

# College Student Personnel Association of New York State Advisory Board Meeting

Saturday, October 7, 2006  
The Marx Hotel ~ Syracuse  
10:00am-4:00pm

## AGENDA

**FYI**~~Buff State 11<sup>th</sup> Annual Student Affairs Professional Conference [www.buffalostate.edu/spa/](http://www.buffalostate.edu/spa/)  
~~ACPA/NASPA Joint Meeting, March 31-April 4, '07, Orlando (hotel reservations open on 10/30)

### 1. Call to Order (Emily)

In attendance: Robin Diana, Brian Haggerty, Emily Balcom, Kerry Hughes, Doreen Hettich-Atkins, Peter Fagan, Elaine Bushey, Jennifer Cole, Michael Fogarty, Lauren Nelson, Tracey Cross-Baker.

### 2. Approval of September Minutes

**Brian moves to approve September minutes with changes. Kerry seconds. Vote: 9 in favor, 0 opposed, 0 abstentions. Motion approved.**

### 3. New Business:

- o 2006 Conference Update ~ JJ & Elaine & Peter
  - Robin: It is important for the executive board to be informed about details that occurred in planning the 2006 conference in order to support Elaine, Peter, and JJ. JJ chose Elaine as co-chair. Elaine has done more than her share as a volunteer co-chair, and the board wholeheartedly thanks Elaine for her work in planning the conference. The board also thanks JJ for his passion and enthusiasm. Finally, the board thanks Peter for stepping in during the past month to support Elaine in her final planning. The conference is going to be great—these three individuals have worked hard to plan. The attendees will have a great experience. The back side of the planning is something that the board needs to know about. JJ started a new program and opened a new residence hall in the past year. There was a lack of accountability and communications, and the reality is that there was no communication from July on other than Elaine's communication with the conference committee. All of this has had budget implications as well. Deb and Robin have had several conversations with JJ, ending in their asking JJ to step aside. Peter was asked to step up to assist Elaine (Michael could not be taken out of his role as VP). In the past week, Robin asked JJ to reflect on his experience, and JJ has resigned as VP of Conferences as of Thursday 10/6. This is in his best interest and the best interest of CSPA. Lessons learned: Keep lines of communications open, hold each other accountable, and keep the best interest of our members in mind. Robin applauds JJ for his honest reflection and making the decision that would be best for the organization. Sincere thanks to Elaine and Peter.
  - Emily: People have done their best in planning this conference. This isn't the first conference we have lost money on. Last Syracuse conference there was a deficit. Please note that JJ is extremely committed to CSPA and hopes to come back when he is ready personally and professionally.

- JJ will be in attendance tomorrow night to thank the Conference Committee and welcome members to the conference.
- Tracey: This is a good reminder that we are an association of volunteers and no one can anticipate what our personal and professional commitments will be. Tracey thanks everyone who hung in through the entire experience, although it may have been more demanding than expected. Please convey our sincerest thanks to the Conference Committee.
- Brian: We really need to support the Conference Committee, because they have worked much harder than they anticipated, and we don't want them to walk away with a negative experience. Many of them might not have the perspective one gains in running several conferences.
- Tracey: Can we publicly acknowledge the conference committee throughout the conference?
- Emily: We need to truly support Elaine and the conference committee during the conference in a very hands-on way.
- Michael: Need to send thank you notes from the President to the Conference Committee, CC supervisors, to thank them for their efforts.
- Doreen: Conversation has to happen with conference committee similar to the conversation we've had today.
- Kerry: Brian's point is valid. Let's reach out to individual members who were involved in planning the conference and make sure that we support them to thank them and encourage them.
- Tracey: It's important to reach out to JJ as well to support him.
- Details of JJ's resignation: Deb received JJ's resignation via email Thursday, October 5, 2006 about 8:30 p.m.

