

CPAK Executive Council
1st Summer Meeting Minutes

Present at the meeting: Patrick Noltemeyer (Centre), Michael D. Anthony (UofL), Jonathan L. Johnson (UofL), Destiny Harper (NKU), Angela Taylor (Georgetown), Kenny Quisenberry (UofL), Chris Thuringer (UK), Eric Annala (UofL), Michael Cuyjet (UofL), Elizabeth Liebschutz (Transylvania), and Dale Buckles (Elizabethtown)

July 8, 2008

Our first collective meeting as an executive council was hosted by Dale Buckles at Elizabethtown Community and Technical College.

Conference Notification

After introductions and a welcome from Patrick, there was a brief discussion about an Email policy regarding sending conference notifications to membership. **Chris** and **Angela** will bring back more information for Council's review.

Constitution and By-laws

CPAK's constitution and by-laws were briefly review by all members. In Article V, Section 2.h., Dale made the suggestion to omit "private" and replace it with the correct terminology, "Community and Technical College." The Executive Council (EC) agreed by consensus. Please read the constitution and by-laws on your own for further detailed review and editing.

Strategic Plan

CPAK's strategic plan was thoroughly reviewed and discussed by the EC. The following comments were discussed:

(Eric)—We emphasis the "what" in our plan, perhaps, more consideration should be given to emphasis "how" we do what we do

(Michael A.)—CPAK's strategic goals, created June 11, 2007, are generally based upon the model of North Carolina's state association of ACPA

(Cuyjet)—because CPAK's strategic plan is a living document, it is suggested that every 1 or 2 years, we should outline specifically *how* our general strategic plan is operationalized.

(Dale) –In regards to the "Mission of CPAK," the terminology used for the work we commit ourselves to in "student affairs" can be confusing for external personnel organizations or people because we also included, "student services," campus life," academic support," and "higher education administration."

(**Jonathan**)—Question of whether the terminology used in the strategic plan should remain inclusive to various functional areas? Perhaps we should reflect upon CPAK's *Purpose* of contributing to "student development educators" as described by the Constitution and By-laws in Article I, Section 3.h. Jonathan will assess the terminology for further review.

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NAMES in BOLD=Denotes members who will follow up on assigned tasks

Budget

(Michael A./Jonathan)—In recent years, much of the budgetary management was deferred to the President. For this conference year, such roles and responsibilities will appropriately transfer to the Secretary/Treasurer.

(Michael A.) significant factors to know about the budget:

- Instead of a general budgetary line, the budget will be based upon events for reporting expenses and revenues. For example, budget line for KGI, state conference, journal, etc.
- Discussion of how to improve our sponsorships
- Discussion of using establishing a budget for research/grants. Elizabeth agrees.

(Cuyjet) introduced the idea of funded registration by senior members in support of new professionals. NESAs use this practice.

(Michael A.) affirms we should “market” the opportunity to attend CPAK, much like it is done by SACSA, ACPA, NASPA

(Chris) will look into how formalize our sponsorship models and vendors. Goal: To have our keynote speaker sponsored.

(Patrick) support longtime sponsor, *Custom Logo*

(Michael A.) if you work with or know other sponsors who support your campus, please forward a list to all of the EC

(Angela) will look into how to invest our account balance into a CD account; preferably immediately after the Spring conference

Due Structure

- The EC briefly discussed CPAK’s due structure and will discuss with greater detail at our next scheduled meeting. *Note: Please consider if the criteria for dues should remain the same or change by our next meeting.*

Kentucky Graduate Institute (KGI)

- Date: October 25, 2008 (Saturday—JJ’s B’Day!!)
- Plan to contact each school that has a CSP or Higher Education program
- Graduate Fair?

(Cuyjet)—A key factor for KGI is identifying Mentors

(Jonathan)—much like SACSA/ACPA’s NPI or MMI, assign multiple Mentees (graduate participants) to Mentors (faculty/administrators). Ratio of about 6:1, dependent upon total number of participants

2008 Conference Assessment

- Add “Faculty” to membership level on assessment form
- 44% of participants attended both Thursday & Friday. EC discussed rationale of 1 or 2 day format as well as an alternative Sunday/Monday format and decided to continue a 2 day Thursday/Friday conference format.

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2009 CPAK Conference

- Tentative conference date: February 26-27, 2009
- Conference location: Lexington, KY
- Conference Theme—*to be determined*
 - Borrow/adapt from ACPA's theme: "*Power to Imagine: Courage to Act*"
 - (Eric) suggested it should include "Vision" and "Tradition"
- Hotel: To be determined. (**Michael A.**)—arrange for EC to tour and have our next meeting at a selected hotel in Lexington
- Ensure overall accessibility of conference facility and spaces. EC will further discuss creating a list of expectations for hotel's accessibility
- EC discussed the potential of entering a contractual agreement with a selected hotel in Lexington and in Louisville to host future conferences on a rotation for every other year (e.g., Lex. 2009, Lou. 2010, Lex. 2011, etc.)
- During conference, create a way to identify attendees by functional areas (Housing, Academic advising, etc.), professional level/status (new professional, mid-level, etc.), conference presenter, new to CPAK by using name badges
(Cuyjet)—suggested that we improve CPAKs closing session; perhaps more ceremonial

Membership & Outreach

- There appeared to be limited numbers of senior level attendance. Because of our partnership with NASPA Region III, the EC discussed reaching out to NASPA senior level professionals to encourage their participation
- Newsletter
(Michael A.)—serves as CPAK's Education Foundation Liaison in ACPA
(**Angela**)—improve website postings and listerv notifications for job/career opportunities. Angela will follow up
(**Chris**)—will investigate format CPAK listserv.