

INFO SET #2 – 5/16-5/20

Kathi Bradford(PP), Jon Conlogue (PE), Jennifer Hapgood (ME-NH-VT DC), Sabrina Tanbara (T), Anne Colacaro (ROC), Zach Newswanger (S), Jeff Spain (TC), Paul Posener (WNY DC), Kristin Calegari (PC), Jana Jacobson (NPC), Henry Humphreys (ACC), Kate Baier (ENY DC), Lyn Krueger (SIC), P.J. Cappadona (MA DC), Lenny Zeiger (MRC), Rene Coderre (CRC), Terri Panepento (MC), Sam Johnson (RI-CT DC), Paula Randazza (PAR), Jessica Taylor (RMJC) Maureen Wark (P), Bob Jose (A), Beth Hill (PDC)

Here is the next bunch of stuff for you...

1. *A motion from JEFF SPAIN re: new website design. I move that the new website design be <http://www.neacuo.org/testsite/mainframeset2>. The new website will be up and running completely by May 20th. **I NEED A SECOND.***
2. *A motion from me: I move that we allocated \$800 (of the \$1500 for the 50th Anniversary Celebration monies) for lapel pins. **I NEED A SECOND.**
(Time is of the essence here for delivery in time for the conference).*
3. *Motion to approve the Logo Guidelines from Lenny. (attached-again) **NEED A SECOND.** (this was put on hold until the newsletter distribution was determined).*
4. *Please take a look at the scheduling conference grid. This is a result of the task force assigned to this project. Please comment, ask questions.*
5. *Please review the most recent (hot off the presses TODAY) 2005 Conference Schedule and Budget. Henry reports the following, as of this morning: 190 registered (+ BC staff), 43-44 vendors, \$10,000 in sponsorship. Only 2 committees submitted committee list, so they will not go in the binder.*
6. *NYU - look at schedule and budget. Please make comments. NYU is ready to have us, if we vote yes. Please look at everything - and note the new style schedule. - MW*

I second items 1 & 2. I think the NYU conference proposal looks great - LZ

1. I second Jeff's motion re: new website appearance.
2. I second Maureen's motion re: lapel pins.
3. The publications guidelines don't look any different. Shouldn't it reflect the new newsletter distribution process we voted on?
4. The new conference grid looks great.
5. Henry, \$1500 seems to be a lot for the vendor raffle? Just curious, why the increase from the \$950 budgeted last year?
6. NYU - For a prelim budget - it looks very reasonable. The schedule is interesting & different. How flexible is it? I like that the delegates can get out of the city midday to beat some of the rush hour out of the city. I think that we need to go with it if we have no other host site for 2006. It

would different and conference goers who are used to the "traditional schedule" will need to adjust but I think it works. Since it is a bit shorter than usual, could we cut one program session, go from 6 to 5? Oops, sorry, should I not be discussing it yet? - ST

The difference with the Publications Guidelines is the Logo Guidelines which were not there before. This was this year's charge to me. It was submitted weeks ago and there was no way that I could have gotten what we just voted on in there. At this point, that would probably be a charge for new year's chair. Essentially, you would be approving, or not, the addition of the Logo Use Guidelines. - LZ

Ah, okay, thank you for clearing that up for me. - ST

Just wanted to clarify that the book discussion of I Am Charlotte Simmons will be during the Thursday morning breakfast and not during the district breakfasts on Friday. Henry, if you could change this in the schedule, I would appreciate it. Also, for the discussion on Friday afternoon, please list it as ending at 5pm instead of 5:30pm. Thank you. We decided to offer it during two time periods so that those who serve on committees or are participating in the fun run would have two options. - LK

