

Approved April 29th, 2011 by the Advisory Board

NASPA Region IV-West
Philadelphia, PA
March, 2011

Mark Your Calendar

2011 Summer Planning Meeting, Denver, CO June 2nd – 3rd

2011 New Professionals Institute (NPI), Denver, CO October 30th – November 1st

2011 Regional Conference, Denver, CO November 1st – 3rd
“Views That Inspire”

2012 NASPA National Conference, Phoenix, AZ March 10th – 14th
“Ignite Leadership – Influence Change”

Board Agenda Items – Summer, 2011 Advisory Board Meeting – Denver, CO

- 1) Approval of registration rates for 2011 Regional Conference and NPI in Denver.

Region IV-W Executive Committee Agenda Items

(none)

Action Items for Executive Committee

(none)

Board Decisions & Recommendations

- 1) The proposed new “NASPA IV-West Graduate Student Selection Process” was unanimously approved.
- 2) The proposed updated financial policies were unanimously approved.

Advisory Board Agenda & Minutes

Philadelphia, PA

03/13/11

In Attendance: Alvarez, Cardenas, Doman, Freeman, Garey, Gonzalez, Grim, Grospitch, Hess, Jarnot, Lofton, Mason, Mata, Mayberry, Mincer, Oster-Aaland, Pack, Page, Ronen, Schluchter, Schneikart-Luebbe, Serafini, Smith, Sperling, Torres, Townsend

- 1) Welcome & Introductions - Eric Grospitch

Eric asked each Board member to introduce him/herself and identify his/her respective role on the Board.

2) Omaha Conference Review - Eric Grospitch

Omaha was a wonderful conference. Deanne reported a total of \$21,000 in sponsorships was secured, MLI had a profit of \$4,500, and the conference itself netted a profit of \$7,000. A reminder was given that the profitability of this conference was in part due to the location of the conference, which was much less expensive than past sites. It was also noted that Creighton University made significant gifts to the conference which decreased overall expenses. The more expensive locations will likely prohibit the types of profits seen in Omaha. A \$4,500 return from Santa Fe was yielded, and this was viewed as very good.

3) Graduate Student Recruitment Process - Tim Alvarez & Mandy Ronen

Mandy and Tim developed a proposal regarding the graduate student recruitment process - "NASPA IV-West Graduate Student Selection Process" (handout). A goal for the new process was to create some overlap between the current and the incoming graduate student to help in the transition. As proposed, the current graduate student would serve through May 31st, and new graduate student would start his/her term at the NASPA National conference. The requirements, selection committee, and benefits were reviewed. In the proposed new process, an additional cost to the Region will be the registration fee for the new graduate student. With respect to the application process, all materials are due by December 15th. The new graduate student will be selected prior to deadline to register for the NASPA National conference. It was suggested that more marketing for this position was needed. Eric noted that because the application process occurs after the Regional conference, the hope is that this will bring the opportunity to graduate students' awareness. Once this process is approved, then more focus will be made on the marketing strategies. The question was raised if a masters student working and taking 3 years for his/her program of study would be able to apply. Eric shared that the graduate rate does not apply to graduate students working full-time.

A motion was made and seconded to approve the proposed new "NASPA IV-West Graduate Student Selection Process." The motion was unanimously approved.

4) Treasurer Report and Financial Policy Discussion - Deanne Sperling & Kris Hess

Deanne passed out the handout dated March, 2011 showing the Statement of Financial Position, the Statement of Activities, and the 2010-11 Budget vs. Actual to date. The total income from all Omaha conference activities was \$33,100.91. To date, the net income for this fiscal year is \$41,010. The Statement of Financial Position shows a total of \$142,794.67 in cash, comprised of funds in the two bank accounts held by NASPA National and the two Certificate of Deposits held by Region 4-West.

Given the significant cash balance, Deanne suggested the Board look into some additional strategies for use of these funds. Some ideas that Eric shared include research grants, new strategies for outreach, an online mentoring program, membership initiatives, and strategies related to awards. Eric noted that once the vote on consolidation is known, this will also help give direction to the use of funds. He also stated that the Board will not want to engage in long-term commitments with these funds as the current significant cash balance may not always be there.

