



**Executive Board Meeting  
Thursday, October 22, 2015  
Quinnipiac University  
1:00PM-6:00PM**

**A. Call to Order at 1:20 PM**

Roll Call: Josh Hettrick, Tim Touchette, Shelly Keniston, Dave Grimes, Thomas Kelley, Katie Wright, John Zocco, Trish Godino Loring, Emily Schiavoni, Joe Murphy, Jay MacDuffie, Brendon Goodridge, Paula Randazza, Brittany Bookman, Michael Guthrie, Heather Quire, Stephany George, Anna Morreale, Jon Conlogue, AJ Goodman, Shannon Valverde, Sonya Alexander, Mike Hamilton, Kohya Lu, DaVaughn Vincent-Bryan

Calling In: Kim Beardsley

Unable to Attend: Beth Moriarty, Allison O'Donnell, Nate Gordon, Cat Kellman, Rene Corderre, Darese Dosal, Jen Gould, Matt Lechter,

**B. Approve Minutes from September 24-25, 2015 Executive Board Retreat at Westfield State University**

Tkay: I have edits, Page 3 says Deb Peterson; it should be Deb Ferguson

**Tkay: I move to approve the minutes**

**Trish: I second**

**Raz: Minutes are entered into record**

**C. Unfinished Business**

**• CT/RI District Coordinator Appointment**

- On October 20, 2015 Kimberly Beardsley was approved by the Executive Board to serve a 60 day appointment as CT/RI District Coordinator, ending on Friday, December 18, 2015. A special election will be held during the 60 day appointment to fill the position for the remainder of the term.
- The vote was 8-1-0.

Josh: Just to confirm, we have a temporary appointment. Kim will be joining us at some point. She will fill in until December 18 and in the next 8 weeks, we are running special election to fill remainder of term permanently. Will fill in starting December 19 until 27th of Annual Conference.

**• Budget Review**

- Social Issues Committee

Tkay: This is the budget submitted by Cat. We spoke a lot about a couple things. For the social the night before, if it happens, will be in conference budget and we put it at 0. Didn't think in person meeting would happen so would also be at 0. We had a vast conversation about the common read and integrating some cost in Social Issues Retreat and have for Annual Conference. At time no solid idea what reading they would be looking at. \$100 recommended would be to offset cost of book and some registration cost for retreat.

Discussion Included:

Who gets the book give-outs – is it a raffle, all who attend? Is it in the annual budget as an annual cost since the discussion is happening there?

Tkay: This is the entire proposal. Omitted budget that should've been in in September. Just \$100.00

**Joe: I move to approve \$100 for common read for the Annual Conference, add \$100 revenue.**

**Brendon: I second**

**Raz: All in favor?**

**8-0-0, Motion carries**

• **Conference Budget Approvals**

- Res Ops Conference Budget

Shannon: As Josh mentioned, we did move to Manhattan College. There have been some adjustments. Boost in adjustment to 75 for participants. We'll have exhibitors lunch because we will have them at lunch.

Discussion Included:

Adding lodging for committee chair due to new location, partners who get a free booth versus those who do not; adjustments to numbers at meals

Joe: Did we approve anything else for conference?

**Tim: I move to approve the budget as amended**

**Mike H: I second**

**Raz: All in favor?**

**8-0-0, motion carries**

• **Social Issues Retreat Budget**

Anna: Cat and I have been working to assure up Social Issues retreat. \$25 for breakfast, lunch full cost. \$6.99 per person standard for continental. Skidmore does platters for some things, that's about the average per person for lunch.

**Shelly: I move to approve**

**Tkay: I second**

**Raz: All in favor?**

**8-0-0 motion carries**

- **Winter RD2B Budget**

Brendon: For the Dean RD2B, we have it set at 50 attendees and 15 advisors.

Discussion Included:

Adjusted numbers for meals counts, food service and facilities fees – this budget cannot be balanced due to higher costs. Looking at the RD2B conferences as a whole, they balance – one offsets the others.

**Joe: I move to to approve this budget looking at the RD2B conferences as whole**

**Trish: I second**

**Raz: All in Favor?**

**8-0-0, motion carries**

- **Spring Institutes Budget**

Brendon: Tkay and I talked this week and DaVaughn and I talked. Estimated at 75 just to be safe. We know New Professionals will pull larger numbers. Still have to finalize layout of what this day will look like.

