

College Student Personnel Association of New York State Advisory Board Meeting



Friday, February 8, 2008

MWPAI

10:00am - 3:00pm

AGENDA - Draft

Call to Order: at 10:41am, hand over to Peter F.

1. Minutes from November meeting – never recovered. Will have a conference closing report today.
2. Reminder about updated board roster – Happy Birthday: Mike D’Arcangelo (12/15), Mel (1/28), Brian (2/22), Emily (2/24), Peter S (3/21).
3. Welcome to Sarah Ross – new secretary

4. Reports/Updates:

President: Emily - none

President-Elect: Peter F. - none

Past- President: Deb -charged with getting “movers and shakers in New York”. There are a lot of options to pick from in an Excel sheet obtained from ACPA national. New York, Ohio and PA-very broad selection; took 2 months to get info.

-Elections: we don’t want to be rushed. We are looking for opinions on the following: ACPA at end of March/April wanted elections done by May, Bylaws state at least 2 full weeks plus nominations....in 5 week window is wanted : looking to release information by the 24th of March....should we count ACPA as significant? 3/24-4/7 in by 5pm could be the nomination process. Elections from 4/14-4/28? Should we push for a week after the 24th? If so we could announce nominations at ACPA social and still not be rushed...Could go to 3/17 for more time. Suggestions for first week of March? Decision is nominations open 3/24-4/14 until 5pm; processing from 4/14-4/21; elections 4/21-5/2. (2009 conference is 10/4-6). June 20-21st for Board retreat at University of Buffalo. That’s it!

In regards to the membership checks not being cashed- Kim was out on Medical leave and is getting ready to make a big deposit.

Treasurer: Tracey- will email information to everyone. Before we pay final bill to Desmond the account assets are as follows:

-balances:

old HSBC account: \$ 2196.94

New BOA as of Jan 31st :

-checking \$8372.55

-Savings \$1880.90

Last board meeting, voted to split cd into 2

-1st CD matures Jan: \$5513.76

-2nd CD matures Dec: \$5502.63

equals \$23466.78

Final bill for Desmond is \$11,754.87

Leaves us with \$11,711.91 after bill is paid. How we pay is topic later.

Not including membership. This is due to low attendance to conference. We have to pay for gap in meals.

July 06-Oct 07 spending went as follows:

-\$373 on Diamond honorees and one advisory board lunch.

-\$2200 on 2 summer leadership meetings for ACPA and 1 social.

-\$180 between bond insurance fee and 2 stop payment fees on checks

-\$718 on new banner

-\$6400 on technology, including paypal and verisign fees, domain fee and money to Eric but

nothing more has gone to him since last payment in August. He was sent letter severing relationship by certified mail. He owes documentation of work done—if we go by last set, he owes CSPA a refund. If he can demonstrate work was done, we have obligation to pay...he had 24 hours prepaid. Beth asked if there was a secure way for Eric to not have access? Peter F. said Graham changed access but don't know about back door access or sabotaging. Web registration may not be possibility this year.

Tracey said that the \$11,500 does not account for what we have to pay him (\$500) worst case he shows we need to pay, then we could have to pay out another \$500. First CD is under a "risk free program" we can liquidate as little or much as we like without penalty but will lose interest. \$5513.76 can be liquidated. #2 is fixed term to incur penalties. Not paid: showcase registration fee, social fees, or anything related to conference, possibly summer institute fee for travel, approx \$400 from Syracuse (Emily). Nothing further.

Secretary: Sarah. none

Communications: Doreen reminder that she needs to see things before they go out. Still have outstanding proposals for web. Will update later.

Historian: Eric. None, not here

Membership: Kim: not here. Peter passed out letter and read Kim's letter about not being able to be here (see attachment at end). Since she took over there've been 40 renewals. 200 members, 100 new people. There are board members who have not renewed yet. Discrepancies arose amongst who renewed and who did not. Peter recommends double checking due to updating and processing. Beth asked if Kim still hold emails to send out...ie quarterly updates? Group is not sure how accurate that is. Peter has original database. Peter F. said we will need to review lessons of Verisign. See handout.

