

**IV-West Advisory Board
2008 National Meeting – Boston, MA
March 9, 2008
Agenda**

Approved by Executive Committee, April 14, 2008

Attending: Alvarez, Austin, Bowser, Boyer, Claypool, Dees-Burnett, Donovan, Ellis, Gonzalez, Grospitch, Isdell (Burrows), Kloeppel, Linder, Lovell, Norvell, Nunez, Ottinger, Rasmussen, Reesor, Ronen, Rossi, Schneikart-Luebbe, Secuban, Sperling, Stoner, Stoppel, Vaccaro, Young. Guests: Gwen Dungy, Diana Doyle, Prakash Mathew

Mark Your Calendar

4-West Advisory Board Summer Planning meeting, Tulsa, OK – May 29 & 30, 2008. Item 19A, page 5

Region IV-West Fall Conference, Tulsa, OK – November 5, 6 & 7, 2008. **Note the dates have changed to Wednesday – Friday format.** Item 11, page 3

2008 Mid-Level Institute, Tulsa, OK – November 3 & 4, 2008. Item 12, page 3

Board Agenda Items – 2008 Summer Planning Meeting – Location: Tulsa, OK, May 29 & 30

1. Registration fee for 2008 Fall conference - A proposal to set the registration fee will be presented for Board approval. Item 11-A, page 3

Board Agenda Items – Fall 2008 – Tulsa

None.

SSAO & ML Agenda Item – Fall 2008 – Tulsa

1. Membership survey – carry forward from the Research Division survey project started in Little Rock. Item 19-B-5, Page 5

Region 4-W Executive Committee Agenda Item

None.

Action Items

None

Board Decisions & Recommendations

1. **Budget Priorities for 2008-09.** The Advisory Board edited and approved the budget categories listed below for 2008-09. Details on each item can be found on Page 4 of these minutes. These items were approved for one year only and will be reviewed and approved on an annual basis.
 - A. **Regional Reserve Account - \$30,000.**

Propose a reserve of \$30,000 to address issues related to conference or institute (i.e. failed conference or institute, theft of funds, etc.). **Motion made, seconded and approved unanimously.**
 - B. **Funding Priorities** – All items listed below were **approved unanimously** by the Advisory Board.
 1. Enhance Annual Awards - \$2,000/annually.
 2. Support for Board at Summer Planning Meeting - \$5,200/annually
 3. Support for Conference Planning Committee - \$2000/annually
 4. NUFP - \$3,500/annually (\$2,500 increase to current budget)
 5. Graduate Students - \$3,500/annually
 6. Knowledge Community - \$2,000/annually (\$1,000 increase to current budget)
2. **Administrative Support for AVP:** Christine requested Board approval of an annual \$6000 expenditure of regional funds to provide administrative support to the RVP position – **Motion made, seconded and approved** unanimously. Item 18, Page 5
3. **Financial goal of regional conferences:** Reminder to the Board and future conference planning committees. The expected financial goal is not to 'beat/exceed' the previous year, but to 'cover expenses, return the seed money, and make a profit of \$5000 for regional programs.' Returns of greater than this amount are the 'exception' and not the 'expectation.' Item 10C, Page 3

Executive Committee met at 11:30-1pm --- Grand Ballroom, Salon C-D, Marriott

Sunday, March 9, 2008 1:00 – 3:00 PM		
Meeting Room: Grand Ballroom, Salon C-D, Marriot		
1:00-1:10	1. Welcome and Introduction - New and out-going Board Members in attendance	Cheryl Lovell, RVP
1:10-1:12	2. Review of Agenda – new items for consideration? A. Summer Planning Meeting, Tulsa, May 29 & 30.	Cheryl Lovell
1:12-1:15	3. Historian/Secretary’s Report	Ruth Stoner
1:15-1:20	4. Regional Membership Coordinator Report A. Post It Notes – “NASPA 4 U” - were distributed to Board members and will be distributed at the Gala event. B. Transitioning in new state membership chairs C. Need a state representative for Wyoming D. Region 4-West is up 49 members – 1046 total membership.	Eric Gropitch
1:20-1:25	5. Knowledge Community Coordinator Report A. Revised Board structure, as approved at the Fall Board meeting, has been put in place B. Emily Griffen-Overocker, Diane Hinricks, and Jennifer Brantley will be the three leads representing the Knowledge Communities. C. Jody Donovan will be the new Knowledge Community Coordinator. D. Thank you, Chris, for your leadership to the Knowledge Communities.	Chris Linder
1:25-1:30	6. Treasurer’s Report A. Kim will be transitioning off the Board. Thank you, Kim, for your leadership to the development of the Treasurer’s position. B. The budget report was distributed. This is the last report from Kim. C. Deanne Sperling, from NDSU, will be new treasurer. Kim will be available to assist with the transition. D. The budget remains “very healthy.”	Kim Reichert
1:30- 1:32	7. Regional Awards Update and Report A. Nominations for the 2008 awards process will be due July 31, 2008. B. Lori is looking for members to serve on the Awards committee. C. There has been a shift in the national awards process – regions can only forward the regional winner; however, individual nominators can move others forward. In the past, regions were permitted to forward all appropriate nominations.	Lori Reesor
1:32-1:33	8. Corporate Sponsors News and Update A. \$24,700 was raised for the Little Rock conference from 12 sponsors. B. Alex’s term on the Advisory Board is finished. He will be moving to a National-level position. Thank you, Alex – a job well done! C. The Corporate Sponsor position is vacant; Christine is soliciting nominations for this position.	Alex Gonzalez
1:33-1:40	9. Public Policy Update A. Is setting up a Public Policy Committee – membership will be one or more representative from each 4-West state. She still needs representation from North Dakota, South Dakota, Kansas & Arkansas. B. This committee will serve as a policy liaison to the KC’s.	Pat Boyer
1:40- 1:42	10. 2007 Regional Conference Report Final Report A. Roger Sorochty has submitted his final report for the 2007 Regional Conference held in Little Rock.	Roger Sorochty

