

College Student Personnel Association of New York State Advisory Board Meeting



Friday, November 10, 2006
Syracuse University
10:00am-3:00pm

Minutes

[FYI]~~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)

1. Call to Order & Welcome to Peter Smith, our ACPA Standing Committee for Men Liaison!
In attendance: Robin Diana, Brian Haggerty, Emily Balcom, Kerry Hughes, Doreen Hettich-Atkins, Peter Fagan, Elaine Bushey, Jennifer Cole, Michael Fogarty, Jenn Hinton, Peter Smith.

2. Approval of October Minutes

Doreen moves to approve October minutes as amended, Tracey seconds. 8 in favor, 0 opposed. Jen needs to send Sept and Oct minutes to Deb to be posted on website.

3. New Business: (happy birthday Jen C. (11th) and Eric (16th) although he won't be joining us today...

- o 2006 Conference Closing Report – Wrap up! ~ Elaine~ Thank you!
 - All committees except graduate student committee have a section in this report (handout).
 - Evaluation numbers from RIT (handout)
 - Final budget (handout—Elaine will email corrected budget, printed one has an error).
 - Made money: \$1,307.01
 - Nancy Evans has already been paid for travel, which is reflected in 2006 conference budget.
 - Robert Reason was paid \$1,000 honorarium for conference.
 - Robert Reason has submitted his travel reimbursement (approximately \$88.12) to be applied to Michael's budget for next conference. (2007 budget)
 - Hotel bill is split up under various categories.
 - Final hotel bill was \$10,083.94
 - We were promised that we would have all of our AV needs satisfied for a flat fee of \$3,500, and the charge on the bill is \$3,796.10. Is it possible that equipment originally required for Nancy Evans (and subsequently cancelled well before the conference) created that charge? Jenn will check into her notes and records. Update as of 2/9: No change, no update. Total payment to Marx was \$10,083.94. Final payment was sent.
 - We owe the balance, after we have already paid \$5,000.
 - Tracey's estimate is the balance of what we owe the hotel--\$5,500, which is an estimate. Most likely it will be less than that.
 - Commuter meals would not be reflected in budget—we took that money in toward that.
 - **Can Peter, Michael, and Elaine work together to use Peter's budget from 2005 conference template so that we can have a comprehensive budget, including revenue for the February meeting so that we can look long term at the conference budgetarily?**

- Elaine and the conference committee did a great job making decisions about the conference that created revenue for the 2006 conference.
- We lost our complimentary rooms and had to pay for them because we didn't meet our numbers. We haven't our room block for the conferences the last two years, so we need to look at that in long term conference planning.
- We are locked into our plan through 2008. We need to get away from packaging for rooms and meals for 2009. This was done because of how the Silver Bay conferences were (people were used to not leaving the facility for meals).
- Albany might not have as many commuters as Syracuse because our Albany schools aren't as active.
- We do some important things at meals—we might have to change what activities we plan for meals.
- We need to give people the option of only coming for one night.
- Do we raise the cost of the commuter plans to absorb what we lose in not meeting our hotel commitment? Make certain that the price difference is enough to entice people to stay in the hotel.
- Can we look at re-negotiating 2008's conference in Rochester at the Hyatt? It's only been signed for 4 months. We may not be as locked into it as we think. (We are locked in at the Desmond in Albany). Update as of 2/9: Michael last spoke to the Hyatt last spring. Peter is going to work on this with the Hyatt. We want the conference package to include lunches and the final dinner. We want to be able to offer a one night stay package.
- We need to pack more and more program sessions into Monday—4 blocks. That will depend on the number of program proposals we receive. We need to get key people to present—not just keynotes and closing speakers.
- The communications group has to have contact with the marketing group—we want to avoid proofreading/grammatical programs.
- We have to collapse committees within the conference committee so that we can avoid redundancy. Give committees specific descriptions of responsibilities and timelines. Smaller committees are more efficient. Having lots of new people was great, but often they didn't have enough to do. The entire committee works well with around 20-30 people.
- Many presenters changed their programs. This does a disservice to our participants. We need to make presenters sign something claiming that (1) they have permission to present what they're presenting/that it's their own work and (2) also that they agree to let us know if they change their program abstracts, title, or presenters at all, and (3) that we have the right to change or reject their programs if presenters make changes after their programs are originally accepted.
- Having all committee chairs in residence life doesn't make sense. There has to be credibility in people who are serving in chair roles—people need to have the experience that will enable them to do what the committee requires. Chairs need to have breadth and depth of experience—not just new professionals—we need diversity.
- We need to think strategically about credibility, integrity, and accountability for committee chairs. Amount of experience and ability matters for some of the committees. (We can't assume that title dictates amount and/or level of experience). We need to make sure our programs and conferences reach all levels of professionals, from new professionals to senior and seasoned professionals. Elaine had that credibility and experience for this conference. However, sometimes we have to “play with the hand that we are dealt” when forming these committees and seeking chairs. This delays conference planning. We have to balance the ideal with the realistic. A great way to balance this is to involve an experienced professional/board member for consultation and mentoring but not as an active committee member. This will help the board stay away from the conference committee.
- Evaluation looks great.
- Hotel bill was due 10/27.
- We want to give Michael some direction for next conference.