I just want to describe the NYU logic for the schedule shift. We're not just trying to be different. As you can imagine, event hosting in NYC is expensive. Most of the budget is going to be sucked up by meals and space rental. (These are real costs...the summer housing office and the student center are not going to reduce their rates or give us any "freebies.") The schedule really isn't shorter; it is just shifted. The traditional NEACUHO annual schedule typically starts (in full) with the NP orientation around 5:00pm and ends with the banquet 2 days later. We shifted the schedule up 3 hours, essentially starting at the conference at 2:00pm. The NYU conference will end after the closing LUNCH banquet 2 days later. So in terms of programming, it is about the same amount of time. But, it allows us to eliminate the closing reception, banquet, and social...for a savings of about \$19000. It also means that most participants will only need to stay in housing for two nights...more savings for the registrants. Total cost to a new professional in a double room will be about \$275; seasoned professional: \$375. Sabrina point about rush hour is a good one...participants will be able to arrive at and leave from campus in the mid-afternoon. Participants will, however, need to pay for parking. But, we would HIGHLY recommend using mass transit. NYU is one block from a subway line.

So, I know we're not in discussion yet, but I just wanted to put this out there. Cost is the most significant barrier to hosting the conference here (followed closely by vendor space, and the logistics of the golf tournament and the fun run.) This schedule is the only way to make the conference affordable. It's important that everyone is okay with this shift and be honest with feedback. We need to hear the concerns you may have so that we can determine IF we can address them by making changes (all of which will have financial consequences). However, our staff is very excited to host--we actually never thought it would be possible--and, while we know that a decision needs to be made that is in the best interest of the association, we would be disappointed to not host the conference next summer.

I also know that we need to get things moving to be ready to promote the conference at BC if the board votes to accept NYU as the host site. And, if the board decides that it NYU is not the best choice, we (the exec board) need to move quickly to identify alternatives. And so, (if I am permitted to make this motion):

I MOVE TO SELECT NEW YORK UNIVERSITY AS THE 2006 ANNUAL CONFERENCE HOST SITE. – KB (ENYDC)

I second her motion (If she is allowed to motion) - JJ

I think everything look good. The only issue I see is for the NYU Conference and possible lack of attendance at the Closing Banquet. - SJ

Henry I agree with Sabrina on the Vendor Raffle Amount. I know we talked about this but I don't remember the amounts we mentioned now. I do believe that in the past the prizes were \$500 - \$300 – \$100. Not sure how the extra \$50 got in there but I may have the last amount wrong. Otherwise I think all looks good. - RC

I second Kate's motion. Hey, NYU works great for me & my staff re: traveling! Will there be a commuter/day rate? - ST

Done! - HH

Seconds have already been made so I won't do that. I really like the proposed slate of conference times. It makes more sense. I really like the difference in the NYU schedule. I like it that people can arrive and depart at non-rush hour times and it makes things more interesting...hey, I say, we're starting the second half of a century as an organization, lets try something new. - KC

I also just realized that the schedule for the conference taskforce has Nexus listed for July when it should be late June. I am not sure if this matters, but I thought I would throw it out there. - LK

As stated before, I believe everything has been seconded. So do we now move to discussion on these items automatically or is their a call for discussion and a timeline put on it. - Also each topic has been seconded numerous times, so my question at this time for efficiency sake is, do we need to second things so many times, and are people getting the emails when someone seconds something, and can one person second multiple things at one time?

In review of the draft of the conference schedule grid -
Everything looks good, ditto to Lyn about NEXUS, but i have one question about the Spring Conference - is their a reason it can not be in March rather than February - just that attendance could be greater because of spring breaks and also we may have the ability to secure conference sites easier, because schools that are on Spring break could host easier, and then we may be able to eliminate the late April Eboard meeting which causes conflict for many of us because it is so close to closing. - ZN

It is now time for discussion on

- 1) the new website design,
- 2)lapel pins,
- 3)publication guidelines and
- 4) NYU as the 2006 conference site

as all of these have had motions and seconds.

Discussions will go until 2pm on Wednesday (24+ hours) and then I will call for a vote. - MW

1) The new website design: One question about the use of frames: are they accessible (ie for individuals who use adaptive technology)? – KB (ENYDC)

Initially, liked Zach's suggestion of holding the Spring conference in March.

