

**South Carolina College Personnel Association
Board Meeting Minutes
June 29, 2007
Conference Call**

Welcome and Overview

Board members in attendance: Jeff Brown, Roberta Bigger, Beau Seagraves, Jon Drigger, Kelly Eifert, April Moore, Beverly McAdams, and Jon Dingfelder

Jeff welcomed April to her Board meeting.

Review of 6/1/07 Board Retreat Minutes and Approval (Kelly)

Roberta had one typographical correction to make in the minutes. Kelly corrected it. Roberta moved to approve minutes as sent. Kelly seconded the motion. The motion passed.

Board Positions (Jeff)

The Private Representative position is still open. Jeff was going to ask Kay Thomas at Newberry if she was interested in the position. He has emailed twice but received no response. Roberta and Kelly volunteered to call Kay. Since Kelly suggested her for the position, Kelly agreed to call her in the upcoming week.

For the Awards Committee chair, Jeff was going to ask Kim Dressler at Furman if she was interested in the position. Jeff has been in communication with Kim; however, she may not be available in the spring for the conference. She is checking on that and will get back to Jeff soon.

Jeff is still looking at folks for the Fall Conference 2008 position and the Spring Conference 2009 position. Jeff has the list of people that were suggested at the Board retreat but has not had a chance to follow up with them. He will do so soon.

Roberta mentioned here that SACSA's annual meeting in Nov. 1 – 4, 2008 will be in Hilton Head, South Carolina. She suggested we may want to partner with them for a conference that year – or explore some type of partnership for their conference. She has attended SACSA in the past and they had good, professional programs. Roberta will talk to their president-elect (she knows her) to explore some options and will report back.

Summer Leadership Meeting (Jeff and Roberta)

Jeff and Roberta are going to St. Louis for the ACPA leadership meeting in early July. Typically the state divisions share a lot of their ideas, initiatives, etc. with each other. Are there issues Jeff and Roberta can bring to discuss with the other state leaders? Kelly suggested asking about how other states do their conference schedules? How do they structure it, and if they have changed it in the past as we are exploring for us, how did that work? Also – do they have an advocacy role? If so, how do they structure it? Beau suggested asking about information on affirmative action plans? What is ACPA

expecting from state divisions in their plans since they do not provide a real template or guidelines of must-haves? This information can help Telesia in her planning for her responsibilities. Also, if any states would share their plans, please get them.

Strategic Plan Update (Rhonda and Roberta)

- Current Status
- Vote
- What’s next?

Rhonda sent out a revised version to Jeff, Kelly and Roberta based on the board retreat feedback. Kelly forwarded that revision to the people on the call. Those changes had some additional changes to be made based on Kelly’s minutes from the retreat. Those changes are not done yet. Roberta will contact Rhonda regarding the final revisions and get that out by July 13 out to the full board to review and offer input before the vote in the July 20 board meeting.

Officer Reports including reports from appointed positions

President (Jeff)

Technology & Membership Chair – Jason and Karen have made the membership transition. Jason also resolved the issue on web for membership registration and payment. If people pay on paypal, they should be directed next to fill out the membership form. He ordered 500 SCCPA pins for new members. He is also working on a test run of a membership directory and will keep us posted. He needs the minutes from 4/21/07 meeting. Kelly will forward those to him. Also – All Board Members – please send Jason a picture of yourself for the website. JPEG format is preferred.

Chief Student Affairs Officer Liaison: Victor maintaining contact with the state CSAO’s on issues.

Marketing Chair – Linda will be setting up either a conference call or meeting with the Public Institution Representative, the Private Institution Representative, the Two-Year Institution Representative, and the Member at Large to talk about marketing information and strategies within their positions.

President Elect (Roberta)

Fall Conference – Is still at Furman. Teri emailed folks for advice on the Keynote Speaker. Would Dr. Bill McDonald be appropriate? Or would it be better to do a Vice Presidents Panel? Responses indicated Dr. McDonald would be good. CU in Student Affairs is doing a panel so Teri did not want to be redundant. Possible theme for the conference may be “Redefining (or Refining) Student Affairs”. Dr. McDonald would speak on that issue. Teri sent out a tentative budget for the conference:

Estimated Budget			
Early Reg. Prof x 60	\$35.00	\$2,100.00	
Early Reg. Grad/Admin. Assist. x 40	\$25.00	\$1,000.00	
			\$3,100.00
Breakfast and Lunch			\$2,150.00
Teri hotel/dinner night before			\$150.00

Profit margin			\$300.00
Folders/Name Tags			\$150.00
Copies			\$75.00
Pens			\$50.00
Confetti/Candy for center pieces			\$50.00
Mileage for Keynote(s)			\$175.00

Main costs of the conference will be meals. If Dr. McDonald would be the keynote it will keep costs down.

