

South Carolina College Personnel Association

Board Meeting Minutes

Date & Time: April 22, 2004 at 4:00pm

Location: Ocean Creek Resort, Myrtle Beach, SC

Members Present: Steve Crudup, Kari Burns, Kristen Cooper, Jason Cassidy, Pam Havice, Andrea Creech, Rhonda Mingo, Beau Seagraves, Amanda Cox, Ruby Herring-Brown, Brad Harmon, Jerome McCray, Boyd Yarbrough, Tony Cawthon, Jennie Volforte, Stan Parker, Jeff Brown and Special Guest: Jeanne Steffes-President of ACPA.

Boyd opened the meeting and welcomed special guest Jeanne Steffes, the newly elected president of ACPA.

Minutes from the last board meeting were approved and **Jeff will have posted on the SCCPA website**

ACPA Update from Jeanne Steffes

Goal for her is to break down some of the stereotypes that exist with the ACPA organization. She stressed to the entire board how important each person's role is within SCCPA and hopes we continue to be mentors to others interested in the field.

Another goal is to set up a committee that will look at issues of social justice. She will also be reviewing the governance structure of ACPA. This will hopefully simplify the structure of the organization.

She stressed her utmost thanks the gratitude to the group and hopes she will be able to share in conversation with all present.

Conference Update – Rhonda and Andrea

Registration will start at 7am tomorrow; breakfast at 8am.

Charlie Fitzsimmons will be the opening keynote tomorrow (Friday)

Andrea reviewed that agenda of presentations for the conference.

Lunches will be at Four Seasons Restaurant

Sessions will continue after lunch tomorrow.

The First President's Reception will be Friday at 3:30pm at room 2144.

Saturday Board Meeting at 7:30am located at the Library. All current and new board members should be present.

The Panel Discussion with area SA VP's will begin at 9:00am.

Numbers are at 80 participants registered for the conference today.

President's Reception – Boyd

University Loft will be sponsoring the reception tomorrow.

Boyd passed out postcards from the Opryland Hotel and Convention Center for the ACPA 2005 Convention. Rates for the hotel are \$179 for single and double. It is expected that most of the attendees will be under one roof.

ACPA Carnival – Jeff reviewed what the organization did at the Carnival a few weeks ago with ACPA in Philadelphia. Jeff, Jennie, Beau, Boyd, Jason and several others were present at the conference and helped with the golf themed display. They gave away South Carolina "koozies" and had a putting green.

President Elect – Jason

Web-Page – Jason solicited feedback regarding the web-page changes, etc for the convention registration and other changes.

Andrea shared concerns about accepting credit cards and how that information is conveyed to the conference committee.

Jason is looking for ways to upgrade this site and continue to improve the site.

Tony asked if there was any discussion about locating the site somewhere else so that it was not so "buried" on the USC website.

Jason said that there are some issues with changing the site and he is also expecting some changes with ACPA at the national level.

Pam asked who will be the contact for the Palmetto Practitioner. Jason replied that Ruby will not be once she has been given access. Ruby is the incoming technology chair.

Pins – Jason distributed the new SCCPA pin to each board member. These will be given to everyone at the conference and all new members will be sent the pin when they join.

2004-2005 Board – Jason has filled all appointments except for three. **Jeff will have the new Board Roster posted to the website on Monday.**

Boyd outlined the success of the last Administrative Assistant's Conference. Boyd reviewed the decision to create an Administrative Assistant Board position. There were four people interested from Furman, Clemson and USC-Aiken. The board will hear the appointment of Darlene Mahaffey from Clemson University later at the conference.

