

**South Carolina College Personnel Association  
Board Meeting Minutes  
August 17, 2007  
Conference Call**

**Welcome and Roll**

Meetings started at 11:35 a.m.

**Board Members in Attendance:** Jeff Brown, Beau Seagraves, Kelly Eifert, Travis Ballenger, Teri Cugliari, Jenny Jones.

**Review of Minutes**

The minutes from the June 29, 2007 conference call were reviewed and a motion was made to approve the minutes. The motion passed. Kelly will forward the minutes to Jason for posting on the website.

**Board Position Updates**

Private Institution Representative – Travis Ballenger has filled this position. He currently works at Newberry College.

Historian – Art Hartzog has agreed to continue in this position and is excited to serve. He is planning to retire from Spartanburg Methodist College in May of 2009 and wants to remain active in SCCPA at least until then.

Spring Conference Chair 2009 – Jeff has been in communication with Mary Beth Redman Russell (Midlands Tech) for this position. She will give Jeff a final decision in the next few days.

Fall Conference Chair 2008–Brian Lemere at Wofford was a name suggested for this position and is currently working with Teri Cugliari on this Fall's Conference. Teri and Jeff will discuss offering this position to him soon.

**Strategic Plan Updates**

The strategic plan was approved via electronic vote on Wednesday, August 15, 2007. Jeff sent the plan via email to the full board and Jason has posted it on the website. Jeff will now be working on this year's organizational goals based on the strategic plan and the conversation at the Board Retreat and hopes to present those goals to the Board for consideration before the next conference call.

**Officer Reports including reports from appointed positions**

**President (Jeff)** – He already reported on board position updates and the strategic plan.

Technology & Membership Chair (Jason) Jason has ordered the membership pins. Membership is currently at 254, which is a drop from April, but we are in the same place (numbers-wise) as last year mostly due to the graduate student membership flux. For Technology, please do not forget to give Jason jpeg files of yourself so he may post them with our profiles on the website.

Chief Student Affairs Officer Liaison (Victor) – no report. Victor did share that he has a new title at College of Charleston: Executive Vice President of Student Affairs.

Marketing Chair (Linda) Now that the Strategic Plan is in place, Linda requests that the Public Institution Representative, the Private Institution Representative, the Two – Year Institution Representative, and the Member-At-Large send her your PR/communication plan for your

**position this year.** She would like to discuss how she can help you with strategies for better marketing and branding efforts for your constituencies. Please send that to her prior to the September Board conference call. She wants to establish consistent marketing efforts and branding of SCCPA.

### **President Elect (Roberta)**

Fall Conference (Teri) – The conference is pretty much set to go for Furman. **Board members, if you are attending this conference, please register.** Encourage your colleagues to register and attend as well. She met via conference call with her Programming committee on August 10. As of that date, there were no proposals submitted. Dr. Bill McDonald at Presbyterian will be the keynote speaker and has agreed to do a follow up session afterwards to allow attendees more face time with him. **Jason & Nicole, who are the program chairs, will be evaluating the balance of graduate student and professional staff programs to make sure we have a variety to offer.** Jason and Nicole will also ask more experienced professional staff to submit proposals as well. **Teri will have another conference call with her committee on September 7.** Food for the conference is planned. The program proposal deadline is September 7. The Board meeting at the conference should be in the morning (the committee is following last year's model). **Teri will send a draft of the schedule to Jeff so he can determine the meeting time and ensure it does not exceed one program session.**

Spring Conference (Helen) Helen has dates ready for the spring Conference:

#### **Registration**

January 7 - Opens

March 17 -Early Registration Ends

#### **Programs**

January 7- Open for Submission

February 22 - Submissions Due

March 7 - Programs are set

March 10 - Inform those accepted / rejected

March 17 - Ready for inclusion in book and web

Helen and Roberta met and will most likely go with the Sustainability theme. We are finishing out a two year contract at the Francis Marion in Charleston, so for 2009, **the conference chairs will need to review the timing and location of future conferences.** **Jeff will include that as a part of the organizational goals this year.**

**Past President (Beau)** – **He has retyped the By-laws and will send them to Kelly.** There are some inaccuracies in the By-Laws as policies and membership has changed over the years. Beau will get a representative group together (board members and regular members) to review the By-laws and the Board structure. **He wants the updated By-laws and potential new structure ready for the board to review at the October Board meeting.** Once the Board has reviewed it, the By-Laws (and any changes) have to be voted on by the membership. He wants that to happen by December so that any new changes, especially in the Board structure), are in place for the spring elections.

Long Range Planning Chair (Rhonda) – Strategic plan is done and in place.

Historian (Art)– no report

Awards Chair (Danielle Vegas) – Jeff put her in contact with the ACPA awards chair. **Beau will contact her.**

**Secretary (Kelly)** – Please review your position in the Policies & Procedures manual and send Kelly any updates/changes.

**Publications Chair (Mac)** – Mac requested the following information for Source:

1. Jeff's president's message
  2. Information about the Fall Drive-In conference
  4. Information about important dates throughout the upcoming year that our members need to know to put on their calendars.
  5. Any other exciting news from the summer, like staff updates and changes on your campus
- Mac will also include the Strategic Plan (or at least it's highlights) in this upcoming edition.

**Treasurer (Jon)** Jon will send the budget report via email to Kelly for inclusion with the minutes. He did receive payment from VCPA and NCCPA for the Sustainability Institute. He has not received anything from GCPA yet. Teri indicated something was sent to Beau at PC , but she mailed it on to Jon. Jeff will follow up with Jon about GCPA.

**Public Rep (April)** – no report.

**Private Rep (Travis)** – No report. Travis will talk with Jeff about responsibilities soon.

**Two-Year Rep (Pete)** – no report.

**Member at Large (Beverly)** – no report

**Advocacy Chair (Scott)** –He is setting up the meeting to discuss the joint conference possibility for 2009 this fall. Jeff & Roberta have been contacted already and he will keep us posted.

**Clemson SPA (Jenny)** – CU in Student Affairs is still happening October 5. She will be sending out additional invitations via email. It will take personal invitations from staff and graduate students to have undergraduate students attend, so please ask them! If you are serving on the panel, please bring 1-2 students with you. RSVP with Jenny (jones5@clemsom.edu). Registration deadline is September 28 and is on the next invitation. As for SCCPA membership, she will be talking to their first years in classes soon to encourage them to join.

**USC SPA (John)** – Jeff has offered to John to come (with Roberta and other officers) and talk to the USC SPA about the benefits of membership.

### **Items for next Board Conference Call**

The next board meeting is Friday, September 14, 2008 at 11:30am. The next board meeting after that is October 19, 2007 at the Fall Drive In Conference at Furman University.

The meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

Kelly Eifert  
SCCPA Secretary