



**NASPA REGION I ADVISORY BOARD
MEETING MINUTES
FRIDAY, JANUARY 31, 2014
UNIVERSITY OF MASSACHUSETTS AT LOWELL**

Present: Shelby Ballard, Alison Black, Christyn Bergquist, Tashia Bradley, Alex Cabal, Rich DeCapua, Angie Diaz, Barbara Fienman, Amy Fisher, Sharon Hay, Daryl Healea, Carole Hughes, Scott Kane, Max Koskoff, Jenn Kosses, Shane Long, Jana Luker, Beth Moriarty, Marlin Nabors, Jackie Newcomb, Kris Niendorf, Hank Parkinson, Lee Peters, Kristen Pierce, Colleen Powers, Judy Robinson, Matt Salter, Jason Saucier, Steve Simo, Jen Stanley, Melinda Stoops, Peter Troiano, David Vacchi, Dan Volchok, David Zamojski, Ted Zito

Not Present: Karoline Chrzanowski-Sears, Tracy Cree, Jennifer DeBurro, Jennifer DelRey, Aynsley Diamond, Walter Diaz, Kristine Din, Jimmy Doan, Melissa Fajardo, Sarah Gallenberg, Allison Gill, Julia Golden, Valerie Heruska, Ali Hicks, Anne Hopkins Gross, Aliko Karagiannis, Sheila Lambert, Kathleen McMahon, Mable Millner, Stephen Nason, Nick Negrete, Joanna Senay, Lauri Sidelko, Kristina Testa-Buzzee, Wanda Tyler, Annemarie Vaccaro, Brittany Vytal

2014 Regional Conference Committee: Elissa Carroll, David Golden, Jennifer Jensen, Meghan Kenney, Tracy Lake, AnneMarie Reed, Liz True, Erin Twomey, Rod Waters

Board Actions

Motion by Newcomb to approve minutes of the Regional Advisory Board's November 2013 meeting. **Second** by Cabal.

Motion passes

Motion by Newcomb to approve minutes of the Regional Advisory Board's June 2013 minutes. **Second** by Hay. Note: Minutes must be edited to reflect David Vacchi was not in attendance.

Motion by Volchok that Regional KC Co-ordinators be authorized to allocate up to \$350 per KC, for up to \$1050 for three KCs to co-sponsor events. **Second** by Nabors.

Motion passes (7 nays, 1 abstention)

Motion by Kane to accept the financial guidelines with 3.1.f. and 3.2.a.4. to be edited to reflect current practice. **Second** by Powers.

Motion passes (1 nay, 1 abstention)

Meeting Minutes

Zamojski welcomes the 2014 Regional Conference Committee. Thanks to Christyn Berquist and UMass Lowell for hosting the board meeting.

Review of 2013 Regional Conference

Greg Jones (2013 Regional Conference Chair) shares financial information and evaluation highlights from the conference, the CSAO Institute, and the SALT Conference.

Expenses were \$105,916, which includes \$68,730 in meals, \$2,864 for pre-conferences, and \$6,758 for entertainment, which includes the off-site reception.

Revenues included \$94,740 in registration fees, \$2,075 in pre-conference registration fees and for meals, \$14,850 in sponsorships, \$2,170 from the Regional Advisory Board, and \$400 from auction for drayage for vendors.

Jones reports that the total expenses of the conference were \$105,916, and the net gain was \$8,319.12

SALT Conference

Expenses were \$11,400. Revenue was \$5,175 through registration fees. The Silent Auction covered the remaining costs. There were 68 attendees at the SALT Conference. 98% rated SALT as a valuable experience. 100% rated Pauline Dobrowski, Opening Speaker, as excellent. 93% reported satisfaction with *Pathways to the Profession*. 95% reported satisfaction with the graduate fair, but only 65% reported that they think they can navigate the application process for graduate school.

CSAO Institute

Expenses were \$5,600 for food and an honorarium. Revenue was \$3,200 through registrations fees. The Regional Advisory Board covered the remaining costs. 37 people attended the CSAO Institute. Of the 19 who completed the assessment, 95% rated the Institute as excellent or good. There was low attendance at the reception on Monday, and also low attendance at the CSAO and AVP roundtables. There are mixed opinions about planning separate events for CSAOs and AVPs. Zamojski points out that the Regional Conference Committee planned separate events for these two populations based on assessments from the 2012 Regional Conference.

Volunteers and Silent Auction

There were 127 volunteers assisting with the conference. There were 21 Conference Connectors for first-time attendees. 21 volunteers served as SALT Conference resume reviewers. The Silent Auction was the second largest auction in our history. Revenue

from the auction was \$9,364.30.