	<p>B. \$21,000 was returned to the Regional Conference.</p> <p>C. Reminder to the Board and future conference planning committees: Returns of this amount are the 'exception' and not the 'expectation.' The expected financial goal is not to 'beat/exceed' the previous year, but to 'cover expenses, return the seed money, and make a profit of \$5000 for regional programs.'</p>	
1:42-1:50	<p>11. 2008 Tulsa, OK, Nov. 2008, Tulsa Marriott</p> <p>A. A proposal will be presented at the June meeting for Board approval to raise the 2008 conference registration fee. Agenda Item for June.</p> <p>B. Dates have changed – The Regional Conference will start Wednesday, Nov. 5 and will end on Friday, Nov 7.</p> <p>C. The Graduate Recruitment Fair will be held Friday afternoon, Nov. 7. Undergraduates looking for a graduate program will be invited to attend the conference and stay on for the Recruitment Fair. Chris Austin, Assistant Professor, CSP, Arkansas Tech, will coordinate The Fair.</p> <p>D. The Conference Hotel will be the Tulsa Marriott Southern Hills, \$84/room/night (up to 4 people).</p> <p>E. The proposed budget was distributed and is attached to these minutes.</p> <p>F. Theme: Weaving the Way . . . Creating a Heritage in the Heartland.</p>	Denise Ottinger and Dennis Day
1:50-1:55	<p>12. 2008 MLI, Tulsa, OK, Nov. 2008, Marriott Tulsa</p> <p>A. Gigi Secuban + a co-chair, yet to be named, will be the chairs.</p> <p>B. Dates: Nov 3 & 4 (Monday & Tuesday).</p>	Christine Schneikart-Luebbe
1:55-2:10	<p>13. National Update and discussion with NASPA Executive Director – topics discussed:</p> <p>A. New KC's are being added.</p> <p>B. Seattle 2009 National Conference will be held in Seattle, March 7-11, 2009.</p> <p>C. Placement Exchange Update – Initial observation is that overall, a successful venture. 50-50 partnership between NASPA & ACUHO I.</p> <p>D. Interim Administrator program implemented – see website for more information.</p> <p>E. In search of a Safe Campus – recommendations from a NASPA formed task force. Available on the NASPA website.</p> <p>F. The NASPA Foundation will be implementing a one million dollar Capitol Campaign that will be initiated at this conference. Prakash Mathew is the 4-West representative to the Foundation Board.</p>	Gwen Dungy - tentative
2:10-2:11	<p>14. 2008 National Meeting – Boston. Board activities:</p> <ul style="list-style-type: none"> • Regional business meeting – 3/10 5 -6pm (#202- Convention Center) • Community Gala – 3/10, 7-9pm • Regional reception – 3/10, 9-11pm (Grand Ballroom-Marriott) 	Cheryl Lovell
2:11-2:12	<p>15. 2008 NASPA Foundation Silent Auction</p> <p>A. Region 4-West is auctioning a registration to the fall conference in Tulsa.</p> <p>B. Please support!</p>	Cheryl Lovell
2:12-2:15	<p>16. Site Selection for IV-West 2009</p> <p>A. Executive Committee supports the 3 year rotation plan:</p> <ul style="list-style-type: none"> • 2009 – To be determined. • 2008 – Tulsa – Anchor/Regional City • 2007 – Little Rock – Regional City • 2006 – Breckenridge - Resort • 2005 – Kansas City (Anchor City) <p>B. 2009 will be a resort site. The site selection committee presented options (handout) in the Branson, MO area. The Advisory Board did not support the options presented.</p> <p>C. Cheryl will get back with Dennis Day, chair of the site selection committee, to explore other "resort" options.</p>	Dennis Day and Cheryl Lovell

