

## South Carolina College Personnel Association

### Board Meeting Minutes

Date & Time: Monday, June 16, 2003 9:00 am-3:00 pm

Location: Clemson University, Clemson House Penthouse

Members Present: Boyd Yarbrough, Jason Cassidy, Jeff Brown, Beau Seagraves, Pam Havice, Patrice Green, Steve Crudup, Michael Steele, Cynthia Connor, Tony Cawthon, John Lowery, Jennie Volforte, Brad Harmon, Art Hartzog, Andrea Creech, Rhonda Mingo, Thwanda Davidson,

Items in yellow indicate action required.

Meeting was brought to order at 9:09 am

Boyd welcomed everyone, new and returning to the board and outlined the plan for the day.

The board still has some vacancies – Administrative Assistant Conference Chair, HBCU Rep, and Awards Chair. Andrea recommended Ruby Herring-Brown at Converse as a possible candidate for Awards Chair.

**Notebook Review** – Boyd spent time to review and highlight portions of the notebook.

Reviewed the current roster – everyone noted corrections and it was also noted that Bob Hanley was left off the roster as the Development Chair

Boyd asked that the current and past year's rosters be put into the notebooks.

Boyd asked that each member read their position descriptions and let him know if you feel anything needs to be changed. These descriptions start on page 11 of the Policies and Procedures Manual. He also reminded us that all terms are one year except for the Treasurer and President. The treasurer position is a two-year position. Beau is currently starting the second year of a two-year treasurer term due to Jason being elected to president elect. We will elect a new treasurer this coming spring.

Boyd asked Art to revise/update the history portion of the notebook over the last year.

Boyd will update the President list.

Boyd is also compiling this past year's annual report.

Beau will send the Admin Asst. Conf update to Jeff to attach with minutes.

Brad will send the Spring Conference Update to Jeff to attach with minutes.

Boyd has asked that anyone who has not submitted goals for their office do so by June 27, 2003.

Boyd will update first page of the Governance section.

As president, Boyd shared his style of running the organization with the Board. He described his preference to be very open to suggestions and feedback and asked that anytime anyone has concerns or feedback to be sure to share with him.

The election section of the Policies and Procedures Manual needs to be revised due to the move to an on-line voting system. Haven was asked to complete this section.

Boyd solicited feedback on the Liaison Structure (pg 40). Concerns were expressed about the organization becoming too bureaucratic and board members not having access to the president when needed. Some others shared that it was good to have an elected member to contact with questions and be able to bounce ideas off of. John stated that the USC and Clemson SPA reps should be underlined and recognized as voting members since they are elected by the individual SPA's. This change will be noted.

After much discussion, it was decided that the current Liaison structure would remain with some changes. He also stressed that the structure should not be a barrier to communication but should make the organization more efficient in operations.

Jeff will make the changes highlighted in red below.

President (Boyd)

Membership

Treasurer (Beau)

President-Elect (Jason)

Fall Conference Chair

Spring Conference Chair & Development

Past President (Haven)

Historian

Long Range Planning

Elections

Awards

Secretary (Jeff)

Publications

Technology (web/listserv)

Palmetto Practitioner

Private School Rep (Maureen)

Public School Rep (Pam)

USC Faculty Rep/Research

Clemson Faculty Rep/Research

USC Spa Rep

Clemson SPA Rep

At-Large Rep/Advocacy (Steve)

HBCU Rep

Human Diversity

Two Year Rep (Patrice)

Finances – Jason described the two major changes to the budget for this coming year. Jason has changed the cycle slightly so that the proposed budget is ready to be presented and approved at the Spring Conference. Second, the conference budget has been changed in order to better show revenue and expenses from the conference. Now, conference chairs will be given money to start the conference planning and will be expected to return this amount along with profit from the conference.

Jason also reminded the Board of the importance of our fundraising and development activities.

The Federal ID number is incorrect in the Policies and Procedures Manual. Beau will be sending Jeff the new number.

Administrative Policies – Boyd talked about our affiliation with ACPA and reminded all elected board members that they must be members of ACPA. If you are not a member of ACPA, membership information can be found at <http://www.acpa.nche.edu/>

Discussion occurred about the possibility of changing our logo. Jason is checking into the possibility of a new logo designed by Linda. Steve posed the question of whether or not we need stationary or whether or not we could use electronic copies of the logo.

