

**IV-West Advisory Board  
2007 National Meeting – Orlando, FL  
April 1, 2007  
Agenda**

**Sunday, April 1, 2007  
1:00 – 3:30 PM**

**Meeting Room: Grand Ballroom, Salon 12, Marriot**

Board Members attending: Biller, Brantley, Brown, Burrows, Campbell, Ellis, Erwin, Gonzalez, Grospitch, Hinrichs, King, Leslie-Toogood, Linder, Lovell, Nunez, Bernhardt, Reichert, Schneikart-Luebbe, Mathew, Secuban, Sorochty, Stoner, Sullivan, Vaccaro

Guests: Diana Doyle – NASPA President-Elect, Janet Walbert – incoming NASPA president of NASPA.

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**Agenda for Summer Planning Meeting**

1. The 2007-08 budget for will be finalized. Item F-2, page 2.

**Action Item for Board Members – To Do**

1. **TO DO: Help edit the manual.** Read and send edits to Tammarae (tellis4@du.edu). Add your job description, if missing. Item Q-3, page 5.
2. **Action Item - Assessment plan for new Board Structure.** The Assessment Team to develop an assessment plan for the proposed board structure will include Amanda Stone Norton (SA Professionals in & with Academic Affairs), Matt Aschenbrener (SA Assessment, Evaluation & Research) and Annemarie Vaccaro (Coordinator of Research). Item S-7, page 5.
3. **TO DO: Make your plans NOW to attend the Summer Planning Meeting** at the Double Tree Hotel in Little Rock, AR – May 30 & June 1. Cheryl will be sending (has sent) additional information about schedule, agenda, etc. Make your reservations at the Double Tree Hotel (phone #: 501-32-4371). Item T-2, page 6.

**Board Decisions & Recommendations**

1. **Motion made and approved:** Roger moved that we accept the request from ACPA to be a joint sponsor for the 2007 4-West Regional Conference. Item L-2, page 3.
2. **Motion made and approved** to accept the Leadership Manual as the Board guide for operation and orientation, with appropriate edits. “Draft” will be removed. Item Q-4, page 5
3. **Motion made, seconded and approved** that we adopt the Board structure as presented in the handout distributed prior to the board meeting for 2 years with periodic intentional assessment. Approved document is filed with the minutes to this meeting in the Historian’s file. Item S-6, page 6

**Results of Electronic Voting sent to Membership, 12/7/06**

1. Here is the outcome of the Electronic Voting from December. Hard copy attached to Orlando Board minutes.
  - A. Proposed financial policies as presented in draft form (hard copy attached to Orlando Board minutes)at the Breckenridge Regional Conference. Passed: 27 (support) – 0 (do not support) – 0 (abstain).
  - B. The following statement would be added to the nomination form for our regional awards: "Has the nominee's supervisor been informed of this nomination? \_\_ Yes/\_\_No". Passed: 26 (support) – 1 (do not support) – 0 (abstain).

## Agenda & Minutes

- 1:00 – 1:15 **A. Welcome and Introduction - New and out-going Board Members in attendance -**  
Cheryl Lovell, RVP
- 1:15-1:17 **B. Review of Agenda -** Cheryl Lovell
- 1:17-1:20 **C. Historian/Secretary’s Report -** Ruth Stoner. The minutes for the Breckenridge Advisory Board held at the beginning of the NASPA Region 4-W conference held on November 1 & 2 were approved as distributed prior to the Orlando meeting.
- 1:20-1:30 **D. Regional Membership Coordinator Report -** Eric Grospitch. Membership is up. A complete report was submitted prior to this meeting and it is filed with the minutes to this meeting in the Historian’s file.
- 1:30-1:45 **E. Knowledge Community Coordinator Report -** Chris Linder
1. New KC members were introduced.
  2. Has had and will be having conference calls to keep communication flowing between the various KC Chairs and the Coordinator.
  3. Will have special activities/session in Little Rock to promote the regional KC’s. May include a poster session.
  4. Small Colleges & Universities and Two-year and Community Colleges have become a Division within NASPA. Brett Campbell (Tulsa Community College) will give leadership to the Two-Year and Community Colleges Division. More discussions and information are forthcoming on the re-structuring of these former Knowledge Communities.
- 1:45-1:55 **F. Treasurer’s Report -** Kim Reichert
1. The Region’s financial status continues to be healthy.
  2. What are Region’s long-term goals? What are the short term goals? Should we invest some of our money? If so, how much? **Planning Meeting Agenda Item:** The budget for 2007-08 will be finalized at the summer planning meeting.
  3. **Operating with in the guidelines approved with the electronic vote held following the fall meeting.**
- 1:55-1:58 **G. Regional Awards Update and Report -** Christine Schneikart-Luebbe. A complete report was submitted prior to this meeting and it is filed with the minutes to this meeting in the Historian’s file.
- 1:58-2:00 **H. Corporate Sponsors News and Update -** Alex Gonzalez
1. Raised \$12,000 from vendor & sponsors for the Breckenridge conference.
  2. Goal for Little Rock as well.
- 2:00-2:05 **I. Introduction of RVP Elect -** Prakash Mathew. Christine Schneikart-Luebbe was elected to the Region 4-W Vice President-elect position by the Region 4-West membership. She will become the Region 4-West Vice President following the national conference next spring in Boston.
- 2:05-2:10 **J. 2006 Regional Conference Final Report -** Patti Helton/Anne Flaherty.
1. Estimate of \$8,000 return to the Region’s budget, minus seed money and MLI balance.