- Presidents need to write and send letters to the conference committee members and their supervisors. Update as of 2/9: Elaine said that she sent a letter to the conference committee members. Board members on the committee did not receive letters, nor did their supervisors. We want this communication to be practice. Michael has the conference team list from last conference. Michael will send them an email by Monday asking them to send their accurate information (name, address, title) to Deb within 4 days. Letters will be sent by the end of February.
- Roles, responsibilities, and meeting deadlines are key. Before everyone accepts a chair position, they need to have a conversation with their supervisors. Do we want to require a letter of support from supervisors for people in these roles?
- We need a revised report once outstanding problems and budget issues are resolved. (Registration issues, credit card processing). We need credit card registration processing online—processing at the conference causes these problems. Credit card processing used to be done by registration co-chairs. It was done by the treasurer this year. We need to move aggressively for 2007 so that registration and membership can go directly into our account from online.
- We will see a new budget from the conference at our February meeting.
- **AMAZING JOB ELAINE!**
- Per conversation with Tracey—by the end of November, credit card issues will be resolved with Michael, and in February, a new budget will be ready for the board including revenue, expenses, and outcomes.
- Payment will be sent to the Marx--\$4,787.84—amount due minus additional AV charges, which will be investigated and then resolved.
- Did Erik Haddad give us what we paid for? Erik had decided that it wasn't feasible to get the online charge system prepared for this conference.
- Kerry will be the new designated liaison to work with Tracey and Erik Haddad to create the online system for online membership, conference, and hotel registration for 2007 conference.

Insight/New Direction for Peter and Michael for 2007 Conference:

1. Timelines, descriptions, expectations, and structure of committees need to be clearly set and consistent throughout the planning process. This had been in place in the past until this past conference. We need to go back to clearer structure that we had prior to this past conference. We should go back to 2005—let's stop reinventing the wheel and take a look at what went well in 2005 and build from that. The conference committee is fully accountable to the executive board, and the committee should turn to the board for guidance and support and to help make important decisions. The conference committee needs to be accountable for what is best for the whole association. Communication between the VP for Conferences and the president has to be consistent. We need to get back to best practice.
2. Things do not have to be changed just to change them. Change what doesn't work, but don't feel as though you need to do something brand new just for the sake of doing something new.
3. Grad student/New Professional track: We need to solidify the graduate student/new professional piece and draw in a larger audience. Maybe should we get a professor from a grad program? Mentor/mentee piece needs to be worked on more intentionally. Peter and Michael have plans for restructuring that.
4. We want this to look and feel like a professional conference—we don't want it to be as casual as Silver Bay. We want people to be impressed. We need to keep branding and image in mind. People want nice things and all of the amenities for the hotel and conference.
5. Committee should be given a realistic budget and tweak it if necessary by making requests to the board. Committees had to create their own budgets this year because they had no guidelines. Board should pre-approve the big picture budget and let the conference committee work with it and ask us if they need alterations.
6. We have 3 years of hotel conferences to help us look at the history and create a budget. The conference will cost approximately \$18,000.

7. Logistics: there needs to be a more streamlined process and line of communication between conference co-chairs, the hotel, the programming folks, and the logistics chairs. One person—the logistics person—should be the only person communicating with the hotel (in consultation with VP for conferences).
8. Programming should be all programming, including CSAO and keynote as well as programs.
9. Co-Chairs should be communicating with SSAE and CSAO.
10. We need to send Amanda (at the Marx) a gift. Update as of 2/9: No gift was sent.

