

**South Carolina College Personnel Association  
Executive Board Conference Call  
Friday, January 16, 2009  
11:30 a.m.**

**Board members in Attendance:** Roberta Bigger, Rhonda Mingo, Kelly Eifert, Tony Cawthon; Ashley Bailey-Taylor; Brian Lemere; Victor Wilson; Mike Bowers

**Welcome**

**Review of Board Minutes and Approval (Kelly)**

Rhonda moved to approve the November 2008 minutes as there were no additions or corrections. Roberta seconded and the motion passed. Minutes were approved.

**Old Business**

**✚ SCCPA Joint Conference with CHE and Campus Safety (Rebecca & Rhonda)**

- Please review registration list.
- Things are going well. The registration site is up now. Please register now – the deadline is January 19. Registration numbers: 19 (overall) – see attached excel spreadsheet. When the conference budget was prepared, it was planned for SCCPA to have 65 attendees. Conference program looks great and everything is up on the website. Rebecca has done an AMAZING job! But are worried about numbers and budget. SCCPA may be outnumbered by Campus Safety attendees. Ashley mentioned that should be more graduate students signing up soon. Hotel great for graduate students to “bunk up” since rooms are suite-style. Also recognize that SEAHO is going on at the same time. Victor mentioned that are some folks that have registered that were not on the list, so it may not be fully accurate. Deadline for the hotel is January 19; rate is good for before and after conference. Roberta mentioned also the possibility of reaching out to North Carolina schools that are close to Coastal to help with attendance. Please be sure to tell Rebecca that she has done a great job with this conference!

**✚ AA Conference (Rhonda)**

- Karen did not get the survey done as discussed at the October meeting, but did some phone calling to other administrative professionals and it was decided not to hold conference with budget cuts going on across the state.
- Rhonda made a motion to cancel the Administrative Professionals Workshop for spring 2009 and try again in 2010. Kelly seconded. Discussion? Roberta suggested emailing those members about the situation and recommended looking at scheduling a free web seminar; gotomypc.com service called gotomeeting. Questions discussed included who could be available to present for an hour? What would be covered? Would administrative professionals be able to attend (even at their institution)? Suggestion was to ask those members in the email if they would be interested in a webinar and what topics they would like. Rhonda suggested to also ask someone at the Spring

conference to turn their presentation into a webinar. The vote was called and the motion passed.

#### ✚ Spring Meeting Board Turnover – April 2009

- Due to the change in conference time, we will not do the board turnover then (February). Roberta looked at spring breaks, exams, etc - no good common times across the various institutions. So she suggested Wednesday, April 8 (before Easter) for the board turnover in a central location like either Columbia or Newberry. Kelly will send out an email to the board to see who be available when in April or May (Roberta pick certain dates) and see where the majority can make it. We also need to remember that we need to be sure the newly elected/appointed people can be there.

#### ✚ Board Composition – adding a seat for NASPA

- Suggestion to add a seat on the board for a NASPA liaison to allow for more coordination with NASPA at the state level (and a new state organization may not be viable).
- Discussion about why it would be a bad idea? None
- Roberta will write up a proposal and do a vote at the February meeting (look at by-laws/P & P)

#### ✚ Diversity Plan – Telesia sent it out with November meeting information. Do we want to amend our plan to coincide with ACPA's Professional Competency for Pluralism and Inclusion? Suggest that we do. Roberta and Rhonda will work with Telesia on that (stay in line with National organization and overall national trends).

#### ✚ ACPA Conference Joint Social with NCCPA

- We did this last year. Do we want to do it this year? It is a \$500 commitment we agreed to based on last year's participation. We don't have to have one; we don't know what it would cost if we did it solo. It was suggested to perhaps partner with Clemson & USC instead. We can find out if USC is doing it (Kelly will email Jenni Bloom). Tony doesn't think Clemson will do one simply because of cost. Rhonda would rather support our programs in the state to help them offset the cost, but doesn't want to be counter to what they are planning.

#### ✚ Directors' Position Descriptions

- The new positions need descriptions. Please get that done before the February board meeting.

#### ✚ Changing the fiscal year for SCCPA

- Roberta – since we don't have all bills in (typically) in April after spring conference it creates some havoc for our budgeting. Should we change SCCPA's fiscal year? Jon agreed since April tends to be busy on campuses anyway. It was suggested to change the year to July 1 – June 30. Jon said it will help ease transition as well between treasurers. Roberta asked Jon how that works, any legal issues, implications, etc. and to present that information in February. He doesn't believe it will be a big issue.

