

**South Carolina College Personnel Association
Board Meeting Minutes
June 10, 2005
9:00am- 3:00pm
Anderson College**

Members Present: Bob Hanley, Beau Seagraves, Emily Burns, Linda Jameison, Alisa Meador, Darlene Mahaffey, Monique Colclough, Robert Overton, Pam Havice, Jason Cassidy, Boyd Yarbrough, Kelly Eifert, Scott Lewis, Amanda Cox, Susan Hudson, Thwanda Davidson, Roberta Bigger, Jennie Volforte, Lynn Way

Meeting was called to order at 9:30am.

Bob welcomed us to Anderson College. He thanked Jason and Boyd for all of their work as past presidents.

Minutes were approved from the 4/24/05 board meeting in Folly Beach.

President's report- Bob

Bob will e-mail an updated board roster

Goals

- Reviewed 2005-2006 goals

Other goals for 2005-2006

- Membership is climbing- still need to work on HBCU and 2 year college members
- Discussed partnerships with:
 - Housing organizations
 - Resident Advisor (RA) networking and getting RA's connected
 - SCHOA- South Carolina Housing Association; housed between Columbia College and College of Charleston; work together to help provide professional development opportunities
 - SCSAOA- South Carolina Student Affairs Officers Association
 - NASPSA- involving chief student affairs officers
 - SCAAE- South Carolina Association for Access and Equity; multicultural affairs
- Advocacy- action role; we as a board take action or lobby; take a stand on the budget cuts with legislature
- What our role is within the state- as an advocate and disseminator of information to higher education; define differences between those who join versus those in the profession
- First year graduate student scholarship - academic qualifications and work to the organization (assisting with the conferences); careful in how it is framed as we have many graduate students who volunteer
- Graduate Award- monetary and also membership

Vacant Board Positions

- Publications with Linda- Amanda will co-chair
- Give Bob any names for committees- need to be formed as soon as possible

Meeting Format

- Will continue to meet on campuses and by conference calls

Scheduled Meetings

- August 12th- Conference Call (11:00am-1:00pm)
- September 30th- Board Meeting and Fall Drive In Conference at Clemson University
- November - Executive Board Meeting
- January 13th - Conference Call (11:00am-1:00pm)
- March 10th- Board Meeting and the Administrative Professionals Conference at the University of South Carolina Aiken
- April 20th and 22nd- Spring Conference and Board Meetings in Charleston
- June 9th - Board Meeting- location to be announced

ACPA- American College Personnel Association

- Bob will represent SCCPA at their national meetings; he stated the national conference is rich in experiences and has great networking opportunities
- Next conference is in Indianapolis, IN (March 18-22, 2006) with the theme "Making A Difference In The Lives Of Students"
- Boyd is serving as a conference chair and is recruiting volunteers- please e-mail Boyd if you are interested in serving

Executive Board Member Reports & Goals

President Elect- Beau

Excited about learning from Bob and looks forward to working with everyone

Past President - Jason

Will be assisting Bob, working on elections and with Boyd on long range planning; also serving as Technology Chair

Treasurer- Kelly

- Beau distributed a copy of the budget
- Kelly will work with Jennie and Tiffany on Spring Conference in regards to the budget; current balance does not reflect revenue from Spring Conference (expenditures from the hotel have been taken out of the budget); still working on getting money from ACPA
- Submit all receipts to Kelly- there is an online form; we also have a check card
- May need to consider increasing conference fees in order to cover hotel costs and/or get support from companies to help offset; SCCPA needs to continue to act fiscally responsible and wants to continue to have enough in liquid access for a full year (in case we have a bad conference, etc)
- Discussed adding more money to the CD as we renew it in April and October
- Board members can use their allotted money as referenced in the budget and do not need to submit a proposal for approval to the board
- Conference chairs are to create an account and are then given front money from SCCPA; the chairs would then return the profit to the SCCPA budget- some institutions will allow employees to do this/some do not; Kelly will talk with Wachovia about setting up sub-accounts
- Requests from SPA need to have more structured guidelines- Kelly, Brian and Susan will develop these guidelines

- Discussed and approved policy on refunds for future conferences- SCCPA will refund requests received during early registration; any refunds after that would need to be submitted to the board by formal written request; board will review written requests on a case by case basis but seemed to be open to transferring the registration (sending someone in their place) up to a week before the conference; policy needs to be included in all materials; Jason will draft the refund policy

Secretary- Emily

E-mail Emily any information you wished to be disseminated to the board

Two Year Institution Representative- Melissa (not present)

Private Institution Representative- Thwanda

Discussed a recruitment day in Columbia with private colleges- she is interested in having an SCCPA display table

Public Institution Representative- Scott

Interested in meeting with Amanda to discuss membership and will review representation in publications and at conferences

At-Large Representative- Roberta

Will work on the bi-annual satisfaction survey- getting feedback on what to ask; Interest in working with NASPA- hopes to help with conference costs

Clemson SPA Representative- Brian (not present)

USC SPA Representative- Susan

- 29 USC graduates in May 2005 - many are leaving the state for work; will have 30-35 students coming into the program
- Discussed recruitment of graduate students and reasons to join SCCPA- to be connected to ACPA, networking opportunities, getting to know other professionals, and the opportunity to present
- Scott mentioned membership rapacity- possibly transferring membership to another state organization
- Approved a two year membership for our graduate students for \$15 (will be \$5 for 2nd year membership for those already a member and \$10 for 2nd year students- first year with SCCPA)