2. Excellent financial return for a resort site.
3. Anne will be at the business meeting. Report in packet. Final budget report in process.
4. A complete report was submitted prior to this meeting and it is filed with the minutes to this meeting in the Historian's file.

**K. 2006 MLI – Pre-conference to the Breckenridge Regional Conference – Eric Grospitch and Renee Arnett.**

1. Very good evaluations.
2. Budget status: returned \$3,000 seed + \$6100 to the regional account.
3. A complete report was submitted prior to this meeting and it is filed with the minutes to this meeting in the Historian's file.

2:10-2:15

**L. 2007 Little Rock, AR, Nov. 7-10, 2007, Doubletree Hotel – Roger Sorochty, Conference Chair**

1. Key note speakers have been secured.
2. Arkansas College Personnel Association (ACPA) is interested in being a joint sponsor for the regional conference, as done in 1996. Roger requested support/approval from the Board to proceed with the discussions with ACPA. What does this mean?
  - Increased attendance.
  - ACPA members would pay NASPA membership rates.
  - They will submit program proposals.
  - They will have their own awards program & luncheon.
  - They will provide financial support to the reception and for the conference notebooks.

**Motion made and approved:** Roger moved that we accept the request from ACPA to be a joint sponsor for the 2007 4-West Regional Conference. Seconded and approved unanimously.

3. The Conference committee has a contract with the Clinton Presidential Library for the reception. Cost = \$3000. The committee requested approval to raise the registration fee in order to cover the cost of the reception. They requested direction on programming for Thursday and Friday night with regards to dessert reception vs. an hors d'oeuvre reception prior to 'night on the town' vs awards presentation vs. maximizing time to tour the library. Board endorsement: The Board empowered the planning committee to make whatever programming decisions necessary to maximize the opportunities available to conference attendees at the conference as a whole and throughout the entire conference. The Board encouraged the planning committee to go "out on a limb" with the commitment for a reception at the Clinton Presidential Library – this is an opportunity that the Region can "give back" to the membership, if necessary, for the strong support that the membership has given the Region in past years.
4. As with the past year, the awards chair will be an ex-officio member of the planning committee to enhance communication and ease planning of awards presentation events.
5. Note: pre-conference "activities" will be different from the "usual" workshops; they will be coordinated based upon groups needing to get together; i.e., SSAO's, graduate students, faculty, etc.
6. The budget for the conference will be distributed at the summer planning meeting.

2:15-2:20

**M. 2007 NPI, Little Rock, AR, Nov. 6-7, Doubletree Hotel, Jennifer Brantley**

1. A report was submitted prior to this meeting and it is filed with the minutes to this meeting in the Historian's file.
2. Jennifer reiterated – NPI participants will attend the regional conference at ½ the registration fee.

2:20-2:30

**N. National Update and discussion with NASPA Executive Director - Gwen Dungy** was unable to attend and give this report. Cheryl summarized the following NASPA National agenda items.

1. Tentative plans are being put in place for NASPA to partner with Stetson University College of Law School to jointly sponsor the Student Affairs Law and Policy Conference and other regional workshops.
2. Barb Jones, past president, had a goal to establish a pool of people to fill vacant student affairs positions on an interim basis. The process to formalize this opportunity has been approved by NASPA National. Additional information can be found on the website at <http://www.naspa.org/programs/interim/index.cfm> . The interim position will be posted on the web site and people interested in being considered for an interim appointment can post their credentials. This is a clearing house type of arrangement.
3. A NASPA task force has been established to develop a "Late Night Programming Guide." This resource guide will be put on the NASPA web site.
4. NASPA is exploring the option to purchase property for the NASPA national office instead of leasing.
5. Learning Reconsidered 2 – Interactive web site should be up and running soon. To be successful, institutions will need to submit case studies.
6. Profile of the American College Students – data base of freshman through senior – will be launched in Spring 08. Universities have volunteered for pilot survey.
7. Stephens Senior Institute. Enrollment is low – lower than usual. Why?
8. Placement Exchange – 08 conference in Boston. NASPA has partnered with ACUHO for Career Placement. Will be held March 5-8, prior to the National Conference, which will be held March 8 – 12. More information will be distributed at the conference. Big change; there will be no overlap with the conference.
9. Resolutions by NASPA Board of Directors - - - 1) NASPA will not knowingly enter into contracts with hotels that are having labor disputes. 2) Also, will not plan conferences and events which coincide with major religious holidays.
10. NASPA logo (official) must be present on all materials - - - on web site. Every thing we do must have the official logo displayed.
11. RFP – request for proposal. RFP's are being accepted at this point. Consultants to look at structure of NASPA national. RFP explore communications and structural of the national level.
12. Undergraduate students may be NASPA members if sponsored by a faculty member or professional member. Fees will be the same as graduate students.
13. Other topics; but, time did not permit further discussion.