- Michael's Planning Committee proposed structure for 2007 conference (handout)
 - Peter Smith is Michael's Co-Chair.
 - Historically—some of these "changes" might not be new—it's just returning to the way things were before.
 - This isn't identical to 2005 structure, but it's more similar than the 2006 structure.
 - Numbers for committee members and chairs aren't set—they are suggestions/guides.
 - Currently there are only 25 volunteers interested in the conference committee.
 - From proposal:
 - Expenditures need to be pre-approved and funneled through co-chairs and then to cost center person.
 - Let's move away completely from paper registration and go to online—we should be able to do it. We will always need a pdf version, though, for people who need that for their offices. We should do away with printed registration mailer.
 - Signage development is the responsibility of Marketing, Publications, and Registration. Placement and changes are the responsibility of Logistics.
 - Special Events committee (new/old concept)
 - Professional development now encompasses grad student/new professional pre-conference.
 - Mentor/mentee program needs work. Registration needs a cutoff and expectations need to be communicated clearly ahead of time.
 - Mentor/mentee program—SHOULD START AT ASSOCIATION REGISTRATION—not conference registration, because WE'RE MORE THAN A CONFERENCE! We can work on this down the road.
 - Should we have a pre-conference?
 - Concurrent sessions and keynote speakers—separate from programming committee? This is different than earlier suggestion. Can we call this Conference Partners and Keynote Speakers? The co-chairs of this group and the concurrent programs group need to work very closely together or overlap.
 - Professional partnerships – SUNY CSAO meeting in 2005, SUNY Judicial Affairs officers met at 2006 conference. Conference co-chairs should reach out to these folks to make the first contact, but let this committee make the arrangements.
 - Let's collapse Hospitality into Special Events. Volunteers generally assist Logistics and Programming. Awards dinner baskets, snacks, ACPA and CSPA tables in Hospitality area—need to make contact with ACPA liaison.
 - Chair of communication task force (Kerry) needs to be included as proofreader.
 - Co-chairs have full responsibility for developing program schedule.
 - February meeting—schedule should be in stone.
 - Programming, Professional Development, and Partners should all work in consultation and should report to one co-chair for oversight.
 - There are Programmatic committees and functional committees—one co-chair should take each of those and oversee them.
 - Are we collapsing too much? The special events committee has a lot to do. It will need strong leadership and effective delegation.

Robin moves to accept Michael's proposal with discussed changes. Brian seconds. Vote: 7 present, 2 abstentions, 0 opposed. Motion approved. Michael and Peter will send out a clean copy next week.

- Leadership Structure committee update (Goal 1)~ Peter (handout)
 - Lost 2 non-board members
 - RC position needs to be removed from bylaws
 - Members at Large—make positions 2 years—staggered election
 - We have both Executive Council and Advisory board—we need to figure that out.
 - It's ok to put out a new bylaw revision early this spring—it's consistent with our strategic plan.
 - New position—VP and VP elect for Social Justice to oversee ACPA liaisons.
 - Person responsible for conference will report directly to President.
 - Are conference co-chairs (appointed by the board) equal or is one subservient to the other? One person will be the mentor for the other, newer co-chair. We might not always have two people. This should be a vice-chair rather than a co-chair. We want to be careful that we are not giving the impression that we are hand-picking these folks—we want to get away from it being a “popularity contest.” We will have criteria, the board will bring a few names forward, and the president will make the decision. This is in line with how ACPA makes this decision and it will allow us to tell people why or why not they were not picked for these roles.
 - Annual Conference Chair will be appointed position for the 2009 conference.
 - Would there ever be a time when committees behind the advisory board get together with the advisory board? June meeting? Conference?
 - We want these bylaw changes and new positions ready for this spring's election. New group needs to revise bylaws and create job descriptions. Professional Development committee spent a lot of time talking about social justice—there should be a relationship between social justice VP and the professional development committee. They need to work in concert and their goal statements should be integrated.
 - Program chairs—PCPA model—should we go institutional based (4 year, community college, technical schools, etc.) instead of functional areas? Yes.
 - We need to develop Member at Large position and structure. We should add a Member at Large position, so that we elect 2 every other year.
 - Peter and his committee did a GREAT job on this proposal. Peter deserves a lot of credit for working on a majority of this on his own.

