have national approval, per guidelines in National Leadership manual (page 69). The national guidelines specify that an award can be offered on one occasion or it can be established as an annual award. **Board Decision:** A motion was made, seconded and approved to recognize a “Faculty Member of the Year, in memory of Marcia Dickman” either for the Fall 06 or Fall 07 Regional Outstanding Faculty Award. Christine will request permission from National to by-pass the one-year waiting period to make the recognition effective in the fall of 2006.
 - E. Do award nominators need to be NASPA members? No, by consensus. Do nominees have to be members of NASPA? Depends on the definition/criteria of each award.
6. **Graduate Student Voting** (should we reconsider for another vote at the national level?) – Grace Bagunu
 - A. See previous minutes (Summer Planning Meeting – 2005; 2005 regional conference & 2006 national conference) for a summary of on-going board discussion and decisions on this topic.
 - B. The voting delegates did not approve (through electronic voting for President and Regional Vice Presidents) the change of NASPA by-laws to allow graduate students the privilege for voting for NASPA leadership.
 - C. **Board Decision:** A motion was made, seconded and approved for Cheryl to take the “Graduate Student Voting” topic back to the National for reconsideration and to request a re-vote of the voting delegates for the by-laws change with a more complete education process about the topic on the front end to the Voting delegates.
7. **2006 Breckenridge update** – Anne Flaherty & Patty Hilton
 - A. Registration rate: \$85 for grads; \$75 for undergrads. (\$107 = actual food costs for each participant)
 - B. The Regional Conference Planning committee roster is attached.

- C. There will be 2 keynote speakers – Jim Kitchen & Alicia Chavez. Both will be staying for the entire conference.
 - D. Friday afternoon will be designated for community activities.
 - E. Budget concerns continue to center around food costs.
 - F. Estimate 220 participants.
 - G. **Board Members: Mark your calendar and make hotel reservations** now for the 2006 Regional Conference at the Breckenridge Beaver Run Hotel. November 1– 4, 2006. The Board meeting will be held the afternoon of November 1 & morning of November 2.
 - H. Mid-Level Institute starts Monday night. Continue to solicit applications from individuals and nominations from SAO's. Participation will be "capped" at 27. It is anticipated that they will reach the max before the deadline.
 - I. Will continue to have cash prizes for case studies – like last year. Total = \$300.
 - J. Families are encouraged to come. Family activities will be included in the Friday afternoon community activities.
 - K. MLI – mailing and e-mail. Soliciting applications. Cap at 27. Anticipated reach before deadline.
 - L. More information about both the Regional Conference & MLI are available on-line at the Region 4-West NASPA website: <http://www.naspa.org/communities/rc/>
8. **2007 Regional Conference** - Little Rock, AR, Nov. 7-10 Doubletree Hotel
- A. Chair nominations – Cheryl requested suggestions for conference chair(s). E-mail her your recommendations. **Action Item for all Board members.**
9. **2007 NPI, Little Rock**, Nov 6-7 Doubletree Hotel
- A. Jennifer Bradley & Jesse Courtney are the co-chairs.
 - B. More information will be available in Breckenridge in the fall.
10. **NASPA National Taskforce on Accountability and Assessment** – information from the NASPA web on file with these minutes under "topics".
- A. New NASPA initiative – effective May 1. Initiated by NASPA National. Cheryl has a seat on the task force. The task force directive is unrelated to the assessment KC.
 - B. Directed toward all of higher education.
 - C. NASPA is the primary sponsor of the annual assessment conference. Formerly sponsored AAAC.
11. NUFPP (NASPA Undergraduate Fellows Program), formerly MUFP (Minority Undergraduate Program) – Gigi Secuban
- A. Gigi submitted a proposal for reimbursement of the MUFP Connections dinner held during the 2005 Regional Conference in Kansas City. Amount = \$738.20. The proposal is attached to the minutes. **Board Decision:** Motion was made, seconded and approved to reimburse the University of Arkansas.
 - B. **Board Decision:** Motion was made, seconded and approved to allocate a maximum of \$1000 from the regional budget for NUFPP. Approved for 2006-07 only. The Board will evaluate this decision for renewal in 2007-08.
 - C. **Board Decision:** A motion was made, seconded and approved for the Board to finance the regional conference registration fee (\$85) for a maximum of 15 NUFPP students. NUFPP students will apply for the registration stipend – similar to graduate student registration scholarship. This will mirror then national application process for NUFPP process. Needs to be presented as an opportunity, not a barrier. Gigi will work with Grace to coordinate this process for both groups – graduate students & NUFPP.
12. Other items for discussion/decision?
- A. Community Colleges in NASPA - Bret Campbell. A New Advisory Board for Community & Two-Year Colleges has been initiated by NASPA national. Board of 21 members; 4-West has 3 members: Bret, Diana Doyle & Ty Patterson. NASPA wants to be the premier organization to give professional development to the Community College student affairs professionals. Student Services Institute – offered to any two year college and consists of 40 hours of professional development (on-site) of