Spring Conference – Report from Helen. She met with Laura Page and has reviewed the evaluations from the Spring 2007 conference. She is working on making committee chair selections and exploring Sustainability as a theme for the conference. Helen is also looking at including an outreach component as part of the marketing committee for the conference. She has talked to Mary Beth Russell about leading that piece, and perhaps include a mentoring component for the conference in that area also. She does not have a definite theme or logo yet. She does need some suggestions for a Program committee chair and conference theme. One theme suggestion offered: “It’s more than just recycling: Sustainability in our schools, in our students, in our profession”. Jon Dingfelder is currently at the University of Washington and they are doing a lot with sustainability and “going green”. He will send Roberta/Helen information on that to help with ideas for programs or a theme. One question asked was if we need to make the theme more focused? Or perhaps have specific tracks? Have the theme impact entire conference? Roberta will review all this with Helen. Program Chair suggestions were still needed. Boyd Yarbrough was one recommendation. Kelly will explore who the people are at the Sustainability Institute at USC and will ask about the conference that was held at USC in May.

AA Conference – Karen’s goal will be: “Each One Reach One”. She wants the current Administrative Assistant members more involved in the conference and the organization. She is looking at the Columbia area for conference locations, specifically Columbia College and Midlands Tech. She needs committee member suggestions – one was Robbie Giles. If you have a suggestion for someone to help Karen for the conference, please email her. She would like people from a variety of institutions. Beverly suggested Wanda Fricks from Anderson.

Past President (Beau) – no report. Jeff thanked Beau for compiling annual report for ACPA.

Secretary (Kelly) Kelly will send Jason all the minutes from the April and June meetings. All Board members, don’t forget to review your positions in the Policies & Procedures manual for updates and get those to Kelly by August 1. Kelly will send out the revised Long Range Plan to the board once she receives it.

Publications Chair – Mac will have list of planning dates available for the August Board meeting.

Treasurer (Jon) – He has been working with Jason on paypal issues. The Sustainability Institute was cancelled and he is working on closing that out. Jon is reviewing all the bills related to that and will send NCCPA, GCPA and VCPA their copies so they can pay us back for costs incurred. Jon is only missing one receipt - the deposit for Larkin’s on the River. Jeff has a copy and will send it to Jon.

Public Rep (April) –She is working on marketing tools to build the public institution membership base, like an E-letter to public institutions on general information. She is looking forward to meeting with Linda. April wants to do an open forum at the Fall Drive In called “It’s Public” and will do program proposal for that. April will contact Jason about getting information on SCCPA’s public institution membership.

Private Rep (Vacant)

Two-Year Rep (Pete) – no report

Member at Large (Beverly) – She had no liaison reports. She will serve on the CU in Student Affairs panel.

Clemson SPA (Jenny) – no report

USC SPA (John) – SPA was assigning new committees at end of the year and they will be pushing to increase USC SPA membership for the upcoming year.

For the Liaison reports, elected positions will need to remind their liaisons to submit the reports in addition to Kelly sending out general reminders. This is a new requirement for everyone, so it may take some time for people to adjust to this new step.

Items for next board conference call

The next board meeting is Friday, July 20 at 11:30am. Kelly will send out a reminder and agenda closer to time.

The Board would like to thank Robbie Giles at Furman. She has graciously agreed to help us with all our conference calls! Thank you!

The Long Range Plan will be on the agenda.

Fall conference – hope to have theme solidified. Roberta may come over to Clemson to meet with Jeff and Helen for spring conference ideas.

Please give Jeff any feedback on the conference calls as we go through them.

Kelly will forward the minutes to the entire board when they are complete.

The meeting adjourned at 12:37 p.m.

Respectfully submitted,

Kelly Eifert
SCCPA Secretary