



**NASPA Region I Advisory Board Minutes
Friday, June 2, 2017
Quinnipiac University**

PRESENT

Caitie Abrahamson, Andy Anderson, Sonja Ardoin, Marco Aurelian, Jill Bassett, Kelly Brochu, Connie Cabello, Rozana Carducci, Elissa Carroll, Jen DeBurro, Kat Dougherty, Barbara Fienman, Peter Fowler, Jen Forry, Brian Goepfrich., Julia Golden-Battle, , Ryan Grant, Sharon Hay, Ali Hicks, Brandin Howard, Carole Hughes, Danielle Johnson, Greg Jones, Sean Kalagher Scott Kane, Michael Kennedy, Rachel Lederman DiPietro, Susan Marine, Kyla Martin, Bryan McGrath, Beth Moriarty, Patricia Rissmeyer, Michelle Rosa-Martins, Jen Stanley, Dave Stender, Melinda Stoops, Donny Taveras, Monty Thomas, Erin Twomey, Love Wallace, Ted Zito

Virtual Attendance (Via Zoom): Jenn Kosses, Jason Masterson, Max Quinn

BOARD ACTIONS

Motion: To accept minutes from 4/28/17 meeting.

Motion: To approve 2017-2018 budget

Motion: By Peter Fowler: To have the regional advisory board pay for two international members registration to the regional conference at Springfield in the fall. International delegates would serve on a panel.

Motion: To Adjourn

Motion: To accept minutes from 4/28/18 meeting by Kennedy. Second by Fienman.

Motion passed

RD Moriarty and Scott Kane led a discussion of a Review of the past year 2016-2017 and to review the Strategic Plan's goals. Board members broke into groups for discussion and reported back to the full group:

STRATEGIC GOALS

- 1. Provide Quality Professional Development and Networking Opportunities to our member**
 - Mentorship action items, should be on institutions and conferences not another item for the board
 - A Database wouldn't be helpful for mentorship, involving state directors, be more demographics, reach out to retirees or new retirees.
 - We have good in person opportunities-lack of on-line presence—include more emerging technologies
 - Is attendance good for our in person events/programs? Combining programs seems to result in stronger attendance.
- Create a standard of assessment for drive-ins, etc.

- Transition to other functional areas- should we provide mentorship?
- Transition from practitioner to faculty- should we provide mentorship?
- Should we be teaching and learning about how to highlight about transferable skills
- How can we push volunteer positions/central out to membership?
- Survey membership about technology, in person, lack of professional development funds.
- We have initiated some strong new efforts, including Senior mid -level, new pre-con for increasing the pipeline for professionals of color in Fall 2017.
- Still need to know what membership wants. What do new members need and want?
- SSAO membership is down. We need to know what they want and need?
- We should review a list of everything that was offered this year and attendance at these events. Maitino is putting that list together and Moriarty can get the information from national office.
- So much being offered, that sometimes there are conflicts in the calendar.
- Region I is good about having topics that reflect what is going on in the world.
- Concern that rise in registration price may prevent people from coming to regional conference.
- NUFPP membership is low considering we are such a strong region. Think about creating more undergraduate mentoring programs.
- Need better assessment tools for our programs in order to control for quality.

2. Transparency with our Membership

- Are we providing as much access to information as we could to membership?
- Create a Q&A for membership about what happens at our meetings.
- It is easy to find official position but what are the unofficial projects for members so people can get involved at every level? Moriarty asked for all volunteer applicants. She emails those who had expressed interest in positions to invite them to apply for other new positions.
- We are missing opportunities with Tumblr.
- We need to be transparent about fee increases with our membership.
- There is a need to have board transparency about registration increases so that board feels more prepared to make increase decisions.
- Develop a video curriculum and explain competencies, rubrics, etc.
- Reach out to KC or faculty reps, those who have been published and have defended their dissertations for content.

3. Support Strategic Plan Initiatives

- Some are very involved in the strategic plan and others are not.
- Is there an opportunity to make more people involved in the strategic plan?
- The challenge is that some things were very specific and should match up with the skills of the Board member responsible for parts of the strategic plan.
- Refresh the plan so that new RD does not have to begin again. Have to support the national agenda as well.

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Current Goals

Public Policy and Advocacy

Integrating emerging technologies
Global student affairs
Volunteer increase
Generate research

Budget

Kosses reported via Zoom on the budget. Waiting for reconciliations from NASPA. According to Kosses the starting balance is just under \$18,000. In 2016 National gave Region 1 \$18,000 so that is what she is proposing for this budget. \$35,000-\$40,000 in the budget in 2017.

Kosses made cuts from Knowledge Communities from last year as well as from Advisory Board, Divisional programming. Also moved funds from reserve and added a line for Senior Mid-Level Institute.