Discussion Included:

Meals costs, honorarium, and contingencies; adjusted meal numbers

**Mike H: I move to approve**

**Anna: Second**

**Raz: All in Favor?**

**8-0-0, motion approves**

- **Spring RD2B Budget**

Brendon: Kept along the same numbers with proposed attendance. It's balanced and similar to the other that was approved.

**Tkay: I move to approve the budget for TC3**

**Tim: I second**

**8-0-0, motion carries**

- **Webmaster Appointment**

Josh: We have 2 that applied Danni Perratto from SUNY Cortland and Kristin Staine from Bay State College. Even on skill set. Danni has more on website development.

**Brendon: I move to appoint Danni**

**Shelly: I second**

**Raz: All in Favor?**

**8-0-0, motion carries**

• **Appointed Board Position Term Limits**

The DCs put this out to institutional contacts; responses were shared that had mixed reviews. This needs to go to all members for more input as well as list serve. Survey Monkey has only 4 responses (Navigator). More clarity is needed on the question.

At conference over lunch DCs can gather districts and discuss – that will give us momentum to email the membership/listserves and gather additional data. DCs may also discuss job postings on the web site and other discussion points.

**New Business**

**My Favorite Student Agreement** ..... Emily Schiavoni

Emily: I had a conversation with Aron a couple weeks ago with the president of the company. Due to some business related issues, he continued his agreement, but has several questions, hopes to clarify the agreement and some requests:

He would like:

- a signed agreement
- to address the membership at the annual
- to provide information in the delegate packets
- adjust the website to reflect : my favorite student Best of the Northeast
- mid-level interaction
- work collaboratively and receive board feedback as outlined in agreement
- would like to add 1-2 scholarships (board choice) and offers \$750-\$1000

Clarification: He pays partner plus \$2750 on a different timetable with additional benefits. We made this agreement for guaranteed 3-year sponsorship and since we would be making changes to the plan it was a good test. We made a special agreement for Shrader too, so agreements are not unique – the two we have are both different.

Discussion: Never part of RD2B doesn't see relevance, speaking options at the drive-in, presentation options at all conferences, the amount of time and items this exhibitor requires, should we continue side agreements – hard to track; fair? Could he present the award he sponsors or be on stage to shake hands and be recognized? Perhaps special recognition for the renaming of the award. Sole sponsorship of a reception – could that be another benefit – we must be careful not to cut out other sponsors

This agreement needs to be honored to its natural end, then we need to look at a new corporate plan that is available to all with more levels.

Emily will continue the conversation

**Assessment Development** ..... **Heather Quire**

1. What does the organization want to accomplish with assessment?
2. Should assessment be focused on satisfaction only?
3. Should assessment be focused on quality/needs-based by utilizing learning outcomes for example?
4. What assessment data should the membership be updated on annually?

Heather: As the Assessment coordinator, my role is to develop comprehensive assessment plan for us. I'm looking for a direction towards finding what we want in an end result. Want to hear what you think to start determining goals. In talking about assessment, a lot comes from learning outcomes and do we meet pre-determined needs. Looking to see how that could be represented. Overall outcomes for NEACUHO.

Discussion:

Currently our programs are not evaluated on learning outcomes; NASPA R1 lists outcomes – should we consider this? Do we have outcomes for the organization as a whole? New, Mid, Seasoned – the organization as a whole? There are many possibilities.

Institutes can be focused with outcomes, but our conferences are a smattering of offerings – sometimes around a theme, but mostly based on quality proposals. Where are the data collected from the annual conference – is this assessment or satisfaction? Do we share that to make decisions?

Heather: What assessment data should membership be updated on? From here, people want to know what's being assessed and the outcomes of what we're doing.

Discussion:

What did we host, how many institutions are we serving, what regions are participating, could committee chairs discuss what they want to accomplish and then provide results?

Heather: As we go through the next few months, if there's anything you want to pass on, moving in a direction and will keep you updated.

**Para-professional Program Discussion..... Matthew Lechter**

Josh: Matt had planned to call in but got pulled in things in on campus. Sent me minutes from first meeting with task force and questions he has with the board. Next meeting with them is October 29th. Looks like they went through RD2B conference, positives, and why they have been so successful which lead to other opportunities. Asked them to look into MVPs program that MACUHO has where they pull in 15-20 undergrads that are in their senior year and they are volunteers for their Annual Conference. They are doing things throughout the conference and highlighted during region. Only thing I can equate it to is when we have a conference when we have folks stand up saying they are RELI/NHTI graduates. After first task force, that's the program they are trying to focus in on. Do we want to create new program to advertise for undergrads/grads, at Annual Conference? What number should take part in that program?