But, I did a quick check of the NASPA and ACPA convention dates. Both will be held during some part of March through 2008. Spring breaks fall over the calendar, so I'm not sure we would get an increase in attendance. I think that the national conferences in addition to the pressures of housing assignments and staff (RA and professional) selection which typically happen in March would cause numbers to decrease. – KB (ENYDC)

More and more, adaptive technologies are accommodating the advances in website design. In researching a few products related to screen readers (i.e. JAWS, HAL, Window-eyes), it seemed that they did support the frame structure and were able to accommodate it. The screen magnifiers should have no problem as they don't magnify the screen based on the coding, but on the video output. In addition, once the final page is uploaded, I hope to make each frame in the top and middle part of the page a fixed size so that no matter what computer you're on, it will show up basically the same. If you view it now on different computers, you might find that the pictures might be cut off or look smaller.

Funny thing about some of these sites that were designed to explain these products were designed in frames so I hope they'll work with their own sites. Hope that answers the question but admittedly, I haven't had the chance to test it out with a disability support services office. Not a bad idea to look into this summer. I'll let you know and what changes might need to be made.

As it stands right now, I still support the design on the table - JS

I agree with Kate. I thought it was good too until in our central staff meeting, we realized we're already going to have conflicts with our breaks, housing assignments and the two conferences being in March this year...and April people are to focused on closing and such. KC

OK, first to Jeff's responses on the frames - HUH? Whoosh - over my head!

Lapel Pins - Let's get the pins, its the closing of our 50th anniversary.

NYU 2006 -

I'm all for it. Again, I go back to asking about flexibility with the 2 day period - are the sessions held for us all those days, so can we move the program session times around or are we bound to the specific times on the schedule. For example, could we switch the committee meeting time with program session 1 so it is to the first day prior to the opening banquet. I think we would rather have people miss a committee meeting v. a program session especially since there will be a committee retreat a few weeks later. I do think we might lose people for the Closing Lunch BUT it would be a meal and I think most people would stay for the food (let's face it, we take a free meal where ever we can get it) and to hear about the awards. I think that if there is room for some minor scheduling changes (not major overhauls) then we should go with it. NYU wants to host and I think people would rather travel to NYC than to New Brunswick (if that even is still an option).

Thanks to Kate & NYU for giving us this option! - ST

We would most likely be able to make the types of changes your are describing. – KB (ENYDC)

Ditto Kate. I am pro-February or April (although very close to the annual). March is just too crazy. KB (PP)

Looking back on my suggestion, I forgot to think about the national conference dates, so this point is true, but since that is the case, when figuring out our calendar, maybe these are dates that should be included so our membership has a clearer understanding. Just a thought. I figured this would be a good sign of support to professional development, since a majority of us either attend NASPA, ACPA or even ACUHO-I.

I think NYU is a great location.

Jeff, that makes sense and I think things should be ok.

The guidelines look good, but as Sabrina and Lenny were discussing earlier, will there be an addition to the guidelines of the information that we just voted on for the newsletter, and we will just revote, or are we to assume that this information will automatically be part of the guidelines, it is just that there has not been a chance to add it.

The lapel pins? - How many are we making? Will their just be enough for those who go to the conference, or will we have more for people in the future? Do we currently have simple NEACUHO lapel pins that do not have anything to do with the 50th? If not, I would rather that than one highlighting the 50th specifically, because they would be more membership friendly, and could possibly be a perk of membership, where you receive so many lapel pins with the option to purchase more. - ZN

Since this is the second time that the newsletter issue of what we have just voted was mentioned, I would like to address the issue further. It's more than a simple plug in the verbage we voted on. It requires a detailed review and change of the guidelines. Additionally, it has been mentioned with this move, there may be more changes, such as more frequent, but less lengthy publications. I really feel that since this vote was just made and there may be a trickle effect of other changes to the newsletter, that, like the Log Use Guidelines were charged to me this year, this revamp needs to be charged to next year's chair. And, the same way we approved the publication guidelines last year, knowing that this year's charge would be to update it with Logo Use Guidelines, we can consider the same thing this year. The recent vote is very similar to the timing of the logo from last year. - LZ

Sorry, one more important point. The Publication Guidelines, as far as I know, and correct if I am wrong, were voted on and approved last term. So, if this was voted down, it would not change what was previously approved, but only stop the addition of the Logo Use Guidelines, the only part that I added/changed, from being added to it. - LZ

Thank you Lenny, this is the exact clarification that I was looking for. I am sorry this kept coming back to you, but your information has helped me better understand the current situation and allows me to formulate my vote. - ZN

A few concerns about the NYU site....mostly for Kate ! :)

1. Could you address the parking situation more specifically? Where would people park for a few days - on the street? in a lot/garage? at a train station? How much would it cost? The cost of parking will be an added cost to attendees that would have to be put out there from the start.