Motion: To approve 2017-2018 by Kosses. Hicks seconded.

Motion passed

Fowler asked about having budgets assigned versus groups having to develop a budget for the year. Moriarty suggested that often groups might not spend their funds due to the fact that sometimes institutions can pick up costs.

Stanley pointed out that budget development might be a challenge for the KC's due to high turnover. Forry asked about KC's not being reimbursed for their donations from the Silent Auction. Stanley answered that the leadership for KC's tend to be younger professionals - so this is a way to encourage participation. Donations also have to connect to a KC which helps get KC more invested. Want to be mindful that they don't always have a means to contribute. Moriarty pointed out that it is hard at different points in time for people to give to the Board. Board members are required to give a donation in each year to the Foundation and everyone makes a donation to the Silent Auction. Moriarty suggested that board consider thinking about the concept of not having KC contributions and just remain with the 70-person board and their individual contributions to the auction.

Discussion continued about KC and reimbursement for KC's and reimbursements. Concerns were raised about the reduction in the number of items that might affect the outcome of the Silent Auction. Twomey pointed out that the Board and the conference committee is required to donate. She does not think that the KC representative should not have to contribute twice.

Kennedy pointed out that the registration fee increase might decrease donations to the Silent Auction. Jones pointed out that if institutions pay the registrations it should not impact Silent Auction. Cabello pointed out that some of these things are barriers that prevent professionals from being on the Board along with expenses related to drive-ins, travel to meetings out of state. Class is very present in NASPA.

Howard suggested that perhaps people be allowed to donate things that are not financial-perhaps they could donate time.

Data will be collected

Volunteer Central

Hicks reported on Volunteer Central's new features. KC's can indicate co-sponsorship. Number of volunteers can now be listed. New fields now exist to tell volunteers if travel is involved and reimbursed. Desired professional level can also be indicated and is searchable. Type of volunteer opportunities can be categorized. Letters of interest/resumes can now be uploaded. Application links can also be uploaded and used from website for volunteers. Carducci mentioned that we should also include the professional competencies

Membership

Fowler reported that we have 1563 members in the region. This is slightly less than usual but membership does fluctuate throughout the year. Fowler questioned if we are reaching graduate students since we have 264 graduate students registered in the region. There are some technical difficulties with membership reports from national office. NASPA has a video for new members that they send-covers history and background on NASPA. National office is also looking into institutions that have let their membership lapse. Individual renewals are all done at different points on time based on date of original membership. Carducci asked if new member video is embedded in NASPA site. Could be an advantage in recruiting. Fowler will send out the video to board. Golden-Battle encouraged everyone to fully complete their profiles on the NASPA website.

Communication Team Presentation

Brochu did a presentation on the services of the Communications Team for Region 1. The team includes:

Kat Dougherty: Graphic Artist

Danielle Johnson: Newsletter Tumblr

Jackie Fitzpatrick: Social Media coordinator

Andy Anderson: IT Coordinator

Marco Aurelien: Graduate Intern

Kelly Brochu: Communications Director

The team's goal is to help get information out to the region. Related to website- event pages can be created. The process is an email to Andy with information and there is a one-week turn around before going live. If board is updating content, send link to Andy

Graphic artist

This group will not print or order items. Email Kat Dougherty with information and there is a one-week turnaround. Include event name, program, announcement and all relevant details about program. There should be a general idea of design and how the design will be used. Past content includes postcards, email files, event graphic for social media, reports and stickers

Social Media

Facebook

Facebook.com/groups/NASPARI

Twitter @NASPA_RI

Instagram NASPA_RI

Snapchat

nasparegionI

Tumblr

Send content to Danielle Johnson. Content can include: event lead up, NASPA event, reflections, hot topics in higher education, spotlights, graduate PhD work, cross posts from member blogs. More content is necessary. KC's encouraged to provide material to post. Board members asked to provide 1 item per year. Send content to Jackie Fitzpatrick for Twitter, Instagram or Snap chat. Everyone can post to Facebook. Include links, images, hash tags

Email: Send emails to Kelly Brochu with a 1-day turnaround. Include information including: audience, subject line, replies to email, body of the email, when email should be sent. Avoid short links and all capitals. Attachments will be sent and uploaded.

NPMI Retention

Abrahamson reported that attendance of the 2016-2017 mentees had dropped off significantly. The committee initially turned away 20 people from the program and is concerned about the lack of attendance among those who were selected from a competitive pool. Based on assessment, mentors commented on the program structure and expressed concern about the travel to get to the 4 meetings. Group reported wanting to be within an hour of Boston. In the past, mentors were not allowed to present at the session. Mentors were also concerned about this.

