

## **SCCPA Executive Board Conference Call Meeting**

**Monday, September 15, 2008**

**11:30 a.m.**

### **Minutes**

Roberta called the meeting to order at 11:35 am.

**Board Members in Attendance:** Roberta Bigger, Rhonda Mingo, Jeff Brown, Jon Driggers, Kelly Eifert, Ashley-Bailey Taylor, Rebecca White, Steve Terry, Suzanne Price, Brian Stuart

### **Board Reports**

#### **President – Roberta**

- Roberta asked about the Policy & Procedure manual changes. Kelly stated she would make the final product presentation at the October board meeting as today was the deadline to get edits in. Roberta's concern is that we not change the timeline of elections until we make a decision on our conferences' timeline. Jeff agreed. Kelly will leave that piece as is and present the final edits at the October meeting.
- There is a change in the Awards chair position. Rebecca Atkinson had to step down. Brian Stuart of Clemson will be taking over.

Chief Student Affairs Officer Liaison(Victor) – No Report.

#### **Special Request:**

- Suzanne Price presented a proposal for Clemson's annual Fall Leadership Conference. The conference needs money this year as they will be the sole funding source. Half of the attendants at this conference are typically from other institutions that have no other leadership programs. The group is requesting \$1000.
- A budget review indicated that we have \$500 for Educational Programming and \$750 for Programmatic grants. Rhonda inquired how much we have typically funded USC's leadership conference. Kelly indicated SCCPA has sponsored breakfast typically between \$500 - \$550. Rhonda made a motion to fund the conference at \$500 (from Educational Programming). Jeff second. Motion passed.

#### **President-Elect - Rhonda**

##### **Fall Drive –In (Brian via Rhonda):**

- Friday, October 24<sup>th</sup> at Wofford College.
- Brian is working on email blast and will hopefully send it out today to membership.
- Everything is up on website; registration is available. Encourage your staff to sign up now.
- Programming proposals are due 9/26. Information is on the web; encourage your staff to submit proposals. We are using ACPA competencies as guidelines for programs.
- Patty Perillo, the ACPA president, will be the keynote speaker. She will also do a roundtable session and participate in the lunch keynote panel. She may also meet with the Board; Roberta is working on those details.
- Theme for the conference: "I Believe" (from the book: *This I believe*; it is also the theme for Patty's presidency); it is a series on NPR also.

### Spring Conference (Rebecca)

- She has conference calls once a week for planning
- It will be at the Embassy Suites in Myrtle Beach
- February 25 – 28, 2009 (Wednesday – Friday)
- She has two people working on programs, which is the one piece we are breaking away from Safety Conference. Katie DiSimoni (USC HESA Graduate student) & Trent Pinto (Dir. Of Res Life at Coker)
- She needs a logistics co-chair and a hospitality co-chair. There is some USC interest, but she wants to include other folks at other institutions. **Please share names with Rebecca**
- Registrations will be done via the Coastal Carolina website. You will be able designate which organization you are registering with. There will be a link on the SCCPA site to the Coastal site to register. We should still get our revenue. Roberta is concerned about losing money and potential memberships; we also have not signed a contract with CHE regarding the conference. Rebecca stated that CHE is contributing more money than we are and that they cannot make a profit, so any profit will come to SCCPA. Jeff stated our budget is written to have us make \$500 on the conference. Roberta stated that CHE is approaching some of our same sponsors to pay for certain things (like Aramark to pay for opening reception). CHE is not trying to make money, just break even. Rebecca stated that we lost money last year on the conference and it should not happen this year. Roberta does not want Rebecca to feel pressured to make decisions on a conference call when a contract is not signed yet. Rebecca reminded us that we have a Memorandum of Understanding and it was re-written. **Roberta asked Rebecca to send to the board the proposed budget for the conference and the plan for any revenue left at end of conference. Please note Rebecca's follow up email attached at the end of the minutes.**
- Keynotes – Carolyn Wolf, John Lowery, and Kim Novak or Gene Zdarski

