

South Carolina College Personnel Association Board Meeting Minutes

Date & Time: June 11, 2004 9:00am

Location: Anderson College, Anderson SC

Members Present: Jason Cassidy, Bob Hanley, Boyd Yarbrough, Rhonda Mingo, Ruby Brown-Herring, Kelly Imbert, Emily Burns, Linda Jamieson, Beau Seagraves, Pam Havice, Emily Moore (for Kari Burns), Tiffany Coleman, Jennie Volforte, Jeff Brown, John Lowery, Diane Alexander, Elaine Cross, Darlene Mahaffey, Thwanda Davidson, Beverly MdAdams, Suzanne Price, Art Hartzog, Roberta Bigger, Jerome McCray

Members Not Present: Fred Bosarge, Tony Cawthon, Kristen Cooper, Amanda Cox, Tricia Fetcher, Deonne Giles, Stan Parker

Jason started the meeting at 9:19am.

Bob Hanley welcomed everyone to Anderson College and introduced the new President of Anderson College, Dr. Whittaker.

Dr. Whittaker welcomed everyone and expressed his thanks and appreciation to the SCCPA board for their dedication to the area of student development.

Jason reviewed the minutes from both meetings of the board at Ocean Creek. Jason asked for revisions, questions, etc. There were no additions or deletions to the minutes from April 22, 2004 or April 24, 2004.

President's Report – Jason

Jason reviewed the Board's 2004-05 Goals. (Names with each goal are the key people identified to accomplish that goal) **BOLD** indicates lead person.

1. Increase membership from HBCU and two-year institutions.
Jerome, Emily, Thwanda, Tricia, Beverly
2. Formalize development program by creating an associate membership option for our donors.
Stan, Tricia, Bob, Boyd, Beau
3. Enhance our relationship with ACPA.
Jason, Bob, Boyd
4. Continue to improve the website and offer services to the membership.
Ruby, Jeff, Thwanda, Tricia, Deonne, Art, Pam, Darlene, Jerome, Rhonda,
5. Recruit undergraduates into the profession.
Suzanne, Kari, Tony, Kristen, Pam, John
6. Encourage CSAOs to be more involved.
Roberta, Fred, Deonne, Art, Jerome
7. Continue to offer solid professional development opportunities to our membership through *The Source*, *The Palmetto Practitioner*, the Fall Drive-In, AA workshop, and Spring Conference.
Bob, Dianne, Tony, Tiffany, Amanda, Elaine, Pam, Kelly, Linda, Darlene, Beverly, Rhonda, Jennie

Jason solicited feedback on these goals and other goals people have.

Bob thought that we need to create more awareness within the state to make SCCPA known to more people.

Notebooks – Jason notified us that we are going to move away from the use of SCCPA notebooks and try to move things to the web.

Policies and Procedures, Rosters, Minutes, etc will be posted to the SCCPA website and available to print.

John suggested that we include a FAQ page with the SCCPA web page to help awareness and assist new board members. Jennie suggested a “lingo” page. Art suggested taking the Table of Contents from the current notebooks to make sure we have that information available to the Board members.

Jason will be doing an “orientation” to documents for the board via e-mail.

The board was comfortable moving the notebook materials to the web.

Vacant Board Positions

2005 Fall Drive In Conference – 2 people needed

2006 Spring Conference – 2 people needed

Jason asked that anyone that knows people interested in these positions should forward names to him.

Meeting Format – Jason discussed the format of our meetings and wants to make sure that people are comfortable sharing and asking questions.

Voting – There are 11 executive positions that are elected positions. If we ever are in major conflict over an issue, the vote goes to a majority vote by the elected positions.

Executive members of the board are expected to be at all board meetings.

Everyone is encouraged to attend. The board established a Officer Liaison Structure should appointed members not be in attendance.

Jeff will update this structure to include the new positions in the Policies and Procedures Manual. Jason will send this to Jeff

Meeting Schedule – The Board will continue to use the conference call and meetings side-by-side with conferences for the upcoming year. The tentative dates for the meetings are:

September 17 – Conference call (moved to 8/27)

October 22 – Board meeting - Fall Drive-In Conference (moved to 10/1)

January 14 – Conference call

March 11 – Board meeting – AA Conference

April 21 and 23 – Board meetings – Spring Conference

June – Board Retreat

Conference calls will be initiated by Furman.
ACPA – Jason reminded that all elected/executive members must be members of ACPA. July 22-24 will be the President's Planning Meeting in Maryland. Jason will be attending.