Emily moves to accept proposal set forth by Peter's group as amended through our discussion. Brian seconds. Vote: 8 in favor, 0 abstentions, 0 opposed.

Robin moves that the committee currently in place continue to rewrite the bylaws to produce a preliminary report to the board in February with Doreen and Jenn creating the VP for Social Justice and VP Elect for Social Justice and Professional Development job descriptions. Michael seconds. Vote: 8 in favor, 0 opposed, 0 abstentions.

- Technological advances – website/ contract w/ Erik Update (Goal 2, part 2) ~ Tracey (not discussed)

- PD Opportunities group update (Goal 3) ~ Doreen & Jenn H. (handouts)
 - Requesting \$1,400 for the year.
 - VP for Prof Dev and VP Elect will be resource people for the programming aspect of the conference, since it is our largest professional development opportunity. We need to figure out the best way for the VP and VP elect for Prof Dev to be involved with the conference programming, informally.
 - Ideas for future discussion for professional dev: mentor/mentee program, October program for Careers in Student Affairs month (these are not high priority right now and can be part of future planning)
 - Doreen and Jen—GREAT PLAN.

Brian moves to approve proposed professional development plan as amended. Kerry seconds. Vote: 8 in favor, 0 abstentions, 0 opposed. Motion approved.

- We don't have out larger budget in place yet, but this plan has been put forth to us for discussion and approval. Can we approve this without a larger budget in place? We

need to reconcile conference budget and establish new budget before we can approve sub-budgets.

- President trio and Tracey will propose preliminary budget via email in December and ask for feedback, with allocations to accomplish annual goals.
- Communication with our members group update (Goal 2, part 1) ~ Kerry (handout)
 - Information gathering stage.
 - ***Requesting feedback from the board on questions and draft of communications tracking plan.
 - We need to know what goes out to fill in tracking plan. Much of this can come from job descriptions.
 - Job descriptions were last revised in 2001.
 - Please fill out to your knowledge. Kerry will email to everyone—please give information and feedback.
- ACPA Executive Committee reception update ~ Robin
 - Peter—can you do a massive reminder email about December event? (Blurb from bulletin with end date of November 20)
 - We only have a handful of people signed up so far.
- Journal Update ~ Robin
 - Timeline and format were drafted. Robin will send them to us.
 - Preliminary proposal will be put together by Jan. 1. Committee will then meet and send to senior VPs and will bring proposal to the board in March or April for proposal. First journal will be set for disbursement at 2007 conference.
- ACPA/NASPA Joint Meeting Update ~ Deb & Emily
 - Make sure that you register.
 - Awards: Sat. 5-7 before conference (FREE if you're attending placement), Mon. 12-1:45 awards luncheon, we are able to give out 5 awards (free of cost to us). We awarded 6 awards at our conference this year plus one as Best of CSPA. ACPA gives us 5. We don't know the cost of buying an additional award (plaques). We have also historically bought our award winners' lunches at ACPA for this luncheon. We need to let ACPA know by January 19th. We would want to give awards to everyone who won association awards (we would need to buy one).
 - Social—still working on coordinating with PCPA and NASPA—NASPA has had a change in leadership for region 2 so Emily will not be working with New Jersey—social requests need to be in by November 30th.
 - Kristin Skarie from Teamworks—sponsoring social?
 - Showcase (formerly carnival). Need to reserve by 11/17. We are in. Theme: Beach Party. Need to work on ideas. Let's table this conversation. Emily would LOVE ideas.
 - Who's definitely attending: Doreen, Elaine, Peter S. Jenn, Deb, Robin, Emily. Register quickly! Can't book hotel until you register for conference—can't register via hotel website. Must register for hotel through ACPA website. You can go back in. ACPA will hold rooms until March 7th. Already booked for the days ahead and before. You will have to jump hotels in order to stay longer.

Reports/Updates:

President: Deb

- February meeting moved to the 9th.
- Should we meet again before February? Need to do budget and cost center folks need to be in attendance to answer questions. February is fine—everybody just needs to do everything they are supposed to do between now and then.
- We can cancel June meeting.

Membership: Peter

- Please read report.

4. Announcements ~~ Next Meeting: Feb 9th

5. Adjournment of Meeting

Emily moves to adjourn. Brian seconds. Vote: 8 in favor, 0 abstentions, 0 opposed.