Ardoin asked if we had looked at other regions. Suggested that other regions have 1 institute for 4 days straight. Mentors also led sessions. Forry asked if the mentors are utilized like the MLI institute. Fowler asked if Abrahamson had heard in the past about travel. Zito added that it has been an issue in the past. Abrahamson pointed out that even with some mentors who could not come to meetings, there were still good mentee/mentor relationships that did develop. Bassett encouraged committee to continue the round table session in order to get feedback.

Discussion ensued as to how to solve the problem and create more incentive for people to participate. Email Abrahamson with additional comments. Stender suggested dividing the region into North and South. Golden-Battle suggested that the region has to consider geography as part of our diversity initiative.

Mid-Senior Level (MSL) Institute

Black (not in attendance) submitted a report in writing.

Black thanked the board for budget allocation of \$750.0

The Mid-senior level steering committee is having an extended meeting on June 14th to review their progress during the first year of existence, and to set goals for next year (Black, Kristin Ridge from Bryant, Rachel Lucking from Framingham State, Tony Montalbano from University of New England, Linda Brown from MCPHS and John Silveria from UMass Boston).

The MSL steering committee is offering Zoom discussions this summer. The first was on June 1st on the Crossroads of the Personal and Professional: Balance? Synchronicity? Managing. The second is: Strategic Planning and Assessment for the Mid-Senior Level Professionals in NASPA Region I. John Silveria is working on one about personal finances for later this summer and Kristin Ridge is working on one about working with millennials. They have advertised through Facebook and email. If anyone has any suggestion for the committee, please contact Black.

Term limits

Stoops talked about how term limits for state director could become a challenge in a smaller state if there is no one running. Moriarty pointed out that Region I is the only state that elects state directors- all other regions appoint their state directors. DeBurro pointed out that we are also the only region that does not elect conference chair. Howard suggested that the Board avoid term limits. When he ran in Vermont, he was the only person who ran. Participation in NASPA is hard to get in the smaller states and term limits could make that more challenging. Board direction to Stoops is no term limits at this time for State Directors.

SALT Logo

Lubin worked with Dougherty on new designs for SALT logo. The new logo points out more clearly what SALT actually stands for with the full name. Fienman pointed out that the acronym SALT should be called out in the design. Dougherty pointed out that the intent is to move away from using the acronym entirely. Based on Board reaction, Moriarty will talk with Lubin about the logo. Lubin texted that she wanted to make the purpose of the institute very clear, not necessarily move away from SALT. Rissmeyer pointed out that the

undergraduate audience might want us to focus on the Leader part of the title. Bassett pointed out that SALT is a brand and they earn their pin and it is very important to the participants.

Awards Timeline

Moriarty discussed the challenge of only having one nominee for awards. The timeline for nominations is in the summer. She encouraged the Board to nominate professionals. Heiser emailed the timeline to Board. The goal would be to have multiple nominees. State nominations are due on July 17. Regional due on August 8th. Bassett asked when the last time awards criteria were evaluated and it was not clear when that may have happened in the past. Cabello asked how the committee selects the recipients. Each state director manages the state awards. The Awards committee votes on award recipients. Cabello asked about the rubric. Moriarty pointed out the rubric is much like the rubric used for program review by NASPA. Cabello is concerned with representation of the awards among different identities and perhaps there should be a conversation between groups who are making awards decision. Heister and Moriarty review the awards committee for geographic, racial, positional and identity diversity. Carducci finds the requirement of two letters to be a barrier to nominating someone for the awards.

Board Reports

Due to Hughes on 6/9/17. KC to Stanley and Cabello by June 7th.

National Board Updates- Moriarty

NASPA Conferences: Financial Wellness Conference, Spirituality in Religion, Assessment and Persistence are all taking place in May and June.

NASPA will create Center for First Generation and Student Success. Souter Foundation is the sponsor through a grant.

Gates and Lumina Foundation work continues, looking at on-campus employment and internships and student success.

NASPA purchased the Student Affairs Collective (SACHat). There will be a NASPA staff person that works with SACHat. NASPA will not be branding it at this time.

A national appointed KC task force report was completed. There is some discussion about KC's being appointed nationally and representatives not serving on regional boards. Vote on this matter will be in July by NASPA Summer Board meeting. If it passes, it will go into effect in phases.

Marine asked about ACPA "where respect happens" campaign which also includes NASPA as a sponsor. Moriarty did not know about this campaign and asked Marine to forward information.

Regional Board Advisory Changes

Cabello and Stanley asked KC's to recommit for the coming year. There are 5 KC vacancies currently. Moriarty welcomed Andy Anderson as IT Coordinator. Diaz stepped down as member-at-large as he was appointed interim VPSA at Eastern Connecticut. Ellie Daugherty will assume some of Diaz's responsibilities. Moriarty and DeBurro will select the member-at-large position together. Moriarty encouraged board to recommend individuals for the position.

