

CPAK Executive Council Summer Meeting

EC Members Present: Angela Taylor (Georgetown), Jessica Randall (Bellarmine), Faith Griffith (Georgetown), Michael Cuyjet (U of L), Andrew Smith (UK), Chris Thuringer (UK), Elizabeth Liebschutz (U of L), Patrick Noltemeyer (Centre), David Horrar (U of L), Sherman Bush (JCCC), Destiny Harper (NKU)

June 10, 2009

Our first collective meeting as an executive council was hosted by Jessica Randall at Bellarmine University.

- Meeting commenced at 10:20am with an Icebreaker
 - Get to know you snowball fight! 😊
- Introduction/overview of meeting and agenda
- Constitution and Bylaws:
 - Executive Council was given 5 min to scan document
 - Bylaws were reviewed Article by Article
 - Cuyjet:
 - Question about Article II, Section 3—proposed changes: “institution of post secondary education, eligible for student membership”
 - Section 4: proposed change: ‘dues for CPAK will be set by Exec Council’ instead of listing \$10 fee to eliminate constant amendments
 - Motion was made and passed to remove \$10 fee
 - Horrar:
 - Section 2, Article two: take out “or professional employee”
 - Noltemeyer:
 - Article 3, A: Attendance to ACPA—should we include president?
Proposed changes: “ President will make every effort to attend ACPA national convention and summer leadership conference”
 - “President-Elect—attend either of those meetings if President cannot”
 - Cuyjet:
 - Confusion with officers—Proposed Change: Article 3, section 1—“add Secretary/Treasurer-Elect as a member and officer,” “all officers serve one term”
 - Commentary made that succession to Secretary/treasurer will be done in item B (all officers serve 1 year term)
 - Proposed change: term start: “following elections at annual conference”

- Section 7, B: “May be paid, not SHALL or WILL; based on the approval of Exec Council”
 - Thuringer:
 - Proposed changes: Article 4:Bottom of pg 4—type in “section 2”
 - Article 5: Section 1: “5 elected members of executive council”
 - Cuyjet:
 - Section 4: Proposed change: “Except”
 - Noltemeyer:
 - Proposed changes: “Newly elected members of executive council”
 - Graduate Faculty Representative will serve for 2 years-change to Graduate Faculty Coordinator
 - Liebschutz:
 - Commentary that 2 year position for graduate faculty member would be essential
 - Smith:
 - Commentary that there should be a commitment increasing online institution representation. A decision was made to revisit this topic later within the meeting
 - Horrar made motion to approve all proposed changes, Bush seconded it; motion was passed to approve all changes.
- Review of strategic plan
 - For our reference
- Review of Activities, Initiatives and Accomplishments –list provided to ACPA
 - For our reference
 - Progression will continue as we attend more ACPA and learn what other State affiliations do
 - Cuyjet:
 - Posed questions about other affiliates and potential ideas to emulate
 - Taylor:
 - States are doing Next Generation conference for college students-- NY has a great program
 - Many are moving away from state journals
 - Discussion about better utilization of website and making more tools available, particularly with using ACPA to provide resources (PayPal, etc.)
- Positions, Duties, Expectations, and Goals
 - Cuyjet:
 - Posed question about ways for Graduate Faculty Coordinator to recruit new professionals at a statewide level

- Liebschutz:
 - Commentary that students can be targeted during Grad session at CPAK conference
- Noltemeyer:
 - Recommendation was made to send emails to Grad Directors and programs
- Liebschutz:
 - Commentary that faculty involved should not only be from U of L
- Noltemeyer:
 - Commentary that UK faculty have yet to be represented within CPAK—posed the question of what CPAK could do to better graduate programs.
- Harper:
 - Commentary that Future Leaders in Student Affairs programs and Graduate Student Affairs organizations could be an outlet for support
- Taylor
 - Decision to table topic of conference and recruitment for a later discussion
- Budget
 - Current balance of \$4,231.55
 - Itemized budget of expenses will be developed
 - Meeting with Michael Anthony is scheduled at 3pm today to switch names on the account —officers who need access are welcome to attend
- Dues Structure
 - Noltemeyer :
 - Recommendation to keep \$10 with conference
 - Commentary made to consider opportunity of offsetting prices once other expenses are established (i.e. Careers in Student Affairs Conference—students would be charged \$5, professional staff charged another amount)
- Dr. Jackson's ACPA Goals
 - Global and international outreach and Veterans (last focus undetermined)
 - Institutional Membership Plan
 - Would membership remain with institution or individual is professional leaves institution?
 - Taylor:
 - Recommendation to table discussion for conference call this summer
 - Cuyjet:
 - Commentary that plan could be hard to implement given the low conference fees that already exist