2. Vendors - how much space is available? how easy is it for vendors to get in and out? I think the price you have listed is wrong...it should be \$600.

3. With the later start and earlier ending, it feels almost like a one day conference rather than an annual conference. I'm not sure that's addressable...just a feeling. :)

4. How firm are the prices? There seems to always be a revised budget from a host committee (understandably) about 1/2 through the process...and usually it's an increased budget. Do you feel like you are the NYU folks have fairly evaluated the cost of union workers, meals, etc? - MW

Another voice in favor of February! - JC

1. Could you address the parking situation more specifically? Where would people park for a few days - on the street? in a lot/garage? at a train station? How much would it cost? The cost of parking will be an added cost to attendees that would have to be put out there from the start. People would need to park in a garage (although, in the summer they could get lucky and find a spot of the street, but I wouldn't count on it.) Participants could also park at any metro north station (along I-95) and take the train in for around \$10.

Parking in the area runs about \$30 for a 24 hour period and \$25 for a 10 hour period. This will clearly cause some sticker shock. I'd like to say that we could work out a deal with some local garages, but they're businesses who really wouldn't see a return on this. Fact of the matter is people have to park somewhere, so they are not lacking in customers. NYU owns no lots. Employees get a slightly discounted rate, but that does not apply to overnight stays.

2. Vendors - how much space is available? how easy is it for vendors to get in and out? I think the price you have listed is wrong...it should be \$600.

The auditorium for the vending space is 60 ft wide and 110 ft long. When we spoke with the student center operations staff they were confident we would be able to fit 35 vendors in the space. The budget is based on 30, taking into account that the corporate partners would not pay for vendor space. There are power outlets in the floor and wireless internet in the auditorium.

The space is on the fourth floor of the student center (Kimmel Center). Kimmel is on Washington Square South, and has a loading dock on 3rd Street. Vendors will be able to ship materials to the site before the conference. Sessions will be held on the 8th and 9th floor of the Kimmel Center.

It think we had used a registration rate from an early BC budget. I'm happy to add an additional \$50 income per vendor.

3. With the later start and earlier ending, it feels almost like a one day conference rather than an annual conference. I'm not sure that's addressable...just a feeling. :)

I don't think the conference is starting later than the BC schedule. It does end earlier. However, other than the closing banquet and social, nothing has been eliminated from the schedule. We could always start earlier (around 1:00pm) on the first day.

4. How firm are the prices? There seems to always be a revised budget from a host committee (understandably) about 1/2 through the process...and usually it's an increased budget. Do you feel like you are the NYU folks have fairly evaluated the cost of union workers, meals, etc?

We met with the Kimmel Center operations staff and the caterers when creating the budget. The space rental fees are accurate, but may fluctuate as we hope to charter a dinner cruise that would

alleviate the space needs for the opening reception, banquet, and social but change the time of the keynote.

Housing costs could increase a maximum of \$5 / night. These rates will be set when our fiscal year begins in September.

The budget includes a 5% contingency, which should be able to absorb any unexpected costs. Our department will also be able to contribute a sum of money, if needed. However, I feel secure with the budget and don't anticipate unexpected costs, oxymoronically.

So, all that being said, I only ask that you don't set us up to fail. The budget is based on 200 participants. If we get much less than that, it becomes a money-losing venture.

