

**South Carolina College Personnel Association
Board Meeting Minutes (Conference Call)
August 11, 2006
11:30 a.m. – 1:00 p.m.**

Executive Board Members Present: Beau Seagraves, Telesia Davis, Kelly Eifert, Adrienne Middleton, Emily Burns, Linda Jameison, Victor Wilson, Roberta Bigger, Scott Lewis, Jon Driggers, Thwanda Davidson, and Laura Page

The meeting was called to order at 11:40am with roll call.

Review and Approval of Minutes – Beau encouraged the group to thoroughly read the summer retreat minutes that Telesia sent to the group. **She will resend these minutes so that they may be reviewed again.** Please forward any corrections to her at tdavis@presby.edu.

EXECUTIVE BOARD MEMBER REPORTS

President's Report

Position Vacancies – Beau reported that he is still working to fill open positions. He also informed the group that Nancy White and Thwanda Davidson will serve as the co-chairpersons for the administrative professionals conference. **Telesia will send an updated directory that reflects all the positions that have recently been filled.**

ACPA Leadership Meeting – Beau shared one of the big topics of the meeting in St. Louis that he and Jeff attended, which was the issue of sustainability. [FYI – Sustainability refers to the ability of humanity to ensure that it meets the needs of the present without compromising the ability of future generations to meet their own needs. (World Commission on Environment and Development. Our Common Future. Oxford: Oxford University Press, 1987.) – This was taken from a handout distributed in St. Louis.] According to him, there was a lot of discussion about taking a multi-pronged approach (environmental, economic, social, etc.) to sustainability. Beau and Jeff have had preliminary discussions with North Carolina, Georgia, and Virginia state groups during which the possibility of hosting a meeting in Greenville about sustainability was tossed around. Jeff is looking at the options for this year, and he and Beau will keep us posted as more details become available.

Beau also shared that attending the meeting in St. Louis further reinforced how strong SCCPA is as an organization. In conversations with other state officers and after reviewing other state materials, he noticed that other state groups have modeled their organizations after ours.

Secretary's Report – no report

Treasurer's Report – Kelly informed the group that we still haven't closed out our budget from last year. We're finally going to get money from one of our vendors. She also reported that the AP conference grossed \$300. We spent \$100 and took in \$400. In addition, there are still some members who have not paid their memberships. **Beau asked Kelly to make sure that Karen is aware of the membership situation.**

Public Institution Report – Adrienne informed the group that she is going to contact Linda Jameison to provide support with the surveys that Linda will be generating.

Private Institution Report – no report

Two-Year Institution Report - no report

Member-at-Large Report

Member Surveys - Linda has developed a new survey, based on the last survey, to distribute to board members. She would like some feedback from the group. According to her, it's a lengthy survey. She'd like to be able to say that the survey will only take 10 minutes, so board member feedback will be helpful in suggesting revisions to the survey. She hopes to get the survey out to members in September.

Membership Roundtables – Linda hopes to have the first roundtable at the end of the fall semester. **She'll provide this information at the Fall Drive-In.**

Clemson SPA Report – no report

USC SPA Report – no report

CONFERENCE REPORTS

Fall Drive-In

General Information - Linda reported that the Drive-In will be Friday, October 13, at Midlands Technical College. Helen Bailey is coordinating program submissions, which will be online. Presenters will have a month to prepare.

Committee – The committee members include the following: Co-chairs – Alisa Meador and Linda Jameison; Programs – Helen Bailey; On-Site Logistics – Emily Burns and Laura Page; Registration – Vernon James; Christen Cullum; Rebecca Howard; Elizabeth Cox; and Jessica Pelfry.

Conference Fees - The fees for attendance will be \$15/student, \$25/administrative staff, and \$35/professional staff. Instead of a \$10 late fee, \$10 will be added for on-site registration. **Given this change in fee structure from late to on-site registration, Beau encouraged the committee to think through the catering situation, in terms of being able to provide meals for on-site registrants. This committee will need an updated membership list to be sure that appropriate fees are paid.**

Speakers - The “Plan A” speaker for the Drive-In is Greg Roberts, and the “Plan B” speaker is the Executive Director of ACPA. Other suggestions for speakers included people from CHE and Beau Seagraves, who could speak on sustainability and/or the value of SCCPA/ACPA.

Schedule - The basic schedule for the conference is registration (9-10am), a welcome, 2 morning sessions, lunch, 2 afternoon sessions, a speaker, and closing remarks. The conference should end by 3:30pm or 3:45pm.

Board Meeting during Conference - Beau reminded the group that there will be a board meeting at the drive-In, so we should all try to attend.

Administrative Professionals Conference

General Information - Thwanda informed the group that the AP Conference will be Friday, March 23 at Anderson University. The committee will meet on Thursday, August 17 to continue developing plans for

the conference. During the meeting, they will discuss the call for proposals. Thwanda will be in touch with Lynn Way at USCA to get more information about previous conferences.

Session Suggestions - Linda suggested to the committee that they may want to consider less sessions and more roundtables and/or speakers. Thwanda and the rest of the committee will explore these possibilities. She encourages Board members to send any ideas to Nancy or to Thwanda.

Board Meeting during Conference - Beau reminded the group that the AP Conference is another of our on-site Board meetings.

