

SCCPA Board Retreat

July 23, 2001

The Shack, Winthrop University

President Haven Hart called the meeting to order at 9:40 a.m.

Board Members Present: Haven Hart, Andy Omundson, Jason Cassidy, Suzanne Price, Jeff Brown, Stan Parker, Boyd Yarbrough, Andrea Wyrosdick, Lilly Bekele Piper, Melanie Branham, Art Farlowe.

Attendance: Haven discussed the large number of absences. As a result, the agenda distributed before the meeting has been amended. We will have to have another board retreat, possibly at Presbyterian College in Clinton. Haven will ask their Dean of Students.

Notebooks: Notebooks and board member lists were distributed. Please give corrections to the board member list (attached) to Lauri as soon as possible.

Introductions and icebreakers.

Summer Leadership Meeting in Long Beach, CA: Haven attended with other college personnel association presidents from across the country and ACPA leadership.

1. SCCPA has a lot to be proud of. ACPA is in the process of strategic planning.
2. There are lots of professional development opportunities available through ACPA. Information about some of these was circulated.
3. Haven distributed the ACPA Leadership Directory, ACPA State and International Division Leadership Annual Planning Calendar, the Benefits of Membership to State and International Divisions, and ACPA Conference Information.

Advocacy: With the help of Pam Havice and Jennie Volforte, SCCPA sent a letter to the governor about the budget. Haven has received two letters of response from the governor's office.

Strategic Planning: We will work on the SWOT (strengths, weaknesses, opportunities, and threats) activity later.

Fall Conference: Kenya Derrick from Columbia College and/or Gene Luna from USC will co-chair the fall conference possibly the third week of October in Columbia. Boyd has to confirm that they will work together. Loose topic: diversity. This topic is a great way to involved HBCU's. It was suggested that GLBT, nontraditional students, and ESL

be included in this topic. Tina Lemay from Clemson may be willing to help with GLBT, and ACPA does a road show on the topic.

Drive-in workshops: Several topics were discussed: GLBT, academic advising, administrative assistants, leadership, and supervision.

Spring Conference: Jeff Brown and Dan Karns are conference co-chairs. Location was discussed – Charleston on the Beach at Folly Beach or Ocean Creek at Myrtle Beach. OC is much cheaper and is a resort area. The group decided it should be pursued, preferably the second or third weekend in April. Conference sessions will begin earlier on Friday in order to give conference more "meat" but still allow for free time on Saturday afternoon. Saturday and Sunday schedules will remain similar. Jeff will e-mail date to Lauri as soon as possible so she can share with membership. Once the date is set, he will work on a theme and speakers. A scholarship for the spring conference will be discussed at a later meeting.

Future Conferences: We may plan a joint conference with NC for either fall 2002 or spring 2003.

Membership:

1. Andrea distributed statistics and goals for the office. Membership has increased, but we don't really know why, perhaps because we are not very intentional about our recruitment. We should not take our increase in numbers for granted.
2. Retention is not as high. People who join when they attend drive-ins are not active and are not retained.
3. A task force is being formed look at membership, establish goals, follow-up with members not retained and/or not active. Have distributed a job description and list of members for the task force. They will present a final report to the board in January 2002.
4. The idea of setting up a quarterly joining system was discussed, instead of all memberships expiring on September 1. Andrea will look into this with the task force.
5. Andrea will also explore the possibility of having the membership application submitted on-line. It is currently available to print on-line.
6. The idea of splitting the membership position into two – membership and records – was also discussed.

Appointed Positions: Haven distributed position descriptions. Each chair needs to develop a tickler calendar and descriptions in a format similar to that of the membership chair. These will be put in the Policies and Procedures Manual Lauri has agreed to create.

Positions Not Filled:

1. We are looking for a diversity chair (possibly Carl Wells) and an HBCU representative.
2. There will not be a CSAO representative this year, because we have CSAO's on the board who can fill the need. Almeda Jacks has agreed to assist us too if needed.

Elected Positions: These position descriptions may also need some work.

Organizational Chart: Haven will develop one.

Liaison Structure: Have distributed a list of the proposed liaison structure, and it was discussed and amended. Haven will copy all messages to chairs to the liaisons, and everyone should copy Haven on everything.

Goals & Objectives: The August 10th deadline is somewhat flexible. Haven distributed a handout with the format, and goals and objectives should be submitted to her and the liaison when applicable as soon as possible.

Web Page: The web page is currently not updated. It is each of our jobs to monitor the site and let Linda Yount know what updates need to be made. A permanent "site monitor" will be appointed at a later meeting – possibly Lilly, Melanie, or Lauri.

Listserv: Linda Yount is managing the listserv. If you are not a member, and have things that need to be posted, please send them to her.

Break for Lunch

Reports

Development (Jason): Jason and Bob will start begging for money earlier this year. They need conference dates and information as soon as possible. They plan to ask sponsors to sponsor very specific things (i.e. notebooks, meals, gold tournaments, etc.).

Publications (Lilly and Melanie): Lilly and Melanie need to set dates for newsletter distribution. Fall's newsletter will go out September 1 and include information on the new board, membership, and the fall conference. A membership form will be included, due late September, and will not be mailed separately. The fall newsletter will go out to all professionals in the state. Deadline for submissions in August 17. They have trouble getting people to turn articles in on time.

Treasurer (Suzanne):

1. Suzanne distributed the treasurer's report. Current balance is \$8711.83.
2. The CD we bought last year for \$2500 at 5.73% interest will mature October 1.

3. Budget requests should be made to Suzanne by October 1.

Grant Writing Drive-in Workshop (Suzanne for Julie Walters-Steele): Suzanne distributed the financial statement and evaluation summary, who chaired the workshop. The workshop profited \$200.

President Elect (Boyd): Boyd thanked Jeff and Dan for agreeing to work on the spring conference.

Awards (Art and Brenda): The idea of giving an award at the fall conference for the best program at the spring conference was discussed. This may increase attendance. They will be meeting at a later time to discuss.

Secretary (Lauri): Jennie Volforte asked that SCCPA consider sponsoring a state RA conference she is coordinating. She will give details at a later meeting.

USC Faculty/SPA (Haven for John Lowery & Kevin Snyder): USC's program title has changed.

Journal (Haven for Viki Sox Fecas): On-line journal submissions are needed.

President (Haven):

1. The CHE Conference will be hosted at Winthrop in February. SCCPA has been asked to promote.

2. Board meeting dates were discussed, including another board retreat in August. Haven will confirm dates shortly. Elected members are expected to attend all meetings. Appointed members are expected to attend the board retreat and are invited and welcome to attend all other meetings, but may send information through their liaison.

Long-Range Planning, Past President, Historian, Clemson Faculty/SPA, Research, Public School Rep, Private School Rep, Two Year Rep, At-Large Rep/Advocacy, Academic Student Services Rep: No Reports.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Lauri S. Yeargin
SCCPA Secretary 2001-2002