

**NASPA Region IV West Board
Summer Planning Meeting Agenda
May 29 & 30, 2008
Approved by Executive Committee, July 8, 2008**

Thursday, May 29, 2008

**11:30 – 1:00 Executive Committee Meeting
Phil's Restaurant**

Attending: Bartow, Bernhardt, Boyer, Brantley, Claypool, Day, Doman, Donovan, Ellis, Grospitch, Hinrichs, Isdell, McCaig, Miller, Montague, Ortiz-Schrivier, Ottinger, Page, Rasmussen, Reesor, Ronen, Rossi, Schlabach, Schneikart-Luebbe, Schneller, Serafini, Sperling, Stevens, Stoner, Young.

Mark Your Calendar

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

2008 Mid-Level Institute, Tulsa, OK – November 3 - 5, 2008.

2009 National NASPA Conference, Seattle, WA – March 7 – 11, 2009

Board Agenda Items – Fall 2008 – Tulsa

1. Membership survey – carry forward agenda item from the Research Division survey project started in Little Rock.
2. KC Creativity/Visibility Award – New award proposal – Jody will present. Item 20B, Page 6
3. Tabled for further discussion: Retiree recognition at the national & regional level. Item 20C, Page 6
4. Newsletter proposal - to include a revised annual budget projection, annual calendar of deadlines for submission, distribution timeline, frequency of publication and other items. The proposal will be reviewed by the Executive Committee prior to being presented to the Board. Item 21G, Page 6

Region 4-W Executive Committee Agenda Item

1. Should the Advisory Board have shirts to give visibility to conference attendees? Item 22D, Page 7
2. Review the Newsletter proposal as discussed under Board Agenda Item #4 listed above. Item 21G, Page 6

Action Items

1. **TO DO:** Develop a Board structure organization to reflect the relatively new Board structure. Christine and staff will do. Item 6, Page 2
2. Efforts will be made to make the Region 4-West Region website more user friendly. **TO DO: Deadline – August 1.** Suggestions and ideas to make both the national and regional website more user-friendly are invited. All Board members are asked to review the regional and national websites and make suggestions to make it more user-friendly. Send your **feedback** regarding the **regional** website to **Ruth Stoner** (rstoner@ku.edu) and your **feedback** regarding the **national** website to **Christine Schneikart-Luebbe** (Christine.luebbe@wichita.edu). The EC will review and prioritize the regional web suggestions and give the recommendations to Mark to implement. Item 10D, Page 4
3. **TO DO: Regional Board Goals** are due to your Executive Committee (EC) member by August 1st. Questions about your goals should be directed to your EC member.

Board Decisions & Recommendations

1. Budget for 2008 Region 4-West conference. **Motion was made, seconded and approved** to accept the budget as written with late fees structure to mirror last year's fee structure. Item 7E-1, Page 2

2. The Conference Planning Committee was authorized to purchase new regional banners for the 2008 conference and to send the invoice to Deanne for payment. Item 7H, Page 3
3. **Graduate Student Scholarships** for 2008. Paul Miller requested approval to select up to 14 graduate students, assuming that he would stay within the \$3500 budget allocation. Approved. See additional guidelines in Item 7I, page 3. Approved for 2008 conference only.
4. **2009 Conference site** - The 2009 conference will be held at the Eldorado Hotel in Santa Fe, New Mexico. Rates: \$149 single, \$169 double. Item 8C, Page 3
5. **Institute (MLI & NPI) budgets & Regional Conference Registration fee.** Board approved to follow precedence set in previous years of giving MLI and NPI participants (NASPA members & non-members) a 50% discount on the registration for the Regional conference. In addition,
 - 1) This applies to all future NPI's and MLI's, until changed by Board action.
 - 2) The Regional budget will reimburse the conference budget for the 50% of the registration fee discounted.
 - 3) The institute planning committees will determine the institute budgets, including the registration fee, and present to the Regional Advisory Board for approval.Item 16D, Page 5
6. Per by-laws instructions, the Board approved Christine, as RVP, as a co-signer along with the treasurer on all checks over \$1000. Item 19C, Page 5
7. **Award Enhancement proposal** – presented by Lori Reesor, Awards Chair. It was approved as presented in the written proposal with one addition of adding a \$100 gift to the Outstanding Staff Support Award. It is attached to these minutes. Item 20A, Page 5
8. **NPI Chairperson** will be appointed by the RVP rather than be directed by the New Professionals and Graduate Students KC Chair. Proposal (printed and attached to minutes) presented by Jennifer Brantley. Approved by the Board. Item 22A, Page 6

