

# NASPA Region III and SACSA Mid-Manager's Institute (MMI) and New Professional's Institute (NPI)

## Request For Proposals

### About MMI and NPI

MMI and NPI are the premiere professional development institutes for mid-level and entry-level Student Affairs Professions in the country. As a NASPA Region III and SACSA collaboration initiative, the geographic footprint spans across 11 states and impacts Southeastern college and university communities. Both MMI and NPI offer five-day institutes of intense learning, sharing, reflection, and networking designed to enhance the skills and dispositions of professionals that enables them to make more meaningful contributions to the people programs they serve.

Participants are guided by seasoned Student Affairs professionals eager to coach and mentor participants along their career path. Both MMI and NPI are held in June of each year on a host campus. An Institute Director, a local arrangements chair, and a team of select faculty coordinate the institutes.

### Diversity and Inclusion

NASPA Region III and SACSA values and supports the diversity of all of our members. We are committed to the development and implementation of programs and resources that promote our commitment to inclusiveness.

NASPA Region III and SACSA does not discriminate on the basis of race, color, religion, economic status, gender, gender identity or expression, sexual orientation, national origin, veterans status, age, ability, ethnic background in any of our volunteer activities, programs, policies and procedures.

### Statement on Conference Locations

NASPA Region III and SACSA will make every effort to select conference cities, counties, and locations that have comprehensive non-discrimination policies providing protection for all attendees. Recognizing that our members are located in many states, we also believe it is important to support our colleagues in all states.

It is preferred that MMI and NPI are held in the month of June. MMI and NPI must not occur during the second full week in June due to NASPA Region III Summer Symposium scheduling.

SACSA and NASPA Region III will obtain and maintain liability insurance for each of these institutes.

## Benefits to hosting MMI and NPI

Both MMI and NPI attract emerging professions in the Student Affairs professions. Supported by their institutions, MMI and NPI participants are nominated and selected to attend MMI and NPI. From the faculty, to mid-level professionals and entry-level professions, all three groups represent a diverse cross-spectrum of professions in Student Affairs.

With the largest geographical region, NASPA Region III and SACSAC draw new and mid-level professionals from Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia. The opportunity to showcase your campus, faculty and staff, graduate and professional programs, and the Division of Student Affairs afford itself these opportunities when hosting MMI or NPI. Host sites will be featured on the NASPA Region III and SACSAC websites during the month of June of each year and featured in both association's newsletters.

## Institutional Investment

Colleges and universities selected to host MMI and NPI are expected to engage the institutes on behalf of their Division of Student Affairs and their institution. As such, the Vice President for Student Affairs or the Senior Student Affairs Officer (VPSA/SSAO) should be available to assist the Local Arrangements Chair with navigating the institutional culture and politics of hosting institutes the caliber of MMI and NPI. Host sites are required to submit the following documentation as part of the RFP:

- Letter of Commitment from the VPSA/SSAO indicating how the host institution will support the institutes through in-kind sponsorships and/or engagement by division staff and institutional faculty.
- Detailed description of any prorated fees for housing, food, transportation, meeting space, audio/visual equipment, technical support, or entertainment.
- Timeline of scheduled meetings leading up to the institutes between the Local Arrangements Chair, VPSA/SSAO, and MMI/NPI Director.
- Completed Rubric with supporting documentation for any contributions, donations, or in-kind agreements in support of hosting MMI/NPI.

## Scoring Rubric

Any institution interested in hosting MMI/NPI must complete the attached rubric. Points will be assigned to each category and scored by a five person review team consisting of:

- NASPA Region III Executive Leadership Team member (appointed by NASPA Region III Director)
- SACSAC Executive Council member (appointed by SACSAC President)
- NASPA Region III PPC
- SACSAC VPPD
- Former MMI or NPI Director (1) – preferably immediate past director -- will serve on the respective institute's site selection process

Strength of proposals vary depending on the follow:

- Proximity to airports
- In-kind contributions (human or financial)
- Housing rates and accommodations
- Dining options
- Awareness of fair labor and non-discrimination policies
- Transportation/Commute to campus
- Availability of auxiliary event space (centralized)
- Ability to fund an hourly local coordinator

**Proposals should outline rates for six (6) days and five (5) nights for MMI/NPI activity. An addition night may be need for institute directors on the front or back end of the institutes. A schedule of past MMI/NPI institutes will be provided as a sample of day-to-day schedules and operations.**

**Submit all materials electronically to:**

- **Dr. CJ Woods, VP for Professional Development @ [cjwoods@tamu.edu](mailto:cjwoods@tamu.edu).**