

**NASPA IV-West Advisory Board Meeting
2009 National Conference – Seattle, WA**

March 8, 2009

1:00 pm – 3:00 pm

6/10/09 – Approved by the Advisory Board

Attending: Boyer, Claypool, Dixon, Doman, Donovan, Felix, Gonzalez, Grospitch, Harle, Lovell, Mata, McCaig, Miller, Montaque, Newell, Norvell, Ortiz-Shriver, Rasmussen, Reesor, Ronan, Scheikart-Luebbe, Sperling, Serefini, Stoner, Torres

Special Guests: Doyle, Jackson, Segawa, Walburg

Mark Your Calendar

**NASPA Region IV-West Summer Planning Meeting - June 10 & 11, 2009
Santa Fe, New Mexico – site of fall regional conference**

- Executive Committee meets June 10, 11:00 am -1:00 pm
- Advisory Board Meeting meets June 10, 1:00 - 5:00 pm and June 11, 8:00 am – 12:00 noon
 - Advisory Board Leadership Dinner – June 10, 6:00 pm
 - Box lunch with Conference Planning Committee – June 11, noon
Item 13, Page 5

Region IV-West Fall Conference, Santa Fe, NM, November 3 – 5, 2009
Item 2A, Page 3

2009 New Professional Institute, Santa Fe, NM, November 1 - 3, 2009
Item 5, Page 3

2010 National Conference, Chicago, IL, March 6 – 10, 2010
“Live the Legacy – Be the Movement”
Item 1C4 , Page 3

2010 Region IV-West Conference, Omaha, NE, November 3 – 5, 2010
Item 3B, Page 3

2010 MLI, Omaha, NE, November 1 - 3
Item 3B, Page 3

Board Agenda Items – Summer Planning Meeting – Santa Fe, New Mexico

1. Budget approval for the 2009 IV-West Regional Conference to be held in Santa Fe. Item 2F, Page 3
2. Budget approval for the 2009 New Professional Institute to be held in Santa Fe prior to the Regional Conference. Item 5C, Page 3
3. 2011 Region IV-West conference site – St. Louis, MO; Kansas City, MO or KS; or Denver, CO. Item 4, Page 3
4. Web Assessment Team report and recommendations. Item 10A, Page 5
5. Newsletter survey report and recommendations. Item 9B, Page 4

Region 4-W Executive Committee Agenda Item
None

Action Items

1. Use the Volunteer Form on the Website. Item 12B, page 5
2. Board vacancies will be posted on the “volunteer” website. Item 12D, page 5
- 3.

Board Decisions & Recommendations

1. **Motion made and approved unanimously** to remove the “board initiatives/budget enhancements” approved Fall (for one year more) and return the line items to 2007 levels. As a result, all items listed below will return to 2007 budget levels. The new amounts for the 2009-10 budget are identified in “blue” below:
 1. Enhance Annual Awards - \$2,000/annually. **Will be \$1000.** (Budget savings will \$1,000)
 2. Support for Board at Summer Planning Meeting - \$5,200/annually. **Will be \$0.** (Budget savings will \$5,200)
 3. Support for Conference Planning Committee - \$2000/annually. **Will be \$0.** (Budget savings will \$2,000)
 4. Graduate Students - \$3,500/annually. **\$800** (Budget savings will \$2,700)
 5. Knowledge Community - \$2,000/annually. **\$1000.** (Budget savings will \$1,000)
 6. NUFP program - \$3500. **\$1000.** (Budget savings will \$2,500)Total budget savings equals \$12,900. Item 6D, page 4

2. Because of the current budget situation and one assessment outcome on the newsletter survey – “An overwhelming majority (70%) stated they did not support the expense of NASPA IV-West continuing to print and mail the newsletter” - it was **moved, seconded and approved unanimously** that the Region move to “electronic copy only” for future newsletters. Item 9D, page 4

Meeting Agenda & Minutes

1. Welcome - Christine Schneikart-Luebbe, IV-West Regional Vice President
 - A. Introductions around the table
 - B. Eric Grospitch was introduced as the NASPA Region IV-West Vice President-elect. He will become the RVP a year from now in Chicago.
 - C. Special Guests:
 - 1) Diana Doyle – NASPA National President. National topics of interest to the Board:
 - a. Grad student voting issue – has been taken off the table for National Board consideration at this time. Not an issue of the status of graduate students within NASPA, but, a result of the economic impact of membership at this time, the financial stability of the national operation, and greatest concern for equity and justice of ‘all’ levels of membership. The levels of membership categories will be reviewed and stabilized.
 - b. Because of the voting delegate structure of Institutional members, “voting” is not the same for all membership levels. (Note from notetaker: 4W was requesting voting privileges (only) for graduate students for the elected positions; not the same as voting on NASPA issues.)
 - c. Other regions are not mandating the ‘graduate student voting’ issue is not being addressed. Region 4-West is commended for its sensitivity to graduate students’ involvement in NASPA.
 - d. Institutional memberships are dropping and some individuals are now having to take out Associate Affiliate memberships.
 - e. NASPA “lost money” during the year.
 - f. Transitional change for membership categories. NASPA Board addresses economic Hardship with decision on dues. These changes will bridge student affairs professionals affected by the economic downturn and its impact on campuses. Two categories:
 - Professional Affiliates - regular employees, can keep membership at this level if their institution has withdrawn its institutional membership or if they have lost their jobs due to budget cuts until employed again.
 - Graduate students will stay in the graduate student membership fee category until they are in a full time professional-level position.
 - g. No dues (individual or institutional) will be raised this year.
 - 2) Almeda Jackson, from The NASPA Foundation.
 - The overall goal of the \$1,000,000 campaign initiated at the national meeting last year was met.
 - Thank you for the support from 4-West.
 - The process and criteria for regions to request foundation funds for regional initiatives will be posted on the Foundation website in the fall.

