

**South Carolina College Personnel Association
Board Meeting Minutes
April 17, 2008
Annual Spring Conference**

Welcome & Roll

The meeting started at 4:12 p.m.

Board Members in Attendance: Jeff Brown, Roberta Biggers, Beau Seagraves, Rebecca White, Kelly Eifert, Karen Gibson, Beverly McAdams, Suzanne Price, Tony Cawthon, Linda Jameison, Helen Bailey Hemmer, Travis Ballenger, Ben Walizer, Beau Seagraves, Boyd Yarbrough, Victor Wilson, Jon Driggers, Scott Lewis, Art Hartzog, Ashley Bailey-Taylor

Review of Minutes

Beverly made a motion to approve the February 29, 2008, minutes. Linda seconded and the motion passed.

Spring Conference Update

Helen – Provide handout with updates

- May make \$1000. Everyone worked hard to stick to the budget! Committee had a lot donated.
- Doing a community service project for the Low Country Orphan Relief. Going there Friday at 3 p.m. All are welcome to come.
- Friday's keynote panel: Boyd Yarbrough, Brian Lemere, Jessica Wooten (WarrenWilson College, NC), Carly Sothoron (Senior, College of Charleston). Please ask questions of the panel to keep discussion going.
- Saturday: do not have the Parkview room; have the Pinckney Room instead. The change will be in announcements.
- Hotel room block – got 102%! :)
- Should be getting reception cards as check in to hotel.

AA Workshop Update

Karen: Provided handout with final information.

- 51 total participants (lower than anticipated). But received good feedback from participants via email.
- Have 3 registrations to still collect. Without those, the workshop currently has a profit \$264.76.
- Roberta found out another Administrative Assistants conference was about the same time as this one. We may want to look at that for next year to avoid low attendance.

ACPA Update

Jeff/Roberta

- Convention – Jeff and Roberta were there; met with their state & international counterparts.
- This convention is the first under the new governance and held the first assembly meeting which they attended. . More attention given to the state level and different commission issues.
- Current president, Patricia Perillo, is at Davidson; hope to use her at a conference next year.
- Also hosted a joint social with Virginia, North Carolina, Georgia and it was great turnout!

Future Conference Discussion

Roberta

Scott provided an update on the joint conference (see handout).

- Met with folks from the CHE at the Safety Conference and also presented at the CHE about this proposal. CHE endorses the joint conference idea.
- Scott also talked to Upstate Consortium of Counselors; they have no conference that brings them together and would be interested in joining in on this effort.
- There is still much to discuss, but one thing CHE has decided for 2009 is the date – February 25-28, 2009, at Coastal/Myrtle Beach. In the future they are open for suggestions.
- Program schedule will need details worked out. We solicit our proposals; CHE selects their speakers (CEUs may be needed for some attendees). The combination would be an interesting pool of program types.
- Everyone is on board (CHE); they start planning now (like we do) for the conference.
- Timeline for conference - about same as ours.
- Challenges: coordinating the programs, making it attractive to many constituents. They checked for other established conference dates: SEAHO, ACPA, NASPA, SCCLEA and nothing directly conflicts with these dates in February.
- Suggestion: if we do this, we need to be very proactive with CSAO's in promoting this joint conference and why it is still relevant to our work. There may be some campuses that don't "get it" (why this conference would be relevant) so we really need to educate and sell why this is beneficial. We may also want to include Academic Affairs people (as they deal with issues in the classroom), professors in Criminal Justice programs.
- Concerns: we need to make sure the personalities working together will work well together; how do we maintain a sense of identity; we must be very clear about all financial issues. In Memorandum Of Agreement, we may want to involve ACPA somehow.
- We may still want to change our conference seasons, so may be a transitional year as well (cost a factor).

Need to decide today on this!

Beau made a motion to work with CHE for 2009 Spring Conference; Scott: friendly amendment: so long as Board approves Memorandum Of Agreement; Boyd: friendly amendment: and we designate a steering committee for this. Beverly seconded the motion and the motion passed.

Jeff, Roberta, Scott, Rebecca will discuss the steering committee. Rebecca will work on the Memorandum Of Agreement and hopes to prepare it before the June Retreat.

Fall Conference

Roberta for Brian

- He has identified some tentative sites but would like feedback. Should we stay central in SC to increase attendance? What about Columbia College? He will look at football schedules to watch for conflicts. Roberta will share with Brian.

Organizational Goals/Priorities

Jeff

See handout for update on how doing with progress.

1. Relates to # 6. Just going to try and see what happens – no significant findings on cost/benefit analysis. "On Track".
2. Plan to continue this for next year (Roberta). All good feedback.
3. Complete
4. Good to utilize this for Conferences and Awards; not sure how utilize elsewhere. Inactive.

