



**NASPA Region I Advisory Board
Friday, June 28, 2019
Omni Hotel – Providence, RI
Meeting Minutes**

- I. National Office Overview** **Anzueto**
What are associations, how do they work, etc.
What is NASPA? History and context
ASAE (The Center for Association Leadership) – professional organization for association management professionals.
16 k + members
1400+ campuses
Individual and Institutional memberships – different categories for individual members
60+ staff members at NASPA – many work remotely. Hub in DC
7 regions
2 areas
- Middle East, North Africa, South Asia (MENASA)
- Latin America and Caribbean (LAC)
37 KCs
2020 Conference in Austin – California professionals can't travel to TX due to current pending legislation
– NASPA is coordinating a connected conference for CA professionals
Region I is seen as a model for things like silent auction, purpose statement vs conference theme, conference interns, etc.
- II. Call to Order** **DeBurro**
Meeting called to order at 10:51 am
- III. Approval of the Minutes from 1/25/19 & 4/19/19 Virtual Meetings** **DeBurro**
Motion to approve minutes from 1/25/19 and 4/19/19 – Troiano
Second – K. Golden
Approved unanimously
- IV. 2019 Regional Conference** **Anderson**
Call for programs – deadline is Monday 7/1
If you want to be a reviewer, contact Colleen Lubin
Opening Speaker - Activist Mariah Parker
Closing Speaker - Brown University Professor Dr. Adrienne Keene- Native student experiences in higher education
The committee seeks to do more education and awareness around being on native land, etc.
This year there will be additional off-site social activities and push folks into downtown providence
There will be fewer Pre-Conference sessions and they will be more focused (Grad bootcamp, assessment, and site visits to local institutions)
Silent Auction looking for items – reminder that all Advisory Board members are required to donate
Nominate for awards! Numbers are currently very low.
- V. Six Word Story Activity** **DeBurro**
Give folks some understanding about you.
- VI. Budget Process** **D. Golden**
Timeline was moved back to August. Conference call coming up to vote on the budget in early-August.
Previously an internal ledger was kept and there was a difference between revenue and expenses, combined with the allocation from National to create a starting balance.

D. Golden discovered that number was not an accurate number compared to the National Office's records.

Most of our programming is at the state or KC level as well as through signature initiatives. Moving forward, we will use the NASPA allocation as our base budget for those things.

D. Golden wants to hear what folks think they will spend and what they think they will generate for revenue.

RAB members should fill out the webform – not conference committee – by July 23rd. D. Golden will propose a budget based on information received. The proposed budget will then will be brought to the Advisory Board for a final vote on a Ring Central call to be scheduled for mid-August.

KCs should continue to go through Jen & Lisa to request funds for events– there is a pool of money set aside for KCs, but not for each KC in particular.

IN past years, Signature Initiatives (SSAO, Ubuntu, SALT) held at the conference have been put into conference budget, but the revenue is not. Can be deceiving when you look at whether the conference “made” money.

There is a need to develop MOUs with other organizations showing how we are going to split costs and revenue, etc.

Reach out to D. Golden if you have questions.

VII. Signature Initiatives Project Update

Moriarty

Moriarty presented the results of research and recommendations for SALT and NPMI.

a. SALT

See materials sent prior to the meeting.

Recommendations:

- Develop consistent goals
- Develop a curriculum to meet those goals.
- Review and revise program goals and curriculum every 5 years to ensure program meets the needs of the current landscape
- Make the SALT target demographic Seniors
- Develop a one-day spring program for juniors
- After the next 3 years of regional conference that are already contracted: Move the conference to a Sun-Tues allowing SALT to be on Sat/Sunday
- Market program more widely, direct email to students, email to all member schools career services offices
- Standardize application timeline – applications available 9/1 and due 10/15 – firm deadline
- Cap the total number of participants at 60 – value in the small cohort model
- Create rubric for selection of participants- criteria needs to promote a diverse cohort (geographic, institution type, identity)
- Develop a formula to accept a percentage per institution's FTE
- Ensure that there is a welcoming environment and that participants have time to engage with one another
- Be clear with participants about the program goals and expectations. Send information prior to their arrival (hotel info, schedule, etc.)
- Expand the pool of professionals who can contribute to SALT; professionals should apply to participate in SALT as mentors, facilitators, etc.; utilize updated SALT alumni list
- Invite SALT participants to stay for the keynote and day 1 sessions of the regional conference
- Book more than one room and ensure that participants get time to move around
- Consider developing breakout sessions
- Resume Review should occur 1:1 or in small groups- engage grad program coordinators as resume coaches
- Add a session on “How to Network” – this could be an optional breakout
- Add mock interviews – this could be an optional breakout session and another opportunity to engage grad coordinators
- Add information on the grad school application process and internships – this could be an optional breakout session
- Add information on job searching, particularly focused for folks who do not want to go right to grad school – this could be an optional breakout session
- Re-instate speed networking session during dinner with a variety of professionals from different functional areas

Questions were raised regarding budget, opportunities to collaborate with All of the Above and other organizations, etc.

Deburro will assemble a small working group with Nabors to examine recommendations and which to bring forward to the board.

b. NPMI

See materials sent prior to the meeting.

