

***CPAK Executive Council Conference Call Meeting Minutes
February 15, 2008***

Present at the meeting: Michael Anthony, Jared, Patrick Noltemeyer, Kenny Quisenberry, Mark Woolwine, Jonathan Johnson, Elizabeth Liebschutz, Angela Taylor, Telly Sellars, Bob Blake (Telly's Intern), Mark Shanley, Bethany Kilgore

I. Program Review

Any major issues/feedback?

- Need website on the back
- On Feb. 28 schedule there is an extra space before/after summit
- On the back the thank you should be on one line and space it out
- Same thing on the conference so we're not tight on space
- Goals and Objectives shouldn't be italicized so the flow isn't disrupted
- Core values should be underlined to stay in sync with mission goals and vision of CPAK
- Pg. 4 what is the cut off of the page because there is a blue line there?
- Pg. 7 (same as above) and under session 2, there is an extra line and period
- Do we have to say "title" since the title of the presentation is in bold?
- Can we make the photo bigger to fill out the page a bit better?
- Pg. 4 at the bottom has white space- put the logo there
- Upper lobby vs. lobby to make it known where the event is located? (update in program and at the At-A-Glance)
- The presenters are jumbled with their title, esp. page 5
- NASPA KY State Director on the Ex-Officio within CPAK Officer recognition

At-A-Glance

- Make as a smaller version and not as an 8.5 x 11 if doable.
- Shrink the at-a-glance in the program instead?
- Is it worth it since we're only doing a one day program?
- Think about sustainability too in the future.
- Will keep the size this year with the map in the back.
- Feb. 29 schedule- Sr. Student Affairs Officers (or Chief Student Affairs Officers?) will start off in round tables; the roundtables won't be listed in the program this year. Instead, as people join us that AM we'll direct them into the ballroom area prior to the Welcome. On each table there will be signs for them to choose to sit down.

II. Additional pages to include in binder (KGI, getting involved in CPAK, ACPA social, etc.?)

- Put save the date card in the materials and table tent at meals for the ACPA social (Elizabeth to do this)
- KGI get involved sheet to be in the folder
- Ballots and blurbs on candidates

III. **Script Reviews and updates** (mention regional journal)

Thurs. Feb. 28

- Set up at 1p
- Welcome is Angela on Thursday
- Awards-Emily
- Thanks and Announcements- Angela
- Jared to do elections announcement before key note introduction
- *Telly can revise this as needed
- Dr. Shanley won't be at the SSAO business sessions that Thursday afternoon so would need someone to be the greeter and help identify where people go for their breakout. (Mark to do that)

Friday Feb. 29

Breakfast:

- All meet at registration table at 7a
- We don't have a poster session so remove that from the script
- We have the roundtable discussion items. "I'm not awake yet," job searching, alcohol/wellness on campus, budget impacts, March Madness, retention, higher education grad programs, diversity, private colleges, campus programs, campus safety, American Idol or Grays Anatomy?, career services, Greek life.
- Start off first with the educational conversations and then as things progress, we can add the funny ones. WE don't have to use all of these items at the beginning.
- Add discipline to the discussion too.
- *Hotel is putting a metal stand with a clip on the tables
- Welcome: Michael
- ACPA/Get Involved: Elizabeth
- NASPA rep to do a small plug sometime during the conference
- Thanks to sponsors: Add USA Today (also recognize Dr. Rhodes for hosting the get together)
- Closing (Telly)

Lunch:

- Lunch (Dr. Shanley or another person to talk here)
- Membership forms (Angela)-
- Voting (Jared)- remind people to fill out ballots
- Move Conference Evaluation reminder to the end of the day
- Pub Quiz (Telly)- collect the quiz and will announce who won (\$5 gift card to some place like Starbucks)
- Speed Networking (Telly and Elizabeth)-move to another person not at your table to switch every minute or so

Closing: Patrick

- Announce trivia and secret agent winners: JJ (have two secret agents announced as well)

*Everyone is available to work the registration table

IV. Technology Review

- Everyone remember to bring your projectors
- Kenny to help test equipment in rooms

V. Hotel Review (tables, meeting rooms, etc)

- Contract signed
- Two tables for registration and a table for resources at the upper lobby)
- NASPA Region 3 will have a banner
- Case Study competition will be in Summit B (not Summit A)

VI. Volunteers (Matthew Real)

- Matthew Real from U of L to be there in the AM on Friday the 29th or directing traffic
- EC to greet people upon check-in
- Bob Blake
- Two others from around the state will be there to assist us.

VIII. Evaluations

- We're not doing evaluations of each individual session (hasn't been done in the past) but can be done in the future. The nature of the sessions is asked in the n
- We don't have a two-day schedule anymore so may need to revise question #7 or divide it up by saying I like the evening events the night before and a full conference or a two-day conference with an overnight. Will people be frustrated that they miss the keynote speaker the night before? Will ask if people like the overnight/key note-dinner experience.
- Ask in evaluations if people have attended one day or both days.
- Should we ask if people want to attend a Saturday conference in lieu of a work day? Dr. Shanley thinks it'd be better to work on from member-at-larges working in conjunction with the EC.

Other Items:

- Dr. Rhodes was interested in opening his house for the CSAOs and EC members at 9p down the street from his home. A note was sent out by Dr. Rhodes
- In future registration forms, have a check box that indicates if a person is a entry, mid, senior level manager.
- Need to decide what the winners of the secret agent will receive. Michael to work on this.
- Added Dr. Shanley's and Dr. Ford's numbers to our contact list.
- Thanks to Elizabeth for ordering the polos. We'll wear them as a group on Fri.
- Current registration is at 179...great work!
- Have in future registrations a discounted rate for those who aren't able to make the Thursday dinner so they're not paying for it.