5. No report. Unsatisfactory/inactive – but will check with Telesia. Still missing ACPA’s AA plan as they have not responded to Beau’s and Telesia’s requests, so no model to work from.
6. Complete
7. Complete
8. Complete – included w/ #7
9. Unsatisfactory
10. Unsatisfactory
11. Unsatisfactory?
12. Complete
13. Complete
14. On track. Can we look at CD and talk to a Financial Advisor to see what we can do to maximize earnings? Roberta’s husband is a Financial Advisor and will ask him for initial advice.
15. Unsatisfactory, but will work on it.
16. On track
17. Unsatisfactory
18. On track; still working on what membership sees versus what public sees
19. On track (did special edition); but won’t do it every year. Deadline May 23 for next issue. Need more perspective pieces, articles, book reviews. The Source is still struggling for submissions also, but Mac does a great job!
20. On track
21. Complete. Jeff found out that we can get info from ACPA about their members who are in our state; we can utilize that information to connect them to SCCPA (if they are not already).

Officer Reports including reports from appointed positions

President (Jeff) – No other report.

Technology & Membership Chair (Jason) Handout on membership update; Sends regrets for not being here

- He will update the web with new Board members.
- Boyd – suggested looking at number trends by year and how the numbers are declining. May need a plan to work on membership.

Marketing Chair (Linda) – No report.

CSAO (Victor)

- Has kept in touch with CSAO’s this year via email updates on SCCPA business (highlights from our minutes). After this conference, he will send out update.
- Was supposed to develop marketing campaign to recruit undergraduate students. He is struggling on method of campaign because students feel overloaded with emails, etc. He has developed a poster for recruitment for more personal contact and needs to get it out to folks. Open to other ideas! Suzanne suggested also supporting current undergrad conferences.
- Citadel – starting a SA program.

President Elect (Roberta) – No other report

Past President (Beau)

Election Results:

Pres-Elect –Rhonda Mingo

Secretary – Kelly Eifert

Director of Membership – Jenni Evans

Director of External Affairs – Edward Young

Director of Scholarship – Molly Duesterhaus

Roberta will introduce the new board on Saturday (including any new appointed positions)

Awards Chair (Rebecca) – No Report

Historian (Art) –No Report

Long Range Planning (Rhonda) – No Report

Secretary (Kelly) – No Report

Publications Chair (Mac) –

Palmetto Practitioner (Suzanne and Pam) Submit by May 23. ☺

Treasurer (Jon) – Handed out Budget report

- New line item: Paypal fees under Expenses to see where and how much we are losing money. Will be moving paypal money next week to reduce that balance to \$200. Paypal is working well and makes tracking information better. Jason had to change conference fee on paypal for this conference for when amount changed based on date so we did not lose money. Could have lost \$200, but did not.
- If you pay by check for conferences or membership, please have your institution include your name on the check! Many come in unidentified.
- Corrections: Expenditures: \$9412.63; Revenue: \$22, 547.45; New Revenue - Expenditures = \$13,134.82.
- Current CD balance on handout.
- Allocations to the SPA groups: how do we approve money? USC SPA wanted to do a conference lottery for 5 people to win \$100 each towards conference travel (basically a reimbursement). Scott will talk to Treasurer to figure out what exactly they want because he was not aware of this. Boyd would rather see money used as encouragement to attend (rather than reward for already going). Scott agreed. The issue was not resolved.
- Positions/Committee Chairs: If you know of major changes in this year's budget to be considered for next year's budget, let Jon know. It's needs to be approved for the new board. Usually this is presented at today's meeting for approval and presented to the new board on Saturday, but with the changes in Board structure, we will look at the new budget Saturday and approve at a later date (no later than retreat).
- **Jon will update budget with correct information. Kelly will send out with minutes.**

Development (Boyd)

- Development Dollars down significantly this year which is connected to the current economy.
- As economy tightens, vendors have to make choices where they spend money. SCCPA – on bottom of the food chain (especially since they get no face time with us).
- We may need to revisit issue of Vendor Display areas at conferences to attract money. Keep in mind for joint conference!

Public Institution Representative (April) No Report.

Clemson Faculty (Tony)

- Finished interviewing three candidates for the open faculty position vacated by Tony's transition to Department Chair.

USC Faculty (Scott) –No report

Private institution Representative (Travis) – No report.

Two-Year Representative (Pete) No report.

Member at Large (Beverly) No report

Advocacy (Scott Lewis) – See above information on joint conference.

Human Diversity (Telesia) – No report

Clemson SPA (Ben)

Updates:

- Prepping for end of year banquet
- Relay for Life - raised \$1000, but event rained out
- Some graduate students are presenting tomorrow on their research
- Clemson SPA - about 30 members.

USC SPA (Ashley)

First meeting! John sends his regards.

Ashley is GA in Financial Aid at USC. Some of her plans in this position include:

- Bolster graduate student membership in SCCPA
- Get more people involved in SCCPA
- Plan more programs to get USC SPA involved.
- USC SPA – 45-55 members

Announcements

Opening Reception is tonight! It is at Randolph Hall (same as last year).

Saturday's board meeting:

- Same room at 7:30 a.m.
- Breakfast available at 7 a.m.

Unofficial Gavel passing (remote!) went from Jeff to Roberta.

The meeting was adjourned at 6:13 p.m.

Respectfully Submitted,

Kelly Eifert

SCCPA Secretary