



American College Personnel Association
Annual Report of State/International Divisions
2007-2008

I. Overview

A. Name of State/International Division: **South Carolina College Personnel Association**

B. Officer Information

	<i>President 2007-2008</i>	<i>President 2008-2009</i>	<i>President-Elect 2008-2009</i>
Month term begins:	May 2007	May 2008	May 2009
Name:	Jeffrey Brown	Roberta Bigger	Rhonda Mingo
Campus/Institution:	Clemson University	Wofford College	Converse College
Address:	200 Mell Hall, Box 344075	429 N. Church St	580 E. Main St.
City, State, Zip:	Clemson, SC 29634	Spartanburg, SC 29303	Spartanburg, SC 29302
Daytime Phone:	864-656-1060	864-597-4040	864-596-9016
Fax:	864-656-7615	864-597-4049	864-577-2052
E-mail Address:	brownj@clemson.edu	biggerrh@wofford.edu	rhonda.mingo@converse.edu

C. Number of Executive Board members

Total members: **31** Voting members: **10** Non-voting members: **21**

D. Number of Executive Board meetings: **5 board meetings in person/year + 7 conference calls (In-person are full board meetings; conference calls are elected positions only)**

Average length of board meetings: **In person: 2 hours; Conference calls: 1 hour**

Average number of members in attendance: **In Person: 25; Conference calls: 9**

E. In general, how would you describe your board meetings? Were you able to accomplish your goals for the year? Were you able to progress from one issue to another throughout the year? Did most of your Executive Board members attend?

Board meetings are relatively productive and energetic. Most board members were able to attend the board meetings. If not, reports were generally sent through that position's liaison or the Secretary. See the attached board objectives for board accomplishments.

F Is there any issue that is challenging your CPA Executive Board from being more effective?

The SCCPA board structure was challenging the association from being most efficient, however the association has restructured the board and implemented some new positions while eliminating others in order to become more productive.

II. MEMBERSHIP/DUES INFORMATION

A General Membership Information:

Type of Membership cycle (check one): **Rolling:** **XXX** Annual:

List below the amount of dues for each category

Professional/Faculty	Student	Institutional	Emeritus	Other (please describe)
\$25	\$15(grad) \$10(undergrad)	None	\$25	\$10 (Admin Prof)

B Current total membership numbers: **279 (as of April 17, 2008)**

Indicate the approximate numbers in each category

Professional/Faculty Members	Graduate Student Members	Undergraduate Members	Emeritus Members	Other (please describe)
119	94	3	0	52 (Admin Prof)

C Number of Division Only Members: **198**

D Number of Joint ACPA/State Members: **81**

E Work Setting # of members working in a

4 year, public institution: **190** 2 year, public institution: **17**
 4 year, private institution: **85** 2 year, private institution: **0**
 working outside of higher education: **0** retired or not currently working: **0**

F How does your CPA encourage graduate students to join? **Yes, We have board positions for a Representative from Clemson and University of South Carolina – the two institutions that have graduate preparation programs in Student Affairs.**

G Total membership for 2007-2008: **Highest membership: 316; Lowest membership: 266**

H Demographic composition of your CPA members

Male: **71** Female: **208**
 Black: **unknown** Asian/Pacific Islander: **unknown**
 Caucasian: **unknown** Native American: **unknown**
 Hispanic/Latino: **unknown** Multiracial: **unknown**
 Personal with Disabilities: **unknown** GLBT: **unknown**

I. In general, please describe your overall recruiting efforts this year? Please describe any trends/concerns you have seen over the course of this year. Were there any special steps taken this year to increase/enhance your recruiting efforts?

There were not any special recruiting efforts this past year. The Association has put a special emphasis on graduate student recruitment by working with the USC and Clemson Student Personnel Associations by attending meetings and having intentional communication with the SPA Representatives.

J. What strategies does your CPA use to promote diversity and inclusion within the organization?

- **Inclusion of membership diversification goals in the association's new strategic plan**
- **Intention program selection to include a variety of institutions, functional areas, and levels of staff**

K. What impact did your Affirmative Action/Inclusion plan have on your recruitment efforts?

Our Affirmative Action plan is in need of update and was not utilized much this year.