2008 Conference Chair: Peter S.- Peter S. will review budget at end. There has not been a meeting since last exec meeting. Most exciting thing is that he's gotten at least one speaker. Currently he is courting the following people: VP student affairs and Enrollment Management at Albany law; Lee Berdet-Williams, University of Connecticut Learning Communities scholar—written in conference, flexible-use for case study also. George Kuh – big price tag, wouldn't accept \$2000 plus travel and hotel that was offered. He suggested colleague John Chuh and is open to other ideas and contacts. Sue Mykins and Peter toured the Hyatt and both are pleased with facility. They feel it has great use and opportunities and think it's a good location. The price for AV is high but they are open to us bringing our own AV—they will provide a per day rate for cords. The rate is minimal which gives us some flexibility in budget. Peter's concerns are: he's lost almost the entire professional development committee and is down to a couple of grad students—(committee roles include: pre-conference grad student and new professional events, networking, mentoring, etc.). Beth brings up that the issue of needing people to serve brings up a larger issue about how we need to go about this and what she has signed on for next year. Peter S. said we need to do a better job of recruiting seasoned professionals. Mel referred to thank you notes from '07 conference not having gone out yet. Peter S. talked about needing to be fiscally responsible as well (ie, not having seen budget numbers yet, we need to see an increase of 60 people at conference to come out ahead, etc.) Peter F. said we won't really have a conference budget from the immediate past year, we need to take an average of the past few years to determine a budget. Brian said he felt it was unacceptable that we don't still now know much we spent at the Desmond. The board needs to be more responsible and report to the board more—not micromanaging if the chairs are doing what they need to be doing. Who does this fall to? Presidential trio? Board as a whole? We need to get on track with that and have a frank conversation that this is still a problem and how do we fix it? Board's involvement in conference is too much for example we can't even have a board meeting because of their involvement at conference and that we need to strike a balance to contributing to conference while still getting business done. Refining member-at-large duties and developing resource area for website before we develop the website is necessary. Discussion followed about developing position binder or collection of information to

pass along to the new chair members, how budget for conference comes together, production and timing of materials and distribution and not having circulation envisioned.

Question arose on how do we should work with volunteers who do not fulfill their obligations and fail to meet deadlines? Deb thanked us for talking about this difficult info. This conference is our 40 year commission and we are the first state to be chartered. Emily addressed that when Michael comes in this afternoon that he will have the budget from '07.

2009 Conference Chair: Beth – Beth has talked with 2 hotels in Syracuse...the Doubletree on Carrier Circle and Sheraton-Syracuse University. Tracey brought concerns about visual acuity of the Marx. There are 50 doubles and 20 singles for Saturday and Sunday. Previously we had 58 registrants at hotel. Typically done 15 Sat, 65/65. Mel talked about AV being the things that push us over budget. Brian brought up format changes, IE building meals into conference registration, etc. Normal room rates are \$189 and up and Beth got our rooms from \$119 and up. Russell asked about options for meal pricing (paying for consumption and pay for rooms vs. guarantee and not pay for rooms). Beth said that Sheraton said that meeting space is complimentary. Not sure about food and beverage minimum. Emily said that we need to see which is cheaper. If Beth gets the info she will send it out before the next meeting she will send them out. Emily asked Beth to share the electronic proposals. Emily asked about if either hotel needs a deposit. Peter S. has bid from Niagara Falls proposal for 2010 conference and continues to be contacted from hotel administration and Peter requested help deciphering numbers and what it means. We can continue to get variety of hotel bids in Buffalo if needed. Emily asked to look into more proposals and stay away from planning a conference for Columbus Day weekend.

Members at Large: Brian, Russell, Mel, Mike

-Brian: The research grant is going to get feedback and maybe we could distribute at national conference. Don't have to reward if we get applicants, but we can still put it out there. Amount of grant was \$250. The information Peter passed out from Kim (letter to grad prep program chairs), suggestion is to move the last to bullets to the first two bullets to appeal more to faculty. CSPA journal updates: Brian had a meeting after the last board meeting with Tim Gallineau at Buffalo State and he wants to be involved. Brian presented timeline. Buff state is willing to host journal (host editor and publisher without commitment from CSPA). We lend out name to journal and Brian thinks it's a good opportunity and thinks we should take advantage of it. We should not be involved in solidifying format; that should be left up to an editor. In a phone conversation with Emily, Brian talked about recruitment of an editor and editorial board and thinks it should be a presidential appointment. We can solicit applications from interested faculty at Buffalo State, providing we both meet mutual criteria. Brian developed job description for the editor and editorial board and rights and responsibilities for CSPA and Buff State. See handout. Emily selects editor, 2-3 year term limit for editor. Buff State proposes that we have someone serve as an editor elect/associate editor for a year, then 2 more years at editor. First major event will be to establish submission deadlines and guidelines. Nomination process should be moved later that November 11th and have Buff state people submit nominations to Emily. Composition of Editorial Board will be determined once an editor is selected. Tracey asked if people who serve on board have to be CSPA members. Brian said yes. Doreen asked if they need to be CSPA board members, Brian wasn't sure and said it was something that needed to be determined. Tracey stated that the editor should be included at CSPA meetings. Discussion ensued about if it was necessary and it was decided that further clarification was needed. Brian welcomed questions. Russell asked about minimum education requirements for editor, Brian said no but said that for the editor should have a terminal degree, but it's not necessary depending on our interests. As for editorial board, it is not necessary. Brian suggested a grad student not serve on the board but maybe that position be reserved for a doctoral student. Emily agreed. Brian researched the editorial board composition and requirements and suggested that the entire Editorial board shouldn't be too large and that they all read manuscripts. These things will distinguish us from other boards. Two year positions that Deb suggested be staggered. Start with one year and two year terms and then go to all two year terms to keep a cycle. Submission guidelines and marketing will come after the logistics are set. March/April selection of staff, possible retreat during June to develop content guidelines and move to fall submissions. Emily said that the selection process for the board would mirror the CSPA deadlines for board nominations and elections as well. Buff State is looking to fund the journal. CSPA board would like electronic version and are not prepared to support a hard copy version financially right now and for availability reasons as well. Buff state would pursue grant funding for hard copy in addition to electronic disbursement. Concern was that we needed to have a memorandum of understanding between CSPA and Buff State. Tim Gallineau will pursue copyright information to be included in memo of understanding. A graduate assistant may be funded by Buff State to work on the journal deadline to work on formatting under direction of editor and any other funding may come from CSPA. \$500 marketing need is the most major expense. Emily questioned the previous conversation of reducing the \$500 to \$50 for this year's