Boyd outlines compensation and reimbursement policies. Note that the new reimbursement policy is on page 42.

The listserv information needs to be updated. Jeff will update this page.

Each SPA will receive \$300 each year as long as the money is requested in a reasonable time. Last minute requests are not appreciated. Cynthia will be working with USC to increase their participation with SCCPA.

Awards – The Hilda Owens Contribution to Knowledge in the Field Award was changed as to eliminate the paper length requirement. The Outstanding Papers Awards have eliminated the last paragraph of requirements for the award. Jeff will send updates to this page.

Steve brought up the idea of changing our awards structure to synchronize with the ACPA schedule so that recipients could be recognized at the ACPA conference. Patrice recommended we move to an on-line submission of nominations. Pam suggested that an on-line method be used for initial screening, and then the committee would request more information. Jennie suggested that we initiate a "Showcase" type award where the best program at our conference be chosen to present at ACPA.

It was decided to move awards to the ACPA cycle. Steve will work on revising the awards area of the manual and a new timeline.

Palmetto Practitioner – Pam shared that the PP is now all on-line, including submissions. The first issue will be out in the fall. Pam will send the PP brochure to Jeff for distribution.

Membership – Beau passed out the membership stats and a list of non-renewing members. The reps will be contacting these people encouraging people to renew. Beau will be resending the membership list.

BREAK –

Budget – Boyd gave an overview of the budget for the new fiscal year. He also reminded that some areas do not have money dedicated to them, but if they do need money to ask for it.

Minutes from the Board meetings on April 14 and April 16 were approved.

Board Meetings – Boyd shared feedback regarding the board meetings from last year and solicited more feedback about the current structure of the meetings. Boyd has proposed keeping the current structure of meetings; he will propose dates and e-mail them. The meeting structure will be:

September – Board Meeting with Goal Setting

October – Conference Call

January – Conference Call

March – Board Meeting

April 22-24 – Spring Conference (2 meetings)

June/July – Transitional Board Meeting/Retreat

The board decided that Fridays are the best days to meet.

Fall Conference – The idea of a two-way video conference focusing on professional writing was proposed as the topic of the fall conference. John, Tony and Pam would be the main presenters. This topic would continue on the topic that Tony and Pam presented on at the spring conference. The conference would be held in Clemson, Columbia, and North Charleston. These sites would hold 18, 24, and 18 respectively. There is the possibility that a mini-grant would cover the communications cost for this event. The date for the fall conference is October 24, 2003.

Spring Conference – Andrea and Rhonda reported that the Spring Conference will be April 22-24, 2004 at Ocean Creek in Myrtle Beach, SC. They are thinking about bringing Charlie Fitzsimmons back to speak.

The Spring 2005 conference chairs has been named – Jennie Volforte and Patrice Green. There was some discussion on location. Greenville, Columbia, Beaufort were all mentioned as possibilities. The decision has been deferred to a committee of Rhonda, Andrea, Jennie, Boyd, Jason and Patrice.

Admin Asst Conf – Beau gave some background about the past year's conference and presented his idea to expand the conference to two locations. The group recognized the need to expand, yet also recognized the positives of the AA's to get off campus and network statewide. Beau also stated the need to have some AA's help plan and present. Beau and Thwanda were named the Admin Asst. Conference Chairs.

Position Descriptions – Boyd has requested that you read your position description and submit changes to Boyd by Friday, June 27, 2003. He has also asked that you complete your goals and objectives by the same date.

Newsletter – Jennie passed out the summer 2003 newsletter named *The Source*. Brad gave an example of what an on-line version would look like. It would be called *The Source.Net*. Brad and Jennie also shared an updated position description for the Publications area representing the new on-line additions. Their proposed schedule is

Paper newsletters – September with membership materials, February, May/June

On-line newsletters – October, December/January, March

The Board approved the names and gave some minor detail suggestions to Brad and Jennie.

Membership Recruitment – Boyd asked for feedback on suggestions for improving membership. He asked that we look at our own institutions and make suggestion on how to reach out to our own colleagues. Submit this information to Boyd directly by Friday, June 27, 2003.

Meeting adjourned at 2:35pm.

Respectfully submitted,

Jeff Brown

SCCPA Secretary.