III. PROGRAMS/CONFERENCES/WORKSHOPS:

A. Total number of professional development activities sponsored by your CPA this calendar year:
3

B. Number of conferences: 1

Average length of conference(s): 2 days

Theme(s): 1 **"Creating a Sustainable Future for All"**

2.

Average number of members in attendance: 100

Total cost per participant as a member of the CPA: **\$110(pro/faculty); \$90 (Admin Prof); \$75 (Students)**

Total cost per participant as a non-member of the CPA: **\$130(pro/faculty); \$100(Admin Prof); \$85 (Students)**

C. Number of Drive-ins/Workshops:

Topics: 1 **Fall Drive In – "Refining Our Identity"**

2. **Administrative Professionals Drive-In – "Leap for Success"**

3.

Average number of members in attendance (for each event): **Fall Drive-In (100); Admin Pro**

(45)

Total cost per participant as a member of the CPA: \$

Fall Drive-In \$35(professional); \$25 (student)

Adm Professional Drive In \$25

Total cost per participant as a non-member of the CPA: \$

Fall Drive-In \$45(professional); \$35 (student)

Adm Professional Drive In \$35

D. Name of organizations which co-sponsored/sponsored events with your CPA:

1. **Clemson University Student Personnel Association**

2. **Student Leadership and Diversity Conference – USC-Upstate**

E Name of sponsors which were secured to support the event:

1 **Maxient**

2

3

IV. SERVICES OFFERED YOUR MEMBERSHIP

A Newsletter:

Yes: Monthly, except summer No: If yes, how many issues per year:

B CPA Journal:

Yes: Twice per year No: If yes, how many issues per year:

Total cost of publishing journal: **\$ 0 – Published online at www.sccpaweb.org**

Total cost of mailing: **\$0**

C Do you accept advertising/job postings for your publications?

1. Newsletter: Yes: No: **XX**

2. Journal: Yes: No: **XX**

D Does your CPA publish a membership directory?

Yes: No: **XX**

E Is a LISTSERVE available to your CPA members?

Yes: No: **XX**

F Does your CPA maintain a Web Page? **Yes**

Website Address: **www.sccpaweb.org**

Where is it housed? **Homestead**

G Describe any other service(s) offered to the membership: **N/A**

V. HONORS AND AWARDS

A. Please identify/list the types of awards your CPA uses to acknowledge member achievement

SCCPA has an extensive awards program including service, programming and writing awards that are presented at the annual spring conference. A complete listing is available along with award winners on the SCCPA website at www.sccpaweb.org.

B. Describe your awards nomination and selection process. Please attach information that will include selection criteria.

The Association's awards chair is responsible for soliciting award nominees and coordinating the awards process each year. Below is the list of awards and the selection criteria:

Joseph O. Nixon Award for Chief Student Affairs Officer

Purpose: To recognize chief student affairs professionals in the state of South Carolina who have made outstanding contributions to their campus and the field of student affairs.

Criteria: The nominees must have been employed as a chief student affairs professional at their institution for at least five years. Nominees should demonstrate an effort to recruit professionals to the profession of student affairs, show a commitment to students and demonstrate leadership for student affairs professionals in the state of South Carolina. Membership in SCCPA is not required.

Clarice W. Johnson Outstanding Professional Award

Purpose: To recognize and encourage outstanding contributions to the field of student affairs by a “seasoned” professional.

Criteria: Nominees must have been employed as a student affairs professional for more than five years. Nominees must have provided outstanding contributions to the field of student affairs, preferably in South Carolina. Membership in SCCPA is required.

Walter T. Cox New Professional Award

Purpose: To recognize and encourage outstanding contributions and/or potential in the field of student affairs by a new professional.

Criteria: Nominees must have shown outstanding contributions or potential in the field of student affairs. Nominees must have been employed as a student affairs professional for less than three years. Membership in SCCPA is required.