Looking at the 2010-11 budget versus actual expenditures to date, the Region is currently better

than budget by \$12, 247; however, the Regional reception at the National conference has not yet been expensed.

Handouts on the financial policies and practices were passed around. The goldenrod handout is the 2004 financial policies, and the white handout is the proposed updated financial policies. There are a number of changes; a large part of the changes are due to the fact that the funds are now held at National rather than within the Region. Each section was reviewed. In Section 1, 1.1.4 and 1.1.6 subsections were added to Section 1.1. Subsection 1.2 was added which addresses conflict of interest. In Section 2, 2.1, the year-end financial report previously prepared for the National NASPA office was eliminated as this is no longer required. In subsection 2.2, a change was made from funds being held in four locations to the current two locations. Subsection 2.3 reflects that all reimbursements and expenditures are made from National accounts. Subsection 2.4 eliminates outdated information of where funds are held. In subsection 2.5.1, language was added to allow for Board input and approval regarding short-term investments. Subsections 2.5.2 - 2.5.5 are all new due to the new processes in place with NASPA National. Sections 3.1 and 3.2 were separated out to address the different processes in place that are used for Regional expenditures and for conference expenditures. These sections address the processes of approving, expensing, and reimbursing expenses. Section 3.3 clarified 10 business days versus two weeks as the timeframe to submit receipts to the Treasurer for reimbursement, and the need to submit itemized receipts. Sections 3.4 and 3.5 have no changes, but Deanne suggested Section 3.5, Limitations, may need to be addressed at a future date. Subsection 4.1.1. clarified that if funds needed to be expended between Board meetings, the executive committee's approval is required. In addition, all major expenditures must be approved by the Board. There are no changes in subsections 4.1.2. and 4.1.3. Subsection 4.2.1 adds wording about consulting with the incoming RVP on contracts in effect for the incoming RVP's term. Subsection 4.2.2 eliminated the \$5,000 limit regarding contracts as a copy of all contracts are forwarded to NASPA National. Section 5 was changed to reflect the Treasurer's support role in audits conducted by NASPA National. Section 6 was reworded to reflect the need to keep records for only two years versus seven years.

Christine identified a typo in Subsection 3.3. Deanne agreed this was a typo, and the language should read "Itemized receipts are required for all reimbursement or credit card purchases. No reimbursements are processed without an itemized receipt. Itemized receipts should be submitted to the Treasurer no later than 10 business days after purchase has been made."

A motion was made and seconded to approve the proposed new financial policies with the above amended wording change to Subsection 3.3. The motion was unanimously approved.

Christine gave a warm thank you to Deanne for all her work and accomplishments over a difficult three-year period.

5) NASPA President and President Elect - Elizabeth Griego and Patricia Telles-Irvin Elizabeth thanked the Board for their work and their leadership. She presented a snapshot from this year, which she coined the "Year of the 12." She stated this year was more than just the consolidation issue. She reported that NASPA membership increased 20%, and there are now 12,700 members in NASPA. Second, NASPA moved into its own suite of offices, and NASPA's net assets moved from \$7 million to \$12 million. Third, it was a great year of programs and workshops, the statement of competencies was published, and a research agenda was produced.

Eric reported that Region 4-West has become a model in promoting the professional competencies. The 2011 National conference is the second largest in overall conference attendance. Further, The Placement Exchange, TPE, is conducting close to 12,000 interviews.

Patricia asked the Board to remember the 2012 National conference in Phoenix. The theme focuses on igniting leadership and influencing change. Patricia stated she is honored to be the incoming president. She stated the organization is facing a crossroads regarding consolidation, and she is committed to whatever the outcome is. She reassured the Board that there is a plan in place if consolidation is chosen. If consolidation is not supported by the vote, then Patricia will start a strategic planning process, looking at positioning NASPA for the future. She asked Board members to stay engaged and participative even if outcome not personally desirous. A question was asked about the issue of immigration in Arizona. Patricia assured the Board that the conference chair, Larry Roper, is looking into this issue and other social justice issues and that these issues will be addressed at the 2012 National conference.