**Past President – Jeff** No Report.

### **Secretary – Kelly**

- Updates for the Policy & Procedures manual will be reviewed at the October 24 board meeting. **Kelly will email the revisions out ahead of time. Each board member, please review your piece (at minimum) before then.**
- Jeff stated that we may not need to vote on any changes since we voted to pass the by-laws and the substance of the changes will come from that. If there are other changes, we may need to vote on those.
- **Roberta has other information to send to Kelly.**
- Ashley asked for clarification about graduate students/new professionals getting that “extra year” of membership for free. Kelly stated she thought we discussed this at the spring meeting. Roberta thought doing that could be complicated with renewal and tracking. Rebecca stated it was at the Administrative Professionals Conference board meeting that we discussed this. Kelly found it in the minutes and we passed that proposal. **Ashley and Ben need to talk with Jenni and Jon (and Jason?) to hash out the specifics and figure out the logistics on this.**

### Treasurer – Jon

- He emailed out the budget report (*attached in email with minutes*) dated 9/15. We are in good shape. We had 3 individuals register with paypal for the conference.
- Our CD matures October 6, 2008. Jon wants to have those dollars rollover into the checking account and on October 24 have the board look at other investments options and decide what we should do. We are only getting 0.1 % interest right now with Wachovia. Jon looked at other options that had a better return rate. Ex.: ING direct – 3.75 (APY)% for a CD; a savings account would yield 3.1%. Jon stated that even a savings account would be better at 3.1%. Jon made a motion to put the CD money in checking and make a decision on October 24 for the next investment. (*I believe this motion passed – but I did not get who seconded!*)
- He will be caught up with transfers from paypal to checking soon.

### Director of Member Services – Jenni – No Report

Newsletter (Mary Beth Russell via email):

- The Source is almost finished but Mary Beth needs the "Letter from the President". Roberta, please to get this to her as soon as you can.
- The newsletter will be published electronically during the following months:  
September 2008 (submission deadline: Wednesday, August 27th)  
October 2008 (submission deadline: Wednesday, September 24th)  
November 2008 (submission deadline: Wednesday, October 29th)  
Mid-January/February 2009 (submission deadline: Wednesday, January 14th)  
March 2009 (submission deadline: Wednesday, February 25th)  
April 2009 (submission deadline: Wednesday, March 25th)  
May 2009 (submission deadline: Wednesday, April 29th)  
The newsletter will be sent out to the organization at the beginning of each month.  
Submission dates are the last Wednesday in the month prior to publishing, except for the mid-January/February edition. I changed this publication date because of the earlier spring conference (will be published at the end of January instead of the beginning of February).
- Jon suggested that Steve contact MaryBeth to let her know about getting our sponsors published in The Source.

### Awards (Brian)

- Brian inquired if we are moving Awards. Roberta said yes, we cannot present them at this spring conference. We are the only state out of cycle with ACPA and other states so we need to move them. Jeff asked if we then are doing them this fall or waiting till next year? Roberta asked if we can do them at the AP conference or should we wait till Fall 2009? Kelly & Jeff & Rhonda clarified that we are behind on the ACPA Awards schedule, not ahead (Roberta thought we were ahead). Jeff stated we can submit them to ACPA, but we would only have 2007-2008 information, not the current year. Rhonda indicated that ACPA would only include the new information and not report older information. Can we commit to submitting Awards in the Fall to get to ACPA in January? Rhonda suggested we finish this discussion and make a decision at the October 24 meeting.
- Roberta – will call National Office to have them send certificates to award winners. Our awards probably don't line up with theirs anyway.

- Kelly will get the ACPA awards contact from Rebecca A. (I emailed her). Jon has electronic files from when he served and Rebecca White has the binder from last year, she will get it to Brian at the October 24 meeting.
- Jon will email Brian re: registration.

Human Diversity (Telesia) – No report

Technology & Membership (Jason via email)

*Membership:*

- Any suggestions on membership directory? Has anyone used it?
- Jon Driggers please send Jason an update on membership checks received
- Report as of 9/15/08
  - 285 members
  - 192 public; 88 private
  - 215 female; 70 male
  - 123 professional, 91 grads, 56 AA, 5 lifetime, 3 undergrad

*Technology:*

- Web site is operational; send Jason revisions as appropriate
- Fall Drive-In site is fully functional

**Director of Scholarship – Molly** – No Report

Clemson Faculty Rep (Tony) - No Report

USC Faculty Rep (Jenni Bloom) - No Report

Palmetto Practitioner (Suzanne & Pam) - No Report

**Director of External Relations – Edward** – No Report

Advocacy (Bill) - No Report

Development (Steve):

