

**South Carolina College Personnel Association
Board Meeting Minutes
Spring 2006 Conference
Francis Marion Hotel- Charleston, SC
April 20, 2006
4:00-6:30pm**

Members Present: Bob Hanley, Beau Seagraves, Jason Cassidy, Boyd Yarbrough, Emily Burns, Kelly Eifert, Art Hartzog, Jimmy Howard, Tiffany Coleman, Linda Jameison, Darlene Mahaffey, Scott Lewis, Roberta Bigger, Meredith Bellamy, Eric Fisher, Pam Havice, Katie Landon, and Mac McArthur

Special Guest Present: Dr. Jeanne Steffes, ACPA President

Meeting was called to order at 4:10pm.

Executive Board Member Reports

President's report- Bob

- Bob thanked everyone on the board for all of their work this year and stated how much he enjoyed meeting on the different college campuses
- Bob still sees a need for HBCU's (diversity) and colleagues in the low country and in the middle of the state (he hopes we can continue to attract new members and expand)
- Bob thanked Jason for his work on the web site and the Furman Staff- Boyd, Jason and Amanda for organizing the telephone conference calls

President Elect- Beau

- Beau is looking forward to working with the new board and he is still appointing positions

Past President – Jason

- The elections were held in March- 114 ballots out of 269 members
- Results are:
 - President Elect: Jeff Brown
 - Secretary: Telesia Davis
 - Two Year Institution Representative: Emily Burns
 - Private Institution Representative: Rhonda Mingo
 - Public Institution Representative: Adrienne Middleton
 - Member at Large: Linda Jamieson
- Amanda was not able to make the meeting- Jason distributed the current membership data (269 total members)

Secretary- Emily

- Minutes were approved from the 3/10/06 board meeting at USC- Aiken

Treasurer- Kelly

- Kelly had a file become corrupt so she is trying to get the budget current; we have \$1,000 in outstanding membership dues (30 professional, 10 graduate students and 12 administrative professionals)
- Kelly shared the following sponsorship information: Southwest \$1,000, Mac-Gray \$250 and Aramark \$500
- Kelly distributed a copy of the most current budget and the proposed budget for next year
- Proposed 2006-2007 budget would allow more flexibility for sponsorship (recruitment and membership); Added research grants to help with funding- board approved increase in the research grants to \$1,000 (increase \$250 so the board could split at \$500 if we had two exceptional proposals) and board approved increase in SPA amounts to \$500 (currently at \$300)
- Board discussed the CD and adding more money (we have until the 27th to add); the CD is renewed and matures every 6 months; Mac and Eric are confident we will break even on the Spring Conference; SCCPA has \$10,000 carry over from this fiscal year- would like for the CD to get to \$10,000- will discuss further at the next board meeting
- Board approved 2006-2007 budget with the two amended parts

Public Institution Representative- Scott

- Scott did not receive any response from his letters he sent out; Scott will meet with Adrienne to discuss other strategies

At-Large Representative- Roberta

- Wofford hosted a meeting for private institutions- there was a Facebook presentation and Bob spoke on behalf of SCCPA; the total charge for breakfast was \$48.00

Clemson SPA Representative- Jimmy

- SPA is continuing their professional development at each meeting- they have discussed finances, alcohol awareness and mental health issues; They participated in the Relay for Life and building of a Habitat for Humanity House; They held an opening night for potential students; They helped members attend ACPA, NAPSA, and SCCPA; They will have 22 graduates at Clemson

USC SPA Representative- Meredith

- They have 35-40 students graduating; They have 20 students attending the Spring Conference and conducting five presentations; They have 3 recruitment projects; John Lowery is leaving in August

Committee Chairs

Membership Chair- Amanda (absent)

- SCCPA currently has 269 members
- Karen Gibson from Clemson will be serving as membership chair
- Bob thanked Amanda for all of her hard work