2:15-2:35	<p>17. Budget Priorities for 2008-09. Recommendations (handout) from the Executive Committee for Reserve Account and Funding Priorities were submitted prior to the Board meeting for Board review. The proposals listed below were presented, edited and approved. These items were approved for one year only and will be reviewed and approved on an annual basis.</p> <p>A. Regional Reserve Account - \$30,000. Propose a reserve of \$30,000 to address issues related to conference or institute (i.e. failed conference or institute, theft of funds). Dollar amount also allows for purchase of "jumbo" CD to capture greater interest rate. Propose 9 or 12 month CD, purchased after regional conference and maturing right at time of regional conference so funds are available when most needed. Motion made, seconded and approved unanimously.</p> <p>B. Funding Priorities – All items listed below were approved unanimously by the Advisory Board, as edited in the descriptions below.</p> <ol style="list-style-type: none"> 1. <u>Enhance Annual Awards - \$2,000.</u> <ol style="list-style-type: none"> a. The Awards Chair (Lori Reesor) will develop an enhancement proposal on how to distribute the approved \$2000 across the defined award categories. b. The defined categories that would receive an "enhancement" would be the Rising Star (New Professional, Graduate Student & Undergraduate Student) and other annual awards (Support staff, New Professional, Mid-Level Professional, Faculty, Distinguished Service, and Rhatigan). c. A suggested, but not mandated by the motion, "enhancement" might be a gift certificate to the NASPA Bookstore. d. The Innovative Program Award, the Innovative Publication Award and the Presidential Excellence Award would not receive an "enhancement" other than the award itself. 2. <u>Support for Board at Summer Planning Meeting - \$5,200/annually</u> <ol style="list-style-type: none"> a. 32 board members + 10 regional conference planning committee members. b. Average cost of hotel room: \$120 (will vary year to year) c. Cost of shared room/board member: \$60 d. 42 x \$60 x 2 nights = \$5,040 e. The Exec Board will develop the procedures and guidelines for implementing this plan, i.e., shared rooms. The Region will pay the hotel directly. 3. <u>Support for Conference Planning Committee - \$2000/annually</u> The conference chair will distribute up to \$2000 to members of the conference committee to apply toward the cost of registration. (This does not include those positions on the board that traditionally have a role at conference, i.e. awards, sponsorship, NUFP, etc.) 4. <u>NUFP - \$3,500/annually (\$2,500 increase to current budget)</u> Increase current allocation of \$1,000 by \$2,500 to enhance NUFP coordinator's opportunities for programming. Expense proposal to be approved by Executive Committee at the summer meeting for the following fiscal year. 5. <u>Graduate Students - \$3,500/annually</u> Establish 10 scholarships for graduate students who volunteer at the regional conference. Scholarships would include cost of registration (\$160) and three nights hotel (assuming shared room = \$60) at regional conference. 6. <u>Knowledge Community - \$2,000/annually (\$1,000 increase to current budget)</u> To expand programming opportunities for the knowledge communities. Expense proposals to be approved by Executive Committee at the summer meeting in advance of expenditure for the following fiscal year. 	Open discussion
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2:35-2:45	<p>18. Goals/Objectives or remarks by 2008-2010 RVP</p> <p>A. Thank you, Cheryl, for your past leadership to Region 4-West and representing us so well at the National table.</p> <p>B. Christine will continue to represent 4-W at National level.</p> <p>C. Mandy Rowen, staff person from Wichita State University, will provide administrative support to Christine, the Executive Committee and the Advisory Board.</p> <p>D. Christine requested Board approval of an annual \$6000 expenditure of regional funds to provide administrative support to the RVP position – Motion made, seconded and approved unanimously.</p>	Christine Schneikart-Luebbe
2:45-2:50	<p>19. Other Board items</p> <p>A. <u>Summer Planning meeting.</u></p> <ul style="list-style-type: none"> • The Region 4-West Advisory Board summer planning meeting will be May 29 & 30 in Tulsa, noon to noon. Mark your calendar. • Board support for hotel accommodations is discussed in item 17, page 3. <p>B. <u>Research Division Report, Summary and Recommendations</u></p> <ul style="list-style-type: none"> • Summary report of the regional conference project was distributed at the meeting and is attached to these minutes as a Board report. • Overview: <ol style="list-style-type: none"> 1) Communication and Connection are two main outcomes – good ideas in the report for both; i.e.; Mid-levels and SSAO's need to reach out to the new professionals & graduate students. DON'T make the young professionals do the outreach. 2) Need more communication – not just at conferences. 3) Navigating both the national and regional web sites need to be enhanced. 4) Next step – getting the survey results to the membership. 5) At the regional conference, did not have a captive audience for SSAO's & ML's as was so for the New Professional and Graduate Students. Suggestion: include in the agendas for SSAO's and ML Institute at the Tulsa conference. 6) Corps of graduate research assistants (4), approved by the Board at a previous meeting, worked and was a valuable experience for those who participated. 7) NOTE: National is planning a similar survey at the National level and will be using the 4-West experience as a model and building block. <p>C. Special Guest – Diana Doyle – NASPA President-Elect and Region 4-West Past President.</p>	open

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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