Conference Attendance

450 people attended the 2013 Regional Conference. Those attendees included: 6 undergraduates, 109 graduate students, 77 new professionals, 125 mid-level professionals, 41 senior level professionals, 41 CSAOs, 15 faculty, 21 corporate sponsors, and 14 others. There were 94 attendees at the *Lunch and Learn* events, and there were 148 first-time attendees at the conference.

Conference Evaluations

There were 211 respondents to the conference evaluations (49%). 27 were first-time attendees (17.5% of all responses). Graduate students and mid-level professionals provided the most responses.

Guidebook and Program Book

4 of 5 attendees used Guidebook. 1 of 3 did not use the actual program book. 90% of Guidebook users rated it as excellent or good. There were some challenges with wireless and clarity of maps.

Entertainment and Reception

80% rated the entertainment as excellent or good; 3% rated it as fair or poor. There was a high turnout for the Early Bird, Farnsworth Museum, and networking receptions. Attendees expressed appreciation for the all-inclusive reception on Tuesday night. There were positive remarks about all receptions. Other comments suggested that the Early Bird Reception was too small, and the off-site reception was in too large a venue.

Opening and Closing Speakers

The opening speaker was rated by 69% of respondents as excellent/good, and by 15% as fair/poor. 46% of respondents did not attend the closing session. Jones raises this as a concern and suggests that the 2014 Regional Conference Committee evaluate the closing session. 55% of respondents rated the closing session as excellent/good, and 19% rated it fair/poor. Many speakers were recommended for the future.

Other Conference Events and Information

50% of respondents attended the Poster Session. 76% rated the session as excellent/good.

30% of respondents attended a Lunch and Learns. 90% rated their program as excellent/good.

48% of respondents attended the NASPA Massachusetts state meeting. 17% of respondents did not attend a state meeting.

25% of respondents paid personally for some or all for the conference.

87% of respondents rated the conference as excellent or good, and 2% rated the

conference as poor or good.

Planning for 2014 Regional Conference

Elissa Carroll, 2014 Regional Conference Chair, presents the main themes/concepts that the committee has been considering for the conference. They include: technology, engagement with the NASPA Foundation, interaction between the national office and the Region, corporate sponsors, comparisons with other conferences, looking ahead to the future of the field, and consideration of campus partners that NASPA/Student Affairs works with, including Athletics, Advancement, and Alumni. The Board then broke into small groups to discuss various aspects of the 2014 Regional Conference.

Budget

Jenn Kosses and Jackie Newcomb share budgetary information with the Board. Kosses will serve as Treasurer from 2014-2016.

NASPA has merged all the Region's budgets together into one account. The Region's budget, Regional Conference budget, and Silent Auction budget are now all in one account. Currently, the Region's budget covers any conference shortfall.

Kosses points out that when a Past Regional Conference Chair looks for the 2016 conference site, he/she is looking for comped rooms, and it is variable. For every 50-bed night, the conference gets a free night, which is used for SALT. The NASPA office reviews each conference contract, as does the Regional Director, before the Regional Director signs the contract.

Anytime anyone on the board makes a purchase, please remember that NASPA is tax exempt in RI, MA, and VT. The Treasurer will pursue getting tax-exempt status in NH. (Our 2015 Regional Conference will take place in Manchester, NH.) The NASPA office provides the Region with three credit cards: one for the Regional Director, one for the Treasurer, and one for the Conference Treasurer.

A strong relationship is necessary between Treasurer and the Conference Treasurer. The Treasurer has to approve all expenses via the NASPA office. Zamojski points out that the NASPA office is working to have higher levels of accountability regarding all fiscal matters association-wide.

Newcomb reminds the Board that KCs can be reimbursed up to \$50 for auction items. Also, all Board members should donate to auction.

DeCapua points out that we do not always have enough revenue to cover our costs, and the Board covers those expenses. The Board should plan to prepare for a shortfall in all planning in the event of a catastrophe. He raises the issue of possibly increasing budgets so that each area has enough funding for their program/service needs.

Zamojski announces that William Swartzbaugh will be joining the Board for lunch. Swartzbaugh has not been connected to NASPA in decades. He served as Dean of

Students at Amherst College in 1960s, and served as NASPA Region I's first-ever Regional Vice President (now called Regional Director) from 1965 to 1968. He then moved to Harvey Mudd College. He currently lives in Connecticut.

Swartzbaugh joins the Board for lunch and shares some of his reflections and experiences in the field. He also remarks on the significant scope of the work of the Board and in the field.

Motion by Newcomb to approve minutes of the Regional Advisory Board's November 2013 meeting. **Second** by Cabal.