Development Chair- Bob

- “On the Move” sponsored the guides for our Spring Conference- the company sells boxes with college logos for moving students
- Boyd will be filling this position next year and he will begin identifying potential partners- Board suggested Bed, Bath and Beyond and Target

Awards Committee Chair (Darlene)

- She had 11 nominations for awards and 2 submissions for the paper
- Darlene will send the awards from ACPA by e-mail to Pam
- Darlene does have the certificates for winners; however, 2 plaques were misspelled so she is getting those redone
- Darlene has the table cover and banner that she will give to Beau

Publications Co-Chairs- Linda and Tristram

- Looking at having the newsletter 3-4 times a year; an electronic version on the web site; Linda will forward the link to perspective members

Palmetto Practitioner Chair- Pam

- Pam and Ed completed a great issue that was posted in February
- Pam is looking for submissions for next issue- she is requesting more variety and it reminded all that it does not have to be research (May 30th is the deadline); Pam will add the PowerPoint presentation from our keynote to the web
- Pam is looking for a co-editor

Technology Chair- Jason

- Get Jason any minutes, budgets, etc. for the archives
- He is looking this summer at the online payment options, creating a list serve through the web site and removing the old web site

Representatives and Liaisons

Clemson Faculty Liaison- Tony

- Tony is serving as the interim department chair
- Clemson is conducting a CACREP self study
- They have 22 students graduating in May/August and 2 in December
- They have 20-25 students for the Fall semester
- They are conducting a full national search for Dr. Grandpre’s position

Historian- Art

- His 1st granddaughter is being delivered at MUSC

Conference Chairs

2006 Spring Conference Co-Chairs- Mac & Eric

- 92 participants registered
- Board approved the \$300.00 honorarium for the keynote speaker to be used by a group identified by Dr. Steffes

- Board approved the renaming of the Outstanding Graduate Research Paper Award to be the Edward Grandpre Outstanding Graduate Research Paper Award to honor his life and work; Dr. Grandpre passed away on March 17, 2006; the Board will send something to his family and SCCPA has already contributed to the Clemson Fraternity, Alpha Phi Omega
- Bob will be conducting a welcome at the welcome reception and Boyd will be introducing our keynote speaker; Darlene, Bob and Beau will be speaking at our closing lunch
- The 2nd floor (outside the Gold Ballroom) will be registration from 7:00am-9:00am on Friday
- Dinner tonight will be at the South End Brewery- meet in the lobby at 7:30pm- Sarah Pierson organized this event
- Mac & Eric thanked their committees
- They still need program moderators

2006 Administrative Professionals Conference Co-Chairs- Lynn & Tiffany

- They had 44 people registered and 34 showed; Unsure if low numbers were because there were 2 major conferences scheduled so close, possibly location?; Positive responses from attendees- great giveaways; They have a \$200 revenue check and \$110 in membership dues; Only one major expense which was lunch; Dr. Kladvko paid for the breakfast and the massage therapists worked for free and received clinical hours
- Please ask your administrative professionals at your home institution for any feedback or ideas
- Board discussed possibly adding this conference to the Spring Conference (focus on tracks)- concern was raised about covering offices if everyone is out

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

- They were looking at hosting in Columbia on Friday, October 13th at either Midlands Technical College or the University of South Carolina.

2007 Spring Conference Co-Chairs- Katie and Adrienne

- Board approved the dates of April 19-21, 2007
- Discussion followed on location- possibility of Pawley's Island, Hilton Head, Bluffton, Greenville, Kiawah Island, Wild Dunes, Myrtle Beach and Charleston
- Scott suggested a state grant on alcohol and drug abuse assisting with sponsorship for the Spring Conference- chairs will follow-up

Announcements

- The next board meeting will be at 7:15am on Saturday, April 22, 2006.

The meeting was adjourned at 6:30pm.

Respectfully submitted,
Emily Burns, Secretary, SCCPA