budget and proposing a different number for next year's budget (\$500 or something else). Confusion came from if it was from journal or research grant. \$50 will serve for help to solicit board nominations. Next step is commitment and endorsement from CSPA board to move forward to engage in a relationship for memo of understanding and editorial board and possibly have ready to finalize. Emily asked board to voice concerns. No concerns. Brian confirmed that CSPA board was comfortable with pursuing relationship without pursuing other university options. Doreen suggested that may take place with editorial board turnover and faculty turnover. Tracey clarified Buff States understanding. MOU outlined a 5 year deal with ability to have 6 month termination notification on either side. Michelle suggested promoting this opportunity at the conference, Brian said yes to state conference depending on how far we get. Brian projected the need to clarify roles of CSPA board members. Hold off on clarifying the roles until other issues are determined.

VP for Professional Development: Michelle Ward- Drive-in at RPI on March 13th. They reached out to us to collaborate for promotional needs. We are interested and the conference is funded by RPI. RPI attendees are free, CSPA members are \$10, non-CSPA members are \$15, actual cost is \$19 so RPI is offsetting cost a bit. Final details are being set right now and schedule is basically the same but they are tweaking topics to be covered in breakout sessions. They still need panelists. Graham is the person to contact but Michelle will coordinate emails to limit the number of emails to Graham. Will have info for e-lert next week. In lieu of budget, Michelle coordinates Professional development for her full-time job and will model Herkimer's drive-in after RPI's model. Herkimer will oversee cost and charge discount for CSPA members. Doreen and Michelle are planning a program in November on sustainability. More details to come. Ithaca might be interested in hosting with possibly telecasting. No opportunities for making money but we hopefully will be able to recruit members as Emily requested. Michelle is trying to take action to build relationships before we worry about making money. Michelle wondered what information Deb P. had about the members in the spreadsheet. Thought she might be able to use the information to help with Professional development. Michelle asked if she should have access to the spreadsheet. Emily said yes and said that there are more productive ways to use the spreadsheet more effectively. Beth asked about who will keep the spreadsheet, Emily said it should go to the membership person and that person should keep it. To contact anyone on the list, the request goes through Doreen and then Emily. Brian wondered about purchasing a list from NASPA also.

Graduate/ New Professional: Conor: no updates

5. Old Business:

2007 Conference Closing Report – Michael- Distributed executive summary—overall strengths and weaknesses of conference. Budget is most impactful outcome. We had a net loss of \$167 and did not fulfill the charge from board to net \$1500. Overemphasized the location and timing of release of information was partial reason for net loss. Food and beverage fee/conference usage fee was other reason. Paying for meals would have cost us \$5000 less than the plan we went with. Then factoring in fees, the difference was \$166 more than the plan we went with. Most committees underspent their budget by an average of \$420. Tracey got a \$400 check for the social but not for the business card holders. Deb asked about the speakers grant and Tracey said she has not gotten it yet. Emily said Tracey could follow up with ACPA. Brian asked about pre-conference fees and those are included in conference registration. Goal for pre-conference was either 10 or 15. CSPA had not expected to make a profit but support it nonetheless. Michael said the cost of conference doubled in two years and the registration numbers didn't reflect the growth in cost. Emily asked the board to review this and ask Michael questions later.