Boyd asked for a move to accept Darlene Mahaffey as the Administrative Assistant representative. The motion passed. **Jason will be contacting Darlene after the conference.**

Jason outlined the following new elections and appointments:

Elected positions:

Jeff Brown, Secretary

Emily Burns, Two-Year Representative

Bob Hanley, President-Elect

Pam Havice, Public-Representative

Suzanne Price, At-Large Representative

Beau Seagraves, Treasurer

Rhonda Mingo, Private Representative

Appointed positions:

Dianne Alexander, 2005 Administrative Assistant Conference Co-Chair

Roberta Bigger, Chief Student Affairs Liaison

Fred Borsarge, Long Range Planning

Ruby Brown-Herring, Technology

Tony Cawthon, Clemson Faculty Liaison

Tiffany Coleman, 2005 Spring Conference Co-Chair

Elaine Cross, 2004 Fall Drive-In Conference Chair

Steve Crudup, Advocacy Chair

Thwanda Davidson, Human Diversity Co-Chair

Art Hartzog, Historian

Kelly Imbert, Awards Committee Chair,

John Lowery, USC Faculty Representative

Darlene Mahaffey, Administrative Assistant Representative and 2005
Administrative Assistant Conf Co-Chair

Beverly McAdams, Human Diversity Co-Chair

Rev Jerome McCray, HBCU Rep

Janna McDonald, Membership Chair

Stan Parker, Development Chair

Cathy Stevens, Publications Chair

Jennie Volforte, 2005 Spring Conference Co-Chair

The following positions are still vacant: 2005 Fall Drive In, 2006 Spring
Conference Co-Chair, 2006 Spring Conference Co-Chair

The Board approved unanimously all the above appointments.

Treasurer – Beau

Beau reviewed the new budget and passed out copies that included
requests for next year.

The only change in request from last year's budget was a decrease in a
request for the past-president in the nominations since nominations no
longer include a mailing.

Boyd presented a few ideas to the board:

He would like to see some substance added to the representative
positions. He would like to see \$200 added to these budget lines to aid in
recruitment. This money would be spent at the discretion of the member.

Jennie made the recommendation that money be given especially to the Administrative Assistant Rep and the HBCU Rep to really aid recruitment in these areas.

Boyd modified the proposal to ask for \$200 to be added to the following reps areas: Public, Private, Two-Year, At-Large, Admin Asst, and HBCU Rep. – This motion passed.

Boyd also proposed adding \$1,000 to the budget to further recruitment of people to the field of student affairs. Pam revealed that at Clemson is not in the need of further recruitment at this time and that Clemson is actually only able to accept half of their applicants. Steve brought up the idea of using the money to fund students to be able to attend the SCCPA conference. Kari, Jeff, Tony and Kristen all echoed the same idea of using the money to focus on recruitment in the field, not just our particular institutions.

The recommendation of placing \$1,000 to aid in the marketing and retention of graduate students was made by Boyd. Seconded by Kari; Discussion on the topic was raised by Beau. Beau expressed the need to balance the budget and that for the board to be able to add this to the expenses of the Association, that the Board also must be able to increase revenue. The proposal was amended by Boyd and tabled until the next board meeting on Saturday morning.

Beau requested that the line of Board Meeting-ACPA Membership be increased to \$107.50. He also requested that \$110.00 be added to the Private Institution Rep to cover the cost of her ACPA Membership. Lastly, Beau requested that Nominations be decreased. These topics will be discussed on Saturday.

Conference 2005 Chair – Jennie

The Sheraton-Columbia was overwhelmingly the best vote for a hotel for next year in Columbia. The rate would be \$89.00 a night.

Jeff raised discussion about why the conference was not at the beach next year as the location has been the major draw in the past. Several other members, including Pam echoed the same sentiment. Discussion continued about the location of the conference for next year. Locations of Columbia, Greenville, Myrtle Beach, Charleston were all discussed.

Boyd proposed that the board move to a two-year rotation between Charleston Area and Myrtle Beach and that the fall conference rotate throughout the state. This proposal was passed unanimously.

The 2005 conference will be in the Charleston area.

Jennie also tossed around theme ideas and is looking at the FISH Philosophy. "Fresh Ideas Start Here: Looking From Outside the Bowl."

The meeting was adjourned at 6:23pm.

Respectively submitted,

Jeff Brown

SCCPA Secretary