



Western Association of College and University Housing Officers

**52nd Annual Conference
WACUHO Business Meeting
Hyatt Regency—Sacramento, CA
Tuesday, March 18, 2008**

- I. Roll Call/Establish Quorum (Audio Folders E1 and E2) – Hallie Lewis, California College of the Arts
 - A. 35 member institutions represented
- II. Call to Order at 3:34 pm by Martin Castillo, San José State
- III. Appointment of Parliamentarian – Martin Castillo
 - A. Emily Sandoval, UC Riverside appointed as Parliamentarian
- IV. Approval of Minutes from the WACUHO 2007 Business Meeting – Martin Castillo & Hallie Lewis
 - A. **MOTION by Sue Matthews, UC Santa Cruz to accept the 2007 Business Meeting minutes with said changes**
 - i. **SECOND by Happy Cimenski-Almogela, CSU San Bernardino**
 - ii. **VOTE: Yes-35, No-0, Abstain-0**
- V. Agenda Review—Additions, deletions, changes
- VI. Announcements
 - A. David Stephen, CSU Chico
 - i. Augie Galvan joined the staff at Chico in the Fall and says hello. He had a medical episode last week, but is doing fine. He would love to hear from everyone.
 - B. Dean Kennedy, CSU Monterey Bay
 - i. The Academics and Residential Life Committee has created a brochure that they are passing out at the end of the meeting. The brochure includes results of research conducted by committee members, articles, and resources.
- VII. 2008/2009 WACUHO Executive Committee Elections – Alex Belisario, UC Santa Cruz
 - A. Member at Large, South
 - i. Ryan McRae, CSU San Marcos
 - ii. Jack Saxon, UC Riverside
 - iii. John-Paul Wolf, UC Riverside
 - iv. No nominations from the floor
 - B. Member at Large, Central
 - i. Debbie Deas, UC Santa Barbara
 - ii. Nomination from the floor
 - 1. Stephen Rice, UCLA (nominated by Jack Gibbons, UCLA)
 - C. Member at Large, North
 - i. Andrea Beaumont, University of San Francisco
 - ii. Dean Kennedy, CSU Monterey Bay
 - iii. Mia Love, Stanford University
 - iv. No nominations from the floor

- D. Secretary
 - i. Maggie Malagón, Santa Clara University
 - ii. Dana Pysz, UCLA
 - iii. No nominations from the floor
 - E. Treasurer
 - i. Ramona Hernandez, UC Davis
 - ii. Robert Stephens, UC Riverside
 - iii. No nominations from the floor
 - F. Vice-President
 - i. Staci Buchwald, Scripps College
 - ii. James C. Smith, UC Riverside
 - iii. Rick Wan, UC Berkeley
 - iv. No nominations from the floor
 - G. President-Elect
 - i. Tim Trevan, CSU Northridge
 - ii. No nominations from the floor
 - H. **MOTION by Andy Plumley, UC Riverside to close the slate**
 - i. SECOND by Jerome Maese, University of Nevada, Reno**
 - ii. VOTE: Yes-35, No-0, Abstain-0**
 - I. Run-off for Vice-President between Staci Buchwald and Rick Wan
- VIII. 2007/2008 Executive Committee Reports
- A. President Elect (Suzanne Seplow, UCLA)
 - B. Vice President (James Smith, UC Riverside)
 - C. Secretary (Hallie Lewis)
 - D. Treasurer (Tim Trevan, CSU Northridge)
 - E. Member-at-Large, North (Adriana Lopez, UC Santa Cruz)
 - F. Member-at-Large, Central (David Hong, USC)
 - G. Member-at-Large, South (Jacques Zalma, CSU San Bernardino)
 - H. Newsletter Editor (Kafele Khalfani, UC Riverside)
 - I. Technology Coordinator (Robert Stephens, UC Riverside)
 - J. President (Martin Castillo)
- IX. Association Business
- A. 2008 Annual Conference Report – Ramona Hernandez
 - i. Facts and Figures:
 - 1. 243 full participants
 - 2. 86 partial participants
 - 3. 47 exhibitors
 - 4. 58 conference members
 - 5. 47 programs presented including 5 Golden Nugget Programs that were specifically sought out
 - 6. 49 member institutions attended
 - 7. \$5000 surplus predicted
 - 8. 50 people were registered after the deadline
 - 9. Did not meet our room block (only made 86%), but the hotel gave us most of the perks in the contract anyway. We were only charged for the hospitality suite.
 - 10. Hotel rate was \$121/night
 - 11. Conference and registration rate was the same as last year
 - 12. Exhibits rate was raised \$100

