

College Student Personnel Association of New York State Advisory Board Meeting



Friday, September 8, 2006
SUNY OCC
10:00am-3:00pm

Minutes

FYI~~Happy (belated) Birthday to Elaine (July 4th) & Tracey (August 25th)

Mark your calendars: *hotel registration for CSPA 2006 Conference deadline 9/8!

~~Buff State 11th Annual Student Affairs Professional Conference www.buffalostate.edu/spa/

~~ACPA/NASPA Joint Meeting, March 31-April 4, '07, Orlando (hotel reservations open on 10/30)

~~Reminder: Submissions for the September Monthly Bulletin is Mon., Sept. 18 to Deb

1. Call to Order

In attendance: Robin Diana, Brian Haggerty, Emily Balcom, Kerry Hughes, Annette Robbins, Deb Pawlikowski, Doreen Hettich-Atkins, Peter Fagan, Elaine Bushey, JJ Manley, Jennifer Cole, Eric Duchscherer

2. Approval of June Minutes

Annette moves to approve June minutes as written. Emily seconds. Vote: 9 in favor, 0 opposed, 0 abstentions. Motion approved.

3. New Business:

- o Membership outreach initiative ~ share data
 - Should we tally the data, should we discuss the data? Is there more data out there than what Deb received?
 - What was the purpose of this exercise? There are about 45 names—a purposeful sample of people who are still members but aren't active—people who renew every year but who aren't actively involved. We wanted to gather information to better inform our goal setting—where do we want to direct our energy in creating action steps within the current strategic plan?
 - Robin—doesn't believe that we're going to get substantive answers that are going to give us a picture of what our members want.
 - Deb—Phone and personal outreach was beneficial. Timing made this exercise difficult. Did the conversations we had bring up anything interesting? Deb thinks that whatever we decide to do, people are going to be interested in. We just need to figure out what we want to do. The outreach initiative didn't give us what we were looking for.
 - Where do we go from here?
 - Do we try to continue these conversations/phone calls?

- Once the information is compiled, we need to see if it serves any purpose.
- Does anything happen at the conference?
 - Should we ask members for suggestions of what professional development they want to see?
 - We will be foregoing conference outreach plan, as to not duplicate focus groups that have happened in the past.
- What professional development do we want to do?
 - At past conferences, open forums were held to get information to develop strategic plan, create vision, and re-do mission statement and principles.
 - Goal 1-3 need to be accomplished by 2008. Objectives we need to figure out if they have been accomplished.
 - From 2005-2006 goals—1 & 2 were accomplished. 3 is ongoing (Peter is heading this up). 4 is ongoing (Tracey is working on communication), 5 is on hold because things that were happening weren't in line with strategic plan (Doreen is chair). 3, 4, and 5 need to be a focus for this year. In addition, we need to look at 2005-2008 strategic plan and look at what objectives we need to work on (have we accomplished some of them yet? Are some of them part of 2005-2006 goal 3, 4, and 5?) How do we get more aligned with ACPA and what's happening nationally?
 - We should have fewer goals and do them better than having many goals and not doing them as well as we could. We need to be cognizant of how we can demonstrate to ACPA and our members what we are accomplishing?

Doreen moves to amend goal 4 to read “To research and examine technological advances and communication processes for CSPA.” Robin seconds. Vote: 10 in favor, 0 opposed, 0 abstentions. Motion approved.

Doreen moves to add the following strategic objective to the read “To create an Ad hoc committee to examine all communications for CSPA.” Robin seconds. Vote: 10 in favor, 0 opposed, 0 abstentions. Motion approved.

Doreen moves for CSPA to accept goal 3 strategic objective b, goal 4 as revised, and goal 5 as written as goals for 2007-2007. Brian seconds. Vote: 9 in favor, 0 opposed, 0 abstentions. Motion approved.