- Review of Careers in Student Affairs Conference proposal
 - Originally put together by Tracy Lara, past Graduate Faculty Coordinator
 - Cuyjet:
 - When Lara left there were talks of doing conference at WKU without a point person. The production of this conference proved to be too ambitious (too overwhelming to have both undergrad and grads, too difficult to find mentors for participants).
 - Careers conference should be done, but it needs to be scaled back
 - Liebschutz:
 - Posed question--could conference be a Friday night/Saturday day function with smaller groups, like MMI?
 - Cuyjet:
 - Next Gen would probably be a better model. Geographically, overnight might be a better option
 - Noltemeyer:
 - Commentary that Regional conferences that would allow for partnership with CPAK
 - Cuyjet:
 - Recommendation to 'piggy-back' on U of L's SA careers program
 - Taylor:
 - Commentary that ACPA could provide information for Next Gen and assistance could be gained from personal contact with NY and their award winning program if desired
 - Liebschutz:
 - Commentary that could be beneficial for someone to talk to graduate students at conference about classes, next steps, jobs, etc
 - Taylor:
 - Recommendation that graduate students could mentor undergraduate students
 - Liebschutz:
 - Could PH.D, graduate degree holding professionals mentor Grad students?
 - Taylor:
 - Consideration about target audience for event--undergrad , grad or both?
 - Cuyjet:
 - Recommended that primary function should be to recruit undergrads and have graduate students serve as mentors, put on activities, serve on panel, potentially present; Grads could possibly attend free of charge
 - Cuyjet, Griffith, and Johnson will spearhead a committee for the conference
 - If partnership with U of L does not work, exploration of attaching Next Gen experience to conference will be made
 - Cuyjet has agreed to contact U of L to explore this
 - Development and promotion needs to begin now
 - Date of event will be contingent U of L's program
- 2010 CPAK Conference Discussion

- **Dates for next year's conference: Mar 4th and 5th 2010**
 - does not conflict on SEAHO and SPE
- 2009 Assessment review
 - Highlights: Collaboration, Professional Development, Networking for participants
 - Low number of surveys received—how do we increase this in the future?
 - Survey Monkey—would help with reaching more people and eliminating manual imputation
 - Pre-conference communication—feedback that more was needed
 - Thringer:
 - CPAK relies heavily on SSAOs to keep staffs in the loop about CPAK correspondence
 - Liebschutz:
 - Members-at-Large should work to make sure this is happening
 - Cuyjet:
 - Post forms on website to be downloaded and printed for those needed
- Hotel Discussion (Refer to Conference Research Sheet (purple sheet ☺))
 - Location: Taylor and Liebschutz toured 4 facilities; all downtown
 - ACPA 2012 will be in Louisville---having CPAK in downtown Louisville would help showcase and promote this, plus ACPA leadership could receive free rooms for at CPAK site
 - **Hyatt:** Shared that they may be able to work with food budget from last year, those who come in the day of the conference will get \$13 daily rate
 - **Hilton Garden Inn:** Smaller facilities, limited breakout rooms; rooms will need to be continuously turned over to set rooms up (minimum turn-around time: 30 min)—will be available just for CPAK
 - **Crowne Plaza:** Several presentation rooms available; complete with digital screens for signage, strict about displays in hallways and space for social areas—socials would have to be in rooms not in lobby areas. Good proximity to expressway
 - **Marriot:** \$5 lot for anyone who comes in for just one day, highest room rate out of 4 viewed, limited Wi-Fi usage
 - **Questions/Things to consider:**
 - Price breakdown for meeting rooms?
 - Inconvenience to delegates with room turnovers
 - Hyatt has the nicest social space, but all have fully stocked bars
 - Expense of guest room rates and parking fees; Availability of Wi-Fi (guests will have it free in some areas, meeting rooms and commons areas may be locked)
 - Reservations at Garden Inn will be more flexible with rates and dates; Plaza somewhat flexible