- ii. Corporate Partners received soft copy of participant list prior to conference
 - 1. Some exhibitors heard about it and now want to become Corporate Partners
- iii. Exhibits opened Monday with positive feedback from exhibitors
- iv. Conference attendance was low. Possible reasons:
 - 1. State budget, CSU system was hit harder than UC system
 - 2. We were competing with ACUHO-I and NASPA in Boston
 - 3. Sacramento is not a vacation destination
- B. 2009 Annual Conference Update – Judy Edner, UC Santa Barbara
 - i. UCSB is ready to go and has lots of campus support
 - ii. Only have to reach 90% of the bed nights
 - iii. Free parking
 - iv. Lots of double rooms
 - v. Train station close by
 - vi. \$0.25 shuttle will get attendees around Santa Barbara
- C. Time & Place Report (2010 Annual Conference Bids) – Andy Plumley
 - i. Received one bid from the University of Hawaii at Hilo and Pepperdine University
 - ii. Dates are March 28th-31st, 2010
 - iii. Held at Sheraton Waikiki Hotel in Oahu
- D. Institutional Membership Fee Proposal – Tim Trevan
 - i. Vetted by the Executive and Finance Advisory Committees
 - ii. Both committees struck by fact that credit card fees have risen dramatically over last few years
 - iii. Membership fees have not increased in over a decade
 - iv. Needs of the Association have changed and expenses have increased
 - 1. Web hosting expenses are new
 - 2. Membership database is new
 - 3. Proposed Conference registration model would be another new expense
 - v. Other new expenses
 - 1. Tax preparer line item about \$1000/year
 - 2. Insurance at \$1300 year
 - 3. Funding for Careers in Student Affairs Day
 - vi. Who is using credit cards?
 - 1. Larger institutions are using larger percentage of credit card fees
 - a. Schools with 4000+ beds generate nearly 43% of fees, but are only 19% of our membership
 - vii. What we will need to do if membership does not support fee increase
 - 1. Cut directory
 - 2. Gold Plan money available to conferences reduced
 - 3. Tech and Info line will be cut
 - 4. We will lose wiggle room in the budget
 - viii. **MOTION by Byron Howlett, University of La Verne to approve the proposed institutional membership fee increase**
 - 1. **SECOND by Staci Buchwald**

2. Discussion:

- a. David Stephen – was there any discussion of a regular increase?
 - i. That cannot happen without a bylaw change
- b. Byron Howlett – the decrease in institutional members is noted. We should have Members-at-Large focus on reaching out to institutions who have left WACUHO.
 - i. Suzanne Seplow noted the manner in which the Executive Committee conducted the Hawaii school outreach.
- c. Andy Plumley – when he was Treasurer it was a challenge to reach specific people at institutions. Believes that earlier billing of institutions will help.
- d. Rick Hagan, University of San Diego – has concerns regarding Executive travel. Is it adequately funded? Fuel and airline cost increase noted. Transition meeting in Hawaii will be quite costly and the incoming Executive Committee will have to address it.
 - i. Tim Trevan – an Association Reserve Request might be necessary.
 - ii. Also may have remote Transition Meeting to save money on Executive travel – only a few key people would go to Hawaii and report back
 - iii. Rick Hagan – commends Executive Committee for foresight
- e. Jerome Maese – why aren't we building in automatic fee for all credit card usages?
 - i. Tim Trevan – it is difficult to pull out different rates and credit card activity. Additional complexity in rate structure makes it difficult to reconcile. Association has philosophical belief that credit card usage is a service we offer as an Association. Nationals don't charge credit card fees.
 - ii. Suzanne Seplow – Western Training Institute, etc are keeping track of every dollar in attempt to keep costs down for participants
 - iii. Jeanette Bradeen, UC Riverside – tracking of finances is clearer when credit cards are used
- f. Dana Pysz – how were increases devised?
 - i. Tim Trevan – thought about what was a reasonable increase per category
- g. Jerome Maese – concern that membership increase is not best solution to cover credit card usage. A

credit card fee (pay as you go) is the best solution. We can build credit card fees into the price of conference.

