

**South Carolina College Personnel Association  
Board Meeting  
7:30 am Saturday, April 19, 2008**

**Roll Call and Introductions**

The meeting started at 7:35 a.m.

**Board Members in Attendance:** Roberta Biggers, Jeff Brown, Beau Seagraves, Rhonda Mingo, Jon Driggers, Kelly Eifert, Edward Young, Molly Duesterhaus, Jenni Evans, Helen Bailey Hemmer, Rebecca White, Ben Walizer, Ashley Bailey-Taylor, Beverly McAdams, Boyd Yarbrough, Scott Lewis, Karen Gibson, Linda Jameison, Pam Havice, Suzanne Price, Victor Wilson

Rebecca White - Spring 2009 Conference Chair

Pam Havice - Clemson Faculty Liaison & Palmetto Practitioner co-Editor

Scott Lewis - USC Faculty Liaison

Linda Jameison - Marketing

Jason Cassidy - Technology Chair

Tony Cawthon - Historian

Victor Wilson - CSAO Liaison

Telesia Davis - Human Diversity Chair

Suzanne Price - Palmetto Practitioner editor.

Roberta is still filling other appointed positions.

**President's Report**

Welcome New Board Members

- 2008-2009 Objectives
- 2008-2009 Board Meeting Schedule (see below); note that we need to look at when we do our changeover meeting since we are moving our Spring Conference to February. Please look at the proposed Retreat date and see if that date will work.
- Appointed positions: Still need to fill some. If you have some suggestions, please let Roberta know.
- Vendors – need to look at who are the big companies we buy from; solicit their support.
- Want to continue to look at institutions who don't have members in SCCPA or at least not active members. Need to be intentional about seeking those folks out and asking them to get involved.

**Board Member Reports**

**President Elect** (Rhonda) – No Report

**Past President** (Jeff)

- Asked Boyd to thank Robbie Giles at Furman who has been instrumental in assisting us with our Board conference calls. Boyd said we can continue to use them, they just need 72 hours notice. **Roberta will get her a gift certificate as a thank you for her efforts.**

**Spring 2009 Conference Chair** (Rebecca) – No Report

### Spring 2008 Conference Chair (Helen)

- Sending out conference evaluation on Monday; she will compile the information and pass it on to Rebecca for next year.
- There is a conference call on Wednesday to wrap up information.
- Feedback for Helen

Boyd: Good job reinforcing the “sustainability” message.

Linda: College of Charleston student speaker was great! Can we send her something? Helen did thank you notes and gifts for those speaking. She will also follow up with a phone call to all panelists to express our thanks.

Molly: Can we do a letter of endorsement for the student speaker? **Roberta can write the President of College of Charleston a letter with praise for her.**

Pam: Whatever logistical issues we had last year were clearly worked out this year.

Molly: Great idea to implement the community service component and she hopes it is continued.

Boyd: We need to figure out what to do with the resources on the table (reuse, recycle, etc). Perhaps something could be announced at the luncheon to encourage attendees to take information.

Roberta: Thank you for all of your work!

### Palmetto Practitioner – (Pam/Suzanne)

- Submission deadlines – May 23.
- If you see session and the presenter did a good job, please encourage them to submit! The work can be creative pieces, it is not all research. They would like to see more practitioner pieces.
- **Boyd will submit a Haiku.**

### Member at Large (Beverly)

- She will encourage folks at Anderson University to participate in SCCPA from their campus!
- May also reach out to Tri-County Technical College as well!

### Director of Member Services (Jenni) – No Report

### Former Past President (Beau)

- The revised By-Laws are on the website. Please look!
- If you have questions about wording, language, positions, please ask him

### CSAO Liaison (Victor)

- On the marketing campaign for undergrads; if you have suggestions for how to get information to undergrads, please let him know.
- Roberta – your student did great job yesterday!

### Clemson SPA (Ben) - No report

### Director Of Scholarship (Molly) – No report

USC Faculty Liaison (Scott) – No report

**Treasurer:** (Jon) 2008-2009 Budget

- Handed Out proposed budget. Requests are about the same from last year. Please look at expenses for the 3 conferences. Are these numbers adequate? Is it necessary to list an expense request for these areas since we will be receiving money in an attempt to break even?

Beau – The allocation was intended to be seed money since the conference chair may need to spend money before we get any in via registrations. It was also intended to get the Treasurer out of being the conference treasurer, but with paypal, that has not been the case.

- Roberta – do we need to put in writing what our fiscal year is? The By-laws states May 1 to April 30.
- Budget is a “net” budget in its current format, not a full one showing all expenditures and revenues. Do we need to show this?

Helen : she found it helpful to see what was spent and made the year before for conferences to help her set up her own budget.

Boyd: There should be two points of contact for conference budget issues - the President Elect and the previous conference chair. So every conference chair should be developing and passing on complete conference budgets to the next one.

- Boyd made a motion to accept the Budget proposal with Jon to work between now and the retreat to pull out specific line items. Jeff friendly amended that if we continue to do the ACPA reception, we need that as a specific line item in the budget (\$1200-\$1500 avg.). Jeff seconded the motion and the motion passed.
- Jon will send the revisions to Kelly to send out with the minutes.
- Boyd asked about the CD money and exploring options with that. Roberta will get more information and have that together by the conference call.

**Secretary** (Kelly)

- Please look at the Roster going around and make any additions or corrections to the list.

