

January 24, 2011

Georgetown College Face to Face

Members present: Destiny Harper NKU, Elizabeth Liebschutz U of L, Jill Petrey ECU, Emily Jo Campbell ECU, Kaye Lafferty KCTCS, Angela Taylor Georgetown, Tracey Walterbusch U of L, Ticha Chikuni Georgetown, Neal Hutchens UK, Lindsey Gilmore WKU (via skype), David Horrar U of L, Faith Cracraft Georgetown, Amanda (Georgetown intern)

Call to order.

CPAK 2011: Elizabeth starts by reviewing numbers for CPAK 2011 conference.

We have two vendors committed, but these vendors need to fill out the online form to get to paypal.

We have 21 programs submitted, but we need 28. Neal offers to present. Lindsey offers to present on Veterans. Round tables are discussed but it is determined that round tables should not be the only filler. It is discussed that quality should be considered over quantity, it is determined we should not choose a poor program just to fill the slots. David reviews all of the programs submitted so far from the website. Discussion occurs about extending the deadline of program submissions and the concept of shoulder tapping individuals to present at the conference. Elizabeth explains the process of choosing program submission by the committee. A rubric should be created and when scores are decided the submissions usually fall into a pattern of good and not good. Program submission deadline is extended until noon on Friday January 28. Any program submission abstracts should be emailed to Jessica Randall at Bellarmine. Heidi (keynote speaker) will also be taking up a program slot on the schedule.

We have six nominations for awards but would like to have more nominations to choose from. Angela and Destiny will be working on the awards committee. Elizabeth suggests that a write-in nomination be taken for positions that are vacant but not positions that already had nominations ahead of time. Angela announces that there is a stipulation in our bylaws that states that the EC cannot more than a certain number of representatives from the same school.

We have 57 people registered for the conference. We need 135 registrations to break even.

David announces that graduate scholarship deadline has passed and we should have notified those who got the scholarship. Destiny announces she will notify all scholarship winners. Tracey states that the graduate scholarship applicants will need to register for the case study, as written in the rules of the scholarship request. Destiny will notify scholarship recipients very soon so they can register for case study.

Jill states that her colleagues would rather see the program schedule before they will decide to register, so the group decides that the program schedule will be up by February 8<sup>th</sup> so that people can review and make the decision whether or not to attend.

We all review the schedule for the CPAK conference from last year (passed out). It is determined that EC will arrive at 2:00pm again. Responsibilities are determined for each category. Lyndsey offered to do name tags. Jill offered to do navigational signs. Easels may not be needed because of our location, Jill will bring easels anyways. Debate of whether or not we should provide a Graduate Student round table, would students attend on a Sunday evening? Last year it was not attended possibly because of the class schedule. Tracey proposes that we move the case study to the Sunday evening instead of Monday morning. The graduate case study is discussed as far as how much time to devote to the event. The time is decided to be 4:00pm-6:30pm on Sunday evening. All of EC will be available 5:30pm-6:30pm to help out with items. A volunteer table will be provided so that people can volunteer for CPAK as moderators (staffed by Ticha) and for ACPA 2012 (staffed by hospitality chairs from Angela). Tracey and Angela will go get Heidi Levine from the airport around 3:00pm on Sunday. Destiny will be doing the welcome on Sunday. Angela will be introducing Heidi Levine. Attire is decided to be Sunday-business attire and Monday-CPAK polo. It is decided that on Monday morning we will have a 9:00am meet and greet for new professionals, first time CPAK attendees, and graduate students during breakfast. It was brought up that maybe the SSAO could join this group. It was determined that they are still meeting in closed door session. Monday morning 8:00 am all EC ready to help out. Destiny will do welcome and roles and goals for Monday morning. Emily Jo will introduce EC and thank Heidi. Jill will announce voting procedures and schedule for the day. It is decided that the educational sessions will be 50 minute increments. Trivia will be conducted by Ticha and Tracey. NASPA-KY announcement will be done by Emily Coleman. Heidi will speak about the consolidation of ACPA and NASPA after the trivia in the schedule on Monday. Elizabeth will do EC acknowledgements, announce new EC, President's address and next year's conference dates. Jill will announce conference evaluations. Angela will announce all award winners. Tracey and Neal will announce Case study winner and graduate scholarship recipients. Afternoon sessions will continue and then participants will leave the conference. All EC will stay to help clean up.

Elizabeth brings up that when we go to the conference hotel we should check on the hotel bar serving time on a Sunday night because that will affect the CPAK social.

Tracey brings up that we could assist in the mingling of participants by color coding the name tags with dots, so that the goal can be to meet everyone in the group instead of everyone at the conference. Lyndsey agrees to do that and Angela will provide the dots.

Elizabeth brings up Pam Curtis' request to have a table to advertise her Women's Leadership Student Conference in 2012. It is decided that she can have a table but she will be charged the \$40 it costs for a table.

Document for guidelines for Case Study judges is passed out and reviewed. Dr. Hughey is committed as a judge for CPAK 2011. Helen Grace is a maybe for a judge. Angela offered to ask Todd from Georgetown to be a judge. Julie Omembembo volunteered from U of L to be a judge.

David volunteers to bring printer.

Elizabeth announces for all to bring at least 10-15 folders from each University for registration.

Elizabeth announces that we only have 75 CPAK pens left, she will order more for CPAK 2011.

Elizabeth asks should we get CPAK pins to have to pass out to then wear at ACPA 2012. It is decided that Elizabeth will research prices with the assistance of Angela's old research on pins.

Elizabeth asks if we should allow job postings to be out, it is determined that job postings will be at the registration table.

Ticha will price table cloths to be used at registration.

Break for lunch

We started again at 1:00pm.

Elizabeth asked if we would want to provide music/entertainment for the social on Sunday night. It was decided that unless we could find a free/discounted entertainment that we would just provide background music. It was determined that during the hotel visit we would check out the bar space and availability of a piano.

Elizabeth brought up the idea that we do not have a good source of our history. It was determined that we would ask around and find others who have served on EC of CPAK.

2012 CPAK is brought up by Elizabeth. We discussed the pros and cons of holding it at universities or at hotels. Liz will make the announcement about fall conference, Louisville being the host for ACPA 2012. Destiny added how KABHE rotates responsibilities for the regions.

Elizabeth brought up the concept of CPAKs of the future. Should our conference be a one day or a two day event? It was decided that we should ask this question on the conference evaluation.

David and Neal added that the first day of the conference should have more substance. Elizabeth added that we could add one session to Sunday's events. What if we added round tables on Sunday? Neal offers the idea of a panel with a debate. Neal offers the topics of alcohol policies, undocumented students, or at-risk students. Jill offers that Marta Miranda could be a speaker on the undocumented student topic. Neal mentions that we should get CPAK's stance on the issue before we only present one side of the topic. Angela agrees that the topic may be too hot and cause controversy. Members may not return to the conference if it turns people off. Elizabeth agrees that some conservative members may not want to share their opinion that publicly. Emily Jo suggest what about a discussion about high risk students or behavioral intervention teams? Lindsey and Jill agree to contact speakers. It is decided that there will be a panel from 4:30-6:00 about Universities responses to high risk students.

Meeting is adjourned.