- Number of rooms needed to be reserved for contracts
 - Exact food costs vs. food min. cost
 - Set up fee charges and items included for that fee
 - All hotels ok with outside items being used (projectors, ext. cords, etc)
 - **Recommendations:**
 - Take Marriot off of list of considerations—doesn't appear to want CPAK's business
 - Horrar will contact the Seelbach to explore prices and accommodations
 - Taylor and Liebschutz will do more research on the Hyatt
 - **Based on sheer numbers, Crowne Plaza will be the location...the Hyatt will be selected if Hyatt expenses could be reduced**
- Potential Keynote Speakers
 - Susan Komives
 - Gene Zdziarski
 - Susan Salvador
 - All awesome...Taylor will contact Dr. Jackson to explore their availability
- Thursday night ideas
 - Keynote dinner, social, jazz ensemble (2009 schedule)
 - Liebschutz:
 - Similar to SEAHO, identify topics and find people in the state to present on them (or participate in a discussion session) to occupy the time of the individuals who come early and typically hang out while waiting on things to begin
 - Cujyet:
 - likes this, Louisville contingent (western KY, IN) would enjoy a pre-conference workshop
 - Griffith:
 - Potential for roundtables based on desired topics
 - Cujyet:
 - SSAOs could have a pre-conference workshop
 - Liebschutz:
 - \$15 charge for pre-conference session; gift cards could be given to presenters for volunteering their time.

- Topics need to be determined ahead of time to allow ample time for presentation submissions
 - Executive either identify topics or members at large contact their populations to solicit topics
 - Cujyet:
 - NASPA stopped charging for pre-conference meetings in 2006
 - Cost-benefit-ratio needs to be considered- policing attendance, registration, etc may not be worth the outcome
 - Noltemeyer:
 - Grad Students could meet during pre-conference experience
 - Thuringer:
 - A survey will be produced to asks what topics they'd like and what sessions they'd actually attend for Exec Council to send to their staffs
 - Logistics and roles
 - Start considering conference themes and **be prepared to discuss by Conference Call time!**
 - Hotel revisited: Taylor and Liebschutz will have a report on Hotel selection by Conference Call time
 - **Griffith and ?? (another EC member needed):** In charge of in putting together program booklets
 - **Randall, Harper, Cujyet:** In charge of program proposal process
- Membership Outreach
 - Website and officer service accounts
 - Horrar:
 - Recommendation to move the website host to more secure service and add interactive tools. Changes and updates need to be made more frequently, explore possibility of blogging or posting articles, utilize Linked In for a more Young Professional outlet
 - Noltemeyer:
 - RSS feeds need to be set up for people to know when to go to the website
 - Liebschutz:
 - Work on better control for spam
 - Taylor:
 - What new hosting sites can be used?
 - David: Braveheart (does not require a lot of experience/work to sustain)
 - Noltemeyer:

