

Minutes from SCCPA Retreat Agenda Part Two
Presbyterian College
August 17, 2001
10:00 AM – 3:00 PM

10:00 AM – 11:30 AM:

Haven distributed and reviewed the notebooks for all new members. She also distributed the 2001-2002 Board Meeting dates, the liaison format, and discussed policies regarding reimbursement for mileage and/or hotel expenses for Board Meetings. She also told all new members to be sure to contact the person who held their position previously so that they may get the necessary materials for the position. She also stated that the Policies and Procedures Manual will be created by Lauri Yeargin, Secretary, and that Lauri would be contacting them regarding needs for the manual.

11:30 AM – 12:00 Noon:

Andrea Wyrosdick held a meeting with the Membership Task Force. Minutes will be distributed to those committee members.

12:00 Noon – 2:00 PM:

Lunch and Meeting.

Introductions

Update on Fall Conference – Boyd Yarbrough discussed that the Fall Conference would be held with the co-sponsorship of SCHOA. It will be held on October 19 at Presbyterian College with the theme being focused on diversity. Roland Bullard, Director of Student Activities at Presbyterian College, has agreed to serve as Conference Chair for SCCPA and SCHOA.

Update on Spring Conference – Boyd announced that the date for Spring Conference was still being discussed as Dan and Jeff were in the process of gathering information from both Myrtle Beach and Charleston hotels. A new schedule of Thursday to Saturday might be tried this year. Jeff and/or Dan will be in touch with the Board soon regarding the date.

Andrea reported that the Membership Task Force met earlier in the day to begin discussion on membership data and needs for the future. She will present a full report at the October Board Meeting.

Journal Report – Kris Helou reported that the online journal would be "published" in October. She and Viki were working on a marketing plan in order to gain submissions.

Ideas for Conferences – At the October meeting, Haven is planning to solicit conference chairs or organizers for the following areas:

- Assessment
- SCCPA Roadshow
- Support Staff Conference

She agreed to seek input from the NCCPA to gain more information on their support staff conference and would report back to the Board in October.

Meeting with HBCU's – Haven and Boyd will be meeting with David Whaley, Chief Student Affairs Officer at Benedict College. Dr. Whaley has agreed to host a roundtable discussion of the CSAO's at HBCU's, and has agreed to allow Haven and Boyd to come and present information on SCCPA. We would also like to gain more information from the HBCU's on ways in which we would be better able to serve them.

2:00-3:00 PM:

Haven led the group in a SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats) of SCCPA. Attached are the results.

Fred led the group in an initial discussion on Strategic Planning. A discussion was held re: the Core Values of SCCPA. A summary will be forthcoming soon. At the October meeting, Goals and Objectives will be established with the Core Values in mind.

Reminders:

Haven reminded everyone about the new liaison structure and that each appointed member should be sure to copy his or her liaison information on upcoming events, plans, etc. If they are unable to attend a Board Meeting, their liaison will present that information in their absence.

The web page needs to be updated. If you notice materials or information that needs to be included please email Linda Yount directly.

Goals and Objectives are due on September 7. Haven distributed the format and invited everyone to call her if they had questions.

Everyone was asked to review their Position Description and to report any changes to Lauri Yeargin for the Policies and Procedures Manual.

Haven distributed the '01-02 Board Meeting dates.

Budgets are due October 1 to Suzanne.

The newsletter information is due to Lilly today.

Other Announcements:

John Lowery announced that the Campus Safety Forum would be held in February. SCCPA has provided mailing labels to the SC Commission on Higher Education for this event. He also announced that the Higher Education Administration Program has changed slightly at USC, both in title and in purpose. He added that their recruitment cycle would begin earlier, would be more deliberate, and that they would require students to submit application