Discussion:

Graduate students is a great untapped market. Already have RD2B and those are successful. MACUHO does 10-20 with similar number of institutions? Maybe 5-10 and then 10-12 next year. Start off small first year.

**Regional Affiliate Working Group: Goals and Deliverables .....Jon Conlogue**

Jon: As you may remember from last time we talked, we're looking at how regions work together to improve ACUHO-I and Res Life for betterment of Res Life and professionals. What exists now, what is needed in next 20 years, whats necessary to get from where we are now to where we need to be. We had an amazing discussion in Tampa earlier this month. About 18 people from all of the regions talking about some of these issues and we came out of that with 6 primary topics and another 3. This

is a lot on our plate, how do we make sense of this. 2 rounds of discussions with 6-7 people. 3 groups looking at competencies, best practices and relationships between ACUHO-I and Regions. Technology, staff training and development after. After that if time, diversity and representation in leadership and communication, branding, messaging and telling our story. If we get through first 2 rounds, we're doing really good. Goal is for us to come out with report by this time next year to send out to regions and ACUHO-I leadership. Then a final report by January of 2017. It's ambitious, exciting, and will be coming back with what you think about this over the next several months.

#### **D. Appointed Board Member Reports**

Annual Conference .....Jen Gould & Allison O'Donnell  
Jon: Committee chairs selected, rooms reserved, started solicitation of donations. More to come.

Corporate Relations Committee ..... Emily Schiavoni  
Emily: Lots happening. We are almost all paid up for Corporate Affiliates. Just got email so we will hit our goal. Now to exceed. Will have 8 Corporate Partners, 2 Corporate Affiliates and 1 Educational Affiliate. Jen and I talked about sponsorship for Annual. Shannon and I are going to talk about Res Ops and getting more Corporate Affiliates. Have spoken to all paid folks on phone to go over plan. That's been fun

Historian..... Joseph Murphy  
Joe: Working on updating contact list since we have new folks. Setting a date with Tkay in December to update financial guidelines. Working on what new board members have asked about, new training tools for next year. Pulling together some things from the past.

Marketing Coordinator ..... Michael Hamilton  
Mike: Working with Shannon to open Res Ops next week, beginning of November for Social Issues retreat. Gave DaVaughn a full swag bag for tomorrow. Next time we meet, I'll have ideas for future cycle. Looking at white or silver.

Media & Publications Committee ..... Jay MacDuffie  
Jay: Put out the navigator, have to start calling for articles for the next issues. Hoping to get some interviews in that. If you are a higher level, could get contacted for that. Took a bunch of pictures to bolster the content. It's going out through list serve

Membership Coordinator ..... Nate Gordon  
93 member institutions. 26 Small, 27 Medium, 27 Large, 13 Extra large, 1 Affiliate. Thank you to the DCs. Very strong numbers.

New Professional Development Committee..... Brendon Goodridge  
Brendon: First RD2B this past Saturday at Siena. Huge success. Looking forward to our next couple and getting keynotes for next two. Recruiting members shortly. Working on article submission for next navigator and webinar sessions. Have 4-5 ideas and implementing 2-3

Parliamentarian..... Paula Randazza  
Raz: Hotel rooms are set. If they don't have your reservation under your name, could be under roommate's name. Thanks to Mike G and Jenn C – they are great hosts. Mike has coordinated our dinner plans and will announce them before we head over.

Professional Development Committee ..... DaVaughn Vincent-Bryan  
DaVaughn: Fall Drive In is tomorrow – 138 registrants. Not using honorarium in budget. Big ups to host chairs and members of committee, 3 Ps, and Steph. A lot of late nights and a lot of emails. Focused on feedback and fairness through the presentation process. Made it blind and just focused on content. Have some unexpected folks presenting. Not just looking for best programs, think we did find some, providing feedback and peer to peer support. Others added comments so that there's time appreciated by what they submitted. Their comments on those suggestions were helpful as we refine our approach. Tracking folks who are new to mid-level region and new to NEACUHO. How do I present in this organization, enlightening for us. Looking to do mini training/in service for future submissions. 18 presentations, 5 roundtables and 10 to slide in pro series web based.

