

**South Carolina College Personnel Association  
Board Meeting Minutes  
February 8, 2008  
Conference Call Meeting**

**Welcome & Roll**

The meeting started at 11:35 am

**Board Members in Attendance:** Jeff Brown, Roberta Bigger, Beverly McAdams, Kelly Eifert, Jon Driggers, Rhonda Mingo,

**Review of Minutes**

Motion made to approve January 18, 2008, minutes. Motion approved.

**AA Workshop Update**

Roberta:

Friday, February 29 at 9:00-9:30 and 11:00-11:50 am - see final program attached.

For board members, if you are only attending the board meeting (not including lunch), no need to register, but please let Kelly know! If you are attending the conference, including lunch, do register!

The board meeting will be from 9:00 – 9:30 a.m., then there will be a break to attend the keynote speaker, then the board meeting will resume at 11 a.m. till 11:50 a.m. Jeff will be unable to attend this meeting, so he will ask Roberta & Beau to lead.

Location: Midlands Tech College, Airport Campus, Academic Center Board Room 139

54 registrations have been received as of this date. Attendees are coming from USC, College of Charleston, Clemson, Coastal Carolina, Furman, Presbyterian, USC-Aiken, Piedmont Tech, Midlands Tech, Springfield College, Converse, Spartanburg Methodist. We have a total of 7 programs being presented. The keynote speaker Butch Merritt is very excited – his topic is going to be “The Secret to Your Success”. Robbie Giles has been a huge asset in working with me at the co-chair.

**Spring Conference Update**

Roberta reported that registration numbers are low right now – only 20 are registered. Please encourage people to register. Jeff reminded the board that the hotel registration deadline is March 17.

For the Keynote Panel, Gene and Wayne cannot participate. If you have suggestions for Roberta or Helen, please let them know. Rhonda shared that Sodexo promotes their sustainability initiatives, and they might be a good panel member. Rhonda will give the contact information to Roberta. A location has been secured for the Thursday night Reception. It will be at the Alumni hall. Aramark no longer does a cash bar, but has corkage fee and we bring our own alcohol. Rebecca is going to ask if we can have a “self-serve” alcohol table, or if for legal reasons we need to have a bartender on site. Jeff asked if there were other concerns we might have if it appears the Association is paying for the alcohol.

Roberta will make sure to follow up on that with Helen and Rebecca. Food has to be ordered through Aramark. For a Programs update, Eddie is in contact with USC and CU about logistics of the research poster session. Currently we only have 2 program submissions. Helen is going to have Eddie ask Jason to re-send call for programs ASAP. Please – encourage colleagues to submit program proposals. Jenni is collecting projectors, screens, ext. cords, etc. If you have any in your office you can bring, please email Jenni Evans at [jlevans@presby.edu](mailto:jlevans@presby.edu) with items and numbers to help save on costs. The Marketing Committee has decided to collect gift cards to use in a raffle for all registrants who register before March 17. Mary Beth is looking into donations. This information will be in the February Source and an email reminder will also be sent to membership mid-February. The letter to CSAO’s is complete and will be sent out this week to about 120 directors across the state – example is attached. For Hotel

Arrangements, the menu is set for breakfast, lunch, brunch. Breakfast and Brunch features the same menu as last year, Friday lunch is an assortment of sandwiches, pasta salad, fruit, chips, brownies. All Rooms are confirmed

- 1203 (20 conference-style+15 extra chairs)—Board Meeting
- Gold (100 crescent rounds)—Brunch & closing awards
- Laurens (35 theater style)—Sessions
- Middleton (35 theater style)—Sessions
- Parkview (35 theater style)—Sessions
- Pinckney (50 theater style) – Sessions -- TAKEN OUT SATURDAY

## **Organizational Goals/Priorities**

### ***Updates on the organizational priorities highlighted on the attachment***

#### ***Update the SCCPA Affirmative Action Plan (Past-President and Human Diversity)***

Beau will connect with Telesia between now and February 29 to see if they might be able to get a draft plan together before the meeting so we can have discussion on it in Columbia at the Board Meeting.

#### ***Evaluate and conduct a cost/benefit analysis of the SCCPA sponsored conferences (President-Elect and Conference Chairs)***

Roberta has not had a meeting to analyze this yet. We are the only state that does its big conference in the spring. Everyone else (State CPAs) have theirs in the fall. We should also review if we need to do three? There was caution again combining the Administrative Professionals Workshop with any other conference as it may prevent Administrative professionals from attending. Should we survey membership to ask about doing either a Fall conference or Spring conference? Do we also need to move big conference off the coast to make it more accessible? **We will discuss more at the next board meeting.** Let's really evaluate what is best for our membership and be sure to include graduate students in the conversation.