Again, goals do not match between institute coordinators

- Develop consistent goals/outcomes for NPMI
- Link NPMI curriculum to the NASPA/ACPA competencies
- Review and revise program goals and curriculum every 5 years to ensure program meets the needs of the current landscape
- Make the NPMI target demographic New Professionals with 1-4 years of full-time post-Masters experience
- Standardize the application timeline- applications available 10/1 and due 11/15- firm deadline
- Create a rubric for selection of participants- criteria needs to promote a diverse cohort (geographic, institution type, identity)
- Cohort should be a maximum of 20 participants
- Review mentor pairing process- Share mentee goals with the mentor – share pairing with mentor before making public
- Consider a mentor group- 4 mentors/4 mentees. This will help with missed sessions
- Engage the mentors more. Use them as presenters of the competencies.
- Connect mentor time to sessions. Provide structured discussion as part of the sessions.
- Post committee positions on volunteer central. Advertise vacancies. Make selection process transparent
- Develop a role for the committee during the institute sessions
- Develop mentor and mentee expectations. Share them in writing as part of the application process
- Communicate clear messages regarding attire to both mentors and mentees
- Keep the 4 day format on 4 different campuses throughout the spring semester
- Continue the virtual sessions. Ensure that mentors and mentees attend the same virtual session
- Assist with travel logistics- facilitate carpooling- hotel or campus stays – socials the night before
- Continue linking the NPMI social with a State Social
- Mentors should be more seasoned – not 1 year beyond new professional. Develop a qualification
- Provide structured follow up after institute
- Collect alternate emails from ALL mentors and mentees for easy tracking in the future
- Consider Blackboard or something similar to store content, participants, etc. Make available to all participants

Questions regarding mentors not attending sessions, expectations for both mentors and mentees, session structure/lack of mentor time, role of planning committee, cultural competency of mentors.

Recommendation – Institute chairs should present assessment data at RAB meeting so that the information is more widely shared and done so beyond just the next chair.

Anzueto recommended storing historical data in Board Effect

VIII. Regional Professional Association Calendar

Fienman

Fienman shared information about the Google calendar being shared with Regional leaders and other professional organization leaders to promote collaboration.

IX. General Updates

a. Membership

Davis

Total--1,671

MA--823

CT--261

RI--145

ME/NH/VT--77

Other (unlisted)--48

b. National Initiatives

Davis

Monthly membership team updates from national. Starting Monday 7/1 is the institutional renewal process. 50% of Region I institutions have renewed. Additional outreach will begin on Monday – coordinated by Davis, Deburro and State Directors. Goal is to contact all by late-August/Early-September.

There is a National Board meeting in July

c. Awards

Maitino (for C. Regan)

Please submit nominations or get others to do so – it is your responsibility as a Board member. Consider direct outreach to colleagues – C. Regan can provide a template for this

State awards (deadline July 19th) that then funnel into regional awards are:

- Catch a Rising Star
- Richard F. Stevens Outstanding Graduate Student
- Richard F. Stevens Outstanding New Professional
- Mid-Level Professional (funnels into the Doris Michiko Ching Excellence in Student Affairs Award)
- Program of the Year Award

Regional Awards (deadline August 9th) are:

- Continuous Service
- President's Award
- Institutional Leadership Award
- Outstanding Contribution to Literature and/or Research
- Outstanding Contribution to Higher Education
- Scott Goodnight Award for Outstanding Performance as a Chief Student Affairs Officer
- Community College Professional Award
- Equity, Diversity and Inclusion Award

Board members raised several questions and shared some feedback:

Simplify the process – do we really need the resume?

Contact past winners to encourage to pay it forward.

Needs to be an effort to de-bunk the negativity around self-nominations and adding transparency of the process

Time to re-engage in discussion of the larger process

X. Knowledge Community Updates

Stanley/Rocco

37 representatives

12 vacancies

The following KC representative positions are currently vacant – and can be found on Volunteer Central:

- Administrators in Graduate and Professional Student Services
- Enrollment Management
- International Education
- Men & Masculinities
- Multiracial
- Student Affairs Fundraising and External Relations
- Student Affairs Partnering with Academic Affairs
- Student Government
- Technology
- Undocumented Immigrants & Allies
- Veterans
- Wellness and Health Promotion

a. Socioeconomic & Class Issues KC

Deleveaux

Call for proposals for the national publication on SECI – abstract submission due 8/1

Submit more presentations on this topic! Happy to help support

XI. State Updates

a. Massachusetts

K. Golden

Organizing listening session to try to identify an issue – pathways to NASPA and professional development. Common topic that varies state to state.

Entry Level Professionals Workshop will be on 7/31 and is in the planning stages – unconference roundtable discussion for new professionals. Hosted at Endicott 9/5 drive-in with ASCA and OneClass on academic integrity

b. New Hampshire

DeBurro (for Bassett)

Granite State gathering on 8/9 – NEC Institute of Art & Design in partnership with ASCA

c. Rhode Island

Raffaele

Social last Tuesday was successful.

Mapped out calendar for year and will add those to the shared calendar

Hosting a drive-in on mental health on 10/3 at the Roger Williams Bay Point Conference Center

XII. Other Updates/Announcements

Deburro urged Board Members to please fill out Strategic Plan survey

Send info to Horne for July newsletter by 7/12

XIII. Adjourn – lost quorum no motion needed

2019-2020 Meeting Schedule

Friday September 20, 2019- RAB Only, no KC Reps

Sunday November 17, 2019 in Providence, RI (Regional Conference) – KC Reps joining

Friday January 24, 2020 – virtual meeting using RingCentral, no KC reps

Date TBD at the National conference in TX (March 28-April 1)