- 3) Jan Walburg – Past NASPA President. A task force has been established to have conversation with ACPA about sustaining the profession – how do we come together to preserve the profession. This is not another attempt to merge the two organizations.
 - 4) Mike Segawa, NASPA President-Elect
 - The Chicago 2010 conference will build on the legacy of the past – people, events & benchmarks. The theme will be: Live the Legacy – Be the Movement. Dates: March 6 – 10, 2010. **Mark your calendar.**
 - The strength of the national organization is directly related to the importance of the regional organizations and depends on the regional structure to reach the membership.
2. 2009 Regional Conference - Budget for Santa Fe & Conference Fee Discussion - Eric Grospitch & Sam Ortiz Schriver
 - A. November 3 – 5, 2009. **Mark your calendar.**
 - B. A draft of the budget was distributed and discussed. The proposed budget is built on a base registration fee of \$199 – the cost of food per person. Each registration category was built on that base, increments similar to past years.
 - C. Eric requested 'general' approval of this concept from the Board, with final approval of the budget by the Board in June.
 - D. A motion was made to set the conference registration rates by establishing the base rate at a minimum to include the cost of the food for the conference.
 - E. Vote on this motion was tabled to discuss the financial status of the region.
 - F. After much discussion, the motion was withdrawn and will be re-addressed at the summer meeting following a review of the current budget following action taken by the Board during the budget discussion noted later in these minutes. **Summer Planning Meet Agenda Item.**
 - G. Philosophically, should the food allocation for graduate students be subsidized by the regional budget. What are other philosophical issues that should be addressed?
 3. Hotel Info for Omaha Regional Conference - Christine Schneikart-Luebbe
 - A. The hotel for the 2010 fall conference in Omaha will be the Omaha Marriott. The base room rate will be \$99 per night for a single or double.
 - B. The dates of the conference will be November 3 & 4 & 5 – Wed, Thurs & Fr. MLI will be November 1, 2 & 3 – Mon, Tues & Wed. **Mark your calendars.**
 4. Future Locations for Regional Conferences - 2011, 2012 - Denver, CO, Kansas City, KS or St. Louis, MO - Christine Schneikart-Luebbe
 - A. Per conference location cycle, it is time to return to a 'hub city' for the 2011 fall conference. Denver, Kansas City and St. Louis are considered 'hub cities.'
 - B. National has a staff member that will explore conference hotels at designated sites, will gather information and will help negotiate contracts. We will use this resource and request information on these 3 sites for consideration by the Board in June. **Summer Planning Meeting Agenda**
 5. NPI Budget - Laura Isdell & Jay Corwin
 - A. Question – Should the hotel rate be included in the NPI registration rate?
 - B. By consensus of the Board, the planning committee is encouraged to include the hotel rate in the registration rate in order to build 'community' in the group and discourage the "coming and going" to off site destinations.
 - C. The NPI budget will be reviewed and approved by the Board at the June meeting. **June Board Meeting Agenda.**
 6. Update on Budget & Accounting Changes for the Region - Deanne Sperling
 - A. Estimated revenue from Tulsa will be \$1500. "Return" to regional budget was impacted by 1) a big drop in sponsor support; 2) Base rate of registration did not cover the food costs/per person and, 3) the attendance did not reach projected enrollment.
 - B. MLI was a "break even" event.
 - C. The CD Investment (\$30,000) will mature in March – Will need to determine if it is necessary to put some of that money back into the 2009 budget.
 - D. To keep the 2009 budget in balance with anticipated expenses and projected income, Deanne recommended:

- That the Board re-visit and reverse the board decision regarding “board initiatives/budget enhancements” approved at the Tulsa board meeting in November, 2008.
- If these initiatives are returned to 2007 levels, the impact on the budget will be a -\$12,900.
- **Motion made and approved unanimously** to remove the “board initiatives/budget enhancements” approved in Fall 2008 (for one year more) and return the line items to 2007 levels.
- As a result, all items listed below will return to 2007 budget levels. The new amounts for the 2009-10 budget are identified in “blue” below:
 7. Enhance Annual Awards - ~~\$2,000/annually.~~ **Will be \$1000.** (Budget savings will \$1,000)
 8. Support for Board at Summer Planning Meeting - ~~\$5,200/annually.~~ **Will be \$0.** (Budget savings will \$5,200)
 9. Support for Conference Planning Committee - ~~\$2000/annually.~~ **Will be \$0.** (Budget savings will \$2,000)
 10. Graduate Students - ~~\$3,500/annually.~~ **\$800** (Budget savings will \$2,700)
 11. Knowledge Community - ~~\$2,000/annually.~~ **\$1000.** (Budget savings will \$1,000)
 12. NUFP program - ~~\$3500.~~ **\$1000.** (Budget savings will \$2,500)

Total budget savings equals \$12,900.

7. Regional Membership Coordinator Report - Eric Grospitch
 - A. As anticipated, membership is down a little. .
 - B. Not as drastic as the overall national decline; 4-West is down 3 institutional memberships
 - C. Eric will be cycling off the Board as the Regional membership coordinator; Tim Alvarez will assume the responsibilities of the Region 4-West membership coordinator.
8. Knowledge Communities - Coordinator Report - Jody Donovan
 - A. Jody welcomed the new KC members.
 - B. For information, Jody informed the Board that the National organization is discussing how regional KC Chairs are appointed and the involvement of the National KC Coordinator. They want to be involved from the standpoint of commitment of diversity to the KC community of leadership. It is being suggested that the region may nominate someone to be approved at the National level or the National will make a recommendation to the regional coordinator. Jody will keep us posted on the process.
 - C. Vacancies – there are several. Jody requested nominations.
9. Newsletter Assessment Team - Ruth Stoner
 - A. An assessment survey was sent to the regional membership.
 - B. The Newsletter Assessment Team (Lori Reesor, Sara Dickerson and Rich Rossi) are reviewing the results and will make final report with recommendations at the June planning meeting. **June Planning Meeting Agenda**
 - C. Sara Dickerson gave a summary of the initial findings.
 - D. Because of the current budget situation and one assessment outcome – “An overwhelming majority (70%) stated they did not support the expense of NASPA IV-West continuing to print and mail the newsletter” - it was moved, seconded and approved unanimously that the Region move to “electronic copy only” for future newsletters. **Board Decision**
 - E. The Newsletter Editor position is vacant. Ruth is recruiting interested individuals to apply and asking others to nominate someone to fill the position.
10. Website Assessment Team - Ruth Stoner
 - A. A University of Kansas graduate student assessment team has completed their web assessment report and has submitted it to the Advisory Board Web Assessment Team, made up of Eric Grospitch, Rich Rossi, Kristen Able, and Ruth Stoner. The Ad Board Web Assessment Team is reviewing the report and recommendations and will submit a final report with recommendations to the Advisory Board at the June Planning meeting to be held in Santa Fe. **June Planning Meeting Agenda**
 - B. Kristen Abel, 4-West IT Coordinator has already implemented many of the recommendations to make the web site more user friendly.
11. Professional Standards Chair Report - Kerry McCaig
 - A. Keri distributed a handout outlining the professional development curricular matrix adopted by NASPA National and working with the regional organizations for their regional programming.

- B. The Regional Conference Planning Committees having been using this matrix for the last 3 years as the conference program was put in place.
- C. The 'principles' will be applied to the New Professionals Institute that will occur as a pre-conference prior to the Santa Fe conference.

12. Volunteer Form on Website - Eric Grospitch

- A. Eric had developed a "volunteer" component for the website. Individuals interested in 'volunteering' for 4-West programs and activities were recruited at this conference to sign up using this designated web site.
- B. **To do** – Ad Board members:
 - Do you know colleagues that want to get involved? Refer them to the website.
 - If you have activities or programs and you need 'help', contact Eric (grosplitche@umkc.edu) for referrals.
- C. Navigation to Region 4-West "Get Involved" website: NASPA.org; Regions; Region 4-W; "Get Involved" (link in the left hand column).
- D. **ACTION ITEM:** Board vacancies will be posted on the "Volunteer" web page.

13. Summer Board Meeting Dates - June 10-11, 2009 in Santa Fe - Christine Schneikart-Luebbe **Mark your calendars and plan to attend:**

- The Executive Committee will meet June 10, 11:00 am -1:00 pm
- Advisory Board Meeting will meet June 10, 1:00 - 5:00 pm and June 11, 8:00 am – 12:00 noon
- Advisory Board Leadership Dinner – June 10, 6:00 pm
- There will be a joint box lunch with the Conference Planning Committee at noon.
- FYI: The Conference Planning Committee will meet the afternoon of June 11 and the morning of June 12.

14. Closing - Christine Schneikart-Luebbe. The meeting adjourned at 3:00 pm.

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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