Web site updates – Doreen- Doreen sent out three requests and got one person who was interested and nothing from people who we knew. Doreen will get in touch with Matt. The quote received said to build a new site from where we are at now would be \$5000 from start to finish. Doreen asked for guidance on what to tell the interested party. Emily said we can't afford that. At a minimum, interface design is required for functionality. Doreen will get in touch with Mike and Matt to see what they are doing and notify the RFP person we are in a holding pattern and will let the board know when movement will occur. Feedback on Kim's letter should go to Doreen, not Kim. If you know you will have things that will go out, Doreen requested dates so she can build those into her schedule and develop a timeline. Doreen has a person ready to do marketing and Tracey suggested the "you're a member of ACPA but not CSPA" campaign. Doreen requested talking points to pass along.

Budget – Review/amend, discussion, and vote – negative numbers are proposals to spend. Past-President: UB will host survey monkey. President: Manuals are already printed, so we don't need the money. Showcase this year is in the Hyatt, Social is in the Marriott. Costs should be out in the next week. Deb suggested using the social for college recruitment purposes to get money to offset the costs. \$16,740 for 2008 conference registration is as submitted, with projected income. Peter F. is requesting \$3500 for AV. Discussion ensued about inflating/rounding up the cost of meals for conference so we can raise a few extra dollars. For example if the actual cost of the meal is \$13 then we charge \$15 and make a \$2 'profit' to include taxes and fees. Discussion ensued on raising conference registrations to generate revenue. Emily asked to raise the conference fee \$10 and move one day fees up \$10 except student prices. Deb suggested basing conference registration on 130 attendees for the early bird rate, then everything else is considered a profit to build a buffer. Approve \$16,7400 and increase in rates.

Eric D. needs to verify accuracy and correct plaques this year, which may cost up to \$200 per year. Emily asked how long we have to liquidate the CD, Tracey said until it matures. Peter suggested adding in "investments" into assets when the transaction takes place. Deb will follow up with speakers grant, Michael will follow up with teamworks. Peter or Tracey will follow up with Kim for verisign amount. Postpone decisions on CDs for right now. Propose \$2500. Brian motioned for \$2500 to move from risk free CD #1 to BOA checking. Michelle seconded. 11 in favor, 0 not, 1 abstain.

CSPA Journal

6. New business:

Elections - Deb

ACPA Program – Peter F.

- Showcase
- Reception?
- Open Roundtable Session?

Awards timeline – Peter F.

Professional Development – Michelle

- o Social Justice awards

7. Announcements ~~ Next Meeting: 10am, Fri., April 18th, Syracuse University (?)
Board Retreat – June 20 – June 21 – University at Buffalo has offered – thank you Brian!

8. Adjournment of Meeting

KIM'S LETTER:

Kathy Engstrom
Department Chair
Syracuse University
February 7, 2008

Dear Kathy,

The professionals who work in Student Affairs in New York State are doing some amazing things through the College Student Personnel Association (CSPA) of New York State. We have arguably the largest and the most extensive conference. This letter serves to implore you and your students to become active members and participants of CSPA.

Over the years, CSPA has grown. One of the area in which we are looking to experience further growth is in graduate student participation through the graduate preparation programs across the state. We believe strongly that the graduate preparation courses have unique and talented individuals who would benefit from a local organization geared towards their professional development and professional success.

As a faculty member, you are in a unique position to help shape these bright futures through the classroom. In addition to their classroom experience, we believe that attending conferences and being a part of the planning process for work shops and drive-ins will jump start their careers. CSPA can give them that.

Below are a few of the projects we are currently working on:

- Quotes are being collected to complete the membership database component of our website, to allow for online membership processing, as well as to plan for future upgrades and improvements to the website.
- We are working to develop collaborative relationships with other organizations for co-sponsorship of program opportunities. A list of state and regional organizations has been developed, and contacts are being identified to begin reaching out to these groups.
- We are also exploring a drive-in conference on Best Practices in Risk Management in Higher Education with Rensselaer Polytechnic Institute, as well as a drive-in in 2008 focusing on sustainability, co-sponsored with the ACPA Sustainability Task Force.
- We are looking to implement the Professional Development Plan created in the 2006 – 2007 board year.
- The CSPA Professional Journal work group is moving forward to develop a plan for creating a CSPA journal.
- Guidelines were proposed for a CSPA of NYS Research Grant, and more information will be coming in the next few months.
- We have developed a membership plan for recruitment and renewal, with the goal being 350 members total statewide.

- We plan to reinstate the annual membership survey, further examining the needs and interests of the current membership. A working group has been identified to develop a membership survey, to be distributed electronically via Survey Monkey.
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