

**NASPA Region IV West
Summer Planning Meeting Agenda
Eldorado Resort & Spa, Santa Fe, NM
June 10 & 11, 2009**

July 14, 2009 – approved by Executive Committee
Sent to AB 10/13/2009 – approved by no response

Attending: Abell, Alvarez, Boyer, Chesbrough, Claypool, Dixon, Doman, Donovan, Felix, Gibson, Gonzalez, Grospitch, Hinrichs, Isdell, McCaig, Mincer, Montague, Ortiz Schriver, Rasmussen, Reesor, Ronen, Schneikart-Luebbe, Schroeder, Shorts, Sperling, Stein, Stevens, Stoner, Torres. Guest: Jim Rhatigan

Mark Your Calendar

Region IV-West Fall Conference, Santa Fe, NM, November 3 – 5, 2009
“Sustaining the Spirit & Artistry of Leadership – In the Land of Enchantment”

- NPI – Sunday, November 1 – Tuesday, November 3
- The Executive Committee will NOT meet Tuesday AM, November 2.
 - Board meeting: Monday, November 2 @ 1:00 – 5:00 pm
 - The Advisory Board will NOT meet Tuesday morning, 11/3/09
 - Board Dinner: Monday, November 2 @ 6:00 pm
- Regional Conference: Tuesday, November 3 – Thursday, November 5
Item 10 , Page 3 & Item 20E, Page 5

2009 New Professional Institute, Santa Fe, NM, November 1 - 3, 2009
Item 11, Page 4

2010 National Conference, Chicago, IL, March 6 – 10, 2010
“Live the Legacy – Be the Movement”

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

2010 MLI, Omaha, NE, November 1 – 3, 2010

Board Agenda Items – Fall 2009 Advisory Board Meeting – Santa Fe, New Mexico
(none)

Region 4-W Executive Committee Agenda Items

1. **Moved to further discussion.** Eric will ask the national to assist in exploring the St. Louis, Denver and Kansas City as site options for the 2011 conference. He will bring the information back to the Executive Committee and the Advisory board for further discussion. Item 12, Page 4
2. Region IV-East has asked us to consider doing a joint conference in 2011. Item 12D, Page 4

Action Items for the Executive Committee

1. A “Policy & Procedures” guide will be developed for conference and institute chairs. The Executive Committee will develop this guide and will be presented to the Board at the November meeting. Will be come a ‘best practice’ document. Item 8D, Page 3
2. A year long calendar of Region IV-West of programs, events and deadlines will be developed for use by the Newsletter Editor and for Advisory Board reference. Item 17C, Page 5
3. Site for 2011 regional conference – Kansas City, Denver or St. Louis? Note: Region 4-E has asked about a joint conference in 2011. Item 12, Page 4

Action Items for the Advisory Board

1. Board reports were due to Christine on June 5.

Board Decisions & Recommendations

1. **Motion made and approved unanimously** to accept the 2010 regional budget as presented by Deanne with the exception of moving case study cash prizes to \$0 and the SSAO retreat to \$500. Item 8, Page 2
2. Clarification of financial return to the Region for Conferences and Institutes & **'return of seed money' expectation.**
 - \$5000 is the expected financial return for the conference to return to the Regional budget;
 - MLI & MPI Institutes are expected to break even.
 - Because the Regional treasurer will be the treasurer for the regional conference and the institutes, no 'seed money' will be transferred to the respective planning committees.Item 8C, Page 3
3. **Motion made and approved unanimously** to approve the 2009 conference & NPI budget as proposed with minor modifications as discussed. Item 10J, Page 3 & Item 11A, Page 4
4. The **motion was made and approved unanimously** to permit the New Mexico Student Affairs professions to register at the NASPA member rate in all categories. Item 10L, Page 4
5. **Consensus of the Board**, no formal vote was taken, was to leave the registration fee for graduate students who are NASPA members to be the same as last year - \$100. Item 10I, Page 3