***We need to add documentation of approval by executive board as well as dates on our documents.

Additions to committees to work on new goals and objectives:

Working with Peter: Brian Haggerty, Elaine Bushey, Lou Kaminski, Courtney Walton, Michelle Ward, Michael Fogarty.

Working with Tracey: Jen C., Kerry, Eric

Working with Doreen: Jenn H. , Deb, Annette, Elaine, Lauren, to utilize other board members and members as needed.

***We need to move on these goals now and have updates for the exec board meeting at conference.

- 2006 Conference Update ~ JJ & Elaine
 - Update from Elaine [see handout]
 - Issues with registration and marketing have been resolved. There will be an e-update going out every week. Update from this morning: 30 registrants. If people who want to stay over Saturday don't reserve hotel rooms today, the Marx will be releasing them. Can we talk to Grad School chair to see if there are folks at SU who can host grad students.
 - Are we going to make our numbers? Hotel numbers in contract: 150. For every 50 room nights we fill, we get comp rooms. The executive board needs to know updates on numbers on a regular update. Robin is very concerned that we aren't going to make our numbers. What impact will not making our numbers have on our budget? What kinds of decisions will we have to make if we don't make our numbers? We might have to cut certain things at the conference, i.e. socials. We need to have open communication and be prepared for the good, the bad, and the ugly. Last year, once people had PDF and forwarded it out, conference registration went up. (Email addresses in database aren't all accurate and updated). We need to talk this up via word of mouth. Need to send an email to conference committee and executive board to remind them that today is deadline for registering for hotel so that people who need to stay overnight Saturday can.
 - Conference committee (J.J. & Elaine) needs to come up with plan for cuts in case we don't meet our numbers and bring recommendations before the board.
 - We need to make arrangements for rooms for VIP guests, Nancy's room needs to be fully accessible with roll-in shower.
 - We need to fix typos in the PDF document today. We need to have a proofreading process to avoid these problems in the future. We only need a core group to proofread: Elaine and Michael will come up with final one and send to Emily, Deb, and Robin for final feedback.

Crystal Circle and VP lists were sent to her. Will be approximately 20-25 people.

- Leadership Structure committee update
 - No report from Peter.

- ACPA Executive Committee reception update
 - Things have changed since June. ACPA Exec Comm. Schedule is tight. Jeanne liked the idea of doing “Learning Reconsidered 2” with a select group of invites from our membership to be part of a Saturday, December 2nd professional development opportunity for a roundtable discussion on Learning Reconsidered 2. Guests need to be familiar with Learning Reconsidered 2 in order to participate in the discussion. Then there would be a joint sponsored reception (we contribute financially) allowing our invites to network with ACPA executive committee. 4-5:15 presentation, reception 5:30-6:30 on SU campus at Robert Menschel Lightwork & Community Darkroom. Robin will take the lead on creating invitation. We need to decide on whom to invite, we want diverse group of members and exec. board members. Total for cost of reception is \$639.80. We will share in that cost—basically just covering the cost of our members. The original dinner plan was too expensive. We can invite 15 CSPA folks.
 - How do we decide who gets invited? Either Emily, Deb, or Robin need to be there. Asking members to commit to reading Learning Reconsidered 2 will limit the people who are interested. Robin will write up a blurb for Deb’s monthly bulletin to ask CSPA members should self nominate and we will have a wait list.

Robin moves that CSPA co-sponsors an ACPA Executive Board/CSPA Learning Reconsidered 2 professional development opportunity and reception on December 2 not to exceed \$500 and I, Robin Diana, will be willing to take the lead in coordinating the effort. Vote: 8 in favor, 0 opposed, 0 abstentions. Motion approved.

