

**South Carolina College Personnel Association
Board Meeting Minutes
April 21, 2007
Charleston, SC**

Introduction & Welcome

Board members in attendance:

Jeff Brown, Teri Cugliari, Telesia Davis, Robyn Sanderson, Victor Wilson, Pam Havice, Linda Jameison, Alisa Meador, Jon Driggers, Laura Page, Suzanne Price, Bob Hanley, Kelly Eifert, Rhonda Mingo, Beau Seagraves, Pete Aylor, Jason Cassidy, Eric Fischer, Adrienne M. Edge, Jennifer Jones, Darlene Mahaffey, Karen Gibson, Scott Lewis, Art Hartzog

Election Update: Jeff announced that the following people won in the run-off elections:

President Elect – Roberta Bigger

Treasurer – Jon Driggers

2007 Spring Conference Report : Adrienne reported that so far there have been very few issues with the conference. Anything that arose, she met with her contact at the hotel to correct the concerns and everything should be fine for today.

Feedback offered for next year (from Adrienne and the board):

1. Please make the names on the nametags bigger (easier to read).
2. The conference will be at the Francis Marion again next year (per our contract), so if you have any ideas to make the conference and facilities seem fresh, or have something creative to suggest, please let Laura Page know.
3. The board will need to discuss where to go for the 2009 conference and beyond. Feedback from the membership survey and the conference evaluation will be used in that assessment.

President's Report

Board Restructuring: Jeff has several ideas to restructure the board for the next election year (and possibly this year for appointed positions. The back of the meeting agenda has all of the board positions listed (elected and appointed) and who is slated to fill those position for this year. Some positions are not filled or are not yet confirmed. Jeff reviewed all of the positions on the board with Beau and Jason and asked these questions:

1. Do we need all of these positions?
2. Are they operating or being utilized to their fullest potential?
3. How can we make the operations of this board more streamlined and efficient?

The following are possibilities to slim the board down and make the most out of each position:

1. Combine the Administrative Professional representative and the Administrative Professional Conference Chair
2. For all other conferences, have only one chairperson appointed, and that person creates a committee from within the membership.
3. Combine the Awards chair and Historian positions
4. Combine the Membership chair and Technology chair positions
5. Combine the HBCU representative and the Human Diversity positions

Potential new positions to create on the board:

1. Establish a marketing position for SCCPA. This person would work on recruitment, public relations, positive press for SCCPA, etc.
2. Establish a Past-Presidents Advisory council. This is done in other state CPA's and helps to keep these persons involved in the organization. They can provide input on programs, awards selection, strategic planning, goals and vision of SCCPA, and overall lend their expertise to the current board

Jeff also suggested reviewing the current elected positions to see if they are serving the membership best in this current structure. Jeff has asked Beau to review this and present a proposal to the Board by the Fall Drive-In board meeting. This will allow time to get a referendum out to the membership by December so that the new structure will be in place for spring elections.

Discussion from the board centered on the combination of the HBCU representative and the Human Diversity position. There were concerns about the implications of combining those positions and how that might be perceived by the membership. There was a suggestion to look at a "Social Justice" position instead of Human Diversity as that would be a broader look at all issues. Any feedback you may have on any of these changes, please give that to Jeff by the summer board retreat.

ACPA: They have done the governance restructuring of the organization. You can find it on their website. The transition will begin this summer at the leadership meeting in St. Louis, and will progress in four stages during the year.

Sustainability Institute: It will be May 16-18, 2007 in Greenville. SCCPA is hosting the information and registration for the Institute on our website. The keynote speaker will be Deborah Rowe. Please register and share information about the Institute with colleagues on your campus who may be interested. If we do not get enough people to register, the four state CPA's sponsoring this will be responsible for covering all costs incurred to this point –and that will be a financial loss.

Summer Board Retreat: Jeff offered potential dates for the retreat this summer. June 4 may be the date based on board feedback, but Jeff will look at other options and let us know. He will also look at hosting the meeting somewhere in the middle of the state instead of Clemson.

Board Meeting Format: Jeff asked the board for feedback on how the board meetings are run, including the use of monthly calls. The monthly calls and current format received positive support. Jeff will most likely continue with that format, and will review the use of the liaison structure as that has not been utilized effectively to date.

Executive Board Member Reports

Treasurer: Kelly adjusted the proposed 2007-2008 budget according to the changes at the April 19 board meeting. Those new budgets will be distributed electronically with the minutes to the board members. All final numbers for the 2006-2007 year should be in by the summer board meeting in June.

Clemson SPA: Clemson SPA is hosting this fall “CU in Student Affairs”, a time to showcase the field to undergraduate students in the upstate area. It will be held near the time of year when students might apply for graduate school. They are requesting SCCPA sponsor this event for \$500. A motion to approve this request was made by Jason Cassidy, and seconded by Rhonda Mingo. Motion passed.

Appointed Board Member Reports

Strategic Planning: Roberta Bigger and Robert Overton submitted a draft to the board for review. Please read it and provide your feedback directly to them prior to the summer board retreat so they may present the final draft for approval then. This plan needs to be in place by the summer retreat so the organization’s goals and individual position goals can be established. In reviewing this document, please also consider the proposed board position changes Jeff suggested as they will impact our strategic plan for the next five years.

1. Telesia suggested that Goal #1, E be revised or reviewed as it implies that diversity can only be found at HBCU’s. The HBCU representative may not be the person to do that assessment.

Fall Drive In: Robyn & Teri reported it will be held October 19, 2007 at Furman University. Their goals for the conference include incorporating the “seasoned professionals” with graduate students in some type of learning or mentoring capacity. They want to establish 3-5 objectives for the conference so they can be intentional about their programming.

Spring 2008 Conference: The dates are April 17 – 19, 2008. Laura is working on a theme for the conference. As this will be the third year we are at the Francis Marion, please give Laura any suggestions you might have to keep the conference creative and fresh. She would like to see the participation increase, and is considering reducing the amount of programs offered from 4 to 3 per concurrent session (to increase attendance at each presentation). The reception at the College of Charleston on Thursday night was well received and may be done again.

Palmetto Practitioner: Pam encouraged everyone to consider submitting, or to ask a presenter at the conference to consider submitting their presentation for publication. The deadline is June 1, 2007.

Advocacy: Scott asked everyone (prior to the summer board retreat) to brainstorm on ideas for a Joint Conference with the Campus Safety Conference in 2009. What are things that we want to insure remain in place? What goals do we want to accomplish? Please email Scott any suggestions you may have.

Board Retreat

Jeff asked everyone to please brainstorm on 2009 conference ideas. Please review the strategic plan and provide feedback to Roberta and Robert prior to the retreat. Jeff hopes to finalize the board’s organization, and spend some time for orientation to the board and to positions. Beau has talked with other state CPA’s on their board structure to see what they do and how we can be more efficient and fully utilize our positions and include members in it. If you have not looked at the membership survey results, please review that information. Linda will resend the link out via email.

The meeting was adjourned at 9 a.m.

Respectfully submitted,

Kelly Imbert Eifert, Secretary