

**South Carolina College Personnel Association
Board Meeting Minutes
February 29, 2008
Administrative Professionals Workshop**

Welcome & Roll

The meeting started at 9:05 am, broke at 9:33 a.m., restarted at 10:51 a.m.

Board Members in Attendance: Roberta Bigger, Jon Driggers, Beau Seagraves, Jason Cassidy, Art Hartzog, Pete Aylor, Rebecca White, Scott Lewis, Kelly Eifert, Karen Gibson, Boyd Yarbrough, Jon Dingfelder

Review of Minutes

Scott made a motion to approve the February 8, 2008, minutes. Jason seconded and the motion passed.

AA Workshop Update

Karen:

We had 60 people register and so far 48 showed up (12 no shows). She passed out a copy of the budget for the workshop, which included some money owed that is still pending. If Karen can collect all the money owed, the conference profits \$454.76.

Spring Conference Update

Robera/Helen:

Update: Helen is making progress on the speaker panel. Includes Boyd Yarbrough and others. The Thursday reception is confirmed at Alumni Hall. There is a concern about a sponsor for the reception, in particular for the bar as there is no cash bar option this year. Options include either a corkage fee and we provide the beverages or there is a \$9.50/person cost at a 50 person minimum. Boyd indicated he has a few requests out there for sponsorships, but nothing definite. Scott was able to get \$300 from Maxient who only requests some signage/acknowledgement at the reception.

To date, we have 35 registrants. We have only received 17 program proposals. Helen extended the proposal deadline to today (2/29/08). She anticipates having the programs set by March 14 and on the website. They need 15 programs since there are 3 programs per session. Marketing is trying to keep printing costs low to reflect the theme of the conference (recycled paper, soy ink). Recycling bins will be out, and the giveaways will "be green". Helen sent out letters to CSAO's across the state that included a personal invitation, encouragement to submit a program, or to send a staffer. The contract on the hotel states we need 30 rooms filled on Thursday, 40 rooms on Friday.

Research Request

Beau:

Jason received email from a graduate student at UNC-Greensboro who is working at Voorhees. The student wants to do research on parents and student affairs and would like to distribute a survey to our membership. Do we have a protocol for this and how would we like to consider this request? Do we want to give her emails for our members or send out an email on her behalf to the membership? It was suggested we look to ACPA and NASPA and see how they do it. It was also discussed to have our Dir. of Scholarship review such requests and work with the Dir. of Membership to send the request out. Beau made a motion to adopt ACPA's guidelines on research and inquiries for research. Jason seconded the motion and the motion passed.

To view ACPA's research guidelines, please follow this link:

<http://www.myacpa.org/research/guidelines.cfm>

To see ACPA's research application form, please follow this link: <http://www.myacpa.org/research/>

Nominations & Elections Update

Beau:

He has received some nominations for certain offices and will be talking to some other folks today. Once he has at least one person running for each position, he will need each candidate's statement, intentions for running, bio up on website. **He hopes to have elections complete by the end of March** (by ACPA).

Conference Structure & Analysis

Roberta:

Last year one of the long range goals was to analyze our three conferences and our conference structure. We are the only State group (CPA) that has their big conference in the Spring. We have conference chairs in place for next year, but we need to look at what we want to do.

This year, SACSA is at Hilton Head (typically in the fall). We received a request from NCCPA to have joint social justice conference. For our Spring conference we have no hotel contract, so we have some flexibility in our planning. Brian Lemere is working on the Fall drive in, and Scott met with the Safety Conference folks at meeting last week to explore joint conference options also. Part of that could be that we have two conferences in the same location at the same time so we can pool resources where makes sense (keynotes, food, personnel, etc). The Safety conference is a break even operation. Big concern for SCCPA and Safety is that we don't want to have one absorbed by the other. The Safety conference is locked in for the 2009 location which is Myrtle Beach, with Coastal Carolina as the host institution. They also want to keep it in February, which is best for law enforcement attendees. Boyd suggested we also look at other models that do something similar (ex. – Orlando –does something like “3 conferences in one”). Scott plans to get feedback from Board. **Scott & Rebecca will present this same concept at CHE on Tuesday, March 4, 2008.**

How does this fit with us looking at change for us? Anecdotal history for Spring conference: USC/Clemson football schedule precluded fall conference. No good weekend to fit (graduate students may not come, Housing and Law Enforcement [if joint conference] may not be allowed to leave their campuses). However, we are out of sync with what is happening nationally. It was suggested to look at this with a fresh perspective and keep in mind what will serve us (SCCPA and the state) the best. Look at what we want to keep (good programs, opportunity for grads to present, good attendance with grads and pro staff, draw diverse attendance).

