

**South Carolina College Personnel Association  
Board Meeting, Converse College  
Friday, July 17, 2009  
9:30 a.m.**

**Called to Order – 9:52 a.m.**

**Welcome and Roll Call**

**Board members in Attendance:** \*Roberta Bigger, \*Rhonda Mingo, \*Jon Driggers,  
\*Kelly Eifert (by phone), Amy Gamble, \*Brian Lemere, Jason Cassidy, \*Tony Cawthon

*\* Elected officers*

**Review of Conference Call Minutes and Approval**

No corrections or additions to minutes April 8, 2009 meeting. Roberta moved to approve; Jon seconded. Motion passed.

**2009-10 Board Structure**

President: Rhonda Mingo

- Board structure for 2009-10 is intended to be lean as a result of institutional budgets/travel and declining organizational membership
- Rhonda distributed Board roster and reported the following positions will remain vacant this year in an effort to operate “lean”
  - ✓ Awards, Historian, Administrative Professional Rep, Marketing, Advocacy, Development, 2010 Spring Conference Chair, CSAO Liaison, HBCU Rep, Long-Range Planning
- Rhonda called for Board approval of the following appointed positions
  - ✓ USC Faculty Liaison (Jenny Bloom), Clemson Faculty Liaison (Pam Havice), Technology & Membership (Jason Cassidy), Human Diversity (Telesia Davis), 2009 Fall Conference Chair (Amy Gamble), Publications (Carrie Dupre), 2009-10 “On the Road” Professional Development (Michael Steele), and Palmetto Practitioner Editor (open)
  - ✓ Roberta moved for approval by acclimation; unanimously approved
- Michael Steele will work on “traveling” professional development opportunities across the state for members

**Board Operations**

Budget

Treasurer: Brian Lemere

- \$21,456.77 in our account
- Need to make some decisions about “past due” invoice from the spring joint conference

- Brian and Rhonda will e-mail the 09-10 budget to the Board for approval in the next month

### Membership & Web Site

Membership & Technology: Jason Cassidy

- Web site is mostly current; Jason needs a President's message from Rhonda; he will update the Board roster
- Took photos of Board members; Rhonda will download and e-mail to Jason
- Jason is looking into listserv options
- 7/16/09 – 194 members; all-time low since March 2004
- Brainstormed ideas for increasing membership
  - ✓ Market the fall drive-in to boost membership
  - ✓ Need to focus on professional memberships which has dropped most significantly
  - ✓ We need to provide basic services – newsletters, e-mail updates, conferences, etc. to market our organization
  - ✓ Discussed idea of an institutional membership that would include several individual memberships; suggested that Jenny explore these options

### Reimbursements

- Send to Rhonda and Brian for approval; no changes to the form

### Meeting Schedule

President: Rhonda Mingo

- Monthly conference calls on Fridays at 11:30 a.m. seem to be most effective; Rhonda will set the schedule and get that out to the Board
- Furman will continue to host the conference calls through Robbie Giles in Housing & Residence Life

## **Spring Conference Report**

Past-President: Roberta Bigger

- SCCPA has a bill from the Foundation at the CHE from the joint conference last February.
- In June 2008, the Board voted to proceed with a Joint Conference with the Foundation at the SC Commission on Higher Education which had organized a SC Campus Safety Conference for 10 years.
- Rebecca White who was going to chair the spring conference agreed to be SCCPA chair of the joint conference. She and former board member Scott Lewis met with the representatives from CHE and Coastal Carolina which was the host institution.
- A memorandum of understanding in which each organization would be responsible for their own registrations was drafted.