Meeting Agenda & Minutes

Wednesday, June 10, 2009

1:00-5:00 Advisory Board meeting

1. Welcome/Icebreaker – Christine Schneikart-Luebbe
2. Leadership Video/Writing Activity
3. Introduction of Executive Committee members – Christine Schneikart-Luebbe
4. Expectations, Vision, Style – Christine Schneikart-Luebbe
5. Introduction of Dr. Jim Rhatigan – Christine Schneikart-Luebbe
 - Dean of Students, Wichita State University 1965-1971
 - Vice President for Student Affairs and Dean of Students, Wichita State University 1971-1996
 - Senior Vice President, Wichita State University 1996-2002
 - IV-West Regional Vice President, 1970-1972
 - NASPA National President, 1975-1976
6. Break
7. Review and Approval of Seattle Minutes – Ruth Stoner
 - A. Approved.
 - B. NASPA Region 4-W Board Decisions – Summary – Update #9 was distributed.
 - C. Secretary/Historian proposal. Ruth has submitted a proposal to Christine and Eric to split out the responsibilities of the Regional Historian position to a Secretary position and a Historian position.
 - The concept has been accepted; the details are being developed. Ruth will remain in the Historian position and the Secretary position will be filled by an interested individual.
 - Position descriptions for both will be developed.
 - Nominations to fill the Secretary position should be sent to Ruth.
8. FY 2009 Budget Proposal – Deanne Sperling
 - A. FY2009 budget proposal was distributed and is attached to these minutes. Deanne summarized the status of the current budget. The financial status has hit a 'hic cup' in the road; however, still very stable; but, must proceed with caution and intentional budget management. Summarized briefly:
 - Sponsorship of regional conferences is down.

- Return on the Tulsa conference was less than projected. The registration fee did not cover the cost of conference expenses/participant.
 - A number of items at the regional conference are 'comped' by the regional budget – may need to take a look at for future conferences.
 - For financial planning for the 2010 conference, the conference committee is projecting a conservative budget with a \$5000 return to the Region.
 - Suggested items for 'not' funding on the Regional budget:
 - Cash prizes for graduate student case studies
 - Food for SSAO retreat
- B. Motion was made to accept the budget as presented by Deanne with the exception of moving case study cash prizes to \$0 and the SSAO retreat to \$500. **The motion was seconded and approved unanimously.** No abstentions.
- C. Clarification of financial return to the Region for Conferences. Deanne confirmed the Region's expectation that :
- \$5000 is the expectation for financial return for the conference to return to the Regional budget;
 - MLI & MPI Institutes should break even.
 - Note of additional information: Based upon recent national audits of regional bookkeeping processes and changes in national financial processes, the Region IV-West treasurer will be the treasurer of the Regional conference and Institutes. There will be no "seed money" transfer of regional funds to a conference or institute account; therefore, there will be no "seed" money return.
- D. A "Policy & Procedures" guide will be developed for conference and institute chairs. The Executive Committee will develop this guide and it will be presented to the Board at the November meeting. Will become a 'best practice' document.
- E. Also, based upon the recent national audits of regional bookkeeping processes and changes in national financial processes, the Region IV-West treasurer no longer has access to a check book, therefore, there is no access to immediate money. Christine and Denise have a credit card. Deanne will update the regional financial processes and procedures guidelines accordingly.
9. Clarification on Conference Return & Institute Return– Deanne Sperling
- A. See Item 8C above.
10. 2009 Regional Conference Update – Eric Grospitch & Sam Ortiz Schriver, Co-Chairs - Budget approval for Santa Fe
- A. The budget for the Santa Fe budget is built on a base of 250 people registering, spread over the various categories, and a NASPA member registration rate of \$249 and a non-member rate of \$349. The cost for food for the conference per person for the conference is \$165.
- B. The proposed registration rate for a NASPA member for NPI will be \$450, \$615 (\$450 + 165) for those who stay on for the conference. The NPI proposed budget is attached to the proposed Santa Fe budget proposal.
- C. Consensus of the Board, no formal vote was taken, was to leave the registration fee for graduate students who are NASPA members to be the same as last year - \$100.
- D. The proposed rates for other categories will be adjusted similar to differences in the past using the cost of food/person as the base for all rates.
- E. The rates for non-members are set such to encourage NASPA membership.
- F. Early registration will be encouraged; Walk ups will be discouraged and charged accordingly.
- G. The vendor sponsorship goal is \$5000.
- H. Hotel information:
- Conference participants are encouraged to use the conference site hotel – "we" have a contractual commitment with the hotel and if the commitment is not met, the Region will be assessed accordingly for the vacancies.
 - October 9 is deadline for hotel registration for conference rates.
 - Conference rates will apply to a couple of days prior to the conference as well as after the conference is over. If wanting to add a day or two extra to the registration, make the reservation by phone, not on-line.
 - Hotel contact information is available on the Region 4-West website.
- I. Last morning – will be continental breakfast instead of the brunch buffet.
- J. **Motion made and approved unanimously** to approve the 2009 conference & NPI budget as proposed with minor modifications as discussed.
- K. Other conference topics:

- To promote the “go green” emphasis of the conference, the conference program size will be reduced to fit into the name badges. A regular sized program with detailed schedule will be on line prior (3 weeks) to the conference and in a downloadable format for those wanting a ‘larger’ format.
 - Vendors will be recognized on the website as well as in the program.
 - Recognition of award winners in print – further discussion will occur between Lori Reesor and Sam & Eric.
 - “Call for programs” deadline – July 31. Programs will be selected by October 1.
 - The July Newsletter will promote the conference.
- L. The New Mexico Student Affairs Association will overlap their annual conference with NASPA Region 4-West conference. This will help promote the conference within the state. The **motion was made and approved unanimously** to allow the New Mexico Student Affairs professionals to register at the NASPA member rate in all categories for the Santa Fe meeting.
11. NPI – Laura Isdell, Jay Corwin
- A. Budget approval for NPI in Santa Fe. The NPI budget was approved as a part of the Santa Fe conference budget. See Item 10B above.
 - B. Faculty members will be Rich Rossi, Dorothy Knoll, Jody Donovan and Tim Alvarez.
12. 2011 Regional Conference Sites – Eric Grospitch
- A. Sites being considered for 2011:
 - St. Louis
 - Kansas City
 - Denver
 - B. Suggestion: Should we consider taking the fall conference to a campus? Would we need to rotate to a summer date?
 - C. **Moved to further discussion.** Eric will ask the national to assist in exploring the above 3 options for hotel sites. He will bring the information back to the Executive Committee and the Advisory board for further discussion.
 - D. Region IV-East has asked us to consider doing a joint conference in 2011. **Agenda Item for future discussion.**
13. Time with Executive Committee members – moved to Thursday morning.

Dinner @ 6:00 p.m.

Thursday, June 11, 2009
8:30-12:00 Advisory Board meeting

Continental Breakfast

14. Time with Executive Committee members.
15. Website Assessment Project & Update – Kristen Abell and Ruth Stoner
- A. The web assessment project has been completed. The final report has been filed with these Board minutes and is also on the website for members to review if interested.
 - B. Many of the recommendations have been implemented to make the site more user-friendly.
 - C. The Advisory Board listing is updated by National – If your Advisory Board information needs to be updated – you must update your NASPA profile on the National website.
 - D. Kristen gave a visual demonstration to using the website.
 - E. Updating the website:
 - Send information to Kristen as needed.
 - Additional suggestions: Board items and resource documents will be added as provided; NPI information will be added; The Board Organization Chart will be updated.
16. Introduction of Newsletter Editor & Update on Newsletter Assessment Project – Ruth Stoner
- A. Toby Shorts was introduced as the new Newsletter Editor.
 - B. The newsletter assessment project has been completed. The final report has been filed with these Board minutes and is also on the website for member to review if interested.

17. Newsletter Update – Toby Shorts

- A. An initial report with timeline and deadlines for future issues was distributed.
- B. There will be a July issue which will promote the Santa Fe Regional Conference, NPI, and 2009 awards process.
- C. Toby requested that a year long calendar of Region IV-West of programs, events and deadlines be developed. **Action Item for Executive Committee.**

18. Best Practices Session – Rich Rossi

- A. Summary of small group ideas attached at the bottom of the minutes:

19. Knowledge Communities Update – Jody Donovan

- A. Have developed a schedule for submissions of items of interest to the Newsletter.
- B. Working with the Santa Fe conference committee for program slots to gain visibility at the conference
- C. New KC – sustainability
- D. Vacancies – API & SSPAA