If the exec board feels the cost of the conference registration, lodging, and travel (specifically parking) will prevent individuals from being able to/choosing to attend --OR-- if we are an unattractive site for vendors --OR-- if the schedule creates a perception that participants are getting much less value for the cost of the registration, then we should not be selected as the host site. We did not even consider bidding for the conference before because we felt that city costs would be a barrier. But as 2006 host site identification became a looming problem we sought to offer a potential solution. Approving a conference site for which there are significant reservations doesn't really solve the problem...it just sort of hands it off to the host site.

While I'm appropriately nervous about pulling off a successful conference, I don't have reservations about NYU as a host. But, my context might be a little off as I don't even blink at \$30 a night for parking and I thought the meal rates were really quite reasonable.

I'm meeting with the planning group tomorrow, so we are looking forward to the vote so we know whether we really need to get moving or not. – KB (ENYDC)

Is there a possibility that another 'nearby' NEACUHO member institution could allow us to park there so we could look into making 'park and ride' or 'park and carpool' arrangements? - JC

Kate - Thanks for all of the info. Ditto what Jon asked....I was wondering the same thing. - MW

I don't believe there is any one that has parking and is particularly close. It may be good to consider looking at a few colleges that are on the more popular paths to NYU as meet-up points for carpools or busing, if they have good transportation into the city. Depending where someone is coming from can determine which one they would use. Otherwise, we may be asking people to drive an hour out of their way just to park and carpool. I'm guessing Jersey and Connecticut would be the likely two areas outside of the city, in the event that we have no parking connection in the city itself. - LK

St. John's University would probably be one of the closest campuses aside from Fordham, however, even if we arrange for buses, which would create an additional expense, it could take up to an hour from SJU to the city depending on traffic. We are also in the process of a departmental leadership change at St. John's and could not guarantee that this would be an option a year from now. As you may or may not have heard, Gary Bice has resigned as our Director of Residence Life. In addition, I have recently accepted the Director of Residence Life position at Douglass College, the women's college of Rutgers and will only be at St. John's through the end of July. It is with mixed emotion that I share this news because as I am very much looking forward to beginning a new aspect of my career and experiencing new challenges, I will very much miss being a part of the NEACUHO region and working with all of you. - LK

Being from another NYC school, all the rates are reasonable for NYC. Also, the parking rates are what they are and we have no control over them. Unfortunately, most schools around NYC have very little parking. Even if we could find a nearby school with parking space available, I don't know how well parking at another school and taking the transportation to NYU would go over. I, personally, would just rather drive me & my staff all the way and pay for parking just for the

convenience or carpool with someone. If we are able to set up a park & ride shuttle, the NYC traffic can be a bit of nightmare and shuttle costs would be high. When we had a group of our students perform at Rikers Island, we chartered a van which cost us \$345. Imagine what a shuttle bus would cost for 2 periods of continual shuttles (check-in & check-out), not to mention NYC traffic? I don't think \$90 for 3 days of parking is unreasonable esp. if it is for 2 or more people. I guess I am like Kate and don't blink about the parking costs. I would think that the gas prices alone would make people carpool.

I do empathize with Kate on not setting them up for failure. So I think everyone on the board needs ask themselves whether or not their school would budget for parking or if their colleagues would pay for it if needed. If you wouldn't or have a strong problem with it then we have to say no to NYU as a host site. Is University of New Brunswick even an option anymore? If we say yes to NYU then we need to be prepared for the possibility to take a loss on this conference if numbers are low (this is why we have a saving account.) I think we'll have low numbers for New Brunswick anyway but I don't recall seeing a budget from them so I don't know what they anticipated.

Bottom line, I think NYU would be a draw despite the parking issue especially if we don't emphasize it as one, I think for most people it would be an after thought. - ST

Not to correct you but the train is 86 minutes or 60 minutes on the express to Grand Central then a subway ride to the village. - HH

MW - HI- Well said. I don't feel like anyone is setting up NYU for failure. And if we were asking these questions over the summer when we traditionally review host bids, they may not 'sound' the way it seems like they sound to some people. I don't EVER drive to NYC. When I go, I park in Stamford, CT and take the train. I, like many, I am sure, am not familiar with the pricing. I know how much parking is in Boston - about the same per day. I just wanted to be sure, when I posed the question, that we were looking at this bid like we would if we had a little more time to review it. It is no one's fault that we don't have a site for 2006 and *I, along with many, appreciate Kate & NYU's efforts to get something on the table with such a short turnaround time for approval. I don't have ANY reservations about NYU's ability to host a fine conference.* I am concerned, however, about the cost of being in a major city because I know what it's like to work 'downtown'. That is why I wanted to ask some of the money questions.