- Journal Update
 - Last year we started to discuss resurrecting journal discussion as a result of the question, “What do I get as a member?” How do we advertise/highlight scholarly research in the NY area? Last issue was published in 1995. Preliminary discussion with executive board last year raised questions. Buffalo State’s chair of the Student Personnel program brought together a group that created journal and coordinated the project. Buffalo State funded the entire project and provided all of our members with a copy. Robin met with folks in Buffalo State SPA program; they are very serious about moving forward to resurrect journal project, and Angela would be willing to write grants to get funding for this project. Do we raise our dues? Do we set aside a certain amount of the dues to fund the journal project? Do we rely solely on journal project? Robin would like to

have another board member to work on a proposal with Buff State SPA program to present to Exec committee October or November. They would like to see first new edition published in Spring 2007. No other state is doing this currently. Robin would like our approval to move forward in this discussion with Buffalo State to answer the question of whether this is going to benefit our membership in the future. Discussion: are we looking for something like *About Campus* or *JCSD*? Most likely looking for a mix of submissions and mix of contributors. Would this be online or print? Next step: Tim, Angelo, Robin, and one executive committee member to meet in October in Rochester to work on this proposal. Suggestion to sent this opportunity out to CSPA membership to ask for volunteers, possibly a Masters or Doctoral student, but have a CSPA executive committee member as a back-up. We need someone with CSPA history to work on moving the proposal forward. Editorial board is a better place for graduate students to be involved. Brian, as Member at Large, will assist Robin in writing proposal. Jenn is willing to be involved in the project in order to help this endeavor meet our professional development goal. There used to be appointed positions for journal and newsletter—the board has voted not to fill those positions for the past few years. We should work on proposal before we decide to appoint a new person to the board (a liaison to work with Buffalo State to work on journal), and we need to decide how to appoint or elect that person, because it needs to be someone with a great deal of experience.

- Erik will check bylaws as it relates to appointed newsletter and journal positions. We might need to consider changing that title or description once the proposal is completed.

Reports/Updates:

President: Deb (left Cornell ☺, starting at Columbia on 9/11—good luck! ☺)

- Deb is going to apply for speaker's grant (up to \$500) through ACPA for this year's conference. Deadline is October 1. Eric will get Deb the forms.

President-Elect: Emily

- CSPA Reception at ACPA/NASPA conference—
 - Emily has already reserved room for 150 people
 - Should we collaborate with NASPA Region 2 and PCPA?
 - Tuesday 7:30-9 or Tuesday from 9:30-11
 - Suggestion to recognize 3 Diamond Honorees at our reception
- Michael has gotten PDF updated—it will be emailed to all of us today.

Past- President: Robin (no longer at Buffalo State College—currently searching)

- To close out presidency, Robin and Deb finally got report that needed to be submitted to ACPA. Robin will send around a copy of what she sent. In terms of her presidency, things are complete from ACPA standpoint. Deb will send electronically to Jen C. and Jen C. will attach to minutes.

- Affirmative Action plan that we have in place only goes until December 2006. It needs to have a committee brought together to see if any changes need to be made. Emily is responsible.
- Buffalo State Student Affairs Professionals Conference is looking for presenters—see website at the top of the agenda.
- ACPA has hired a new Director of New Initiatives and State and International Divisions—Mariama Bomey. She'll be providing assistance and guidance to the elected chairs of all the state and international divisions.

Historian: Eric

- No update.