1:00 Regional Board Meeting begins – Redbud Room

1. Welcome
2. Sense of Purpose Video -
3. Numbers Don't Lie Activity – with a little bit of information we can be more efficient.
4. Team Building – Let's get to know each other
5. Expectations, Vision, Style - Christine Schneikart-Luebbe
6. Introduction of Executive Committee & Board Structure - Christine Schneikart-Luebbe
 - An organizational chart outlining the board structure will be developed and presented to the Board at the fall meeting. **TO DO.**
7. 2008 Regional Conference Update – Denise Ottinger & Dennis Day
 - A. Dates changed to Wednesday to Friday, Nov. 5 – 7.
 - B. Kick off key note speaker will do a pre-conference for SSAO.
 - C. The dessert reception will be held at the Gilcrease Museum.
 - D. Specialty groups (KC's, grad students, new professionals, MLI's, etc.) wanting to meet at the conference – let Denise & Dennis know your needs.
 - E. Budget proposal was distributed for review and discussion.
 - 1) **Motion was made, seconded and approved** to accept the budget as written with late fees structure to mirror last year's fee structure.

- 2) Registration data be collected in such a way that it can be analyzed to determine how many and which categories are registering 'late', if any.
- F. The Undergraduate Fair will be coordinated by Christine Austin, following the model used at the 2005 Kansas City conference.
 - 1) Will be held Friday afternoon following the closing conference brunch.
 - 2) The registration fee will cover the closing lunch.
 - 3) Participants who register for the Regional Conference will not have to pay an additional fee to participate in the Undergraduate Fair.
- G. What are the needs for the SSAO pre-conference? The SSAO Liaison position is vacant. The Conference Committee will contact Gary Biller, former SSAO liaison. Notes from the historian on the 'history' of the SSAO pre-conference.
 - 1) The first SSAO pre-conference was held prior to the 2003 Santa Fe conference, in place of the previously sponsored SSAO summer retreat. Repeated again for the 2004 Fargo conference.
 - 2) Additional information is available in the minutes of the 2004 Denver National conference, 2003 Santa Fe Regional conference, and the 2003 St. Louis National conference.
- H. Where are the Region 4-West banners that were used in Breckenridge? No one knows. The Conference Planning Committee was authorized to order more and to send the invoice to Deanne for payment.
- I. Grad student scholarship support – will be coordinated by Paul Miller, Graduate Student Representative. 10 graduate student scholarships will be paid from the Region budget and not the conference budget. \$3,500/annually has been allocated in the Region budget for this initiative. Scholarships will cover cost of registration and three night's hotel (assuming shared room).

On Friday, Paul asked for clarification on number of scholarships designated and amount of money allocated in the budget. He requested Board approval, because of designated conferences expenses, to select 14 graduate students. **Board Approval:** His request was approved based on the following guidelines:

- That he stay within the \$3500 designated budget allocation;
 - That they all have a meaningful experience and participation would be directed by conference committee;
 - That they will be asked to give feedback regarding their participation by submitting a 1-page reaction paper to Paul (possible newsletter items).
 - This was approved for the Tulsa conference only.
8. 2009 Regional Conference Site update – this was a carry over agenda item from Boston.
 - A. 2009 conference site is identified as a resort location.
 - B. Dennis Day presented options in New Mexico.
 - C. **Motion was made, seconded and approved** to hold the 2009 conference at the Eldorado Hotel in Santa Fe. There was one vote of opposition and no abstentions in the vote.
 - D. Hotel rates will be \$149/singe and \$169/double.
 - E. The conference planning committee will be identified and announced at the Tulsa meeting.
 9. 2010 and 2011 conference sites – need to begin thinking seriously about location. Maybe Omaha? Time to go back to Kansas City? St. Louis? Denver? Discussion moved to Friday.
 10. Overview of National and Regional Websites - Mark Bernhardt
 - A. Mark gave a visual demonstration of the Regional and National NASPA website.
 - B. Board members were encouraged to explore both websites to become familiar with available resources.
 - C. The Board Leadership Manual is on the 4-West website and is an excellent resource for all Board members. Use it!