**Brian moves that the board accepts JJ's resignation. Tracey seconds. Vote: 9 in favor, 0 opposed, 0 abstentions. Motion approved.**

- Conference update: Elaine did a fabulous job putting together the conference booklet. Elaine does not need more than \$10,000 cash flow over the weekend. If we do, we need to break the CD.
- Conference budget (handout): We have saved money—we are looking at making \$818.78. Sunday lunch was cancelled. Worst case scenario: we will break even. Conference registration update numbers (handout). Out numbers are slightly short of what we wanted. There will be a several on-site registrants that might increase the numbers. All board members and conference committee members who can attend the conference have registered. All award winners are attending conference and dinner. Only one award winner is not a member (Lisa).
- Conference Committee meeting at 2:00 p.m. today. Elaine is passing around volunteer schedules for sign-ups.
- We don't have giveaway items. We never used to. It's not a good use of money.
- Dr. Evans cannot attend due to health reasons, but she has already committed to next year's conference at the Desmond in Albany.
- Bio for the new speaker will be handed out at registration.
- Meal ticket collecting: On site meal purchasing can be processed at the registration table—Registration is in the Manlius Room. All meal tickets need to be collected, counted, put in a bag, labeled, and turned in to Registration. Those numbers need to be turned in to the hotel by Elaine, Peter, or Michael.
- Volunteer schedule—if you volunteer to help set up a presentation, make sure you are there 15 minutes early to help with set up. Pick up evaluation packets at Hospitality.
- SSAO Symposium (on LR2) is open to entire conference attendance.

- Only 2 people registered for Grad Student/New Prof pre-conference. We are encouraging folks to attend at least the keynote. All exec board should plan to be there. Sunday 1-2 p.m. DeWitt Room. Case study is open to entire conference attendance of new professionals and grad students, and we have several registrations from grad students.
- Board role at conference ~ sign-ups (sheet provided from chairs) – there is an expectation that the board fully supports the conference committee
- Awards/ Nominations Update ~ Emily
  - Update (handout). We have a full slate of awards to hand out at the conference, and not all nominations came from the executive board. Some of the awards are contested. Emily thanks selection committee, Robin, Brian, Annette, and Dan Greer. Most nominators will be in attendance to present awards to winners.
- Website/ contract with Erik Haddad Update ~ Tracey (handout)
  - Note: We have received agreement from Erik.
  - Before we met in September, check had already sent to Erik. He has been paid the full amount.
  - We need to be better about funneling communications to Erik.
  - \$4,500 is full bill.
  - We are still waiting on technical guide.
  - Erik is still having conversations with Graham.
  - Tracey will check with ACPA about rights to content—Erik currently “owns” it and he will have to write a hand written note to turn rights to content over to us.
  - Erik’s hourly rate is lower than what he has charged other clients.
  - This seems like a big expense, but it is a positive investment in our membership.
  - We will need to appoint someone to update website as of January 1, 2007, as Erik’s agreement ends on December 31, 2006.
  - Michael: After experiencing conference registration online, we have some concerns and ideas for next year.
  - Tracey: Compile a list, contact Erik, please copy Tracey so that she can keep track of what communications are going to Erik. Continuing updates is part of his agreement.
  - Doreen: Can we have our new person in place before Erik’s agreement expires so that they can work together to transition?
  - Can we amend agreement so that Erik’s work on website ends December 31, 2006 and that he stays on to help transition until March 2007?
  - Counts of website hits come from page provider and we can contact them directly.
  - Peter: Is Erik done building website—is it possible for people to register as CSPA members online?
  - Robin: We need to see a new contract electronically, react and respond, with additions and changes and what specifically we want.
  - Tracey’s committee should do full website review before the end of conference.
- LR2 & Multi-cultural competency pilot update ~ Peter
  - LR2 is happening.
  - MC pilot is cancelled. We needed 20 registrants and we only had 10. Registration was by invitation only.
- Leadership Structure committee update ~ Peter (handout)