- h. Sue Matthews – (speaking on behalf of Finance Advisory Committee) credit card fees will increase and this will be something that is addressed and examined every year. An increase in dues allows flexibility to look at how things will change in the future
- i. Rick Hagan – younger professionals have limited budgets. It is easier for them to decide on conferences if registration fees are low. Institutions should cover fees, not new professionals.

3. VOTE: Yes-34, No-1, Abstain-0

E. Financial Report & Proposed 2008/2009 WACUHO Operating Budget – Tim Trevan

i. MOTION by Andy Plumley to accept the proposed 08/09 WACUHO Operating Budget

1. SECOND by Jerome Maese

2. Discussion

- a. Rick Hagan – was Executive travel increased enough?

3. VOTE: Yes-35, No-0, Abstain-0

F. WACUHO Taskforce/Charge – Martin Castillo

- i. Where is the Association moving?
- ii. Task force chaired by Andy Plumley will examine:
 - 1. Annual Conference
 - a. Budget
 - b. What we're providing versus what we're charging as a registration fee
 - 2. Functional areas within our mission statement
 - a. Many committees are inactive and tied to functional areas
 - b. Have Association needs for committees changed?
 - 3. See Martin after meeting to participate in task force

G. Pacific Management Institute (PMI) – Laura Dorfman, CSU Pomona

- i. WTI is focused on new professionals, but there's nothing for midlevel managers
- ii. Passed out surveys for us to complete
- iii. PMI will be low-cost, and will incorporate peer mentoring and purposeful learning
- iv. Rick Hagan suggested that PMI could be pre-session for WACUHO

H. ACUHO-I Updates – Alex Belisario (speaking as our Western District Representative)

- i. Updates are available in the WACUHO Waves
- ii. ACUHO-I has been working on:
 - 1. Focus as a knowledge centered organization
 - 2. Governance restructuring
 - 3. Internationalization strategies task force

- iii. New task forces:
 - 1. Engagement of Retirees Task Force
 - 2. Commissioned Research Task Force
 - 3. People interested in either task force should tell Alex and she will forward names on
- iv. ACUHO-I Internship Program
 - 1. Number of host positions increased 18% and number of interns increased 57%
- v. Placement exchange in Boston
 - 1. 10,463 interviews were scheduled
 - 2. Next year in Seattle
- I. ACUHO-I Foundation – Jeanette Bradeen
 - i. Voting for new governance restructuring
 - 1. 3 people from WACUHO are running
 - ii. Silent auction at Annual Conference to raise funds
 - 1. In the past, CHOs were asked to donate Give, Grab, and Go items. Program has been discontinued because it has become more of a distraction than an incentive
 - 2. Tim Trevan has volunteered to head up group gathering donations and finding items for auction
 - iii. Foundation of Excellence award is a good way to recognize people who are retiring. Recipients receive a plaque, their name is printed on the website, and they are honored at the conference
- J. 2008/2009 WACUHO Executive Committee Election Results – Alex Belisario
 - i. Member at Large, South – Ryan McRae
 - ii. Member at Large, Central – Debbie Deas
 - iii. Member at Large, North – Mia Love
 - iv. Secretary – Maggie Malagón
 - v. Treasurer – Ramona Hernandez
 - vi. Vice-President – Staci Buchwald
 - vii. President-Elect – Tim Trevan
 - viii. President – Suzanne Seplow
 - ix. Technology Coordinator – Jacques Zalma
 - x. Newsletter Editor – Kafele Khalfani
- X. Adjournment
 - A. **MOTION by Cindy Jerricho, CSU Channel Islands**
 - i. **SECOND by Erin Boele, CSU Fresno**
 - ii. **Vote: Yes-35, No-0, Abstain-0**
 - 1. Meeting adjourned by Martin Castillo at 5:24 pm