6) Knowledge Community Update - Sara Mata

Sara reported the following Knowledge Community (KC) openings: Multiracial KC; Technology KC, Veterans KC, LGBT KC, International Education KC, and Health in Higher Education KC. Theresa Clouch, Baker University, has filled the Assessment, Evaluation & Research KC, and Amy Long filled the Fraternity and Sorority KC. Two Region 4-West members hold National KC positions – Bobby Kunstman, Gay, Lesbian, Bisexual, and Transgender Issues KC Chair, and Janet Brugger, Student Affairs Partnering with Academic Affairs KC Chair.

7) Denver Conference Update/NPI - Earle Doman

Earle guaranteed that while we may not feast in Denver, we will not famine! This was jokingly stated in reference to the higher costs associated with having the conference in downtown Denver. Earle reported that he has commitments for conference committee t-shirts and gifts for speakers. He noted that they will also be selling t-shirts at the Regional 2011 conference. An idea was raised about implementing a silent auction. Brooke Gerber is checking on locations for the dessert reception, looking at both the hotel and off-site locations. Earle reported that he and his committee are looking at different combinations of meal offerings to manage both costs and still meet the \$30,000 food guarantee required in the contract. There are many restaurants nearby, within easy walking distance of the hotel. Internet access will be included in the cost of the hotel rooms. One speaker has been confirmed. Larry Roper, Vice-Provost for Student Affairs, Oregon State University, will be the opening keynote. The Lieutenant Governor for the State of Colorado, Joseph Garcia, is also being considered as a possible speaker. Gretta is also talking to someone as a speaker addressing leadership. Regarding pre-conferences, John Nicoletti has been confirmed to address threat assessment. A pre-conference workshop on ethics is being explored as well as one on public policy. Cheryl Lovell, chief academic officer for the State of Colorado is being considered for this. Earle noted he would like to keep graduate student membership at \$100; at the June 2011 Board meeting, the final decisions will be made on rates. Traditionally, the graduate student rate covers their respective food cost. An idea is also being explored to provide scholarships for graduate students staying at the conference hotel.

The New Professionals Institute (NPI) will run a day and a half before the Regional conference. Emily Griffin-Overocker is currently talking to faculty for NPI.

8) Volunteer Database - Katie Garey

The volunteer database has been live for 2 weeks and was created to engage a greater number of people in volunteer opportunities other than just through personal connections. The link is on the Region IV-W homepage of the NASPA website. Katie Garey serves as the Volunteer Coordinator for Region IV-W. Individuals can select their respective interest area(s) to volunteer in, and Katie is currently working on getting automatic communication back to the Volunteer Coordinator once someone registers in the volunteer database. It will be the Volunteer Coordinator's responsibility to follow-up with the individual once he/she registers.

9) Regional Membership Coordinator Report & Discussion - Tim Alvarez

Region 4-W membership is at 1,100. Previously, this number was closer to 1,200, but it is believed that in preparation of the upcoming vote on consolidation, the NASPA National office "cleaned up their membership lists." Tim gave kudos to Jeff Grim, who is ending his position as the Missouri membership coordinator. Tim also reported that strategies are being explored for the purpose of reaching out to institutions that haven't participated in Region 4-W in the past. Further, the membership dues structure for community colleges was changed; this change resulted in a decreased membership cost to community colleges, it is hoped that more community colleges will become participative because of this change. NASPA has also created a new brochure, and this will be an on-demand print. Different versions are available; for example, brochures can be customized for state colleges or can be customized for community colleges. The RVP and the Membership Coordinator are able to order these brochures, and the turnaround time is one week.