- Proposal D: Structure of leadership needs to support what programs we want to see. New VP position has emerged—VP for Social Change. Everything in red box is programmatic engine. Should secretary and communications coordinator be the same person?
- Emily recommends that secretary position not be combined with a voting member position—secretary position is too hard.
- Red box and purple box can grow and change as needed without bylaw changes.
- Appointments of secretary, membership coordinator, and treasurer should be decided by trio of presidents, and staggered to make transitions easier.
- Term limits are important.
- This all requires bylaw changes.
- Change can be made by bylaw changes and by culture and practice.
- Do we keep the VP of conferences an elected position? This is very important position with tremendous budgetary implications—should we make it a position appointed by the board?
- It's important for us to look at key responsibilities and accountability of each position. The trio of presidents helps prevent a hiccup each year in transition of leadership.
- Let's have a final recommendation for us to respond to in November. Another group can then be appointed to review the entire bylaws and another group can work on implementation and transition of new positions and new people.
- Are we looking at changing all of our bylaws? This could trigger a larger review of bylaws and we need to look at all of the pieces of bylaws to try to make all of our changes at once.
- We need to involve our membership and allow them to respond to our ideas for changes.
- We want our organization to be aligned with ACPA and to enable members to become more involved without being part of exec board.
- We might have a social at ACPA/NASPA in March—a valuable way for reaching out to members—only if we can get a room for that social.
- Thank you, Peter, for all of your work on this. Non-board members have not been involved. Encourage people interested in feedback to get in touch with Peter.
- ACPA Executive Committee reception update ~ Robin
  - Per our last board meeting, we are moving forward with December 2nd reception for ACPA Exec Committee and CSPA. Will be held 4-6 p.m. 4-5:15 p.m. professional development opportunity. Blurb will be in post-conference bulletin encouraging folks to respond if interested. We will then make decisions about who will attend. We will not exceed \$500. Maximum CSPA folks who can attend: 15. Executive Board members and CSPA members can attend. Attendees must have read LR2 (and therefore LR1).
- Journal Update ~ Robin
  - Group will be meeting for lunch in Rochester this Friday (with Jenn's coupons) to talk about the journal. This will be a process. They should be able to write and react to a proposal in January so that it can come before the board in the spring. Hopefully the first journal will be out in fall 2007. This is an exciting opportunity for us.
- Interest expressed in "Journal editor position" (email to Deb from Susan Baker)
  - Dr. Susan Baker works at MCC—emailed Deb to express interest. We welcome the opportunity to speak with her at the conference about the opportunity. There are a lot of folks in the field who are excited about this prospect.

- It would be great to hand out first journal next year at conference, and hope to submit it for an award from ACPA.
- VP for Conferences 2007 Vacancy ~ (1 year) position
  - Per the bylaws, according to Article 9, Section 1A, VP for Conferences elect assumes position if VP for conferences is unable to fulfill his obligations. Michael formally accepts the position of VP of Conferences position from now until the end of his term in October 2008, and will therefore chair the Albany and Rochester conferences.
  - Do we now leave co-chair position open until next elections?
  - Recommendation from trip of presidents: for 2007 conference, VP for conferences, in consultation with president trio, will choose a co-chair for conferences, in order to ensure communication and accountability to the board and the trio of presidents. Deb must know all of the details of Michael's work. We will then need to elect a VP for conferences elect at our normal elections this year, which will automatically give him a co-chair for 2008 conference.
  - We need to look for interest in co-chair position from membership at meeting on Tuesday—collect contact information as well as areas of expertise/interest and experience in planning conferences. Be careful not to exclude people who aren't in attendance.
  - We don't want membership to feel as though decisions about conference are already made before they become involved.
  - We need to make sure that our executive board members (especially folks planning conferences) have support from their home campuses. Should we add that to the bylaws?
  - There is language in the VP of Conferences position that VP elect is co-chair. This is not in the bylaws—we need to make this specific change—that VP will have a co-chair that will be VP for Conferences elect, or, in the occurrence of a vacancy, appointed in consultation with presidential trio.
  - We made a change in practice in the spring because we had a vacancy. We changed position description because we needed to.
  - How are job descriptions incorporated in bylaws? Job descriptions haven't been reviewed in some time.
  - We need to report to membership in the bulletin that there has been a change—that there is no longer VP of Conferences and that VP elect has accepted the position.
  - Michael will present his recommendation for co-chair. We will elect VP for Conferences elect in our normal election. At that time, we will need to discuss job descriptions.
  - We need to start updating job descriptions.
- ACPA Diamond Honorees
  - We have 3 honorees who have all been involved in CSPA, to varying degrees (Heidi at one point was chair of commissions for CSPA, has done some writing).
  - In the past we have supported nominees for Diamond Honorees, who all have to raise money for the Educational Leadership Foundation.
  - **Tracey moves to offer financial support to NY Diamond Honorees for the Class of 2007. Brian seconds. Tracey rescinds her motion.**
  - **Tracey moves that CSPA supports NY Diamond Honorees for the Class of 2007 as follows: \$100 for Robin; \$100 for Chris. \$75 for Heidi. Tracey rescinds her motion.**
  - **Tracey moves that CSPA supports NY Diamond Honorees for the Class of 2007 as follows: \$100 for Robin; \$100 for Chris. \$50 for Heidi. Brian seconds. Vote: 8 in favor, 0 opposed, 1 abstention. Motion approved.**
- Post lunch~ Conference Committee met from 2-3 p.m.