- D. Suggestions were made to make the site more user-friendly. Suggestions,:
- 1) Challenge to Board members and **TO DO: Deadline – August 1.** Suggestions and ideas to make both the national and regional website more user-friendly are invited. All Board members are asked to review the regional and national websites and make suggestions to make it more user-friendly. Send your **feedback** regarding the **regional** website to **Ruth Stoner** (rstoner@ku.edu) and your **feedback** regarding the **national** website to **Christine Schneikart-Luebbe** (Christine.luebbe@wichita.edu). The EC will review and prioritize the regional web suggestions and give the recommendations to Mark to implement. The timeline will be to implement the recommendations by the Fall conference.
 - 2) The National Office has a new tool that will be implemented that will allow the Regions to display information. It will have blogging capabilities, a new e-mail format, newsletter format, etc. Mark will be trained to use the new tool for the 4-West website. This new tool will be launched June 15.
 - 3) Registration for conferences on line is a national tool – will be used for the Tulsa conference.
 - 4) Region updates are tied into these national tools.
 - 5) Do we need to consider 'outsourcing' web management and design to accomplish all that needs to be done?

Break

11. Best Practices Session - Lori Reesor. Moved to Friday morning agenda.
12. Public Policy Overview - Pat Boyer. Moved to Friday morning agenda.
13. Time with Executive Committee members. The Advisory Board broke into small groups based upon the report lines as defined in the Board structure document.

6:30 Leadership Dinner

Friday, May 30, 2008

- 8:00 – 8:30** Breakfast
8:30 – 11:15 Items for Board Review

14. Best Practices Exercise – Led by Lori Reesor. Moved from Thursday afternoon agenda. Board divided into small groups and identified a 'best practice' at each institution. Small groups reported back to the group. The report was summarized into a 'best practice' document 'to share'. It is attached to the minutes of this meeting.
15. Undergraduate Career Fair
 - A. Christine Austin (Arkansas Tech) will co-ordinate.
 - B. It will be held Friday afternoon, November 7, following the closing brunch.
 - C. All Board members are encouraged to get the word out to their respective campuses.
 - D. The focus of the Undergraduate Career Fair is as the name implies – an opportunity for undergraduates to find out more about Graduate (Masters) Student Programs at Universities in Region 4-West as well as an opportunity for Universities to market their Master Degree programs in Higher Ed.
 - E. In the past this program has been referred to as the "Career Fair".

- F. Per Historian records, the registration fee for participation in the Undergraduate Career Fair were:
- 1) \$26, which included the closing brunch of the Regional Conference.
 - 2) Undergraduates registering for the Regional Conference did not pay the additional UCF registration fee. It was considered 'part of the conference.'
 - 3) The fee for the Institutional table was \$40 for the school.

16. MLI Institute Update - Heather Schneller

- A. The Mid-Level Institute will be co-directed by Heather Schneller and Gigi Secuban.
- B. Save-the-Date cards were distributed.
- C. Registration rate will remain the same as 2006.
- D. **Motion was made, seconded and approved** to follow precedence set in previous years of giving MLI and NPI participants (NASPA members & non-members) a 50% discount on the registration for the Regional conference.
 - 1) Applies to all future NPI's and MLI's, until changed by Board action.
 - 2) The Regional budget will reimburse the conference budget for the 50% of the registration fee discounted.
 - 3) The institute planning committees will determine the institute budgets, including the registration fee, and present to the Regional Advisory Board for approval.Approved unanimously.
- E. Three faculty members have been selected, all from outside of Region 4-West. It was recommended, strongly encouraged, to select the 4th faculty member from Region 4-West.

17. 2009 Regional Conference Site - Dennis Day. See Item 8, Thursday afternoon agenda.

18. 2010 & 2011 conference sites:

- A. 2010 – Omaha or Denver
- B. 2011 – St. Louis or Kansas City
- C. Future agenda items needing further discussion:
 - 1) Following the Tulsa conference, should we revisit the 3 year rotation plan for selecting conference sites.
 - 2) What are our goals? Bigger is not always better.
 - 3) What is our definition for success?