20. Other Items:

- A. Awards – Lori Reesor
 - Deadline for 2009 nominations will be July 31.
 - Nomination process will be on-line at the Region 4-West website.
 - Lori's term as Awards Chair will end in March of 2010 – she is taking recommendations for her replacement.
- B. Evaluation of Board Meeting
 - A. An electronic evaluation will be sent out 'next' week
 - B. Please respond.
- C. "Get Involved" link on the Region IV-West website.
 - Position opening – Volunteer Coordinator. Eric and Christine indicated that they are looking for a 'volunteer' to coordinate the "Get Involved" link on the Region IV-West website.
 - **Suggestion:** The newsletter should have a regular feature "Get Involved in NASPA" to include but not be limited to: Board vacancies, conference & institute planning committee vacancies and other needs of the Region and National, as appropriate.
- D. **Action Item:** Board Reports were due to Christine on June 5.
- E. Board vacancy list:
 - Awards Chair
 - Secretary
 - Asian Pacific Islanders KC Representative
 - Student Affairs Professionals in Academic Affairs KC Representative
 - Volunteer Coordinator
- F. Fall meeting information.
 - 1. NPI – Sunday, November 1 – Tuesday, November 3
 - 2. The Executive Committee will NOT meet Tuesday, November 2.
 - 3. Board meeting: Monday, November 2 @ 1:00 – 5:00 pm. The Advisory Board will NOT meet Tuesday morning, 11/3/09
 - 4. Board Dinner: Monday, November 2 @ 6:00 pm
 - 5. Regional Conference: Tuesday, November 3 – Thursday, November 5

Lunch - with the Conference Planning committee.

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:

University of Kansas
133 Strong Hall
1450 Jayhawk Blvd
Lawrence, KS 66045
Phone: 785-864-4061, FAX: 785-864-5090
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Best Practice from campuses.

Group #1: Jody Donovan presented & Cheryl Rasmussen took notes.

1. Student Affairs newsletter to inform people in Student Affairs Division of changes on campus. Division of changes on campus, What's going on?, etc. Also add for info about staff into newsletter. Grad student is putting the newsletter together. Orinthia Montague, University of Missouri – St. Louis, montague@umsl.edu
2. Writing rubrics for all areas of student services for assessment purposes. RA's, leadership, student activities, Intramurals, etc. Suggested assessment tool is Student Voice. Carla Stein, Western Nebraska Community College, steinc@wncc.edu
3. Overhaul of website. Student Affairs groups are looking at content of their site – how are they using social media? What is purpose and use? Is it accessible? Also, IT staff is tracking which part of site is being accessed, by how many people and where they are from. Also, have developed blogs so that students have safe place to discuss issues they may not discuss in person. This site is monitored (makes it safe.) Kristin Abell, University of Missouri, Kansas City, abellk@umkc.edu
4. NUFP students – went from 2 – 9 students in one year. One grad student developed curriculum for the program. Mentors meet with students once per month to do research on professional organization, grad school, what is student affairs? Allow stipends for regional NASPA meeting attendance. Jody Donovan, Colorado State University, jody.donovan@colostate.edu
5. Online training for new software being developed by IT staff so that faculty and other staff can learn new software on their own time, alleviating the need for group training. Training includes audio and visual look at new software, steps for use, etc. Cheryl Rasmussen, Highland Community College, crasmussen@highlandcc.edu

Group #2: Kerry McCaig presented and took notes.

1. "Don't Cancel That Class." While working with the Freshman Seminar Faculty, the student affairs division offered seminar topic ideas related to student adjustment, student discipline, academic advising, study skills, etc. to Freshman Seminar faculty who might have to miss a class (e.g., a scheduled conference, etc.). Hence, if a faculty member were to miss a class, the faculty member could go on a website, chose from a menu of options/topics and schedule student affairs staff member to come and teach/discuss the selected topic during the scheduled class. In this way, students would learn something rather than just "skipping" class time. Kerry McCaig, Denver University, kmccaig@du.edu
2. "President's Twitter." Contact from high level administrators is funneled through a "President's Twitter" and student's can get updated information and/or answers to Frequently Asked Questions via twitter. Diane Hinrichs, Kansas State University, dih@ksu.edu
3. "Staff Olympics." Student Success Departments get together (can be physically together and/or via other means) to actually participate in "games" and accumulate points. These points can be anything from who is taking public transportation to participation in public service events to a bowling event. This idea can be designed so that teams can be formed via departments or teams can be "mixed" among departments. Points can be established in advance, but the concept is to get folks to mingle and get to know each other in a fun way. The week long event is coordinated by KU Recreation Services and the Office of the Vice Provost for Student Success. Awards are arranged by the "Commissioner." Linda Dixon, University of Kansas, ldixon@ku.edu
4. Three ideas: "Staff Site Visits," "Take a Parent to Lunch," AND "Multicultural Leadership Class"
 - Staff Site Visits are encouraged and done during normal staff meetings ... so that staff from different departments have a mutual opportunity to get to know one another and learn more about the different departmental jobs, etc. For example, two departments come together and the agenda is comprised of "getting to know you" with general information about the department, new procedures, and ways that he department is serving students. Also, introductions of staff who work in the departments are done so that names and faces match when business transactions are made. Tim said that these meetings are done at various times of the year with different departments.
 - Take a Parent to Lunch was an initiative to allow parents to discuss university policies, practices, and procedures as it relates to their sons and daughters. It offers a good chance to answer questions and clarify "myths" as they relate to campus life. It was not clear how these meetings were set up, but contact Tim if this is something that you might consider an attractive option. The one-on-one chance to talk with parents is always a wonderful opportunity.