Executive Board Member Reports and Goals

President-Elect – Bob

Bob described his positions and his goals as president-elect. He wishes to continue to build upon prior successes and further our membership and services that we offer. He hopes to better define the member-at-large position and better utilize that position.

Past-President – Boyd

Boyd plugged the next ACPA Convention at the Opryland Resort in Nashville, TN. The dates of the conference are April 2-6, 2005. Boyd is looking for people to assist him with registration at the convention. Please see him if you are interested in assisting.

Boyd will support both Bob and Jason in their roles. He will also provide oversight to the conferences and the budget. He again stressed the importance of managing our finances and the conferences. Boyd will also be providing a written annual report including the highlights of the 2003-2004 year. He will also work with Art to make sure we are up to date and that the board understands our history and background. Boyd will be working with Fred Bosarge to further develop our long range plan. Lastly, Boyd will be working with elections and would like to see the association have more than one candidate for each position when elections occur.

Treasurer – Beau

Beau assures that financial records are accurate and timely. Beau asks that everyone document requests for money or reimbursements accurately. He reminded the board of the increase in membership fees to \$25. Beau passed out the actual budget to the board. He noted that the 04-05 budget was not complete yet. He also noted that we still have a CD in the bank. **Beau will be providing an updated copy of the budget when it is complete.**

Beau stressed that it is OK to ask for money should there be a reason to request it in order to do your job on the board.

Suzanne brought up the idea of documenting the numerous in-kind gifts that the association receives from several institutions. Examples are costs of the board room, copies for newsletters, meals, etc. Boyd and Beau noted this and discussion will continue.

Jason noted that the item Undergraduate Recruitment will be moved from the Past President to the Member at Large.

Secretary – Jeff

Jeff described his role as Secretary. He described his role with the minutes, roster and the *Policies and Procedures Manual*.

Jeff passed out copies of the Position Descriptions and Calendars and asked that each person revised, add, delete and return those changes to Jeff no later than Friday, June 18, 2004. His goal is to update the manual no later than July 1.

Jeff will also update the roster and the e-mail list.

Two-Year Rep – Emily

Emily talked about her desire to market SCCPA to the two-year institutions. She continues to learn about the positions and really wants to recruit more two-year people.

Private Rep – Rhonda

Rhonda's major goal is to connect with the private school staff members. She hopes to do a letter and brochure for this population.

Public Rep – Pam

Pam hopes to continue to get good accurate information from the membership chair. She hopes to solicit feedback on what services and resources could we offer. She hopes to better communicate between the Private Rep, HBCU Rep, etc.

Pam asked Roberta to see if there was a "master list" of CSAOs. Roberta volunteered to make a list of all the independent schools' CSAOs.

Member At Large – Suzanne

Suzanne shared information about the Leadership Conference (September 25, 2004) that occurs at Clemson every year. She suggested that maybe we collaborate with this conference or other conferences that would support undergraduate recruitment. USC also hosts a conference (Lead) in early February.

Suzanne is interested in hearing ideas on how to promote a "Careers in Student Affairs" type program.

After breaking for lunch - Ideas were presented to Suzanne on how to get undergraduate students involved with student affairs.

Ruby brought up the initiative in Spartanburg that brings the six colleges in Spartanburg together. This may be a venue to reach students.

Clemson SPA – Emily for Kari

Emily outlined the goals that Kari has. Kari would like to increase the membership in SPA/SCCPA. She also would like to see better relationships with members of the USC SPA.

The CU SPA is working to update and redo their website including an on-line resume book. Also, they are looking to develop a new logo for the organization,

possibly including the pillar and palmetto tree as part of their association. Emily solicited feedback on it.

John and Jerome shared concerns about SCCPA losing its distinct logo if this were to happen. Several members gave other suggestions on how to link the two organizations yet keep some distinctiveness.

Emily lastly shared that they are interested in working with Suzanne on the undergraduate recruitment.

USC SPA – Kristen

John reported for Kristen since she is on internship. He reported that the USC SPA is doing some of the same activities as Clemson.

Appointed Board Member Reports and Goals

Conferences

2004 Fall Drive-in Conference - Elaine

The date and location has not been confirmed due to change in locations and date conflicts.

Boyd suggested that we move the date to October 1. The proposed location is Claflin University.