Motion passes

Motion by Newcomb to approve minutes of the Regional Advisory Board's June 2013 minutes. **Second** by Hay. Note: Minutes must be edited to reflect David Vacchi was not in attendance.

Regional Director-Elect's Report

DeCapua acknowledges Zamojski's years of service as Regional Director. He thanks DeBurro and Moriarty for generating applicants for Regional KC Rep positions. He reports that there was a good response to his call for interest in Board positions. DeCapua will be send out letters in early February to new Board members with expectations of each position. He strongly encourages individual Board support of the NASPA Foundation and says that his expectation is that 100% of the Board will give to the NASPA Foundation. Nancy Crimmin serves on the NASPA Foundation Board and will be joining the Regional Advisory Board to help with Foundation-related activities.

DeCapua also shares a few 2014-2016 Board appointments. Kosses will be Treasurer and is working with Newcomb on transition. Daniel Brown will be a Member at Large and work with Board leadership. Marlin Nabors will be a Member at Large for all Institutes. He will identify learning outcomes for all Institutes. Colleen Powers will serve as a Member at Large for communications, and will have responsibility for consistent messaging from the Board. She will also work with State Directors. The 2014-2016 Board will be set by mid-February. DeCapua thanks the Board for their participation in the restructuring of the Board.

Membership

Kane reports that membership is very strong. As of January 1, 2014, there were 1,405 members in the Region, which is an increase of 140 from October 2013.

Most states have increased in membership numbers. NASPA needs to look at international areas. There has not been a significant change in international membership. The Board needs to consider if we are serving them/meeting their needs, and if we really want to actively work to increase our international membership.

Treasurer

Newcomb reports that the online reporting system at the national level is significantly

improved. The response time is far better than in the past. Region I has spent \$130,420 since June 2013. Newcomb is working to get Region I paper receipts from last five years into a google drive account in order to assist with Kosses' transition to Treasurer.

The Board discusses KC funding. The Regional KC Co-Coordinator currently have authority to allocate up to \$350 to a KC for a program. What happens when KCs are co-sponsoring programs? Zamojski asks if the Board wants to give the KC Co-Coordinator more flexibility. Currently, we provide a \$6,500 budget to support KC programming.

Motion by Volchok that Regional KC Co-Coordinator be authorized to allocate up to \$350 per KC, for up to \$1050 for three KCs to co-sponsor events. **Second** by Nabors.

Motion passes (7 nays, 1 abstention)

The Board discusses the Regional Conference budget. Should there be a budget developed in March and approved by June each year so as to break even or to generate revenue and to anticipate revenue and expenditures?

Motion by Kane to accept the financial guidelines with 3.1.f. and 3.2.a.4. to be edited to reflect current practice. **Second** by Powers.

Motion passes (1 nay, 1 abstention)

The discussion continues about financial policy, including conference committee reimbursement, graduate intern conference travel, social events, the New England Latino Student Leadership Conference, and honorarium standards. Since Board members have had to depart the meeting and we no longer have a quorum, Zamojski recommends these items be forwarded to the 2014-2016 Regional Advisory Board for discussion and possible action.

NASPA Update

Zamojski reports that during a recent conference call with the other Regional Directors, the NASPA office staff shared they are working on a plan for the safe and efficient archiving of regional documents. NASPA is trying to think about how this may be done in a timely way, given the sheer volume of information to store. NASPA is considering Google Docs.

IT Coordinators from the regions will receive an invitation to an online training program about use of the new NASPA website.

There is a working group within the NASPA Board looking at descriptions of the NASPA national awards. NASPA may soon develop an online system for the submission of award nominations that is modeled on the online system for submitting conference program proposals.

NASPA has announced that "Chief Student Affairs Officer" (CSAO) is now the preferred way of referring to an institution's senior student affairs officer. More details are available on the NASPA website.

Amy Shopkorn from the NASPA office will be reducing the number of people who have access to the email tool to send out large mass emails. There has not been any real control over who has access. More information will be forthcoming. She is also talking with Regional Directors about new budget management features.

When on-line advisory roster needs to be edited, the changes need to be sent to Danny Anzeueto. Only the Regional Director can communicate these changes.

The final meeting of the 2012-2014 Regional Advisory Board will be 1 to 3 pm, Sunday, March 16, 2014, at the Hilton Baltimore's Key Ballroom 2. The Regional Business Meeting is scheduled for 5:30 to 6:30 pm, Monday, March 17, 2014, at Convention Center 339. Our Regional Reception is set for 9 to 11 pm, Monday March 17, 2014, in Convention Center 308.

Gage Paine and Amy Sajko from NASPA have a conference call about the NASPA Foundation Ambassador Program. The ambassadors promote the NASPA Foundation challenge and educate people about the Foundation. Region I's two NASPA Foundation Ambassadors are John Hernandez from the University of Hartford, and Queena Hoang from the University of Vermont.

