

**South Carolina College Personnel Association
Board Meeting Minutes
August 12, 2005
11:30am - 12:30pm
Conference Call**

Members Present: Bob Hanley, Beau Seagraves, Emily Burns, Darlene Mahaffey, Monique Colclough, Robert Overton, Jason Cassidy, Boyd Yarbrough, Kelly Eifert, Scott Lewis, Amanda Cox, Susan Hudson, Thwanda Davidson, Art Hartzog, Beverly McAdams, Ed Grandpre, Brian Stuart, and Eric Fisher

Meeting was called to order at 11:30am.

Bob welcomed everyone and asked that we begin at the bottom of the agenda due to our time frame. **Bob will be sending out an updated board member list.**

Appointed Board Member Reports

2005 Fall Drive In Conference Chair- Monique

- Monique thanked Jason for updating the web site- all of the information concerning the conference is posted including the conference schedule, registration fees, and directions; for more information visit www.sccpaweb.org/fallconference.html
- Please share conference information with staff at your home institution
- Several board members will be serving on the panel at the conference
- If you have any additional programs, e-mail Monique and she will see what she can do about adding them

2006 Spring Conference Co-Chairs- Mac & Eric

- Eric requested feedback on the two hotel options- Francis Marion Hotel (Downtown) which is \$169 per night with conference costs being \$65-75 for graduate students and \$75-85 for professionals or the Charleston Riverview (Lockwood Drive) which is \$149 per night with conference costs being \$60 for graduate students and \$75 for professionals
- Eric will send out an e-mail with cost breakdown to all of the board members for a vote
- Eric will check on the cost of parking at the Charleston Riverview; parking at the Francis Marion is \$10 a day and \$15 for valet parking

Committee Chairs

Membership Chair- Amanda

- Amanda sent an updated listing of members and a breakdown of each institution (to target new members)- we currently have 206 active members
- SCCPA had 6 members in June that did not renew- Amanda sent this information to their respective representatives

Publications Co-Chairs- Linda & Tristam

- Linda was unable to join us but did ask Bob to give her report
- Tristam Aldridge from Clemson University, will be joining Linda as co-chair of publications
- Please review the email that Linda sent requesting information for the newsletter including highlighting different areas of the organization and professional development. Additional information is always welcome. If you don't think that you will be able to provide information for your area, please let Linda know.

Awards Committee Chair- Darlene

- The award information will be posted on the web page

Long Range Planning Committee Chair- Boyd

ACPA 2006 Conference

- March 17-22, 2006 in Indianapolis, IN
- Registration and hotel information are available online November 15th at <http://www.myacpa.org/conv06/convention.cfm>
- Hotels will fill up quickly and are priced at \$129-\$156
- Boyd still needs volunteers to assist at the conference
- Darlene will be coordinating the SCCPA booth at the carnival, please send her by e-mail your college logo so that she can use it in the SCCPA display board

Executive Board Member Reports

President Elect- Beau

- No report

Past President- Jason

- He will begin organizing the elections
- Check out the new web page at www.sccpaweb.org
- Jason is still working on transferring information to the new web page; he is looking for feedback (typos and corrections); please send him the minutes, newsletters, etc. for posting
- Jason will update the board member list on the web page

Treasurer- Kelly

- She sent out a copy of the budget
- Thank you to Beau for assisting with understanding of the budget
- SCCPA received \$6,287.84 from the Spring 2005 Conference

Secretary- Emily

- The minutes from the 6/10/05 board meeting were approved with a correction in the spelling (Madren Center)

Private Institution Representative- Thwanda

- The 13th Annual Interview Day sponsored by the South Carolina Independent Colleges and Universities (SCISC) Consortium will be on Monday, February 13, 2006

(employment opportunities for students); she is requesting assistance with the registration fee cost of \$325 (deadline September 30th); she will have a SCCPA display- she will send the information to the board for review

Public Institution Representative- Scott

- Scott thanked Amanda for the membership information and he will begin recruitment efforts

USC SPA Representative- Susan

- Kelly, Susan and Brian developed guidelines for SPA funding requests; will make some changes to the document (i.e. will not cover the cost of hotel rooms, want the funding to help more than one member, formatting in agreement with policies and procedures and by-laws, funds can only be used by SPA and SCCPA members)
- E-mail Kelly any corrections and additions to the SPA funding request guidelines

The next meeting is scheduled for September 2 or September 16 by conference call.

The meeting was adjourned at 12:30pm.

Respectfully submitted,
Emily Burns, Secretary, SCCPA