Jerome suggested getting all the HBCU's to collaborate and host it together.
Jerome is going to check on the possibilities of this and get back with Jason.

2005 Admin Assist. Conference – Darlene and Dianne

Darlene and Dianne gave the possibility of hosting the conference at Clemson. Jennie suggested not having it in the upstate. The idea of a Charleston location was brought up. Another possibility is a technical school. Emily volunteered Midlands Tech.

The board suggested that we move to do it at Midlands Tech – Airport Campus.
Emily will confirm

The proposed date is March 11, 2005

2005 Spring Conference – Jennie and Tiffany

The location still needs to be finalized. The location has migrated from Greenville to Columbia, to now the beach.

Folly Beach – Charleston on the Beach

Rate - \$149.00 – this is \$10.00 per night more than 3 days ago.

Kiawah Island

Rate – very expensive, very difficult to work with

Wild Dunes Resort

Rate - \$300 per night for a 3-bedroom villa (king, queen, twins)
Amenity fee - \$9.00 per guest
Must consume \$8,000 in food and beverage

Proposed dates are April 14-16 and April 21-23.

Discussion continued on the options for the spring conference. The board likes the Wild Dunes option but the food costs are too high.

There was also concern about the three bedroom setup. Jennie and Tiffany will check again with the Wild Dunes staff to see if other options are available.

The dates of the conference will be April 21-23 at Charleston on the Beach, Folly Beach, SC

Jennie and Tiffany will investigate the use of a two-year contract with Charleston on the Beach.

Committee Chairs

Membership – Tricia

No report – not present

Development – Stan

No report – not present

Technology – Ruby

Will be cleaning up the web site. Please make certain that any relevant information that needs to be posted be sent to Ruby as soon as possible.

Publications – Amanda and Linda

Linda is looking for some feedback on how the newsletter can complement the web-site. Please send her thoughts.

Human Diversity – Thwanda and Beverly

Beverly and Thwanda stated that they want to continue to look at the use of waivers for the conferences. They also want to plan and implement activities that promote diversity to the association. They will also be furthering the development of the website.

Thwanda and Beverly brought up the idea of providing incentives for completing the SCCPA Satisfaction Survey.

Jennie suggested involving the Carolina Coalition of NCBI that will be meeting at Piedmont Technical College this summer.

Please let Thwanda and Beverly know about any human diversity issues, etc. that are relevant to the association.

Advocacy – Deonne

No report – not present

Awards – Kelly

She will continue to work to increase more nominations per category for the awards. She also shared other ideas surrounding less formal awards at the fall conference.

John brought up the idea of taking initial nominations at the Spring Conference and then following up with them when nominations.

Tiffany expressed the need to clarify the support staff award and possibly make a separate administrative assistant award.

Art mentioned that we should be alerting the president of the institution by letter about the awards.

Long Range Planning – Fred

No report – not present

Palmetto Practitioner – Pam and Tony

One issue has gone out on line. Current manuscripts are in review stages.

There will be a fall and spring issue. Two issues per year. Please continue to promote the PP and solicit articles, etc. They are currently taking entries for the Spring edition.

Representatives and Liaisons

HBCU Rep – Jermone

Jerome passed out a list of the HBCUs in South Carolina. He also shared his thoughts on what the concerns are in the HBCUs and what would get people from these institutions involved with SCCPA. He said that people need to be able to “take stuff back” with them.

Admin Asst. Rep – Darlene

This is a new position approved at the March 2004 board meeting. Darlene has begun to talk about the position and promote it within her own department.

Chief Student Affairs Liaison – Roberta

She is looking forward to recreating this position. She will begin to compile the list of CSAOs in the state and then soliciting their input.

Clemson Faculty Rep – Pam (for Tony)

Clemson will graduate about 26 students in May and August. CU will have a full class in the fall. The quality continues to increase. Clemson currently has about a 50% acceptance rate. New graduates now have electronic portfolios.

USC Faculty Rep – John

John continues to encourage the involvement of the graduate students at USC. They will have 60-75 students at USC.

Historian – Art

Art will continue to work on the update of the SCCPA history. He is going to look into putting as much history as possible to the website. Art will update the cumulative history by the end of the summer.

John reminded the idea about the use of the South Carolina Education Museum campus.

Other Announcements

The next meeting will be a conference call on August 27, 2004 at 11:30-1:30pm

The meeting was adjourned at 3:20pm.

Respectfully submitted,

Jeff Brown
SCCPA Secretary