Carol Edens-Epps Outstanding Graduate Student Award

Purpose: To recognize outstanding contributions and/or potential in the field of student affairs by a graduate student.

Criteria: Nominees must have shown scholarship and potential in the field of student affairs. Nominees must be an enrolled graduate student (masters, PhD or specialist) in a student personnel administration, counseling, or higher education program. Nominees must also have completed at least one semester in their program. Membership in SCCPA is not required.

Joseph E. Heyward Humanitarian Award

Purpose: To recognize contributions on the part of a student affairs professional to promote understanding and awareness among various and diverse people.

Criteria: Nominees must have demonstrated through research, programming or activities commitment to promote understanding and awareness among various and diverse people. Membership in SCCPA is required.

Paul P. Fidler Bridge Builder Award

Purpose: To recognize contributions on the part of a student affairs professional and/or faculty member to build a stronger alliance between student and academic affairs.

Criteria: Nominees must have shown active interest in and made contributions toward building relationships among student and academic affairs. Membership in SCCPA is NOT required.

Charles Witten Service Award

Purpose: To recognize one member of SCCPA who has served SCCPA within the past year in an outstanding capacity.

Criteria: Nominees must be current members of SCCPA and have made significant contributions to the organization within the past year. Nominees may not be nominated for work they have completed as an elected officer. Contributions made as an appointed officer, committee chair, or as a general member during the calendar year are eligible for consideration.

SCCPA Support Staff Award

Purpose: To recognize outstanding contributions to the field of student affairs by administrative staff.

Criteria: Nominees must have been employed in a department under the student affairs auspice at their respected institution for at least one year and demonstrated a commitment to the ideals of student affairs during their tenure at the institution. Membership in SCCPA is not required.

Programming Awards

Purpose: To recognize outstanding programming and program development by student development professionals in South Carolina. This award recognizes recipients in four categories/institutions:

Large Public Institution Award (7,500 or More Students)

Small Public Institution Award (7,499 or Less students)

Harry B. Shucker Private Institution Award

Two-Year Institution or Technical College Award

Criteria: Nominated programs must have taken place within the past year. Programs are judged on creativity, achievement and overall program design and merit. Please state the name and title of the staff person responsible for the program. At least one of the program coordinators must be a member of SCCPA.

Written Awards

Hilda F. Owens Contribution to Knowledge in the Field

Purpose: To recognize a member of SCCPA who has made an outstanding contribution to the student affairs profession through writing and/or research.

Criteria: Writing cited for nomination must have been completed within the last three years and shall have practical significance to the profession. Submissions should be previously published (cite source and date of publication) and submitted in typed, double-spaced format and in appropriate APA style. MS Word or Reticulated Text File (.rtf document) is highly encouraged. A writer must be a current member of SCCPA or for multiple authors, at least one writer must be a current member of SCCPA.

Outstanding Professional Paper

Purpose: To recognize a professional or support staff member of SCCPA who has written an outstanding paper related to the topic set by the Awards Chair.

Criteria: The topic for the written awards will be determined by the Awards Chair in consultation with the Executive Board and made public with the request for award submissions. The topic will be determined by based on current issues in literature, news or issues facing student affairs in the state of South Carolina. All submissions should be new writing and not previously published. Papers should be no longer than five pages in length, double-spaced and use appropriate APA style. Submissions in MS Word or Reticulated Text Format (.rtf document) are highly encouraged.

Edward Grandpre` Outstanding Graduate Student Paper

Purpose: To recognize a graduate student member of SCCPA who has written an outstanding paper related to topic set by the Awards Committee. The writer must be a graduate member of SCCPA (as defined by the membership guidelines for the Association).

Criteria: The topic for the written awards will be determined by the Awards Chair in consultation with the Executive Board and made public with the request for award submissions. The topic will be determined by based on current issues in literature, news or issues facing student affairs in the state of South Carolina. All submissions should be new writing and not previously published. Papers should be no longer than five pages in length, double-spaced and use appropriate APA style. Submissions in MS Word or Reticulated Text Format (.rtf document) are highly encouraged.

