

South Carolina College Personnel Association Board Meeting Minutes

Date & Time: Friday, August 27, 2004 – 11:30 a.m. – Conference Call

Members Present: Kari Burns, Jeff Brown, Emily Burns, Jason Cassidy, Bob Hanley, Pam Havice, Suzanne Price, Beau Seagraves, Boyd Yarbrough, Dianne Alexander, Roberta Bigger, Ruby Brown-Herring, Elaine Cross, Thwanda Davidson, Tricia Fechter, Deonne Giles, Art Hartzog, Kelly Imbert, Darlene Mahaffey, and Beverly McAdams

The minutes from the June 11 Board meeting were approved.

President's Report – Jason

ACPA Leadership Meeting in Baltimore

Jason reported that there were 24 other states represented at the meeting and he believes that SCCPA is in the top 4-5 organizations. He brought back lots of ideas and forwarded some documents on to Deonne, Beverly, Thwanda, and Fred to review for the Board.

Executive Board Meeting on August 5

Jason reported that the executive Board members had a conference call to make some decisions regarding the fall drive-in conference and to approve some funding requests that were time sensitive.

Letter to VPs

Jason mailed a letter to every CSAO in the state with a free membership to use or give to one of their staff. This letter was intended to boost membership and get SCCPA's name out there. Thanks to Roberta for compiling the roster of VPs. Jason will also send a letter to the VPs of two-year institutions once Emily gets him the roster.

Letter to Presidents of Award Recipients

Jason mailed letters to the presidents of each award recipient.

President Elect – Bob

Bob said that the conferences chairs have been doing an amazing job and is available of they need anything.

Past President – Boyd

Associate Membership

Boyd said he has been having some discussion with other Board members regarding our associate membership program. He will forward a proposal for the Board to review. More discussion to come at the next meeting.

ACPA

Boyd also attended the ACPA leadership meeting in Baltimore. He is responsible for registration at the 2005 conference. Boyd also announced that he is the conference chair for the 2006 ACPA conference.

Boyd also reported that ACPA is looking into a professional certification process for our profession. It is in the very early stages, but wanted to give the Board a heads up.

Treasurer - Beau

Beau reported that the budget is solid and provided an updated copy of the budget.

Secretary – Jeff

Jeff is still waiting for board members updates to the Policies and Procedures Manual. **Please send him any updates by September 10.**

Two-Year Institution Rep – Emily

Emily is going to compile a roster for the VPs of two-year institutions so Jason can send them letters also.

Private Institution Rep – Rhonda

No report

Public Institution Rep – Pam

No report

Member-At-Large – Suzanne

Suzanne talked about the Fall for Leadership conference to be held at Clemson University on September 25. Ruby, Tricia, Deonne and Jason will be assisting with the conference. She also thanked the board for sponsoring the breakfast at the conference. The conference is expected to have 120-150 attendees.

Clemson SPA rep – Kari

Kari reported that the SPA is looking strong and they are preparing for a great year. She asked if Jason would come to one of their meetings, and he agreed.

USC SPA rep – Kristin

No report

Jason did mention that he is going to one of their meetings towards the end of September.

CONFERENCES

2004 Fall Drive In Conference – Elaine

October 1 – Claflin University

Elaine gave details for the conference and asked for the Board to either submit program proposals or solicit others to submit program proposals. **She also reminded the Board to submit their registration.**

2005 Administrative Assistant Conference – Darlene and Diane

March 11 – Midlands Tech Airport Conference

Darlene and Diane are making plans for the AA conference and plan to visit Midlands Tech to see the facility.

2005 Spring Conference – Jennie and Tiffany
April 21-23 – Folly Beach

COMMITTEE CHAIRS

Membership Report – Tricia

213 members as of today; 12 from HBCUs; see the membership report
If you need committee interests, Tricia can forward these to you.
Pam requested a list of the new public institution members.....

Technology – Ruby

Ruby has made some minor updates to the site. Currently is working on a totally redesign; hopes to have it done by the fall conference. She is also looking at possibly a vendor to host the website.

Publications – Jeff for Linda

Deadline sept 10 for next newsletter; this issue's topic will focus on membership.
Please consider submitting to the newsletter

Human Diversity – Thwanda and Beverly

Thanks to Jason for the information related to the AA plan that he brought from DC. They are reviewing and updating SCCPA's policy. **They will have something to bring to the October meeting.** .

Advocacy – Deonne

Looking into the report from a lobbyist regarding policies and issues being discussed in Congress. Deonne has contacted the lobbyist to get an update on where these issues are. Deonne would like to have an article in the newsletter to update the membership on these issues.

Development – Boyd for Stan

Stand is in the process of contacting Barnes and Noble for gift certificates at the Fall Conference. He will also be contacting all of our vendors from last year

Award – Kelly

Looking at a best program award for the spring conference. Will be looking at ways to assess the programs. She is also considering ways to recognize the first-time people to the conference. Jason suggested that Elaine, Kelly and Beau look to find ways to recognize programs at the conf

Long Range Planning – Fred

Jason sent Fred about 12 strategic plans to review. We will be reviewing/revising at the October meeting.

Palmetto Practitioner – Pam

Tony Pam are working on the next issue; also looking at the redesign of the site.
The deadline is?

AA – Darlene

Working with her Admin Assts in housing at Clemson to get them information on SCCPA. She is also working on a letter that will go to other schools around the state to recruit AAs to the organization.

CSAO – Roberta

Art and Roberta invite everyone to CollegeFest in Spartanburg on September 8.

Clemson Faculty Rep – Pam for Tony

New class of 22 at Clemson; quality of the student continues to increase

Started some SPA recruitment through the classes

Pam has added a professional development component to one of her classes.

USC Faculty Rep – Pam for John

41 new masters students; off to a good start

12 new doctoral students in program

Strongly encouraging people to attend the fall conference

Historian – Art

Continuing to update the SCCPA history for the website. He would like to take the Annual Report as a base for history.

Announcements:

SACSA November 9 in Chattanooga, TN

www.sacsa.org

The next SCCPA Board Meeting will be October 1 at 9:00am-10:30am at Claflin University

Meeting was adjourned at 1:10pm.

Respectively submitted,

Jeff Brown (SCCPA Secretary)