Treasurer: Tracey

- Deb passed out treasurer's report on behalf of Tracey.
- We solicited Erik Haddad to update website. There was an early conversation about Erik's cost to "spiff it up" and the estimate was \$750-\$1000. In June, Robin received a bill from Erik for his services. The website looks better than it has, we have online registration for the conference, people can use credit cards. We will not be paying him any more, but he will continue to do updates for us. The bill for Erik's services was way more than we had anticipated (\$4,500). The website looks great now, and it was money well spent. Erik spent a lot of time making the website do what we wanted it to do. Graham is currently making updates out of the kindness of his heart. The executive committee needs to make a decision about who is going to update the website—do we need an elected/appointed position for someone to work on update? The website still needs a hit counter so that we can track how many visits we have had (not visible on the page—only visible for website administrators). There were too many people communicating with Erik—he was asked to do more than he originally agreed to do for the original amount. Where does the additional \$3,500 that we are paying him coming out of in our budget? We need a more itemized bill from him before we vote to approve that expenditure. Tracey has been appointed by executive board to be the liaison to work with Erik. Tracey is working on a written agreement with him as to what services he will continue provide. Can we have deadlines in that agreement so that updates are made in a timely fashion? Board should approve whatever agreement Tracey comes up with for Erik. Can credit card code be duplicated so that membership can be renewed online? Erik is also creating a guide for administration of the website in his absence. Is it good business practice not to pay Erik anything until we get an itemized invoice? Tracey has a preliminary bill from Erik. We have already voted to agree to pay him \$1,000.

Emily moves to agree to pay total amount of \$4,500 to Erik Haddad pending the receipt of an itemized bill to the treasurer's satisfaction, to include service agreement through June 30, 2007 . Jenn seconds. Discussion: We want to have the itemized bill from him before we cut the check instead of cutting multiple checks. Vote: 8 in favor, 0 opposed, 1 abstention. Motion approved.

Secretary: Jen C.

- No update

Membership: Peter (passed his Comps! Congratulations! ☺)

- Membership year will go from whenever you renew to October 31, 2007.
- Database has been cleaned up. There are 383 members in our database. The database can sort labels by zip code order. 30-40 incorrect and/or missing email addresses.
- Peter has a list of 69 membership targets. Can ACPA members who aren't CSPA members be reached out to?
- CSPA should get its own first class and third class indicia for mailings. Communications group will look into this.
- Can people use website to update their information in the database?
- Many people have student workers who can help with researching updated email addresses for the database.

VP for Conferences: JJ and Elaine and Michael ☺ [See update handout]

- Emily will send Elaine electronic version of logo. Jen C. will be the holder of the logo. President (Deb) must approve use of logo. Deb will send email to Secretary (Jen C.) to approve use of logo and letterhead. Jen C. will then release logo and letterhead as directed by Deb.

Members at Large: Kerry, Brian, Annette

- Brian—ACPA/NASPA conference venue (Gaylord Palms) is similar to Gaylord Opryland in Nashville. Shuttle will run between the two hotels—it is a 20 minute shuttle. Placement is at Gaylord Palms. Reservations can only be extended 3 days before and 3 days after. Conference registration has to be completed at time hotel reservations are made.
- Brian worked on questionnaire with Emily.
- Kerry & Annette—no update.

VP for Professional Development: Doreen (welcome to the US, Robbie!) and Jen H.

- They have a committee to get going.

Graduate/ New Professional: Lauren (now at Cornell in Residence Life ☺)

- No update

Liaison Role: Elaine

- No update. Very busy with conference.

4. Announcements ~~ Next Meeting: Oct. 7, Marx Hotel, Syracuse 10 am (NOTE: it's 9 am in the program booklet)

- Deb will not be at the meeting that day. Robin will not be at meeting. Emily will be running the meeting.
- Jen C. will not be at the conference, but she will be at the board meeting.
- Erin and Annette will not be at the meeting.
- So long as everyone else is in attendance, we will have quorum. We'll need 8 for 2/3 (quorum).

- Upcoming meetings: Friday, November 10 (OCC), Friday, February 2 (OCC).
- ACPA Diamond Honorees Class of 2007—there are 3 New York folks: Chris Strong, Heidi Levine, Robin Diana. In the past, CSPA has put money toward the campaigns of these folks. To be discussed at October 7 meeting. There is a reception at Monday of the ACPA/NASPA conference and Robin welcomes CSPA executive board to attend.

5. Adjournment of Meeting

Annette moves to adjourn meeting. Brian seconds. Vote: 8 in favor, 0 opposed, 0 abstentions. Motion approved.