C Did you receive a Speaker's Grant this year? ____ Yes XX No

If so, provide a 100-200 word brief summary of the program in the space below Please give a brief overview of the learning outcomes, number in attendance, successes and challenges

Summary:

VI GENERAL OVERVIEW OF THE ORGANIZATION

A. What are the strengths of your CPA?

- Strong membership numbers
- Quality conferences and Drive-Ins
- Willing volunteers
- Financial stability
- New Strategic Plan
- Completed board reorganization and new by-laws
- Quality newsletter and on-line journal

B. What are the challenges?

- Membership Diversity
- Committee Use
- Alignment of awards timeline with ACPA
- Organizational goal follow-through
- Development and sponsorships

C. What are the three most critical issues facing your CPA?

- Membership Diversity
- Conference Structure and Timeline
- Defining what members “get”

D. How does your CPA promote its organization?

- ACPA Showcase
- SCCPA Website
- Marketing Chair
- Clemson and USC Student Personnel Representatives
- *The Source* Newsletter

E. How does your CPA promote ACPA?

- Social at the ACPA Convention
- ACPA Logo on website
- Recognition of ACPA support/affiliation at conferences, drive-ins, etc.
- Promotion of ACPA Convention and events

F. Does your CPA promote collaboration with other entities?

- | | |
|---|-------------|
| 1. With other CPAs? | Yes: No: |
| If yes please identify which one(s) and describe how | |
| VCPA (Virginia) and NCCPA (North Carolina) – SCCPA hosted a joint social with these two CPA that past two years at the ACPA Convention in Orlando and Atlanta. | |
| 2. With ACPA Commissions? | Yes: No: |
| If yes please identify which one(s) and describe how. | |
| 3. With ACPA Standing Committees? | Yes: No: |
| If yes please identify which one(s) and describe how. | |
| 4. With ACPA Core Councils? | Yes: No: |
| If yes please identify which one(s) and describe how. | |
| 5. With other state/national organizations? | Yes: No: |
| If yes please identify which one(s) and describe how. | |
| 6. With ACPA international Office? | Yes: No: |



If yes please identify which one(s) and describe how

- a Describe your contact with the Director of State and International Divisions this year. How can we better serve your association? **Mariama has been very responsive to any needs SCCPA has had over the last few years.**
- b Describe your contact with the International Office this year Did you find the staff to be helpful with your issues? How can they better serve your association? **All contact with the International Office has been very positive.**
- c How can the DSID assist you with furthering your goals?

Overall evaluation of your CPA (check below):

Strong and Vibrant: XX	Stable and working:
Stable, yet could use motivation:	Needs Improvement/Assistance:

Comments:

Checklist of things to include with the annual report:

- o A copy of current By-laws. (attached)
- o A copy of your strategic plan and list of accomplishments if possible (attached)
- o A copy of your Affirmative Action/Inclusion plan. (see page 65-66 at <http://www.sccpaweb.org/policiesandprocedures.pdf>)
- o A copy of your financial disclosure form. (attached)
- o Contact information (names, addresses, positions, etc) of the members of your Executive Board by submitting online at <http://www.myacpa.org/sid/forms/officersform.php>
- o A copy of your membership brochure and/or state and international information sheet
- o Electronic copies of your publication(s):
 - o Most recent newsletter (see <http://www.sccpaweb.org/source0508.pdf>)
 - o Most recent journal (see <http://www.sccpaweb.org/palmettopractitioner/fall2007/index.html>)
 - o A copy of the program booklet from your annual conference. (attached)
 - o Any publicity from your drive in workshops/conferences

Submitted by: **SC CPA** CPA Position: **President 07-08**

Name: **Jeffrey Brown** Date: **May 13, 2008**

Thank you for your time and effort spent on this report.

Please submit to:

Mariama Boney at mboney@acpa.nche.edu of the ACPA International Office with a copy to Melissa Jones at mjones@vcu.edu and stateacpa@gmail.com