



October Face-to-Face Meeting
December Minutes
12.4.09

Exec Present: A. Taylor (Georgetown), E. Liebschutz-Roettger (U of L), C. Thuringer (UK), D. Harper (NKU), J. Randall (Bellarmine), D. Horrar (U of L), J. Johnson (U of L), F. Cracraft (Georgetown), A. Smith (UK), P. Noltemeyer (Centre), M. Cuyjet (U of L)

Meeting officially commenced at 10:10 am

- **Careers in SA Conference Recap (Nov. 21st)**
 - **Johnson:** 37 students (out of 45 who registered) showed
 - 20 survey participants; all expressed interest in mentor program with professionals in Students Affairs
 - **Areas for explore for future conferences:**
 - Better development of panels
 - More talk about admissions process for Grad School
 - More representation from various areas in Student Affairs
 - More work on resume building
 - Undergraduates mostly attended to learn more about Grad School
 - **Cracraft:** What opportunities beyond the conference can we create for graduate and undergraduate students to be involved with CPAK?
 - **Taylor:** Cracraft is willing to communicate with this population, maybe monthly even, to connect them to Higher Ed and CPAK
 - **Liebschutz-Roettger:** Identify eager professionals (regardless of level) to assist with mentoring program
 - Event was well planned and was well accepted
 - **Taylor:** Submitted Careers in SA conference for the Innovation Award for ACPA
 - Feedback from students who attended was positive, as they were excited about taking further steps in Higher Ed
 - **Johnson:** Students truly engaged with networking opportunities; a successful focal point for CPAK
 - **Liebschutz-Roettger:** As numbers grow, a college fair is a must
 - Louisville is centrally located and provides a great opportunity for schools from other states to attend
 - **Horrar:** Extra food was taken to the Wayside Christian Mission (and was well received!)

Well done Jeremy, Dr. Cuyjet and CPAK EC for an awesome conference!

- **Tour of Hyatt by Glynnis Blair @ 10:30am**
- **2010 CPAK Conference Update (March 4th & 5th, Louisville, KY @ the Hyatt)**
 - **Conference Theme**
 - Pioneering Practices, Enhancing Education
 - Continue to push this to build anticipation and consistency!
 - **Note:** Jessica will be out of the country and will not be in attendance; Andrew will be celebrating his 30th birthday ☺

Exec staying at the Hyatt:

- Elizabeth
- Patrick
- Faith/Angela
- Possibly David
 - 12 is the minimum; \$104/night
- All Exec need to register for the conference as soon as possible
- **Program Proposals**
 - **Randall:** 2 program proposals so far; one from Western, one from KTCS
 - Call for proposals and registration will go out again next week
 - Additional info about keynote, hotel, etc. will also be included
 - **Liebschutz-Roettger:** Greek Life debate: topical vs. roundtable?
 - Encourage topic related program proposals for a more effective session
 - Health/Wellness and Community College topics are still lacking; no GLBTQ topics, Veteran Affairs, Globalization—all areas that we need to target
 - **Thuringer:** Risk management, managing change, advising entitled students, Academic Affairs collaborations, etc—all topics mentioned on the CPAK survey that should be covered
 - **Cuyjet:** We can target topics we want coverage on and invite individuals to present in areas we feel need to be covered
 - **Taylor:** Interested in emphasizing 'pointed areas' on the next communication piece for proposals, as well as sharing that those 'pointed area' topics have come from their surveys
 - **Liebschutz-Roettger:** Ebony Griggs-Griffin's proposal got lost in cyberspace (as well as Destiny's ☺)—keep a look out for it if she submits again
 - **Noltemeyer:** SSAO influence would be great—possibly encourage members of their division to present on areas that they do well in
 - **Thuringer:** Condensed list of target topics from surveys will be sent to use to encourage membership to submit proposals:
 - Assessment
 - SA/AA Collaboration

- Technology/Social Media
 - Risk Management
 - Veteran Affairs roundtable will be potentially added—may be too new for presentations to be presented
 - All topics will be welcomed
 - Encourage all colleagues and students to submit!
 - Deadline is **Jan. 8th**
 - **28 session available (up to 4 if pre-conference sessions added)**
- **Program Booklet**
 - Glynis will send electronic layouts
 - NASPA KY and ACPA logo needs to be included, as well as CPAK
 - Colored front looked nice; did last year, maybe this year?
 - Vendor info will need to be added
 - Taylor will send publisher file to Faith and Harper
- **Day-of Logistics**
 - Meeting time
 - Will remain at 2pm on Thursday unless there are pre-conference sessions
 - Registration Materials
 - Pens and lapel pin options are being explored by Angela and Chris
 - Option 'A' from PinPros was the preferred pin; \$635 for 500 pins
 - Pen purchases to be determined
 - Responsibilities (also found on scheduled to be attached)
 - 7 Easels from Georgetown College
 - Registration outside of Belmont
 - **Randall:** Music from Bellarmine not going so well—recommendation to move on
 - **Cuyjet:** Jazz Ensemble from U of L; possible \$100 per musician
 - **Thuringer:** Utilize piano outside of Peppers—possibly find pianist or not do anything at all
 - **Taylor:** Consider pianist and pay a student from U of L \$100
 - Ask Hyatt if they are fine with this
 - **Randall:** Will work on finding a student pianist
 - **Taylor:** If Higher Ed professional would like to play their registration fee could be waived
 - **Volunteer Table**
 - Those interested will be allow to volunteer with CPAK by serving with as moderators for sessions
 - **Cuyjet:** Collect bios from presenters for moderators to use to create a professional, uniformed foundation for each session

- **Additional Marketing**
 - **Liebschutz-Roettger:** Schedule needs to be made to determine when we'll make contact to membership
 - **Thuringer:** Will create one and send to exec
 - Ribbons for speakers/presentations?
 - First time attendees?
 - Grad School students?
 - SSAOs?
 - Possibly use sticker dots for attendees to pick up during registration (for first timers, students, etc)
 - Ribbons could be used for presenters and SSAO
- **Vendors**
 - Identify 2 vendors to contact by Dec. 15th and email to Elizabeth
 - \$250 standard rate/ 2 people
 - Includes black & white logo in program, table space, dinner, breakfast, and lunch
 - Can be open from 4-6:30pm on Thursday & 8a-12pm on Friday
- **Membership Outreach**
 - Website
 - Info has been sent to David with conference info
 - Campus liaisons
 - Continue to send info out to assist campus liaisons
- **CPAK Executive Council**
 - ***No conference call for December***
 - Next meeting times:
 - January 14, 2010 @ 10am
 - February 11, 2010 @ 10am
 - No face-to-face until CPAK 2010!

Meeting adjourned at 2:24pm

Respectfully Submitted by:

Destiny C. Harper

Secretary-Treasurer