Regional Conference Updates

Request for Programs is live. Golden would like Advisory Board members to volunteer to serve as program reviewers and submit a conference proposal. Deadline is June 30. Registration opens on August 14. The committee will do a site visit next week. Stoops asked about Lunch and Learns and how people apply to facilitate a lunch and learn, the answer is that it is one of the categories on the proposal form this year.

Regional Conferences 2018-2019

Moriarty reported that contracts are signed for Providence Convention Center and the Omni Hotel for 2018-2019.

Foundation Update

Carroll and Jones thanked the Board in helping Region I reach both the dollar and donor goal first. Region I will receive a \$1000 grant from NASPA because Region I met the goal. The Foundation Reps will connect with state directors to get people involved with the foundation initiatives. They are interested in putting a foundation representative on each state board. They are working with conference committee to consider foundation activities for regional conference. Pillar nominations will be due this summer. Carroll and Jones are starting a list of potential nominees. There will be new scholarship opportunities for graduate students to attend the regional and national conferences.

Ubuntu Institutes Survey Update

Golden-Battle received demographic information from NASPA but some information is missing because some information is not required on the membership form. 853 members in NASPA Region I did not answer any of the demographic questions so the data on identities is incomplete. 121 identified as African American, 31 as Asian-Pacific Islander and 151 identified as Latino/a

Golden-Battle will conduct a survey that will identify those who want to participate and the types of content they are interested in. What are barriers to involvement in NASPA? Interested in career aspirations and goals. The survey will have room for people to report multiple identities. The survey will go out on June 5 and close on June 30. The goal is to work to make NASPA a more inclusive community. McGrath asked Golden-Battle about working with conference committee and awards committee to increase awareness of inclusiveness. Golden-Battle does serve on the conference committee and sees diversity as a responsibility of the entire board. Rosa-Martins suggested having a visual representation of the institute members.

KC Updates

Cabello is taking lead on filling open KX positions. Deadline is June 13th for applications. Open KC's include: API, Adult Learner, Student Athlete, Student Leadership and Enrollment Management.

Student Affairs and Fundraising

Forry issued first Spotlight on Fundraising in student affairs: Wentworth's race to raise funds for the emergency funds. Forry encouraged Board members to send her information about institutional fundraising programs so she can share with the region.

Taveras **Latina/x KC** reported that there will be a drive in conference in the fall on student success and retention and looking for a host institution. This is being co-sponsored along with Student Career Development and African American KC's. Moriarty suggested Bridgewater State as a location for an October 27th date.

State Updates

Moriarty for Sidelko reported that a **Maine** planning meeting is scheduled on June 11, 2017 to plan a recruit a board and re-introduce the student leader conference to the state

Moriarty for Zelesky reported that Massachusetts's team met and created a strategic plan and a calendar of events

Goepfrich reported that **Connecticut** will host a drive in conference on June 22 reviewing professional competencies on social justice from NASPA followed by a professional network social.

Howard reported that **Vermont** will have a host life skills drive-in in October. Howard has asked Vermont board to recommit for the next year.

International Director Masterson encouraged getting more people together internationally. There are 40 international members of the region. They are also affiliated with a number of other professional organizations with whom we could communicate and who could participate.

Division Updates

Small Colleges: Moriarty for Wark reported that Small Colleges and universities division is looking into a mentoring program for small college professionals. Wark will invite regional small college professionals to a Zoom meeting to discuss national and regional updates.

Faculty Council. Marine will put a directory of available programs in the region for those who might be interested in teaching as an adjunct. She will do a proposal for conference on why the doctorate and when the doctorate.

International attendance at regional conference

Fowler talked about engaging international membership. Fowler reported on the international representatives discussion at the regional conference. Fowler pointed out that they addressed certain issues very differently than US campuses. Fowler proposes that we host a panel with international members and two US members on hot topics on campuses domestically and internationally to start a dialogue. Fowler suggests that NASPA pay the registration fee for the international members to attend the conference. Moriarty pointed out that this would fit in with one of the major goals

Motion: To have regional advisory board pay for two international members' registration to attend regional conference in the fall to serve on panel. **Motion** by Fowler: **Second** by Carroll.

Motion passed.

Abrahamson asked if the international participants could also present on other topics. Cabello pointed out that ACU-I does a good job of creating opportunities for the international participants to interact with the region before and during the conference. Rissmeyer suggested looking in the region who are international graduate students in higher education in the region.

Announcements

Moriarty is going to work with Anderson to develop a calendar for the ZOOM account so that Moriarty can switch it over to a NASPA Gmail account. Ultimately members will be able to go into the calendar to schedule a meeting using Zoom.

Stoops recommended that members consider the NASPA Serve Academy

Motion: To Adjourn. Motion by: Stender

Second: Kennedy

Motion passed