

**South Carolina College Personnel Association
Board Meeting Minutes
January 13, 2006
11:30am- 12:30pm
Conference Call**

Members Present: Bob Hanley, Beau Seagraves, Emily Burns, Linda Jameison, Darlene Mahaffey, Monique Colclough, Robert Overton, Kelly Eifert, Scott Lewis, Roberta Bigger, Art Hartzog, John Lowery, Jimmy Howard, Tony Cawthon, Brian Stuart, Tristram Aldridge, Jerome McCray, Meredith Bellamy, Tiffany Coleman, Jennie Volforte, Beverly McAdams, Rhonda Mingo, and Eric Fisher

Meeting was called to order at 11:35am.

Executive Board Member Reports

President's report- Bob

- The development chair position formerly held by Stan needs to be filled- nominations can be forwarded to Bob

Past President - Jason

- Jason and his wife had a baby boy- Max weighed in at 10 pounds 11 ounces and is 22 inches long
- Please e-mail Jason with your nominations for officers- **Bob will send an e-mail with all important dates concerning elections**

Secretary- Emily

- Minutes were approved from the 9/30/05 board meeting at Clemson University
- Please add Meredith and Jimmy (our new SPA representatives) to any SCCPA Board e-mail distribution lists

Treasurer- Kelly

- Kelly will be moving numbers from the Fall Drive In conference

Public Institution Representative- Scott

- Scott has drafted a letter to the lost membership (including response questions- why did he/she let their membership lapse and any other ways SCCPA can meet their needs; any changes in their positions); will send list to all members and list appropriate SCCPA board member contacts

At-Large Representative- Roberta

- A number of deans met on 11/29/05- she asked about SCCPA memberships and conferences (many expressed it was an issue of budget cuts)

Clemson SPA Representative- Jimmy

- Clemson SPA had a holiday party at the end of the year and they will be coordinating a Martin Luther King service day

USC SPA Representative- Meredith

- New executives for SPA will be meeting soon and students are working on comprehensive exams in February, job searching and trying to get internships

President Elect- Beau

- SCCPA will have a table for the showcase (formerly the carnival) on Tuesday evening at ACPA; The theme will be “Crossroads of ACPA”; Darlene has sent in the registration for our table
- Discussion in regards to the quotes for the SCCPA table cloth and banner- Board approved a table cover, banner with grommets, stand and carrying case using Free Lance; Darlene will send out proof to the board for approval; Monies for cost will be pulled from monies made from the fall conference
- Beau has been talking with Erica from USC in regards to the student leadership conference (undergraduate); we have dedicated \$550.00 to this program which includes advertisement and a program on careers in student affairs on February 4th (Kelly, Rhonda, and Linda will represent SCCPA)

Appointed Board Member Reports

Conferences

2006 Administrative Professionals Conference Co-Chairs- Lynn & Tiffany

- Lynn and Tiffany have contacted Human Resource departments at numerous college and universities and have only received detailed information from USC; Lynn and Tiffany will send information to the board for assistance in identifying administrative professionals at our own institutions
- Stan is scheduled to conduct a millennial presentation
- Planning on a salad/baked potato bar (will ask for dietary concerns on the registration form)
- Lynn and Tiffany will send information to Linda for the newsletter (2 advertisements as well- one will call for program proposals that are hopefully tailored to the theme- Reflect, Relax and Rejuvenate- Getting Back to the 3 R's)

2006 Spring Conference Co-Chairs- Mac & Eric

- Jeanne Steffes will be the keynote speaker- Mac & Eric wanted to thank Boyd for all of his help in coordinating this effort
- Booking our meals, rooms, etc. will be a cost of \$74.50 per person (location- Francis Marion Hotel- downtown Charleston)
- Board approved the following registration costs: \$75 graduate students, \$95 professionals, and \$10 extra for Late Registration
- SCCPA will be providing 4 full meals at the conference (board suggested that this be advertised in the registration form- will help to explain the increase in cost)
- Mac and Eric are also working with SPA reps

- Art offered to perform a magic show
- March 1st is the program proposal deadline

Committee Chairs

Publications Co-Chairs- Linda and Tristam

- They are hoping to have the publications in a PDF version very soon
- Please send them any information for publication

Advocacy Committee Chair- Rhonda

- Rhonda has submitted an article to Tristam for the next newsletter
- Vice President at Converse was named- Dr. Molly Duesterhaus

Awards Committee Chair- Darlene

- Darlene has 5 members voting on awards (January 15th deadline)
- She will report winners to ACPA on January 20th

Representatives and Liaisons

HBCU Representative- Jerome

- Jerome will be sending out a letter to the HBCU's soon

Historian- Art

- Art will be submitting the SCCPA history (PDF format) to Jason for the web page

Future Conference Chairs

2006 Fall Drive In Conference Co-Chairs- Linda and Alisa

- Looking at the Columbia area for the conference (central location and no need to spend the night)

Announcements

- The next board meeting will be at the Administrative Professionals Conference on March 10, 2006, at the University of South Carolina Aiken.

The meeting was adjourned at 12:25pm.

Respectfully submitted,
Emily Burns, Secretary, SCCPA