19. Financial Planning - Deanne Sperling

- A. What is 'best practice' for banking of accounts? Following discussions with Christine, it was decided to move the Region 4-West account to a US Bank account – can be maintained and has easy transfer when/if the treasurer position turns over. Opened a checking account, money market savings account and took out a CD.
- B. As of May 28, the Region 4-West accounts totaled \$95,367.
- C. Per by-laws instructions, a motion is needed to recognize Christine as a co-signer on all checks over \$1000. **Motion was made, seconded and approved.**

20. Awards - Lori Reesor

- A. Lori submitted a proposal as directed by a motion at the Boston meeting to develop a proposal to clarify and enhance the regional awards given at the fall conference. The proposal was reviewed and discussed. Following the discussion, a **motion was made, seconded and approved** to accept Lori's proposal as printed and to add a \$100 enhancement to the Outstanding Staff Support award. The approved proposal is attached to these minutes. There was one vote of opposition.
- B. Jody recommended that an award be created to increase visibility for the KC's. It could be awarded based upon creative activity within the KC. **Tulsa Ad Board Agenda Item.** Jody will develop a proposal to be considered by the Board.

- C. Random questions and discussion topics regarding: Creating new awards; naming awards; recognizing regional retirees at both the regional and national level; recognizing regional Pillars of the Profession at the regional meeting; etc.
- 1) What are we doing. What should we be doing? Need to be consistent across the region.
 - 2) The topic of “recognizing retirees” was again discussed briefly.
 - 3) The Board was reminded that several years ago ” (during Vicky Triponey’s tenure), SueAnn Strom and a committee developed a document, “Retirement Recognition Guidelines. It identified 3 levels of recognizing retirees. Is it still appropriate and applicable? Should we revisit that document for further discussion? Yes. This topic will be discussed again at the Tulsa Advisory Board meeting. Ruth will research the topics addressed above and will forward results of that search to Christine for further direction to the Board and the Awards Chair. **TO DO & Tulsa Agenda Item.**
 - 4) Suggestions:
 - Recognize retirees at the dessert reception.
 - Develop a power point to recognize individuals.
 - Put a card in the registration packet with a short bio.
 - Create an on-going column for the newsletter that would be open for anyone to submit.
 - 5) Lori will continue to list names in the conference program, with title and institution.

21. Newsletter - Karen Schlabach

- A. Karen expressed concern about staying “within budget” for the newsletter. Costs of producing the newsletter is increasing due to increased costs for printing, postage, professional assistance, etc. Currently working on the Spring/Summer addition. Anticipated mail date of late June.
- B. Deadline for next issue: July 15. Anticipated mail date of September 1. Will include publicity and registration info for the Regional Conference and MLI in Tulsa.
- C. Wants to work with KC’s for a regular rotation and submission of articles to the newsletter. Jody will work with Karen to get this established.
- D. Karen requested assistance and guidance on ‘strictness’ of deadline dates. Waiting for materials to be submitted is the usual cause for delay. Christine urged Karen to work with the EC on the ‘publish’ date.
- E. Do Board members want ‘reminders’ about upcoming newsletter deadlines? Yes. It is recommended that Karen send out a major notice soliciting information and announcing the deadline, to be followed with frequent reminders leading up to the “final” deadline.
- F. Karen welcomes pictures for the newsletters as well as articles. It is important to identify the event and the people in the picture.
- G. Karen was asked to develop a proposal for the Newsletter, to include a revised annual budget projection, annual calendar of deadlines for submission, distribution timeline, frequency of publication and other items to be addressed by the Board. The proposal will be reviewed by the Executive Committee prior to being submitted as an **Agenda item for the Tulsa meeting.**

22. As may arise:

- A. Jennifer Brantley, New Professionals and Graduate Students KC Chair (NPGS KC), presented a proposal for Board approval. It is attached to these minutes. In summary, it recommended that the New Professionals Institute Chair be appointed by the RVP and not be a designated position responsibility of the NPGS KC, as had been the case for the past 3 NPI’s. The NPGS KC will work with the AVP in making that appointment. **Motion made, seconded and approved unanimously** as presented in the written proposal.
- B. Public Policy report – Pat Boyer. Moved from Thursday afternoon agenda. Topics of interest:
 - 1) Does a monthly conference call with the state representatives.
 - 2) Slow season for public policy.