**Director Of External Relations** (Edward) – No Report.

**Administrative Assistants Representative (2007-2008)** (Karen)

- Her recommendation as the past AA Rep: She has problems getting AA’s involved because they may not know about SCCPA; it may be lack of support from their supervisors; etc. If there is a way for the Board to support Administrative Assistants or a way for the future AA Rep to go to institutions where there is little participation and talk with them, she feels it may help with membership.

Molly: Had some AA’s from her area who all went to the Workshop. She said it built good camaraderie and is a good benefit for the campus.

- Karen is putting all of her information together for next person on a CD to pass on to next representative.
- Beau – suggesting using jump drives for positions

**Marketing** (Linda)

- This year was first year for a specific Marketing position. She did the signage for ACPA Showcase and created the membership brochures (utilized the in-house media services at Presbyterian). **Please take the brochures and provide feedback.**
- She would like to look at how we can market this organization; get graduate students involved; and plans to work on that this summer.

### USC SPA (Ashley)

- Goal #1 – Increase USC SPA Involvement and Membership in SCCPA
  - Find out # of USC SPA members who are members of SCCPA. This is to see where we are and how far we need to go.
  - Conduct survey of USC SPA members to learn of their concerns and ideas about SCCPA involvement. What would they like to see from me and from SCCPA in general? Communicate to board.
  - Ask the USC SPA executive board about the possibility of adding SCCPA membership fee into SPA dues next year and vote on this possibility.
  - Ask the SCCPA board about the possibility of incorporating committee chairs in the “First-Timers” Conference Session. This can also be a separate program where committees could set up tables so that graduate students may visit each station and learn about how we can be a part of each.
  - Ask the SCCPA board about the possibilities for volunteering during conference, such as, setting up, registration, moderators, etc.
  - Ask Dr. Bloom if it would be possible to incorporate Palmetto Practitioner in her Student Affairs class in order to increase publications in the Palmetto Practitioner. Ask Dr. Bloom whether book reviews/program reviews are appropriate for her assignments in class since these types of publications are lacking.
  - Develop a handout about committees and other ways to get involved with the organization (presenting/volunteering at conferences, publishing in Palmetto Practitioner (deadline for this year – May 23<sup>rd</sup>), what are some other ways?)
  - Develop a handout/website page dedicated to members of SCCPA divided up by institution to provide SPA members with a valuable contact at each institution in SC.
  - Utilize SCCPA members in professional development sessions. Can I get a list of members by institution? Invite members from CC and Francis Marion
  - SCCPA sponsor an award for graduate students at banquet. Talk with Katherine Pei about possibilities for this award.
- Goal #2 – Increase promotion and visibility of SCCPA & Student Affairs in SC
  - Develop an event with Clemson SPA to reach out to undergraduates interested in Student Affairs utilizing SCCPA professionals. (Encourage Coastal Carolina, Columbia College and Francis Marion members to participate)
  - Ask Alumni committee to include an SCCPA update section on Alumni Newsletter.
  - Represent SCCPA at undergraduate leadership conferences at USC if possible.
- \*Other Thoughts:
  - Increase the visibility of USC at conferences. Emphasize the need to represent USC at conferences. Wear Garnet!!
  - Research Symposium – course work (students were encouraged to submit proposals at the fall conference)

- Conference Lottery – Possibly put in a new request with altered guidelines. To promote presenting at conferences, we should only nominate students for funds after they have submitted a program proposal.
- Way to get involved suggested from board: Fall Drive-In Conference – possibly coordinate arrangements with Columbia College
- Board members can volunteer time to suggest how to get involved.
- Coordinate collaborative USC SPA and Clemson events.
- Ideas to help her?
  - If we have the Fall conference at Columbia College, we can use USC SPA as local arrangements if interested.
  - Boyd can come and speak directly to SPA about opportunities. Willing to travel!
  - Want to include more SCCPA/Board members in their Professional Development Sessions (extended time).
  - Pam: Maybe try to do more together with Clemson SPA; collaborate with on social and professional development. Ashley & Ben did discuss doing a collaborative Student Affairs program effort. Last night – both SPA’s got together to get to know each other.
  - Conferences – have chairs in the First Timers session so the grad students can have a face and name! Then they can also find out how to get involved?

Clemson Faculty Liaison (Pam)

- Awards committee – the biggest challenge is getting writing submissions. We need to know the topic basically now so we can get people to submit!
- For further discussion: Could or should SCCPA have a presence at Clemson & USC for some awards ceremonies (so we can recognize graduate students at their campuses)?

**Announcements**

No further announcements

**2008-2009 BOARD MEETING TENTATIVE SCHEDULE**

Thursday, May 15, 2008: Executive Board Conference Call (11:30-12:30)  
 \*Monday, June 12, 2008: Full Board Member Retreat @ Wofford College (10:00-4:00)  
 Friday, July 31, 2008: Executive Board Conference Call (11:30-12:30)  
 Monday, September 15, 2008: Executive Board Conference Call (11:30-12:30)  
 TBD October 2008: Fall Drive-in Conference: On-site Full Board Meeting  
 TBD November 2008: Executive Board Conference Call (11:30-12:30)  
 TBD, January 2009: Full Board Conference Call (11:30-1:00)  
 February 25, 2009: Spring Conference: On-site Full Board Meeting  
 TBD March Executive Board Conference Call (11:30-12:30)  
 TBD March or April 2008: Administrative Professionals Workshop: On-site Board Meeting

The meeting was adjourned at 8:47 a.m.

Respectfully Submitted,

Kelly Eifert  
SCCPA Secretary