

# SCCPA Board Meeting Minutes

August 9, 2000

## Furman University

8:30 –11:30 AM – Ropes Course (Amy Wyatt, Suzanne Price, Haven Hart, Bill Purkerson, Julie Walters-Steele, Stan Parker, Fran Segido, Andrea Wyrosdick, Lauri Yeargin, Lee Davis, Meredith Mims, Brenda Ishmael – present)

12:45 PM – Board meeting called to order.

Board Members Present - Amy Wyatt, Suzanne Price, Haven Hart, Bill Purkerson, Julie Walters-Steele, Stan Parker, Fran Segido, Andrea Wyrosdick, Lauri Yeargin, Lee Davis, Tony Cawthon, Brenda Ishmael, Ken Waldrop, Bryan Madden

Amy thanked everyone for coming and welcomed new and past board members. Everyone introduced himself or herself.

Amy reviewed the notebooks with us.

Fall conference report – postponed until Boyd and Melanie joined the meeting.

Transition of past and new officers should take place at a time convenient for the individual officers.

Announcement: All elected officers must be ACPA members. If institutions can't support this requirement, contact Amy Wyatt or Suzanne Price. Some discussion took place about a pilot program that would require all SCCPA members to become ACPA members. This discussion will continue at another meeting.

Amy asked for feedback regarding meeting style. Her style will be laid-back.

Descriptions of working groups.

Breakout into working groups.

Reports from working groups –

**Finance** – Suzanne Price reported. This group discussed investing in CDs because they are safe. Suggested \$5000 over one year. It would be good to stagger the amount so that maturation will be different. Wachovia would be the best bank to use since that is who SCCPA currently works with. Discussed a long-term policy concerning CDs. Stan Parker suggested trying this investment before drafting a policy. According to by-laws, SCCPA should have a financial plan, and this will probably occur with the strategic plan. Also discussed what remaining money is used for and the need for a cushion for any pre-

conference expense (conferences are self-supporting). Bill suggested just letting the financial committee have \$5000 and decide the method to get the greatest return. Amy explained where the current amount of money came from, how membership dues contribute to the budget, and that the conference is self-supporting. Amy asked that you figure out office needs, **submit budget proposal to Suzanne (email her by Tuesday, September 5)**. The budget will be voted on at the September 15 meeting. Amy and Bill also discussed that institutional support of SCCPA officer needs is based on individual institutions. Suzanne handed out the end of the year financial report (1996-1997) and the proposed operating budget for 1997-1998.

**Professional Development** – Bill Purkerson reported. Drive-in workshops in fall and spring were geared towards a selected population who doesn't get representation through other professional organizations. In the fall, Academic Advising and in the spring administrative assistants were selected. Fall participation was 27 and spring was 15. Some ideas for this year are recreation (Bryan mentioned that a fall meeting has been set up), facilities, campus ministers/chaplains, grant writing, GA mock interviews, HBCU meeting. Suzanne has a template set up on how to do a drive-in conference. The Past-President will seek interest from someone to put these conferences together rather than delegate a board position to be in charge of these conferences. Possibly Public College and Private College representatives have ideas and interests in getting involved with this project. The Fall Conference is October 20 at Furman University with the topic of legal issues. The Spring Conference is in Charleston at Folly Beach in the Holiday Inn. Service will be the focus. Lauri Yeargin and Brenda Ishmael are planning this conference from April 20-22. Discussion took place about the days of the week that the conference is held. In the past, speaker's grants have been sought from ACPA and ASJA. This is the responsibility of the conference co-chairs. Lauri Yeargin suggested a job placement at the conference. Julie Walters-Steele suggested more family activities at the conference. A discussion concerning mock interviews led to discussion concerning what graduate students want from SCCPA. It was suggested that SCCPA board members go to SPA to find out.

**Membership** – Ken Waldrop reported. All of the board members are involved in membership. Ken has brochures for members to take to other conferences/meetings. This groups suggested an interest survey conducted in conjunction with SPA to discover needs of graduate students. Ken also suggested encouraging USC SPA to incorporate membership dues into their membership dues. Ken also stressed the importance of involving those individuals who sign up for committees. The Get a Member campaign should be kicked off with recognition at the conference. A suggestion was made to have two membership deadlines, April 1 and September 1 with 12 months of membership from these dates. Tony Cawthon mentioned that the by-laws stated July-June defined the membership period. Discussion turned to voting in elections. The by-laws clearly state present membership. This is defined as all of those with labels on the date the Past President requests the labels. Lauri Yeargin made a motion to vote on the expiration dates of membership as September 1 and April 1. Stan Parker seconded the motion. Everyone present at the meeting was in favor of this and the new dates passed. Once again, the discussion turned to the surplus of months and whether this should benefit member or

organization. Discussion and many suggestions continued. The board concluded that the benefit of the member should be the practice. A mentor/mentee relationship through Public and Private College representatives was recommended. Sending newsletter to all CSAOs was decided. Sparking interest about SCCPA in graduate students was discussed. Carrying brochures to other professional conferences/meetings was encouraged. The newsletter (fall) will again go out to all student affairs professionals.