- 3pm ~ board regroups and reports

#### Reports/Updates:

President: Deb (absent) – with all the pre-conference communication to the membership, a “bulletin” seemed more timely POST conference (so a week after close of conference)

- We need to contribute/submit articles, announcements, etc. to Deb
- This bulletin is a great way to reach out to our membership

President-Elect: Emily

- Beginning this December, Emily will be convening a small group to review our affirmative action plan
- ACPA/NASPA social proposal/request was sent out
- Maybe we can approach Jeanne on the issue that both NASPA and ACPA presidents are New Yorkers
- Several executive board members will be attending ACPA/NASPA
  - Can we reach out to ACPA placement committee so that we can wish placement candidates from NY (professionals and grad programs) to wish them well from CSPA and invite them to our social?
- Emily and Robin worked on a new version of strategic plan and annual goals. Come to next board meeting with plan of action for accomplishing goals—throw out version that came from Deb via email.
- Robin, Deb, and Emily will send out budget template.
- Bring goals, budget, and plan of action for your position based on the goals.
- Budget must support your objectives. Be as detailed as you can be.

Past- President: Robin

- Already gave her updates throughout the meeting.

Treasurer: Tracey (handout)

- Tracey has check request forms if anyone needs reimbursement
- Thank you to Peter, Deb, Scott, and Michael for help with Pay Pal

Secretary: Jen C.

- No update

Historian: Eric

- Absent

Membership: Peter (handout)

- Only 2 emails bounced back
- Where are they now? List (inactive—unknown).
- Reach out to folks on the list to ask them if they're still interested.
- Give Peter updates if you know people who have moved out of state or if you know anyone's updated email addresses.
- There might be some names on the list who will be members post conference-- non-members who registered for conference will be members after the conference
- Peter's next recruitment piece will be electronic, then it will be paper.
- Membership recruitment is best when it's personal.
- Targeting grad programs?
- Our website allowed people to register for the conference without registering membership. No one should be at this conference if they're not members or haven't paid the non-member fee.
- There are some membership records that were sent to Scott that were never processed and that didn't get to Peter
- We need to make sure that all volunteers working registration help us to clear up membership issues.

VP for Conferences: Michael

- In contact with the Desmond—Desmond likes to approve anything that uses their logo
- Michael has the contract for the Desmond
- 2007 Conference will allow us to show what we've learned from this conference.
- We are not allowed to lobby as an organization, even though we are in the state capitol.
- We may want to think how we do hotel contracts for 2009 conference; this year, we have a lot of people who are registered as commuters.

Members at Large: Kerry, Brian

- Nothing to report.

VP for Professional Development: Doreen and Jen H.

- Business cards for professional development to hand out to members. They respectfully disinvite the executive board to roundtable—we want members to contribute without being intimidated.
- Will have full proposal for the board in November.
- From IUP List Serv—October is National Careers in Student Affairs month. With encouragement from RIT, Jenn is putting together a program in the Rochester area, hoping for support from CSPA. Details haven't been worked out with RIT yet. ACPA has designed marketing/a canned program for this. Format: possibly a panel discussion, talk on the history of student affairs, application/interview process, etc. This month is a great opportunity to educate other folks on our campuses about student affairs.
- Something small/quick might be doable this month, but this might be something to add to the agenda for professional development for next year.
- Something to look at: sponsoring application fee/registration at a local conference/professional development opportunity.
- We need to pull in VPs who we know to help coordinate.
- Good opportunity to involve Members at Large.

Graduate/ New Professional: Lauren

- Searching for graduate schools. GOOD LUCK!

Liaison Role: Elaine

- Absent from this portion of meeting.
- Doreen: two of our award members are LGBT.

#### 4. Announcements ~~ Next Meeting: Friday, November 10<sup>th</sup>, location TBA. 10am.

- We need a new location for our meeting—Doreen will check space at Ithaca, Robin will check space at Syracuse.
- Grad student & new professional social tonight—please attend if possible.
- Tuesday morning during breakfast, we're going to wrap up as an exec board 7:30-8:30 in Horizons. BE THERE AT 7:30. Be early to breakfast.

#### 5. Adjournment of Meeting

**Robin moves to adjourn meeting. Jenn seconds. Vote: 8 in favor, 0 opposed, 0 abstentions. Motion approved.**