

**South Carolina College Personnel Association
Board Meeting Minutes (Administrative Professional Conference)
March 23, 2007
10:45 a.m.**

Members Present – Beau Seagraves, Jeff Brown, Bob Hanley, Boyd Yarbrough, Tony Cawthon, Rhonda Mingo, Beverly McAdams, Roberta Bigger, Teri Cugliari, Jason Cassidy, Art Hartzog, Laura Paige, Robert Overton, Ddarlene Mahaffey, Suzanne Price, Thwanda Davidson, and Karen Gibson

PRESIDENT’S REPORT

ACPA/NASPA Joint Conference – Beau informed the group that there will be an ACPA Showcase table for SCCPA and solicited suggestions for the beach theme. He also informed the group that there will be a joint social with Georgia, Virginia, North Carolina, and Caribbean CPA organizations on Monday night of the conference.

Sustainability Conference – The press release for the upcoming conference in Greenville encourages facilities management personnel and business officers to participate, in addition to student affairs personnel. For various reasons, a student rate is not offered but will be reviewed on a case by case basis. The goal for this year’s conference is to have 100 participants. Beau encouraged participants to book their hotel rooms early, as the hotel is sold out beyond the block of rooms on hold for the sustainability conference.

PRESIDENT-ELECT’S REPORT

See report under Spring Conference.

PAST PRESIDENT’S REPORT

Bob reported that elections will take place over a two-week period in the next few weeks. The slate is full, and information about the candidates is available online.

TREASURER’S REPORT

PayPal money has been moved to a Wachovia account. The SCCPA financial report is solid. Profits and loss for sustainability institute will be split evenly between the sponsoring organizations. As an organization, we are \$6,700 ahead of where we were at this time last year.

SECRETARY’S REPORT

Corrections made to the minutes were approved.

PRIVATE INSTITUTION REPRESENTATIVE REPORT

Rhonda announced that Converse will be hosting a SCICU meeting featuring Richard Keeling on Tuesday, April 5. The meeting is open to the SCCPA board or staff for attendance and is free of charge. Please contact Rhonda for more details. SCCPA has donated funds for this presentation.

MEMBER-AT-LARGE REPORT

Beau encouraged members to review the results of the membership provided by Linda Jameison.

CLEMSON SPA REPORT

No report

USC SPA REPORT

No report

EXECUTIVE COMMITTEE REPORTS

Administrative Professional Conference – Thwanda reported that there are 60 people participating in the conference today. She reported that there was a bit of difficulty confirming registrations, as many institutions' spam blockers are filtering the confirmation emails. According to Thwanda, spring break may have affected the numbers, so she suggests that we may want to target a different time for the conference next year. Thwanda thanked Karen and members of the board for their assistance with the conference.

Annual Spring Conference – Jeff reported that 21 program proposals were submitted for the conference, and 18 were selected to be presented. There will also be 10 poster presentations. The committee will provide projectors and the hotel will provide screens. Presenters will be responsible for bringing their own laptops. Harry Shucker will serve as the keynote speaker. Registration has been extended to April 2. There will be a Thursday night social at the College of Charleston from 7:00 – 8:30 p.m., featuring hors d'oeuvres and a cash bar. The hotel room block has been met, but Jeff encouraged people to still make reservations. He also suggested some alternate hotels, in case all the rooms get reserved. Jeff noted that all corporate sponsorships have been referred to Adrienne and Boyd. There will be a board meeting at 4pm on Thursday and at 7am on Saturday for both new and old members of the board. Beau encouraged folks to register.

Membership Update – Membership increased by 7 members since January, 5 of which are administrative professionals and 2 of which are professional staff. There has been a problem with people registering and not paying, and there are currently 29 delinquent membership fees. There were several suggestions for how to tackle this issue. Jason will work with Karen to follow up on some of these ideas. (One idea was to have people indicate payment online and another was to have the treasurer bill individuals each month as a way to follow-up on delinquent fees). Teri and Karen will connect to ensure that members are correctly paying for the spring conference.

Development – Boyd has contacted 72 potential sponsors. In an email to these potential sponsors, he encouraged the organizations to consider paying the highest rate of sponsorship and referred them to the website. He has encouraged competition between sponsors. The 72 represent 20 different categories of companies. To eliminate any

possible confusion in reporting, Beau suggested that we review the budget structure as currently reported. Jason suggested that we may want to treat sponsorships as rolling registrations and put the sponsors on the membership roster.

Technology – Jason requested feedback on PayPal and the other new features on the website. He reported that the website is independent and completely functional. Board members showed their appreciation and support through a round of applause. Roberta brought up the possibility of denying access to certain parts of the website without a membership code as a membership incentive. Boyd suggested that Jeff might want to compare membership numbers with other CPA organizations at the ACPA/NASPA Joint Conference. He also suggested that we password protect the membership roster. Jason will create a test scenario, and a template will be distributed to the board in April for a final decision on this matter.

Source – Beau reminded the group about the next deadline for the Source.

Human Diversity Committee – This committee will follow up on the HBCU representative who they have not been able to reach.

Advocacy – Beau reported that Scott, as a representative of SCCPA, attended the annual Safety Conference in Spartanburg to continue dialogue about the possibility of collaborating for the annual spring conference, possibly beginning in 2009.

Awards Update – The awards committee received 27 submissions. Jason will archive these awards online.

Long-Range Planning – Roberta distributed a draft of the strategic plan with proposed changes to the mission statement. Roberta suggests that we evaluate the conferences, in terms of the number of participants, to determine if they are an appropriate use of our time and resources as an organization. She further encouraged board members to review the strategic plan and that we consider using information from the membership survey to develop the objectives for the organization. Beau suggested that an email be sent to the board. He, Roberta, Robert, and Boyd will meet to discuss feedback and then report back to the group in April.

Palmetto Practitioner – The special edition of the Palmetto Practitioner is available on the SCCPA website. The editors are collecting articles for the next publication for which the deadline is June 1.

Administrative Professionals – Darlene has been working to encourage conference attendance through campus contacts. Jason suggested that professional staff should assist with encouraging administrative professionals from the various institutions to get involved.

Clemson Faculty – The faculty at Clemson are currently recruiting students for the program. 14 students have been invited to participate at a Tuesday-night reception during the ACPA/NASPA Joint Conference. Alumni and guests are invited to participate as well. The faculty are in the process of making a decision on a faculty position.

Historian – Art thanked Jason for cataloging SCCPA information from 2005 on. Art is currently working to put together notebooks for display at the conference.

Respectfully submitted by
Telesia Davis, Secretary
(Special thanks to Teri Cugliari for taking notes in my absence.)