

Conference Call Meeting
November Minutes
11.12.09

Exec Present: A. Taylor (Georgetown), E. Liebschutz -Roettger (U of L), D. Harper (NKU), J. Randall (Bellarmine), D. Horrarr (U of L), J. Johnson (U of L), F. Griffith (Georgetown), M. Cuyjet (U of L), M. Mardis (U of L)

Conference call officially commenced at 10:05am

- **Careers in SA Conference Update (Nov. 21st)**
 - **Johnson:** Preliminary schedule sent and overviewed by Exec
 - **Cuyjet:** Recommends Taylor give a brief welcome (agreed)
 - Is also working to secure a career services representative that is unfamiliar to current student base
 - Lunch provided by the Lunch Pal for \$5.50
 - Those who plan on assisting with conference need to be at U of L for setup at **8am**
 - **Liebschutz- Roettger:** Include the involvement of a doctoral student for graduate students (possibly Taylor or Kate for this discussion)
 - IU and U of L information will go into packets
 - Nothing received from NKU, EKU or UK so far
 - Harper will send NKU info, Liebschutz will send UK info
 - **Taylor:** Can provide some info from other schools outside of the region to be set up at a viewing table
 - **Johnson:** Interest from some Institutional reps to set up table for their programs
 - Option will be opened up to other institutions via email contact from Johnson
 - Parking is being secured by Cuyjet at the Alumni Center
 - Plates, napkins, silverware should be provided by Lunch Pal, if not from Student Services
 - Horrarr will supply 2 laptops for sessions
 - Pens and pencils are covered; however give-a-ways are still needed
 - **33 restraints at this point ☺**
 - Continue to push to your schools! Deadline is Nov. 16th for registration
 - **Taylor:** Exec from other areas need to bring folders from their institutions to have more representation
 - **Liebschutz- Roettger:** Rundown of context areas and affiliation for ABC soup game/resource

- **Johnson:** Potential \$40 charge to open the SAC earlier (will be supported by CPAK if needed)
 - Email has been sent to Thuringer for updates (will be sent out by Taylor)
- **2010 CPAK Conference Update (March 4th & 5th, Louisville, KY @ the Hyatt)**
 - Conference Theme: **Pioneering Practices, Enhancing Education**
 - Registration
 - **Horrar:** Form is online now, as well as Keynote information
 - Harper has been set up as primary on the Pay Pal account
 - *9 additional people have paid for Careers in SA conference as of today*
 - Program Proposal Updates
 - **Randall:** One received so far
 - Email will be sent out to remind membership
 - Deadline is January 8th
 - **Liebschutz- Roettger:** Should there be additional information for dietary needs?
 - Horrar is in the process of adding!
 - Live Band Update
 - **Randall:** Faculty member has been contacted from Bellarmine Faculty Jazz Band—follow up will be made and reported to Exec by December
 - Case Study Competition-*Work in progress*
 - Elections & Nominations (***Will be managed by Liebschutz- Roettger***)
 - Roundtables at Breakfast Topics (***Will be managed by Griffith***)
 - Vendors
 - **Liebschutz- Roettger:** Everyone should do at least 2 to take the strain off of one person
 - **Taylor:** Share contacts with Liebschutz- Roettger before you call vendors to eliminate duplications
 - Registration Packets-*Work in progress*
 - **Mardis:** NASPA KY has agreed to provide a \$650 sponsorship for 2010 CPAK conference
 - Use of funds will be determined at December face-to-face
 - NASPA KY has been requested to inform CPAK of any needs or recommendations they may have in the upcoming months

- **Membership Outreach**
 - Website—*No updates*
 - Brochure—*Coming soon online*
 - Campus liaisons- —*No updates*

- **Additional Items**
 - **Johnson:** Can schools pay with procurement cards?
 - Registration can be paid with pro-cards via Pay Pal
 - Receipts and invoices can be faxed to Harper at **859.572.6099** or scanned and emailed to harper1@nku.edu
 - **Mardis:** Unification discussion still going on—last discussed at SASCA
 - NASPA and ACPA boards will determine in December if a vote will need to be made by membership to unify
 - Unification discussion would be very relevant for 2010 CPAK conference
 - **Cuyjet:** Explore placing discussion at conference during a time that does not conflict with other programs
 - Will be examined during December meeting
 - Possibly at CPAK conference lunch? Great sponsorship opportunity by NASPA KY?

- **CPAK Executive Council**
 - **Winter Meeting in December**
 - Please complete doodle ASAP
 - Meeting at the Hyatt will be scheduled based on majority availability
 - Conference call on **December 10th at 10am** will be held if face-to-face cannot be arranged

Meeting adjourned at 10:45am—Have a great day!

Respectfully Submitted by:
Destiny C. Harper
09-10 CPAK Secretary-Treasurer