- Anyway we can incorporate paid forms for the website, the better
 - Taylor:
 - Conference pictures currently on facebook website—can take pictures from there
 - Noltemeyer:
 - review over state organizations to see what they do
 - Authorization was given to David to begin rebuilding site
 - Commentary about 'paid members section'-- can have a members directory, job listings, conference documents, etc
 - Cuyjet:
 - Explore mechanism to allow individuals to join mid-year
 - Randall:
 - Leave 'members only info' up for a while to let people know what they are getting into
 - Thuringer:
 - CPAK members listserve: there is a request for it, members could post messages (that would be subject to our approval)
 - Horrar can set up one sub list of our web-site; after seeing the interest then it could increase
 - Moderators put in place to help people get back to their website, make sure things are running properly, accept members/messages, etc.
 - Tool being considered is sustainable and does not require maintenance; however there must be constant activity or it's lost.
 - Next Steps: Horrar will put together website, Taylor will produce a welcome message that will go out over the listserv
- Newsletter and/or Journal
 - Liebschutz:
 - Start with online version first, then move to physical document
 - Cuyjet:
 - Must consider purpose for documents—for newsletter to keep membership informed and provide topical items, online would be better.
 - Dr. Tom Jackson is still committed to have a Journal at U of L; Cuyjet would be willing to work with him and will solicit the help of 6 or so members across the state to serve on the editorial committee, in hopes of having it rolled out for 2010 CPAK
 - Liebschutz:
 - Commentary that journal should not be just a U of L thing; they may support the initiative, but it needs to be representative of other institutions

- Taylor:
 - Recommendation to initially use website and listserv to be the breeding ground for 'newsletter' like articles
- Cuyjet:
 - Journal will be more scholarly (researched, not necessarily experimental) based and it will be paper-based
- Noltemeyer:
 - Incorporate regular feature from a VP about trends, etc.
- Brochure/Info Sheet
 - Noltemeyer:
 - Is original brochure still available? Only JPEG of it in his possession
 - Thuringer
 - Recreated logo in formats that are moldable for various purposes
 - Brochure will be updated based on format from before
 - Updates will be sent to Angela, who will send it to the EC for edits
 - Horrar will post on the website for the entire membership
 - Horrar will send pictures of new officers to Taylor for her identification, then to Thuringer for updating to the site
- Campus liaisons
 - Members at large are working to receive info from past members at large officers
 - Highlights from this group:
 - Increased effort to garner more support for Community College professionals who do the 'day to day' tasks
- Report from ACPA
 - Work on incorporating ACPA in conference booklet and in work
 - Graze websites to get a handle on what people are doing from state to state
 - Great possibilities for collaborations—Taylor can take ideas to Summer leadership conference to gain support of those state organizations
 - Cuyjet:
 - Things to prepare for the 2010 Conference
 - Attendance
 - Understand ACPA/NASPA taskforce to explore what makes the two organizations uniquely different
 - Cuyjet:
 - Joint taskforce is to explore the future of student affairs; where do we see this profession going over the course of the next 10 years and how do these organizations help them get to where SA needs to be?

- Taskforce was not formed to make recommendations on what the two organizations should do (as organizations), but to explore how to make SA better
- Future discussion
 - Pro-Am experience
 - Connecting two people from other regions in the state
 - Opportunity for mentorship
 - Business Meeting at the Annual conference
 - Maybe incorporated during the lunch
- Closing Items:
 - CPAK's support for helping President attend ACPA
 - Liebschutz will not have the support she would normally have for ACPA due to new position and area (outside of SA)
 - Noltemeyer:
 - CPAK should support expenses for President, but make a formal request for department/office of President to assist monetary in some way
 - Cuyjet:
 - recommends approaching Dean of Department to make them aware of the benefits of this organization on her ability to help students, do her job better and grow as a professional
 - Liebschutz will have a discussion with her boss first to see what can happen
 - Taylor will produce a letter of support to help Liebschutz if needed
- Monthly Conference Calls
 - There will be e-mail correspondence until first conference call
 - Calls will start in September and continue for October and November
 - Face to Face meetings will be held in December and February (locations TBD)
 - Careers in Student Affairs Conference prep will take place over the phone at the end of July
 - Taylor will do a Doodle or Tougler ☺ to establish dates for conference calls
 - **As of right now phone conferences will be proposed for the 2nd Thursday of every month from September to December**

Meeting adjourned at 3:05pm

Respectfully Submitted,

Destiny C. Harper

2009-2010 CPAK Secretary/Treasurer