- 3) Website provides information only; not legal advice.
 - 4) 30 minute response to campus emergency – federal law
 - 5) Where/How does FERPA fit into the 30 minute response law? Information can be passed along if information disclosed if a person is a danger to themselves or other. People will not be held liable to disclosing name and background information.
 - 6) Will do a regular column for the newsletter.
- C. E-mail from National Endowment: get e-mail sent out prior to meeting. Regional competition. Newsletter item. What are the ground rules for competition? Christine will get more information.
- D. Should the Advisory Board have shirts to give visibility to conference attendees? **Agenda Item for Executive Committee.**
- E. Eric Grospitch handed out NASPA post-it notes – take back to campuses and distribute to potential NASPA members. Reminder: Membership is everyone’s responsibility.

The meeting was closed with another video from Christine.

The meeting adjourned at 11:30.

11:30 – 12:30 Lunch with 2008 Conference Committee

Attachments: Proposal for enhancement of the Region 4-West Awards program
Best Practices summary
Jennifer Brantley’s proposal

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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133 Strong Hall
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**ADDENDUM #1
Best Practices
Collected at NASPA Region 4-West Summer Planning Meeting**

May 29 & 30, 2008

Tulsa, OK

Summarized by Ruth Stoner

Edited by Christine Schneikart-Luebbe & Lori Reesor

Updated – 6/3/2008

Group 1 – submitted by Jennifer Brantley (Kansas State University)

1. Ruth Stoner – University of Kansas
 - A. Professional Development Day – one day mini conference held on campus for “all” Student Success staff. Keynote opening session; 4 program sessions plus a closing session. Almost 300 staff participated last year. Held annually. Conference planning committee develops.
2. Orinthia Montague – U of Mo, St. Louis
 - A. Start a group – “Wieners for Seniors” – make sure they are ready to graduate.
 - B. Dean’s Day – held once a month. All Deans are requested to be present at a designated location – students stop by to ask questions.

3. Malia Young – University of North Dakota
 - A. 2 weeks of training for RA's – for team building activities, shared stories of previous experiences.
 - B. Tunnel of Oppression – gives students experiences with different kinds of oppression. A debriefing room with counselors is available to assist student with the experience.
4. Jennifer Brantley – Kansas State University
 - A. Outreach opportunities for the Career Center
 - Backyard barbeque – held outdoors and hot dogs (donated) are served.
 - Halloween promotion – “Are You on the Web”
 - Valentine's promotion – “Find a Job to Heart's Desire.”
 - “Spring into Summer” and Shopping Bazaar – internship information.
5. Diane Hinrichs – Kansas State University
 - A. K-State Proud – sells t-shirts for ‘black-out’ days.
 - Student alumni organization fund raiser through Endowment.
 - Get t-shirts free from a local vendor; then sell to students, alumni, etc for \$10.
 - Raised \$63,000 in 07 and \$92,000 in 08 (KU/KSU basket ball game in Manhattan)
 - Funds got “Students helping Students” project.
6. Paul Miller – Kansas State University
 - A. Leadership Academic Cluster Floor
 - Faculty member comes for Q&A or presents a program every other week.
 - On off week – guest speaker on designated topic of interest to the floor.
 - GPA above average of other floors, # of re-applications are up compared to other floors.

Group 2 – submitted by Sam Ortiz-Schrivier (University of Northern Colorado)

1. Karen Schlabach - UMKC
 - A. Staff meeting – professional development: Assign a staff member for each week to do a mini-professional development session during the meeting
 - B. Staff meeting – Highs and Lows every meeting
 - C. Staff management – set up special outlook calendar for vacation, dates, etc. for whole staff
2. Mary Alice Serafini – U of Arkansas-Fayetteville
 - A. MUFPP – bring colleagues together to do a reflective process when interns return from their campus.
3. Cathy Rasmussen – Highland County Community College (in Kansas)
 - A. Out of state person can get in state residency after 6 months, so football coach requires players to come in July to take one credit or class without many resources (i.e., food). Created “Summer Blitz” program (6 credit hours) with some developmental focus and learning communities. Found students in developmental math do better academically than the others.
4. Eric Grospitch - UMKC
 - A. UMKC – recognized by the advocate as very friendly. Addressing campus climate issues by doing programming (I am more than a label). Housing pays the one student contract to do this. About to add a student of color programmer.
 - B. Corporate partnerships and building. Functionally operating a residence life program in a non-university owned building.
5. Sam Ortiz Schrivier
 - A. University Threat Assessment Tool grounded in FBI School Shooter K-12 documents.