Money concerns? Jon doesn't see any since most of our revenue comes from registration. Boyd indicated we are struggling from a development perspective, so this may help with sponsorships. If we expand/collaborate with other, we could look at a vendor fair during conference which again could help with revenue.

Scott will go to CHE meeting and ask if they would be open to Fall 2009. Scott wanted it known that they are fairly set on February 2009, but he will see what they say without giving a commitment from us yet (but we are willing to explore options).

Boyd proposed that after the CHE conversation, we create a Task Force to put together the details for this (location, money, budget, “control issues” – Memorandum of Agreement/Understanding). **We need to make decision to do this or not in 2009 by April 2008.**

We may need an executive board phone call before our next board meeting in April.

SCCPA/NCCPA Social Justice Conference Idea for 2009

Roberta:

She will pursue this new information and will consider this in light of Safety conference information. This could be a fall opportunity, but will get more information. NCCPA is very strong in membership, financially strong, good support. NCCPA usually has a big Fall conference.

ACPA Update

Linda has sent out requests to the Clemson SPA, the USC SPA, and to the USC Division of Student Affairs for assistance and representation at Showcase. The showcase group will be contacting member schools for information, but she also needs the following items:

- School Pennants
- Highlights of any March Madness stats
- School logo on a jpeg file

Social – March 31, 2008; 9:30 – 11 p.m. at the Hyatt Regency Hanover Hall.

Organizational Goals/Priorities

Jeff/Roberta

Please review and be ready to report on items at the April Board meeting.

Please give thought to what objectives we should pursue for 2008-2009. Please email or let Roberta know.

Officer Reports including reports from appointed positions

President (Jeff)

Technology & Membership Chair (Jason) Handed out the Membership report. We have 284 members as of 2/28/08. Our membership is on monthly cycle, so we may see an increase closer to the Spring conference. Goal wise, we met our financial goals for Graduate student membership and Administrative Professionals membership, and we are only \$300 behind on faculty/staff membership. Boyd asked if we wanted to create a new membership category for graduates from USC/Clemson programs as a low-cost initiative and to help them stay connected with SCCPA if they want? They could be “Affiliate members”? Proposal: the graduates of those programs get one year of free membership to SCCPA. To receive this free membership, they must register/renew as members, they just don’t pay. They had to be SCCPA member when in graduate school to receive the free membership. SPA representatives can help with generating a list to keep track of these students. A Motion was made to accept this proposal; it was seconded and the motion passed.

Marketing Chair (Linda) Brochure – please provide feedback/review. The goal is to get this printed for ACPA Showcase. Once Linda gets a quote, she will let the board know so she can move forward. **Kelly will send brochure w/ minutes to review.**

CSAO (Victor) – No Report.

President Elect (Roberta) – no other report

Past President (Beau) –no other report.

Awards Chair (Rebecca) We have nominations for every category.

Historian (Art) – No report.

Long Range Planning (Rhonda) – No report.

Secretary (Kelly) – No report.

Publications Chair (Mac) –No report.

Palmetto Practitioner (Suzanne and Pam) No report.

Treasurer (Jon) Handed out the budget report. Fall Drive In numbers are fixed. All numbers in the budget are reported as true numbers with the paypal costs. Jon can create the even numbers and create a separate paypal cost line if that would be helpful to see the differences. **Jon will have for the next budget report the costs/numbers we lose in utilizing paypal.** The Paypal balance put on this report is with the October date. He will get the CD report within the next week and will have update for April meeting. Jon will put the carryover from last year in the “Actual” column.

Development (Boyd) - Soliciting vendors that he saw at SEAHO and expects feedback soon.

Public Institution Representative (April) No Report.

Clemson Faculty No report

USC Faculty Scott – spoke w/ Jenny Bloom. She is currently serving as president of NACADA; so until her term is up, **Scott will serve in the USC Faculty capacity.** The Graduate Assistant Recruitment Program is next week and we have about 60 students coming.

Private institution Representative (Travis) – No report.

Two-Year Representative (Pete) No report.

Member at Large (Beverly) No report

Advocacy (Scott Lewis) – See above

Human Diversity (Telesia) – No report

Clemson SPA (Ben) – No Report.

USC SPA (John) Spoke at SPA meeting to encourage registration and program proposal submission for the Spring Conference. Roberta offered to have her and /or Jeff come and speak to SPA in the Fall.

Announcements

The next board meeting is at the Spring Conference on Thursday, April 17, 2008 at 4:00 p.m. Jeff will contact you regarding the need for an executive board conference call between today and April 17.

Meeting adjourned at 11:53 a.m.

Respectfully Submitted,

Kelly Eifert
SCCPA Secretary