- A Multicultural Leadership Class was developed to assist students with information about resources and to engage students of color to the greater campus. Peer Mentors assisted with the initiative and students are encouraged to seek and secure leadership positions via this class.

Tim Alvarez, University of Nebraska – Lincoln, talvarez@unl.edu

5. Two ideas: “Best Practices- administrative processes” and “Secret Shoppers”

- On a monthly basis “Budget & Personnel” staff from Student Success units get together to share “best practices” and “how to” processes as they relate to efficiency and effectiveness in the departmental processing of financial and personnel transactions. The areas discuss ways to improve their services and their business processes. An optional ‘brown bag” lunch is held prior to the monthly meetings for informal communication purposes. The meeting is coordinated by Student Success Budget and Personnel Team.
- “Secret shoppers” are selected from faculty and staff to use the KU Recreation Services. Participants, unknown to KU Recreation Services staff and student employees, use and check out the services in order to report back to the Director their customer service experiences and observations – both good and what needs improvement in order for the departments to improve their customer service delivery. Those who participate get a free membership to the Recreation Center.

Ruth Stoner, University of Kansas, rstoner@ku.edu

6. Two ideas: “Meet and Greet” and “Year Two at CSU”

- A Meet and Greet get together brings faculty and student affairs staff meet and greet freshmen students in their residence halls during the first week of classes. The face-to-face time helps build relationships among the community.
- Year Two at CSU is a series of activities and programs designed to help sophomores continue to evolve into effective students and participative members of the campus community. Various activities are designed throughout the year to help students continue their assimilation into the campus environment and feel comfortable with the personal and academic milieu. This initiative was originally designed to improve retention.

Oscar Felix, Colorado State University, oscar.felix@colostate.edu

7. Campus visits to other campuses. Different departments plan tours to three other campuses to compare services, activities, policies, and practices in order to generate new ideas and improve existing ideas. After learning about other campus programs new/revisted practices are implemented. Mandy Ronen, Wichita State University, mandy.ronen@wsu.edu

Group #3: Celestina Torres presented; no written notes received.

Group #4: Zac Stevens presented & Cheryl Gibson took notes.

1. Conducted a mission review and changed his programs at Missouri State University to reflect those changes. Efforts included the Office of Student Conduct vs. a Judicial Office, and Student Activities changed to Student Engagement, included visits to other campuses to see how they do business. Recommendation: visit your colleagues and shop around for more good ideas. Earle Doman, Missouri State University, earledoman@missouristate.edu
2. New staff training – Visited other campuses to compare services across different populations. Laura Isdell, University of Kansas, isdell@ku.edu
3. Found 60 mentoring programs and pulled several together to run a Mentoring Institute to cross train mentors so there is knowledge of others’ programs. Tiffany Williams, University of Missouri, Kansas City.
4. Tied GPAs and academic success to leadership eligibility. Has mandatory academic workshops...student governance at MSCD has a \$200K budget, needs to keep their own academic performance satisfactory. Some resistance at first...input from others in the group indicate their own students, after initial implementation, want to *increase* the requirements to participate in governance. Gretta Mincer student governance advisor, Metro State College in Denver, mincer@mscd.edu