student development theories, and importance of connection to professional organizations. More information is on the website. NASPA National has hired a staff person to coordinate the SSI's.

- B. Graduate Student Conference Assistant proposal – a formal request (proposal) from Grace Bagunu to extend the graduate student conference assistant proposal to future conferences. The proposal recommended that the regional budget cover the registration fee for a maximum 10 graduate students at \$85@ = \$850. Motion was made to accept the proposal, seconded and approved. **Board Decision.**
- C. The program of regional support for registration fees and NASPA membership for individuals from under-represented institutions will be covered by regional funds for another year because it is a two year national program.
- D. **Board size & composition.** The topic of the Advisory Board size, composition and what is most effective for Cheryl's leadership was introduced. How can the Board be most effective for the Region? For the RVP? Several ideas and comments were thrown out for consideration:
1. Executive group – like the National Board model.
 2. Perspective of new Board members – it is important to then to be at the table.
 3. What is the Board composition? 3 parts – KC's, membership & "others".
 4. Former RVP's have tried other models. Ruth will pull from the historical files and share with Cheryl.
 5. Are we inefficient now? How can we be more efficient? New Board members need orientation to be effective.
 6. Board is more of an information source; rather than an advisory group to Cheryl (Is this true?)
 7. Other comments & questions:
 - Need to be creative; can develop a new model.
 - What are other Regional models? Cheryl – what do you need?
 - How can we do it differently?
 - Board meetings are an opportunity to share regional issues & national issues.
 - For some, Board membership and participation is a professional development experience.
 8. Cheryl assigned a task force (Chris Linder (Chair), Gigi Secuban, Ruth Stoner, Matt Caires, Anna Thomas, Amanda Stone Morton) to look at other Advisory Board models and to report back to the Board at the fall meeting. **Breckenridge Advisory Board Agenda Item.** Size is not to be a key issue. Charge: Explore alternative models and best practices, addressing efficiency.

Editor's note: **Action Item:** Following the planning meeting, Cheryl appointed a sub-committee (to act in place of the task force defined above) 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. Suzanne Gordon, former Region 4-West Vice President, will chair the sub-committee composed of one other senior member with prior board experience and two current board members. The sub-committee's report is expected by October 1, 2006.

9. Goals for and expectations of Board members from Cheryl. (Refer to "Expectations for Advisory Board Members" distributed at the meeting.)
- Goal is to be an efficient operating board.
 - To accomplish this, Board members need to respond to requests in a timely way; i.e., board reports, rsvp's for Board attendance and meals.
 - **TIMELY COMMUNICATION** is critical. (#4 on "Expectations for the Board handout.)
 - All were reminded that board positions are volunteer positions and that component is totally understandable.
 - Cheryl invited ideas from the Board members regarding "how can we (Board) be more efficient?" and "what can we do better?" Announce Board vacancies. Suggestion: 1 hour orientation for March meeting.
 - Expectation is to attend all Board meetings. If unable to attend all, the priority is #1 – Regional Conference and Summer Planning meetings and #2 – National Conference.

E. Miscellaneous announcements and topics:

1. Conference call procedures – See page 109 in the National Board of Directors Leadership manual distributed earlier in the meeting.
2. Board reports – See Kris Kaberline’s report for a model.
3. Cheryl’s overall goal for Region 4-West and for the Board: Move forward rapidly; not retreat. The region is moving forward at a rapid pace and there is lots of room for shaping that direction by the board and members. Cheryl will look to the Board to help chart this direction.

The meeting adjourned.

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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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