

**South Carolina College Personnel Association  
Board Meeting Minutes at USC- Aiken  
March 10, 2006  
10:00am- 12:00pm**

Members Present: Bob Hanley, Beau Seagraves, Jason Cassidy, Boyd Yarbrough, Emily Burns, Kelly Eifert, Art Hartzog, Jimmy Howard, Tiffany Coleman, Alisa Meador, and Rhonda Mingo

Meeting was called to order at 10:00am.

**Executive Board Member Reports**

**President's report- Bob**

- Bob thanked USC- Aiken members for all of their hard work on the Administrative Professionals Conference
- Bob introduced Jimmy Howard who is the Clemson SPA representative
- Bob gave an update on behalf of Mac and Eric in regards to the Spring 2006 Conference- they have sent out a call for ads in the conference program and for vendor booths (Bob distributed a copy of the flier to the board); Please contact any vendors that serve our schools to seek support for the conference- if you want Bob to contact, just e-mail him the contact information
- Bob will determine length of service from long time contributors to recognize in the Spring 2006 program guide- Aramark, Mac-Gray and Sodexo
- Discussion on whether we could look at vendors sponsoring 6-8 graduate students attending then let SPA representatives divide monies among graduate students attending
- The Francis Marion Hotel is taking reservations- call soon (we are at 31% of our hotel block)
- Boyd brought up the Direct Billing Request from the Francis Marion Hotel- this would allow SCCPA to sign off on expenses as they occur- Kelly completed the form and Mac, Eric and Bob are the only three that can charge; Kelly will write a check at the end of the conference once the three have met and agreed on charges
- Bob will not be able to attend ACPA- board approved allowing Beau as President-Elect to use the money (\$1,100.00) allotted to offset cost

**President Elect- Beau**

- Beau suggested we review the budget- establish a recruitment budget so representatives have more freedom to do projects; It was discussed that breakfast requests for conferences be funneled through the Past President; It was proposed that we have an Educational Program and Networking Program Grants for guest speakers, roundtable discussions, etc.- this would involve the representatives and the Past-President involvement- responsible for putting down a dollar amount; Discussion about having the awards chair be also a grants chair to review the grants; Beau and Kelly will look at the budget and Emily and Jason will redo any position descriptions- we will present to the board in April

- Board approved a quote from Beau in regards to SCCPA magnets with the website address (40-50 cents with a minimum order of 500)

#### **Past President – Jason**

- Jason will e-mail Kelly the web site annual fee and survey monkey bill for elections
- Jason gave a report for Amanda- we currently have 262 members; Amanda has sent out mass recruitment e-mails; Jason distributed a copy of the membership data
- Any additional information for the web page send to Jason- he is still working on archiving material from the old web page
- He is looking into creating a list serve and a membership roster (directory format alphabetically and by institution)
- Jason also wants to create a page for our vendors that would have their web pages linked and all institutions listed that use them
- Jason is looking into the credit card feature of the web page
- Elections update- he has at least two persons nominated for each position

#### **Secretary- Emily**

- Minutes were approved from the 1/13/06 conference call board meeting

#### **Treasurer- Kelly**

- Kelly distributed a copy of the current budget and she will present next year's budget at the Spring Conference board meeting; Please get any budget requests to her by Friday, March 31, 2006
- Fall conference we made \$900.00 (brought in \$700 more than projected)
- To address at the next board meeting- possibly increasing the CD
- Kelly distributed information from the USC Division of Student Affairs who is having George Kuh present on March 31<sup>st</sup> on Creating an Engaged Campus Community (call 803-777-1281 for more information)

#### **At-Large Representative- Roberta**

- Roberta is organizing a legal issues roundtable discussion

#### **Clemson SPA Representative- Jimmy**

- Clemson SPA executive board is in place; They participated in Martin Luther King day, Relay for Life, Habitat for Humanity, Mentoring Program, Professional Development speakers at their meetings, Intramurals, Student Affairs Forum in the Fall for prospective students and Recruitment Day next week- bowling and tailgating (approximately 20-24 graduate students)
- They have awarded \$30 for graduate student registration to help offset the cost for the Spring Conference

#### **Committee Chairs**

**Long-Range Planning committee chair- Boyd**

- ACPA 2006 Conference- 500 programs, 700 positions listed, 900 applicants, 450 volunteers, 3,831 currently registered; Clemson, USC and Anderson University are hosting socials
- Boyd discussed involving facilities personnel within SCCPA; Similar to what we do for Administrative Professionals; Possibly providing a ½ or one day drive in workshop

**Publications Co-Chairs- Linda and Tristam**

- Alisa brought their report- they are looking for any write ups by the end of March
- Jason brought up the newsletter for Ohio- it is published quarterly; May be the direction we want to take (Jason will forward the newsletter to Emily for distribution)

**Advocacy Committee Chair- Rhonda**

- Rhonda posted a column in the last newsletter and she will keep us posted on any new information

**Representatives and Liaisons**

**Historian- Art**

- The history is now linked to the web page

**Conference Chairs**

**2006 Administrative Professionals Conference Co-Chairs- Lynn & Tiffany**

- Will report today's conference information at the next board meeting

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

- The Fall Drive In Conference will be held at Columbia College; They are looking at three dates- September 29<sup>th</sup>, October 6<sup>th</sup> or 13<sup>th</sup>; Alisa will check the USC home football schedule as well
- They will be publicizing the Fall Conference at the Spring conference

**Announcements**

- The next board meeting will be at the Spring 2006 Conference in Charleston, SC.

The meeting was adjourned at 12:00pm.

Bob e-mailed the following report after the board meeting:

**Palmetto Practitioner Co-Chairs- Pam & Ed**

- The Winter 2006 edition was launched several weeks ago; Pam and Ed would like to thank Jason for assisting
- Pam and Ed are taking submissions for the next Palmetto Practitioner until May 30th- they do not need to be research pieces; They attached a copy of the submission guidelines

Respectfully submitted,  
Emily Burns, Secretary, SCCPA