I think spending a few days in NYC will be fun. I think we just need to sure that people are aware - upfront - of the parking/driving situation. If we do end up at NYU, I think we need to be creative in offering parking/travel solutions to people. In the end, it may be the 'intimidation' factor of driving more than the money for some.

All that from someone who can't even vote. :O) Speaking of voting...I will call this when I get back from meeting

As a native New Yorker I also don't blink at parking prices. I actually laugh at Boston parking rates. That said, I do feel people who are not use to NYC get very intimidate at the thought of driving into Manhattan and I also believe people will see parking costs as an issue. There are definitive perception of NYC and its associate costs. Think how some people reacted to paying for parking at Cornell. - HH

MW - Updates - On the scheduling grid for conferences....

Based on the feedback that has come through the last few days, I would **ask Jon** to make a few changes and then send it back to me with a motion and I will put it out for a vote...in 'info set #3'!
;)

Annual Conference Update: 201 registered, 55 vendors registered. Eddie Hull, President of ACUHO-I and Dave Gutosky, President of MACUHO will be in attendance (yippee!). The folks at BC are doing a great job!

Elected Officers....Time to vote...

#1: *A motion from JEFF SPAIN re: new website design. I move that the new website design be <http://www.neacuho.org/testsite/mainframeset2>. The new website will be up and running completely by May 20th. **Second from Lenny Zeiger.***

Please vote YES, NO or ABSTAIN

2. *A motion from Maureen Wark: I move that we allocated \$800 (of the \$1500 for the 50th Anniversary Celebration monies) for lapel pins. **Second from Lenny Zeiger.***

Please vote YES, NO or ABSTAIN

3. *Motion to approve the Logo Guidelines from Lenny. **(attached-again) NEED A SECOND. (this was put on hold until the newsletter distribution was determined).***

We determined that we don't need to vote on this?? We already approved them??

4. *Motion from Kate Baier: **I MOVE TO SELECT NEW YORK UNIVERSITY AS THE 2006 ANNUAL CONFERENCE HOST SITE.** **Second from Jana Jacobson.***

Please vote YES, NO or ABSTAIN

Voting will conclude in approximately 24 hours....let's say 3pm on FRIDAY.

Yes to all motions. - ST

1.) Yes 2.) Yes 3.) Yes 4.) Abstain - SJ

1. Yes, 2. Yes, 3. If we are suppose to vote, Yes, 4. Yes - JH

Yes to all the motions.- PP

I see votes for #3, but no one seconded it. - LZ

Yes to all! - JC

I second the motion that needs a second. - ST

Yes to 1 and 2. Abstain for 3, while I am personally thrilled with going to NYC, I believe we will suffer in the vendor area. Since this is an area I am working on, I feel I should abstain for the record. Thank you Kate and NYU for all your work. . .and the board for patience. KB (PP)

I vote yes on all motions. - PJ

FROM MW -

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9-0-0 MOTION PASSES

2. *A motion from Maureen Wark: I move that we allocated \$800 (of the \$1500 for the 50th Anniversary Celebration monies) for lapel pins. **Second from Lenny Zeiger.***

8-1-0 MOTION PASSES

3. *Motion to approve the Logo Guidelines from Lenny. **(attached-again) NEED A SECOND. (this was put on hold until the newsletter distribution was determined). Second by Sabrina Tanbara.***

7-1-1 MOTION PASSES

4. *Motion from Kate Baier: **I MOVE TO SELECT NEW YORK UNIVERSITY AS THE 2006 ANNUAL CONFERENCE HOST SITE. Second from Jana Jacobson.***

7-0-1 MOTION PASSES