Group 3 – submitted by Mark Bernhardt (University of Tulsa)

1. North Dakota State University (Deanne Sperling)
 - A. Division-wide meeting – twice a year
 - Improved communications
 - Well-reviewed
2. Laramie County Community College (Dean Bartow)
 - A. E-mentoring program
 - 10:1 ration
 - Counselors touch base with students throughout the first year.
 - They touch base with information that is timely through out the year.
 - Use e-mail and Facebook.
3. University of Arkansas – Heather Schneller
 - A. “Second Eight Weeks” – Student Affairs Course
 - Credit course
 - Compare and Contrast
 - Juniors & Seniors – some have changed course
4. Colorado State University – Jody Donovan
 - A. Friday Morning Professional Development Series for ‘all’ staff.
 - First Friday – new staff
 - Second – Mid-level
 - Third – Seasoned
 - Fourth – ‘Fun’ session – opened to all
 - B. Conference in October.
 - C. Revised to be once a month.

Group 4 – submitted by Emily Griffin-Overocker

1. Earle Doman – Missouri State University
 - A. Alcohol program – after 2nd violation, required to visit career services where they get individualized response. Based upon data about “offenders.”
2. Pat Boyer – University of New Mexico, Los Alamos
 - A. Cornerstone committee for under prepared students with a required component.
3. Tammare Ellis – Arkansas Tech
 - A. GA recruitment website that changes annually.
4. Christine Schneikart-Luebbe – Wichita State University
 - A. Murder mystery exercise – staff consciousness
 - B. Book group for 20 – 30 year old employees w/ Dean. 1 chapter every two weeks.
 - C. DP Day (Dumb Policy Day)
5. Emily Griffen-Overocker – University of Central Oklahoma
 - A. Active shooter “drill”
 - B. Student Personnel Academy (SPA)

Group 5

1. University of Denver – Kerry McKaig
 - A. Return messages w/in 24 hours unless out of town.
 - B. CIRN – Critical Incident Response Network
 - C. Project Homeless Connect – based in or light rail – Social justice Living Learning Community
 - Resumes
 - Health Services
 - Child Care Services
 - Voice Mails w/ phone #'s set up free of charge via phone vendor (local)

- Job reps (temp services, construction, hotels, etc.)
 - State unemployment reps
 - State license reps so people can get ID cards if don't have – will research birth certificates if necessary.
 - Etc.
2. University of Kansas – Laura Isdell
 - A. Self Development Assessment Curriculums/Evaluations – individual curriculum designed for professional development. 1 – 2 year plans. Used for all levels of Housing staff. May or may not be connected to performance plan.
 - B. Master set of “skills, etc” have been developed for graduate students in the higher ed program who also have an internship in a Student Success unit.
 3. Creighton University – Rich Rossi
 - A. Assessment for Accreditation – “The Academy”. Rubric Assessment of co-curriculum activities.
Example: Ethics and student behavior as it pertains to values.
 4. University of Missouri – Laura Page
 - A. Parent relations – collaborative. Every office has participated in parent relations initiatives and outreach efforts.
 - B. Newsletter informs parents.
 - C. Toll-free line for parents – ‘gate keepers.’
 5. University of Missouri
 - A. Sustainability + Wellness Center do info sessions at tailgate parties.
 - B. Game Day check lists.

ADDENDUM #2
Executive Committee Conference Call Timetable

June 10 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
July 8 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
August 12 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
September 9 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
October 14 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
November 11 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.
December 9 (Tuesday)	10:00 a.m. CDT – Executive Committee (EC) conference call. Advisory Board members are invited to submit agenda items to their organizational report line to the EC.