Appointed Board Member Reports and Goals

Conferences

2005 Fall Drive In Conference Chair- Monique

- September 30, 2005 at Clemson University; breakout rooms secured; 130 people expected; Dr. Jacks from Clemson gave \$1,000 and assisted with room costs
- Possible breakout sessions (45 minutes) include Safe Zones; Ethical Issues for Student Affairs; Group Dynamics, Multicultural Issues; Mock Interviews; Updates in

- Technology; Changes in Schools; Round Tables on Professional Issues; Women in Higher Education; New Phases of Hazing
- Breakfast will be \$7.80 a person and box lunches are \$8.50 a person; participants can eat at the patio, botanical garden or auditorium
 - Past conference costs:

Professional- member	\$35 advanced registration or \$45 regular registration
Professional- non-member	\$45 advanced registration or \$55 regular registration
Admin Prof- member	\$25 advanced registration or \$35 regular registration
Admin Prof- non- member	\$35 advanced registration or \$45 regular registration
Student- member	\$15 advanced registration or \$25 regular registration
Student- non member	\$25 advanced registration or \$35 regular registration
 - Proposed and amended costs- add \$15 to the cost between member and non-members so the \$25.00 difference will be membership costs; will need to be a coordination between conference and membership chairs- a letter sent after registration with membership information
 - Proposed timeline
 - 8:30am- Registration
 - 9:00am- Opening
 - 3:15/3:30pm- Closing
 - E-mail Monique with contact information from persons at your institution to serve on mock-interview
 - Cost of the Madren Center is \$89 a night- need 10 rooms by August 17th; will coincide Early Bird Registration with room reservations
 - Jennie explained it would be helpful if there was a job description or policy and procedures for conference chairs
 - Approved offering free conference registration (not including membership) to the Fall Conference for HBCU and Two-Year Institutions (2 per institution); involve Jerome and Melissa in targeting potential members

2006 Administrative Professionals Conference Co-Chairs- Lynn & Tiffany

- Theme is “Getting Back to the 3 R’s- Reflect, Rejuvenate and Relaxation”
- Discussed and approved entitling it Administrative Professionals Conference rather than Administrative Assistants Conference and not making it gender specific

2006 Spring Conference Co-Chairs- Mac & Eric (not present)

- Sent report- will be held in Charleston with the theme “At the Corner of Market and Broad”
- Mac and Eric are working on a keynote speaker; Adrian and Katie are assisting and will be co-chairs for the 2007 Spring Conference

Committee Chairs

Membership Chair- Amanda

- Distributed membership data and Amanda will send all names to their respective representatives and members at each institution (discussed personal calls to members who have dropped)

- She will be working with the database (discussed moving HBCU column); she has noticed a decrease in membership (could be due to free memberships offered)
- Wants to look at getting 50 new members for 2005; challenged each board member to target two people to join by the September 30th board meeting
- Will meet with Melissa and Jerome to ask about additional membership and board members visiting institutions

Development Chair- Stan (not present)

- Discussed partnership with Wachovia since our checking account is with them
- Discussed partnership with ACT, Kaplan, Princeton, etc- board members will contact Stan with suggestions

Technology Chair- Jason

- Jason will provide the board with updates as he progresses with the SCCPA web page; web site will have the capability for users to look at membership information

Publications Co-Chairs- Linda and Amanda

- Have mailed two newsletters this year
- They are in need of column material- challenged every board member to submit an article; they will e-mail potential topics in August 2005
- Discussed having sections for what's happening with national organizations, job postings and a link to the institution, and committee updates
- Linda and Amanda will work on a marketing piece for SCCPA including a brochure

Human Diversity Co-Chairs- Jennie and Beverly

- Will work to ensure our programming is diverse; would like to develop an on-line multicultural resource guide with links; will contribute an article to the newsletter; will work with HBCU and Two Year College Representatives

Advocacy Committee Chair- Rhonda (not present)

Awards Committee Chair- Darlene

- Will meet with the conference co-chairs about who the new members are; will continue with the first time attendees recognition
- Will have the writing award information to the institutions by August; discussed topics on character education; philosophy of student development and the next millennials; millennials entering the student affairs profession; living and learning communities; technology- cell phones, e-mails, facebook
- Approved topic of Ethical Dilemmas in Higher Education

Long Range Planning Committee Chair- Boyd

Will establish a working group to continue discussions on planning

Palmetto Practitioner Co-Chairs- Pam & Tony

- Approved Ed Grandpree as co-editor with Pam
- Approved one issue of The Palmetto Practitioner a year

- If you are interested in serving on the editorial board, please contact Pam
- Please encourage graduate students to write; can be opinion or creative pieces, poetry or short story

Representatives and Liaisons

HBCU Representative- Jerome (not present)

Administrative Assistant Representative- Tiffany (not present)

Chief Student Affairs Liaison- Robert

Will make contacts and Jason will send him the list of all Chief Student Affairs Officers

Clemson Faculty Liaison- Ed (not present)

Pam shared that at Clemson 21 people will graduate in May (20 are employed) and they have 95 applicants for 25 openings in the Fall

USC Faculty Liaison- John (not present)

Historian- Art (not present)

Future Conference Chairs

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

No report

2007 Administrative Professionals Conference Co-Chairs (To Be Named)

2007 Spring Conference Co-Chairs (Adrienne and Katie) – not present

2005 Spring Conference Chairs (Tiffany and Jennie)

Distributed the evaluations from the Spring Conference

HBCU (as an elected position) and Historian (combine with Technology chair) discussion was tabled for the next board meeting

Announcements

No announcements

The meeting was adjourned at 3:00pm.

Respectfully submitted,
Emily Burns, Secretary, SCCPA