Program Committee ..... Brittany Bookman  
Brittany: We have a great start to fall projects. Timeline for proposals. Dec 1 kick off, Feb 12 closing. Repeating that a lot this year because it's earlier. Notified by March 1st. Case Study sub-committee have started to develop that. Met last week and meeting next week. Hope to have finished by early December. Program Proposal review is underway, done by Mid-November. Other than that, tomorrow we have people representing on behalf of the committee. Off to a great start!

Residential Operations Committee ..... Shannon Valverde  
Shannon: December 4th is the Drive In. Hopefully next week, call for programs up and out. Committee wants to narrow down to focus in 5-6 different areas (furniture and how it affects students, accommodations and its effect on occupancy). Hoping to have 4-5 different topics and get registration out. In the spring, in discussions how can you do other professional development, maybe a webinar around a topic. One article half way written for next navigator.

Risk Management & Legal Issues Committee ..... Michael Guthrie  
Mike: Had 2 presentations, Title IX for CHO track and another for New Professionals track. Title IX Coordinator had to withdraw but we do have our Director of Student Conduct and case manager talking about conduct on New Professionals track. Something to think about in looking to shrink the board, is my position needed, where is my purpose? No conference, things like that, why can't DaVaughn do something like that, Brittany for Risk Management track, something to think about.

Social Issues Committee ..... Catherine Kellman  
Cat: Working on Social Issues retreat and pulling stuff together. Anna and I have completed budget process. Pulling together presenters in a couple weeks.

Technology Chair ..... Stephany George  
Stephany: A lot of back end updates. Photos are up on e-board page. If you didn't, you have a no photo page. Depending on my mood, may troll Facebook for a photo!

Assessment Coordinator ..... Heather Quire  
Heather: Reaching out to others individually, will be in touch.

Corporate Affiliate Review Task Force ..... Rene Coderre  
Josh: I know that he's pulling together first meeting for November 3rd.

Events & Offerings Task Force .....Kohya Lu & Anna Morreale  
Kohya: I asked Josh to send us those interested once done with drive in, will send out survey to membership on how we're doing. Big ticket item will be Annual Conference. Once I get info from Josh, we will send an email to those who expressed interest. Hopefully have a core group of 8-10 who will stick with us. Will get cracking soon. \*note: recommendation may be a year or more out before they are accepted due to site selection planning and confirmation.

Para-professional Development Task Force ..... Matthew Lechter  
Josh: Matt's items were in discussion earlier.

Regional Affiliate Working Group ..... Beth Moriarty & Jon Conlogue  
Jon: In earlier reports

Sonya: Sent out charge to members. There are mulling it over. Analyzing what's being given now. Going to connect with you Josh to see what you are looking for moving forward. Want to get member's voice but don't want to send another 50 surveys and see if i can connect with one that is going out to ask questions.

**Elected Officer Reports**

CT/RI District Coordinator ..... Kimberly Beardsley  
Kim: Nothing to report in past 24 hours

Easter NY/VT District Coordinator ..... Katie Wright  
Katie: Reached out to institutional contacts from last year's list for renewals and reached out to Nate for all institutions to renew. Planning social for end of the semester.

MA District Coordinator ..... John Zocco  
John: Did initial reach out to institutional contacts. Comparing to who hasn't renewed yet. Goal is to do communication to everyone so everyone gets those.

ME/NH District Coordinator ..... Trish Loring  
Trish: Similar to others, made second reach out to people regarding membership, thoughts of changes, registering for drive in. In November, reaching out by phone. There's an institution coming online in January that's starting a housing program. Reached out to a brand new hire, current RD who is on board with signing up.

Metro NY District Coordinator .....AJ Goodman  
AJ: Big news is that we are now hosting Res Ops. When I call those who haven't re-registered, it will be easy for them to get to us. Have to go back and re-contact those with lapsed memberships. Have to pick on someone else because former contacts aren't there.

Western NY District Coordinator ..... Darese Doskal  
Noting to report

Secretary ..... David Grimes  
David: I have thank you cards with me if anyone needs any to write

Treasurer ..... Thomas Kelley  
Tkay: Closing out budget on RD2B with help of Brendon, after tomorrow's Fall Drive In. October report in November, didn't have one in September. There will be an October one. In the green still. Outstanding payment with WPI for housing but will be resolved today. Issuing a new one today. All signatures for check requests/credit card usage forms have been completed. Will probably start Navigator article so that will be exciting.