10) Communication Workgroup Report – Eric Grospitch

Eric reported that the spring newsletter is out. April 1st is the deadline for articles for the next newsletter. April 20th is the targeted goal for the next newsletter publication. *Edit since Board meeting: spring newsletter deadline has been extended to April 18th, per Maggie Brandt, Newsletter Editor, and the targeted goal for publication will be May 20th.*

11) Public Policy Update – Eric Grospitch

Eric reported that at the National Board meeting there was discussion about the significant cuts to higher education funding states are enduring. Historically, NASPA has not gotten involved in state issues; however, a NASPA task force is going to be created to look more into the idea of having a voice. Discussion at that National Board meeting addressed if there were some documents/"think pieces" that NASPA could produce that, in turn, could help those more directly addressing these issues at a state level. NASPA would be looking at broad public policy issues, for example, campus safety, FERPA, immigration policies, concealed weapon legislation, and National Senate Bill 1070. The question was also posed if there are times when Gwen Dungy, Executive Director for NASPA, should be given free rein to talk on behalf of NASPA?

12) Regional Awards Update – Tisa Mason

Tisa thanked those who participated in the nomination process and on the awards committee. Over 70 nominations were received. This year Bobby Kunstman, from Colorado State University, received the National mid-level award. April starts the award process, and July 31st is the deadline for nominations for regional awards for the 2011 Regional conference. Tisa noted that she would like to see more applications for the Rising Star award category. It was also noted that Rising Star nominees do not have to be NASPA members.

13) Site Selection for 4-West 2012 – Tim Alvarez

Rapid City, SD has been chosen as the site for the 2012 Regional conference. The conference hotel will be the Best Western in Rapid City, as this is the only hotel in town that can handle the anticipated number of attendees.

14) Recognition of Outgoing Board Members - Eric Grospitch

Eric recognized the following outgoing Board members: Christine Schneikart-Luebbe, past RVP; Kerry McCaig, professional standards chair; Mandy Ronen, graduate student, Jeff Grim, Missouri membership coordinator; Mary Alice Serafini, NUFP Coordinator, and Earle Doman, SSAO Liaison.

Eric also recognized Lori Reesor as the new Vice President for Student Affairs at the University of North Dakota.

15) Research – Jerrid Freeman

Jerrid Freeman, Research Division Representative, noted that Region 4-West's focus has been on promoting research. He reported that there are different foci among the Regions related to research. Some of the other regions are not doing anything, while other regions are doing research. Jerrid asked the Board for their input on Region 4-West's chosen focus.

16) Consolidation – Eric Grospitch

Regarding the consolidation issue, Eric echoed what Patricia Telles-Irvin stated earlier about two paths having been identified dependent on the outcome of the consolidation vote. Both sides agreed that there will be no campaigning after March 15th. The voting process will be handled by an outside company, Vote Tech. All voting will be electronic only. All eligible voters will receive an email and a postcard through US Mail directing them where to go online to vote. The voting guide was sent out last week. A review process will be held after the April 15th end date. There is a target date set of April 20th for communication of the voting outcome. There are 8,300 eligible to vote, and D.C. law requires at least 10% of those eligible must vote. Emeritus members are not eligible to vote. A committee has been set up to review any appeals and to ensure fairness. This is being handled by the NASPA Board. For the consolidation to pass, it will require a 2/3rds majority of both NASPA and ACPA members who voted. If NASPA and/or ACPA do not get to 2/3rds majority voting yes to consolidate, then the consolidation resolution dies. Eric also noted that he had written a letter to the NASPA National Board about the state re-distributions suggested if consolidation were to occur. As proposed, considerable diversity would be lost. Eric stated he believes that the National Board heard his concerns.

If consolidation does pass, then an interim board would go into effect. The interim board would consist of six members from NASPA and six members from ACPA. NASPA will stay in effect until the new organization receives its 501(c) (3) status. The three primary purposes for the interim board will be to: 1) select a president/executive director, 2) select a name for new organization, and 3) identify transition teams. It is anticipated that this will be a four-nine month process. In January, 2012 a new National board would be voted in. The National conferences for NASPA and ACPA for 2012 will go on as planned. NASPA Regions will stay intact through December, 2012. There is a question on the table about the National 2013 conferences; in March, 2014 a joint conference was already planned, and the location for this will be Indianapolis.

Advice given was to listen, talk, think hard, and vote.

Minutes prepared and submitted by Kris Hess, Secretary. A copy of these minutes and accompanying handouts are filed in the Historian file. Corrections to these minutes should be sent to Kris at:

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