## **Officer Reports including reports from appointed positions**

### **President (Roberta)**

Technology & Membership (Jason) – via email

- Membership 261 as of January 15, 2009. It was 266 this time last year.
- We have four new members from Erskine and one from the Citadel, so let's reach out to them.
- The website is currently up to date.

Chief Student Affairs Officer Liaison (Victor) – No report. He is sharing the minutes of meetings with VPs around the state and keeping the database updated.

### **President Elect (Rhonda)**

Fall Conference Final Budget Report

Brian is still trying to figure out the \$5 discrepancy on the budget report, but will get it done. We made \$988 from the conference.

Spring Conference (Rebecca) (see above)

### **Past President (Jeff)** – (via email)

- We need to solicit names for officer elections; need some decision on a timeline for elections (P & P manual outline is based on an April spring conference). To make sure we have names for new board and transition meeting – make elections done by April ? Timeline:
  - Nominations in by March 17
  - Voting through March 27
  - Announce by Friday, April 3
- **Jeff & Jason will work together**; only have 3 positions to elect (president-Elect, Treasurer, Director of External Relations)

### **Secretary (Kelly)**

- **Will do an updated directory and send it out with the minutes**  
Mike Bowers at PC will take over for Linda Jameison in Marketing
- Still have things to finish in the Policy & Procedures Manual (as noted in Old Business); once that is done, will get it to Jason to post it on the website.

### **Treasurer (Jon)**

- Budget report is attached.
- Current Corporate sponsors:

MacGray	\$500
SouthWest	\$1000
Aramark	\$1000
USA Today	\$1000 (Check is on way, not in budget report)
- Roberta - May need to do an amended budget for February since we are not having AA conference. Suggestions? Not sure how we do that. **Jon will come up with something.**
- CD won't be impacted by budget year changes or by economy (right now).

Development (Steve)

  - He has at least two sponsors that want to participate at the Spring Conference – how do we arrange that? Steve and Rebecca took care of that via email. If just have booths, they don't have to register. If want to attend sessions, they need to register.

- He picked up two more sponsors – Markel Insurance and SFI Electronics. Combined donation: \$1000.

**Director of Member Services** (Jenni) No report

**Director of External Relations** (Edward) – No report

Marketing (Mike) –Welcome to the position, Mike! No report.

**Director of Scholarship** (Tony)

Palmetto Practitioner (Pam & Suzanne)

- Please see attached memo regarding submissions and share with your colleagues. Deadline for submission is May 30 for the next edition.
- Can we include this in the Spring conference materials as well?
- Mary Beth will also publish this in The Source.

**Clemson SPA** (Ben) No Report

**USC SPA** (Ashley)

- Facebook group (see email/attachment). Will not be hard to do. Just need someone to commit to regularly monitoring it. Would Mike or Edward or Jenni be good suggestions? Roberta – thinks it would help market the organization, not as an official communication but to help attract new members (esp. grad students). Can post conference dates, etc. on there. Mike – would have no objection to doing it. Jon mentioned it depends on how we use it, what type of group it is. Should it be a closed group? Ashley made a motion to approve to create a facebook group and that the Marketing chair be one of the administrators and others to be determined. Mike seconded. Motion passed.
- From the last meeting regarding the survey going out; Ashley had one question regarding the host institution question (like a job shadowing) she wanted included on the survey. What is the status of the survey? Rhonda – need to check with Edward on that survey's status. Will send an email out.
- Marissa Adamczyk is the new representative for SPA. She will be at the spring conference.
- SPA membership in SCCPA is around 40%.
- Joint conference with Clemson and USC has not had much discussion on that lately. USC SPA moved that responsibility to a Special Events committee and are looking at doing this in the next academic year. No word from Ben. Marissa is informed about this project and interested in still working on it with the Special Events committee for Oct. 2009 for Careers in Student Affairs week.
- GARP – March 1 -3. Can SCCPA provide anything for attendees to market SCCPA? Roberta can send some stuff down (about 60 items).
- Thank you for your support as I have been in office!

## **New Business**

- + Move to schedule spring board meeting/new officers/board turnover Wednesday, April 8, 2009 – Columbia or Newberry? Decision will be done via email.
- + Funding Request from the USC Leadership and Diversity Conference
  - See attached request from Melissa Brannen, USC
  - Historically – only sponsored about \$500 for the breakfast. Jon – we have already spent \$500 in the Grant/programmatic budget (Clemson fall

allocation). Only \$250 left in that budget item. Last year – spent \$500 from the Programming/networking line. Rhonda made a motion to give USC \$500 from the Programming/networking budget line. Kelly seconded. Motion passed.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,  
Kelly Eifert  
Secretary