Joe: 2 boxes in my car that will be in Tkays car. All paper documents for past 3 years. We are keeping an archive. Need to have documents 7 years. As far as tax update from 14-15, did submit them to our tax person, Tkay sent check to H and R block to get signed and send to IRS. If you need travel reimbursement, need letter regarding lack of support for travel from supervisor.

Past-President ..... Timothy Touchette  
Tim: Legacy is doing great. Reached out in collaboration with Corporate Partners to re-donate for Fall Line. Adding to boxes of things in storage room.

Tkay: 76 paid out of 92 reported. Working with Nate to make sure the rest paid. Emily, there are 2 unpaid.

President-Elect..... Shelly Keniston  
Shelly: I am still looking for sites for Annual, Beth Hill from Western New England is past chair. Most recent Annual Conference chairs are on the board. Wanted to get outside of the family. In my enthusiasm for representing Josh at NEACURH next weekend, they have already smothered me in Moose Love. RBD says they treat their guests like royalty. They give you Willy Wonka golden ticket. Went to email it back, emailed it to the region! In boardroom, I'm giving a presentation, wanted everyone's input. What do you want me to highlight for NEACUHO? I have to introduce NEACUHO and what we are doing. (Suggestions: resiliency, having fun, RD2B, corporate partners and making connections early).

President..... Joshua Hettrick  
Josh: I'm excited that Shelly was able to go - NEACURH connected with me at ACUHO I, they've been missing our presence for a large number of years. Presidents haven't been able to attend. Nice opportunity to send President Elect. Making sure that we focus on that relationship is important. They always send someone who is excited to be there. Most recent updates that I have are regarding regional leadership calls. We talked about NHTI, changes for coming year which include there being 2 in Michigan and Florida, number of years that you can still attend has increased to 7 and then they are piloting to see if they want to expand it further. May need to be bumped up further, even to 10 years with how long it takes to progress up the field. November 5 applications go live, Feb 4th close, February 22 selected and April 1st notified. Trying to move towards needs based model. They are talking with folks as they apply to determine what support they have, where they are traveling from and direct money intentionally. That will be shared with regions to complement funding with what we have designated. Allows us to know where the gap is, that money directed from us to ACUHO I in that person's name. They are trying to be more intentional which is encouraging. Looking for a lot of feedback and what people's impression is of that. Presidents were largely in favor. Just want to make sure funding isn't an aspect of the applications process. Have to make a decision by May 1st but overlaps with Annual Conference. . Asked for them to make us aware of future dates. Another reason why I wanted to get proposals notified by March 1st to get people committed before losing to another commitment.

## E. Reminders

Jon: Something for radar that come up in Task Force, several regions are moving from Chief Housing Officers towards Senior Housing Officers with respect to Native Americans. Something to think about for later on.

DaVaughn: Sign-ups will be out soon to help for the Fall Drive In, check your email. If you want to help with set-up, feel free to come early.

Mike Guthrie: We're on the other campus tomorrow. Across from Sleeping Giant State Park on Mt. Carmel Avenue. Pass guard, RAs will be in lot to direct you to building. In two buildings tomorrow, law school and student center.

## F. 2015-2016 Important Dates

1. *E-Board Conference Call, July 28, 2015*
2. *E-Board Retreat, September 24-25, 2015 - Westfield State University*
3. *RD2B, October, 17, 2015 - Siena College*
4. E-Board Meeting, October 22, 2015 - Quinnipiac University
5. Fall Drive-In Conference, October 23, 2015 - Quinnipiac University
6. Annual Conference Program Proposals LIVE, December 1, 2015 - Website
7. Res Ops Conference, December 4, 2015 - Southern New Hampshire University
8. Social Issues Retreat, January 15, 2016 - Skidmore College
9. E-Board Meeting, February 5, 2016 - Dean College
10. RD2B, February 6, 2016 - Dean College
11. Annual Conference Program Proposals DUE, February 16, 2016 - Website
12. Annual Conference Program Review, February 26, 2016 - Westfield State University
13. Annual Conference Program Notifications, March 1, 2016 - Email
14. Spring Institutes, March 25, 2016 - Worcester State University
15. E-Board Meeting, April 8, 2016 - Tompkins Cortland Community College
16. RD2B, April 9, 2016 - Tompkins Cortland Community College
17. E-Board Meeting, June 7, 2016 - Westfield State University
18. 2016 Annual Conference, June 8-11, 2016 - Westfield State University

## G. Adjournment

**Joe: I motion to adjourn**

**Emily: I second**

**Meeting adjourned at 5:00 pm**