Every Region has been challenged by the NASPA Foundation to reach a certain dollar amount and a certain number of donors by June 30, 2014. No Region has yet met the challenge. Region I currently has 30 donors during the FY14 fiscal year; our target number of donors is 82. So far, we've given a total of \$4,945; our target is \$13,000. We have work to do. Hernandez and Hoang are working on this. The incoming Board may want to have one person serve as a source of support and guidance to our NASPA Foundation Ambassadors.

BACCHUS is now official part of NASPA. BACCHUS staff members are now NASPA employees.

The Communities Fair in Baltimore will give KCs a chance to recruit new members. There will be a table at the fair for the Regions, too. Zamojski asks the group if the Region has any literature to place on the table. Stoops mentions the newsletter. Stoops asks if the Regional Conference Committee could put together a flyer about the Newport conference. Nabors suggests any that may have been developed to promote our institutes. Hay suggests any flyers about upcoming state programs. Simo mentions we may want to providing information about recent regional events.

State Director Elections

Black reports that Region I had some nominees for NASPA National Awards and NASPA Excellence Awards this year. We received two national recognitions: Karin Edwards from Three Rivers Community College has been selected to receive a national Scott Goodnight Award for Outstanding Performance as a Dean. Bentley University is the Grand Gold winner of the NASPA Excellence Awards for a program called "Choose

One Less.”

The regional awards selection committee included many who are relatively new to NASPA volunteer roles. Black recommends that we continue this practice of including new faces on important teams in Region I.

There was a strong candidate pool for the State Director ballots. NASPA MA, NASPA CT, and NASPA VT will be electing State Directors. Luker has agreed to serve another term as International Director. Ballots were sent out on January 16, and must be completed by February 16. Black encourages everyone to vote or to contact her if they did not receive a ballot.

General Announcements

Stoops reports that the name of the Health in Higher Education KC will be changed to the Wellness and Health Promotion KC. This move could expand interest in the KC.

Hay reports that on April 3, there will be a drive-in conference at Roger Williams University about working with special student populations with a focus on veterans, students on the spectrum, and non-traditional populations.

Jane Thierfeld Brown will be speaking on Working with Parents of Students on the Autism Spectrum on February 21, 2014, at Southern Connecticut State University.

Vacchi thanks all on the Board for his experiences with them as he leaves the Board to serve as National Chair of the Veterans KC.

Nabors reports that he is confirming speakers and panels for the Mid-Level Institute. The group is also doing google hangouts between sessions.

Stanley reports that there will be a new KC launching at the NASPA Annual Conference in March: Socioeconomic and Class Issues in Higher Education.

Cabal reports that the Gay, Lesbian, Bisexual and Transgender Issues KC is changing its name to the Gay, Lesbian, Bisexual and Transgender KC.

Maine is hosting a conference on Careers in Student Affairs on February 21, 2014. Pauline Dobrowski will be the keynote speaker.

Zito reports that the New Professionals and Graduate Students (NPGS) KC scholarship applications to attend the NASPA Annual Conference will be available in early February.

Parkinson reports that two sessions of the New Professionals Mentoring Institute (NPMI) have been completed. Parkinson reports that there are 20 mentors and 20 mentees.

Diaz reports on a national webinar to be held on February 19, 2014, titled “Beyond the ADA.” The national KC is sponsor and she is helping to promote the program, which is

about a book that will be introduced at the NASPA Annual Conference.

Cabal hopes the GLBT KC will again appear in the Boston Pride parade in June, and he will work with the new Regional KC Rep on this.

Powers reports on a collaboration with the Technology KC on a webinar with 45 people on EngagemenTech, which was about ways to engage students using technology.

Kosses reminds the Board that the final newsletter will be published in March 2014. She thanks Newcomb for helping with the transition to Treasurer. Zamojski thanks Kosses for her work on the newsletter. Zamojski wants to dedicate the final issue of the newsletter to the volunteers who work with Regional Advisory Board leaders (e.g., state boards, regional KC leadership teams, etc.).

Pierce shares that there will be a NASPA Massachusetts event at the State House on February 27, with State Representative Tom Sannicandro from the Joint Committee on Higher Education. This event will be followed by a social.

Transition

Zamojski encourages all departing Board members to pass along information to their successors. He asks that Board members leave their areas in better shape than how they found them. Zamojski shares that it has been a joy to get to know all of the Board members. He applauds the good work of the Region I Advisory Board and its strong reputation within the association. He then presents each Board member with an acknowledgement of service.

Motion by Fienman to adjourn. **Second** by Simo. No quorum so no vote.