2:30-2:40

**O. 2007 Joint Meeting – Orlando - Cheryl Lovell.** Instructions to Board members: ATTEND!

1. Regional business meeting - 4/2, 5-6pm. Marriott – out going board members were acknowledged.
2. Beach Party Showcase – 4/2, 6-8pm
3. Regional reception - 4/2, 9pm

- 2:40-2:41 **P. 2007 NASPA Foundation Regional Contact** - George McClellan - Silent Auction (please support!) - Cheryl Lovell.
1. The Region 4-West contact for the Foundation is George McClellan. He will be contacting each of us to support the Foundation..
  2. Board members were encouraged to support the Silent Auction taking place at the conference.
  3. Diamond Club membership is an option for Foundation support.
  4. NASPA credit cards are available.
- 2:41-3:00 **Q. Finalize IV-West Leadership Manual** - Tammarae Ellis
1. The Leadership Manual is still in 'DRAFT' format.
  2. Some job descriptions are missing.
  3. **TO DO: Help edit the manual.** Read and send edits to Tammarae (tellis4@du.edu).
  4. **Motion made and approved** to accept the Leadership Manual as our guide for operation and orientation, with appropriate edits. "Draft" will be removed. Seconded.
  5. This will be a good resource tool and will be put on the 4-W web site.
- 3:00-3:01 **R. Site Selection for IV-West 2008** - Prakash Mathew
1. Plans to go to Tulsa for the 2008 Region 4-West conference are being finalized. Becky Barker, Dennis Day and Roger Sorochty have been the key contacts thus far.
  2. The contract has been signed for the Tulsa Marriott. \$84 + tax are the room rates.
  3. Cheryl is soliciting nominations and volunteers to give leadership to this conference.
- 3:01-3:29 **S. Finalize IV-West Board Structure/Composition**
1. 4 models were presented in November by the designated task force.
  2. Board accepted Model 4 of the original proposal for the basic structure. Julianna Moseley-Anderson presented a compromise proposal to the Board at this Fall Board meeting. Ruth Stoner and Julianna modified Model 4 per direction of the Board. The Board approved the board proposal in concept.
  3. There are two "Member at Large" positions on the Executive Committee. Should these assignments be "new" assignments or individuals already on the Board. Discussion from the Board concluded that one "member at large" position should be represented by the Graduate Student Representative (existing Board position) and the other member-at-large position would be a new appointment. This, like the entire document, will "tested" for 2 years.
  4. Filling vacant positions on the board will follow the guidelines as outlined in the Board Structure document. The KC Coordinator and the Membership Coordinator will make recommendations for their respective areas the Regional VP. The official appointment is made by Cheryl.
  5. The summer meeting schedule will be a major departure from the recommendation based on travel time and total time members have to get away from their respective campus. Exec Committee will start with lunch at 11:30 on Thursday and the full Advisory Board will meet at 1:00. The Advisory Board will include dinner Thursday evening and will meet again Friday morning until lunch. The Advisory Board and the Conference Planning Committee will have lunch together and then the Conference Planning Committee will meet Friday afternoon. Details about the exact schedule and agenda will be sent out prior to the meeting.
  6. **Motion made, seconded and approved** that we adopt the Board structure as presented in the handout distributed prior to the board meeting for 2 years with

periodic intentional assessment. Approve document is filed with the minutes to this meeting in the Historian's file.

7. **Action Item - Assessment of this Board Structure.** The Assessment Team will include Amanda Stone Norton (SA Professionals in & with Academic Affairs), Matt Aschenbrener (SA Assessment, Evaluation & Research) and Annemarie Vaccaro (Coordinator of Research) would be the group to develop an assessment plan for the proposed structure.

3:29-3:30 **T. Other Board items - Cheryl Lovell**

1. Board position Openings
  - Newsletter editor. LeeAnna lamb has resigned. Need new editor. LeeAnna will be available for the transition.
  - To recruit for the Board positions, Cheryl sent out 185 personal e-mails to solicit interest in vacant positions on the Board.
2. **TO DO:** Summer Planning Meeting – May 30 & June 1. Make your plans now to attend. Cheryl will be sending additional information about schedule, agenda, etc. Make your reservations at the Double Tree Hotel (phone #: 501-372-4371).
3. Attend the Region 4-West business meeting at the Orlando conference.

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 Ruth at:

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