- The Foundation at the CHE signed the contract with the Kingston Plantation hotel in Myrtle Beach, SC.
- In late summer, it was decided that Coastal Carolina would be responsible for marketing, registration, and budgeting the conference. The memorandum of understanding was never updated or signed.
- The SCCPA Board was told that SCCPA would not have any costs associated with the conference.
- The room block with the hotel was not filled because the number of participants was much smaller than anticipated.
- SCCPA budgeted for 95 members to attend the conference. Only 33 actually attended because of the economy collapse that resulted in travel freezes.
- According to staff at Coastal Carolina, the total expenses for the Campus Safety/SCCPA Conference were \$46,149.33 less the revenue of \$14,943 leaving a balance of \$24,206.33.
- On April 13 (5 days after the previous Board's final meeting), SCCPA received a bill for \$13,300.
- We objected to this bill based on percentages of participants. E-mails have been exchanged and last Friday, three of us went name by name through the registrants and participants. We eliminated the names of people who did not pay although they may have registered online. The three of us are in agreement that 125 people paid to attend the conference. Of those 35 are SCCLEA members, 35 are SCCPA members and 55 were general registrants.
- The CHE Foundation paid the hotel bill. SCCPA owes \$12,103.16 to CHE if we are held to the original memorandum of understanding even though our organization was not listed on the hotel contract.
- Roberta consulted with an attorney who suggested that we paid the bill. She also consulted with ACPA who did not have funds to offer any financial support.
- Jon Driggers (former treasurer) said SCCPA has the savings to cover this cost, but it would deplete that savings completely.
- Jason Cassidy said that we must pay our bill, but that we need to ensure parameters for signing contracts. **Our contracts must be reviewed by experts (legal counsel or professionals with contract expertise).**
- The past and current treasurers confirmed that we have \$21,456.77 in our account.
- Jason made a motion that we pay our outstanding balance to CHE. Roberta seconded. Approved by unanimous vote.

## 2009 Fall Conference Report

Chair: Amy Gamble

- Running out of time for dates and locations
- Roberta made a motion to suspend the 2009 Fall Drive-In Conference and change our conference from the spring to the fall, which will take place in 2010. Kelly seconded. Approved unanimously.
- **Amy Gamble will serve as the 2010 Fall Conference Chair.**

## “ON THE ROAD” SERIES

Chair: Michael Steele (absent)

- Board brainstormed topics for the series
  - Crisis management, behavioral intervention, budget management, CSAO panel, career preparation (fall), social networking, and assessment
- Jason suggested a logistics point person at each site for the series; The Citadel was suggested as a possible location
- Should market all three dates, locations and topics simultaneously with pricing that rewards members and those who attend multiple sessions.
- Target date for marketing this program is September 15, 2009.

## Board Members Reports & Updates

President-Elect: Jon Driggers

- No Report
- Rhonda asked Jon to work with Brian to create a five-year financial plan for SCCPA

Director of Member Services: Jenni Evans (absent)

- Comprised a list of services so Jenni can market:
  - ✓ Fall Conference
  - ✓ “On The Road” Series
  - ✓ Newsletter
  - ✓ Web site
  - ✓ Journal
  - ✓ Networking
  - ✓ Leadership Opportunities – state, regional and national levels
- Jason and Jenni need to work together to match SCCPA’s membership application with ACPA’s to collect the appropriate demographic data

Human Diversity: Telesia Davis (absent)

- Telesia sent a report to Rhonda to review with the Board; Jason will post on the Web site
- Suggested that Telesia utilizes NASAP to build a constituency within our state HBCUs - <http://www.nasap.net/index.html>

Director of Scholarship: Tony Cawthon

- No Report

NASPA Liaison: Roberta Bigger

- Joy Smith is the NASPA Regional III Vice President-Elect

Director of External Relations: Steve Terry (absent)

Clemson SPA Rep: Aley Ries (absent)

USC SPA Rep: Marissa Adamczyk (absent)

USC Faculty Liaison: Jennifer Bloom (absent)

Clemson Faculty Liaison: Pam Havice (absent)

- Tony Cawthon reported for Pam who is currently in Ireland with the study abroad program
- 35 new graduate students this fall

Publications Chair: Carrie Dupre (absent)

## **Old Business**

- Last meeting, SCCPA approved giving Art Hartzog a lifetime membership and name the two-year programming award after him. The plan was to recognize him at the 2009 Fall Drive-In. Since it has been suspended, the Board decided to recognize Art in the next edition of the newsletter.

## **New Business**

- It was decided that Jon Driggers would coordinate the awards selection process and be ready to go by September 11, 2009.

## **Announcements**

- ACPA is seeking nominations for the 2011 Convention Chair in Philadelphia

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Jason Cassidy (for Kelly Eifert)

*Next meeting (conference call) scheduled for September 11, 2009 at 11:30 a.m.*