**Strategic Plan** – Haven Hart reported. The strategic plan is not inclusive enough. It doesn't address many areas such as technology, marketing, membership, financial management, or the relationship with ACPA. The necessary steps are 1) assessment; 2) as a board, develop a vision statement (decided to do this at next board meeting) then in small groups develop goals and objectives; 3) follow through. Fred Bosarge needs to be one of the key players working on this document as he has already done so much. Fred was absent at this meeting. Amy announced that when things are emailed to you, read over them prior to meetings. Discussion is much more productive. Haven continued discussing strategic plan. It is time to re-do this plan. It is currently in draft form. Bill mentioned that both the strategic and financial plan are 5-year documents. The last plan was in 1996. Bill Purkerson will appoint/lead a group to work with Fred on the strategic plan.

Boyd Yarborough – Fall Conference Co-chair – announced that October 20 is the date of the conference at Furman University. A postcard is going out next week. Legal Issues is the topic. Discussed size of facilities. 70 is the target number for the conference.

Reports from break out groups continued.

**Special Projects** – Andrea Wyrosdick reported. The service project has three options: 1) board meeting – board members can participate; 2) tie to spring conference – well received since this is the theme; 3) statewide. The decision was to focus on the spring conference for now. Career Fairs was the second area discussed. There is a designated Student Affairs Week. ACPA Commission XII has brochures and we can get some from them. At the Clemson University fall leadership conference as well as the one at USC, someone should be presenting to these undergraduates regarding a career in student affairs. SCCPA used to send a sticker and letter for members to wear during the week. Fran Segido suggested Careers over Lunch type program at institutions. Also, SCCPA should learn more about graduate school fairs. Tony Cawthon brought up the point that the focus should be on small colleges as opposed to CU and USC since they had large programs visible to undergrads through graduate students. Internships were discussed. A resource library proposed by Tony Cawthon and Jeanine Ward would be housed at Clemson University. Discussion took place and it was decided to check to see what current resources are. Lauri Yeargin is checking into this and the discussion will continue at the next board meeting.

Strategic Plan – **Each office should set goals and objectives by next meeting.** These are used to set overall goals for SCCPA.

Technology – Linda Yount was absent and Amy told us that her job was to update the website. If the board had anything to add, individuals should let her know. It was suggested to add books, links to schools. The web address is [www.sa.sc.edu/sccpa](http://www.sa.sc.edu/sccpa).

Amy told the board of two vacant positions – HBCU and Development. Suggestions, let Amy know. Amy announced that she is moving and stepping down as President. Haven Hart will step up as President from President Elect. She will fill the remainder of this term as well as her next term. The board will appoint a President Elect to fulfill the remainder of the year. Someone will have to run for the position for 2001-2002. **The board will decide at the next meeting who will serve as President Elect.** Ballots will be sent to all board members to vote. Bring ballot to the next meeting or mail it back if you are unable to attend the next meeting.

Dates for the fall meetings were set. The times are 10-2 PM. September 15 at Converse College; October's meeting is in conjunction with fall conference; November 17 at Charleston Southern; February 16 at Winthrop University; March 23 does not work for everyone so a new date will be selected; April 20 at Charleston; June 22 will be the transitional retreat for 2001.

Membership – Ken interested in buying File Maker Pro to maintain the membership database.

Strategic Plan – will come back to at next meeting.

Awards – ACPA Awards need to be reviewed to see if SCCPA can apply for.

Human Diversity – Need to turn in an Affirmative Action Plan. Any suggestions should be sent to Sheila Hill. The current plan is in the notebook.

Publications – Ideas for newsletter should be sent to Lilly Piper.

Suzanne Price will email out a clean copy of the Reimbursement Form. 20 cents a mile to and from board meetings will be reimbursed. Submit all forms to Suzanne.

Campus Safety Forum has asked for a representative from SCCPA. Andrea Wyrosdick agreed to do this.

Meeting Adjourned at 4:25 PM.

Respectfully submitted,

Andrea Wyrosdick

SCCPA Secretary

\*\* Note a change on the executive board roster

Viki Sox Fecas

Career Services Program Manager

BA 618

Editor, Carolina View

\*\*\* The next meeting is September 15 from 10-2 PM at Converse College.