Brian Lemere is the Fall 2008 conference chair. Jeff asked Rebecca White if she would be the Spring 2009 conference chair. She will consider and let Jeff know next week.

#### ***Evaluate the possibility of a joint conference with the SC Safety Conference (President and President Elect)***

Scott will be meeting with the Safety Conference leaders at the Safety Conference later this month.

#### ***Implement the comprehensive fundraising plan (Development Chair)***

Jon has not met with Boyd yet.

#### ***Create a five-year financial plan to assure the financial stability of the organization (Treasurer)***

We did make money on fall conference and an updated budget report is attached. Jon reminded the board that when people use paypal, we lose money on each registration, membership, etc. That is why there may be some discrepancies in reporting.

#### ***Connect to the USC Faculty Rep. (Public School Rep.)***

Kelly talked to Dr. Jenny Bloom who would hopefully fulfill this role. She is currently president of NACADA and wants to finish that commitment first before contemplating this role. **Kelly will ask if she will attend the Spring conference to learn more about the organization and will also send her Faculty Representative information before the next board meeting.**

Rhonda asked if there was anything she can do in terms of the long range plan. Jeff asked her to make sure we are following the long range plan and to put us back on track when we are not.

### **ACPA Showcase**

Linda Jameison will coordinate getting volunteers to help. **If you can help, please let her know.** We will also have a joint Social with North Carolina and Virginia at the Hyatt Regency - Hanover Hall G; 3/31/08 – 9:30pm-11pm

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

#### **President (Jeff)**

##### Technology & Membership Chair (Jason)

Marketing Chair (Linda) – No report We are up to 277 members. Jason reports that our member records are more accurate with the combination of the Technology and Membership positions.

CSAO (Victor) He is working on the PR flyer for undergraduates and keeping in touch with the other CSAO's as needed.

**President Elect (Roberta)** – no other report.

**Past President (Beau)** – The nominations and elections process is underway. The call for nominations was sent out via the last issue of The Source. Beau will be convening the Nominations and Elections Committee over the next few weeks. He will ask Jason to include the nominations information/timeline in any upcoming membership emails he sends, as the deadline for nominations is Friday, February 29. We will hold online elections during the last few weeks in March, with the goal of having the elected positions set before the beginning of April. As mentioned in the previous conference call, the following positions will be contested: President-Elect, Secretary, Director of Member Services, Director of External Relations, and Director of Scholarship. Board members please contact Beau directly if you would like to nominate yourself or another member for any of these positions.

Awards Chair (Rebecca) She received an additional 7 nominations. They are for the Bridge Builder, New Professional, Support Staff, and Outstanding Professional. There were multiple in two of these. We have more nominations in categories we already had, but we are still without nominations for the Writing awards and still only have two for Programming. **Please encourage your colleagues to submit nominations.** The deadline is March 7. **Let's reevaluate the entire awards process at the next Board meeting.**

Historian (Art) No Report.

Long Range Planning (Rhonda) No report.

**Secretary (Kelly)** **Please let me know if you are coming to the Administrative Professionals board meeting.**

Publications Chair (Mac) No Report.

Palmetto Practitioner (Suzanne and Pam) – **We need the board's support in encouraging people to submit items for review.** Currently, all we have are student publications. These do NOT have to be research articles.

**Treasurer (Jon)** – Budget report is included. As a reminder, when we use Paypal, we lose money. But it is working well. It makes reports and audit trail a lot easier! Jeff asked if there were any member concerns with paypal? Jon has not heard, but Jason may know as Technology chair. **Jon also asked to please have your business offices include what the checks are for when you send in payments.** Some come unmarked.

Development (Boyd) No Report

**Public Institution Representative (April)** No Report.

Clemson Faculty – No Report.

USC Faculty - No Report

**Private institution Representative (Travis)** – No Report.

**Two-Year Representative (Pete)** No report.

**Member at Large (Beverly)** – No report.

Advocacy (Scott Lewis) – Scott will be meeting with the Safety Conference leadership at the conference regarding a joint conference effort.

Human Diversity (Telesia) – No Report.

**Clemson SPA (Ben)** – They are working on fundraising for travel grants for the group for spring conferences. Ben is also coordinating a group to attend the Spring Conference.

**USC SPA (John, proxy Kelly)** – Graduate Assistantship Recruitment Program is March 2 – 4th. There will be a group of graduate students attending the Spring Conference.

### **Announcements**

The next board meeting is at the AA Conference and the Spring Conference. Please place them on your calendars. Jeff will let us know if we need to connect by phone in between the two.

Respectfully Submitted,

Kelly Eifert  
SCCPA Secretary