Spring Conference

Contract with Francis Marion - Two contracts have been signed with the Francis Marion Hotel in Charleston. The first of those contracts is for this year's conference, which will be held April 19-21, 2007, and the other is for April 17-19, 2008.

Conference Committee - Adrienne shared the names and responsibilities of committee members: Katie – sponsorship; Adrienne – local arrangements; Teri Cugliari and Robyn Sanderson – hospitality and registration; and Laura Page (USC) and Jessica Pelfrey (Clemson grad. Student) - programs.

General Information - The tentative theme for the conference is “007: Licensed to Skill”, but the committee is still open to suggestions. Registration will take place from February 12 to March 20, but people can start reserving rooms now.

Marketing – The committee plans to market the conference in the *Palmetto Practitioner* and also at the Fall Drive-In. They will also send information to past attendees and to Chief Student Affairs Officers. In addition, they will be in touch with Mac to determine the publication dates for the *Source*.

Budget – Adrienne informed the group that the committee is still trying to get an idea of the budget for the conference. Beau encouraged the committee to work with Kelly on the budget and to factor costs into conference fees.

College of Charleston Facilities – Victor informed the group that he would be willing to reserve facilities at CoC for a reception or even for program space.

BOARD REPORTS

Administrative Professionals – no report

Advocacy – no report (see Safety Conference information below.)

Awards – Jon Driggers informed the group that he is going to include award descriptions in each newsletter, in addition to email reminders. He's hoping to remind people early about the various awards. He hopes to have at least two nominations for each award, and he's soliciting creative ideas for approaching the program awards.

Clemson Faculty Liaison – no report

CSAO Liaison Report – Victor informed the group that he has created a list of CSAO's, as well as a listserv. He plans to include in an email to the CSAO's a link to our website. He also hopes to make the

CSAO list available on the website to SCCPA members. Roberta will send Victor the list that she had created when she was the CSAO Liaison.

Historian – no report

Human Diversity – no report

Long-Range Planning – Roberta informed the group that she and Beau are planning to meet soon.

Membership – no report

Palmetto Practitioner – Telesia read Pam's report to the group, which is as follows:

Suzanne Price has agreed to serve as co-editor with me. We have a full editorial board that is in process of reviewing manuscripts for the fall issue at this time. We project the publication date to be in October. As soon as this edition is loaded onto the Web site we will let the membership know. We are currently seeking submissions for the next issue (see SCCPA newsletter for details). Please encourage your colleagues to submit items for review.

In addition, Suzanne and I plan on "publishing" a special edition of the Palmetto Practitioner this winter (January/February) based on manuscripts submitted from Student Affairs professionals and graduate students from across the country that participated in the Clemson University Study Abroad experience. This issue would specifically look at issues and information on the Scottish higher education system. We think this will be a great addition to the Palmetto Practitioner archives!

The Board endorsed Pam's report.

Publications – Beau informed the group that Mac will be sending out the article deadlines for the Source via email. **Please look at these dates and consider submissions.** Mac is looking to do a monthly version with articles, announcements of new staff, and other similar information.

Spring Conference (2008) – Laura announced that the 2008 Conference will be in Charleston at the Francis Marion Hotel. She is soliciting a co-chair for that conference.

Technology – Jason sent word by Beau that he is working on the online payment option and listserv.

USC Faculty Liaison – no report

OBJECTIVES REVIEW/OTHER REPORTS

Safety Conference

General Overview of Conference - Kelly informed the Board that she and Scott had met with the Student Services group of the South Carolina Commission on Higher Education (SC CHE), which included Karen Woodfaulk, Director of Student Services, and Karen Wham, Program Coordinator, to discuss the Safety Conference that they present each year. Typically this conference has occurred in mid-February, usually lasting from a Sunday night to Tuesday night, and it attracts approximately 120 attendees. The conference usually has a safety track, a student services track, and a student track. (The least attendance is for the student track.) The Safety Conference has been funded solely by registrations at \$100/person.

Additionally, as part of the conference continuing education for law enforcement participants is provided. Apparently, the Safety Conference has only been in existence for 7 years. The 2007 Conference will be held February 25-27 in Spartanburg.

Logistical Issues - . Based on the conversations with this group, Kelly and Scott don't think that SC CHE is adamant about having the conference in mid-February. Rather, they seem interested in bringing people to our conference, as opposed to having it be "their" conference. According to Roberta, who has been a part of the planning for the 2007 conference, there has been some concern that law enforcement has not been involved in the discussion. Kelly and Scott explained that their meeting with SC CHE was a preliminary meeting and that all stakeholders will be a part of any subsequent discussions. Beau suggested that there may be a way to connect the student track portion to the Future Generations conference concept. He also suggested that Laura Page be included in the discussions about how to integrate Safety issues into the 2008 conference.

2007 Safety Conference – The 2007 Conference will be held February 25-27 in Spartanburg. Scoot will be one of the speakers during the conference. SCCPA board members may want to attend the safety conference to generate ideas for how the two conferences could merge.

MEETING SCHEDULE

Mid-Year Assessment – Beau reminded the group that we will be conducting a mid-year assessment at the fall drive-in conference. He encouraged each of us to review our objectives.

Next Meeting - The next meeting will be an Executive Board conference call on September 15 from 11:30-12:30.

Respectfully submitted,
Telesia Davis, Secretary, SCCPA