

**South Carolina College Personnel Association  
Board Meeting Minutes (Conference Call)  
January 19, 2007  
11:30 a.m.**

**Executive Board Members Present:** Beau Seagraves, Jeff Brown, Bob Hanley, Telesia Davis, Linda Jameison, Boyd Yarbrough, Jason Cassidy, Kelly Eifert, Scott Lewis, Thwanda Davis, Beverly McAdams, Idella Glenn, Roberta Bigger, Jon Driggers, Victor Wilson, Adrienne Middleton, Rhonda Mingo, Emily Burns, and Jimmy Howard

The meeting was called to order at 12 noon, after a few technical difficulties.

**Technology** – Jason encouraged the group to visit the website, as information about the upcoming Administrative Professionals workshops and the Spring Conference is online. Membership fees may now be paid online through Pay Pal; however, members still have the option of submitting checks. Information about our corporate sponsors is also available online. Jason is currently working on links for resources. Jon thanked Jason for helping to make the awards nomination process go smoothly.

**SCICU** – Beau reported for Rhonda Mingo that Richard Keeling will speak at Converse on Thursday, April 5. More details will follow.

**Clemson and USC SPA Representatives** – Beau reported that Jenny Jones (Clemson) and John Deffenger (USC) are the new representatives.

**ACPA Mid-Managers Institute** – Beau reported that he, Boyd, and Robert will represent SCCPA at a reception during the Mid-Managers Institute in Charleston.

**Sustainability** – Jeff reported that the Sustainability Conference will take place May 16-18, 2007 in Greenville at the Hampton Inn & Suites. Deborah Rowe will be featured during the conference. The planning group will be meeting February 5 and 6 for a site visit. Jeff and Beau encouraged SCCPA members to mark their calendars. Registration will be in the \$150 range. Jeff commended Jason for getting information about the conference up on the website and also thanked Kelly for the role she will be playing with handling financial transactions for the conference. Scott requested a teaser email that members can forward.

**ACPA/NASPA Meeting** – SCCPA will have a table during the Showcase at the joint meeting of ACPA and NASPA. A beach theme will be incorporated, and the giveaways will be more promotional and less giveaway so as not to waste funds. Beverly, Roberta, and Idella volunteered to serve as representatives at the table. Please let Beau know if you're interested in serving as well.

**Member Nominations** – Bob Hanley reported that he is working on receiving nominations for the various open SCCPA elected positions. Jason announced that he will work with Bob to arrange for online voting.

**Membership Survey** – Linda reported that she emailed updated survey items to Karen with a deadline of January 31. If necessary, she will extend the deadline. She is also working to develop round table discussions for the spring.

**Administrative Professionals Conference** – Thwanda reported that the conference information is online. To date, a fashion show featuring apparel from Ross and Hamrick is scheduled. In addition, the committee has received four proposals for the conference. The deadline will be extended to Friday, February 9. Thwanda encouraged people to encourage colleagues to consider submitting proposals. If people would like to stay over before or after the conference, the committee has identified some hotels for that purpose.

**Spring Conference** – The committee is working to finalize costs with the Francis Marion Hotel and on updating the conference graphics so as not to violate copyrights. A new feature of the conference is the opening session, which will take place at the College of Charleston. Katie will be working on sponsorships for the conference. Scott encouraged the committee to consider getting back-up rooms, just in case a need for them surfaces. The committee anticipates a mid-March deadline on program proposals. And Art volunteered to do a magic show, if the committee needs some entertainment for the conference.

**Long-Range Planning** – The committee reported having developed a list of questions that were added to the membership survey.

**Advocacy** – Scott reported that the Safety Conference will take place in four weeks. He will be meeting with the leadership of the conference and will then meet with the summit group after that.

**Development** – Boyd reported that our corporate partners are listed on the website. The website includes the various levels of sponsorship, as well as information about how people can become sponsors. He will be sending an email to 33 potential sponsors and will follow-up with the various vendors at the SEAHO Conference. The committee is developing two proposals, including one that explores the possibility of listing vendors (junior and senior corporate partners) and the campuses with which they do business, as well as a proposal for listing how many times they've sponsored SCCPA (includes a tag-line "Partners since \_." Some of the general comments and suggestions shared during the conference call included considering linking logos directly to the corporate sponsor's website and listing corporate partners in reverse order with the largest contributors listed first. Someone suggested that we need to develop a system to verify whether institutions are still utilizing the corporate sponsors as listed.

**Historian** – Beau reported that he and Art are still reviewing the historian position. Art is willing to do whatever the Board decides is appropriate. Based on discussions that Beau and Art have had, they believe that there is still some sort of function for the historian, even though the website is utilized more now. Specifically, there is still a need to archive documents from the conferences. There were several suggestions that we consider internship opportunities to assist with developing displays that would be of interest and value to the organization. Linda and Art will pursue some internship opportunities.

**Human Diversity** – Martin Kinard at South Carolina State University has agreed to serve as the HBCU representative. Idella and Beverly will follow up with him, and Beau will get his contact information for the directory.

**Source Newsletter** – Today is the deadline for the next edition of the *Source*.

**Awards** – To date 27 nominations have been received for the 12 awards. The committee has received good, quality submissions and there are four awards with four or more nominations. The topics for the writing awards have been announced, and the committee is working to set the topic for next year.

**Membership Data** – To date there are 239 members.

**Chief Student Affairs Liaison** – Victor continues to convey important information about SCCPA to his colleagues and requests that we continue indicating if certain information is confidential so that he won't send that information. He also requests that we notify him if we become aware of new Vice Presidents.

**Administrative Professionals** – Darlene reported that she is working diligently to market the AP conference.

**USC Faculty Update** – USC will be hosting two on-campus interviews for the HESA Director.

**Next Full Board Meeting** – Beau reminded the group that the next board meeting will take place at the Administrative Professionals Conference on March 23 from 10:15am to 12 noon. Board members do not need to register, and meals will be covered.

The meeting was adjourned at 12:38.

Respectfully submitted,  
Telesia E. Davis, Secretary