- He sent emails to everyone who was a sponsor last year (except for Sodexho).
  - Aramark – got \$1000
  - Mac-Gray – no response yet.
  - New sponsor - Mark Hill Student insurance; USA Today
  - Outside the Classroom – no response
  - College Health 101 - no response yet
  - Southwest Contract – may support again.
- Sodexho sponsored \$2000 last year. He cannot find the regional contact's contact information. If you have it, please get it to Steve. He wants to know who approved it last year because we want to keep them at that level.
- Need to correct the website as Boyd Yarbrough's information is still on there. Benefits stated on the web need to be accurate ( are they the reality?). (Steve already emailed Jason)
- Roberta asked Steve to contact the sponsors to come to Fall conference. Steve will send a note out to let them know; if they want to come, contact Brian.
- Roberta had information about another sponsor and will get it to Steve.

- Steve asked the Board that if you have a contact, please make an initial inquiry and he can follow up.
- Roberta suggested that if you use outside counsel for your institution, you may want to contact them to be an SCCPA sponsor, or at least Spring Conference sponsor. Rebecca inquired if we have offered to sponsors to sponsor a specific event at a conference as it may help attract additional money. Steve has not yet as he thinks we may only offer that to alumni sponsors. Roberta indicated that Boyd had realigned protocols to encourage giving to then offer conference “privileges”.
- Steve – we should get \$4000-5000 in sponsorships.

Marketing(Linda) – No Report.

### **USC SPA – Ashley (via email)**

- **Undergrad Student Affairs Conference:**

- Original Plan was to have the conference in October, however, this plan was not feasible with USC SPA’s schedule. Several members are on a required class trip until 2 days before the conference.
- Ben and I would now like to propose to have this conference in Late November/Early December. Ben suggested that a good place to host the conference may be Presbyterian College because it is between Clemson and USC.
  - Ben has contacted his contact at Presbyterian to ask if this is feasible and how much it would cost to rent rooms.

- We would like the Board’s thoughts on this plan.

- **USC SPA Elections:**

- USC SPA has elections in November. As I have only been in this position since April, I will be allowed to stay on. However, the SPA board has decided to elect a new member to fulfill the role in November, and I and the new member will work together until April. The new Liaison will mostly take over in the Spring. This will allow for training.

- **Membership:**

- Some new students have submitted their payment for SCCPA membership to the SPA board. I was not made aware of this, but will be getting numbers on how many signed up. I should have a report by the Fall Conference as to how many members of USC SPA have become members of SCCPA.

- **Facebook Group?**

- I sent an e-mail to a few members of the board about making an SCCPA Facebook Group for those professionals who have Facebook accounts and graduate students. I have pasted a copy of the e-mail into these notes. The e-mail was sent to Jeff Brown, Ben Walizer, Rhonda Mingo, Jason Cassidy, Kelly Eifert, Jenny Bloom and Roberta Bigger. I have heard back from Jason Cassidy and Kelly Eifert. So far, general consensus has been positive. We can discuss this at the Fall Board meeting to pass if the Board would like.

- I was wondering if you think it is a good idea to create a Facebook group for SCCPA members. I thought this might be good to get our name out there and also so I could post opportunities for grad students. I could also just make it available for grad student members only, but thought it might be good for professionals who have Facebook accounts. I was able to do some research on Facebook groups, and you can add specifications so that we can make sure that the group is SCCPA members-only. There are three options for how we can give access to be a member of the group. I recommend the Closed Group option:

**Closed Group:** Administrators must approve requests for new members to join. Anyone can see the group description, but only members can see the group description, but only members can see the wall, discussion board, and photos.

**Open Group:** Anyone can join & invite others to join. Anyone can see the group info & content.

**Secret Group:** The group will not appear in search results or in the profiles of its members. Membership is by invitation only & only members can see the info & content.

We can make certain members administrators so that they can approve requests. The site would include a description of the group and a picture of our choosing. The only thing that I am unclear on with the Facebooks groups is that there are members of the group that can be made "officers". I do not know the distinction between what an officer can do and an administrator can do. If anyone of you knows, please update me and the others on this so we can make an informed decision. The administrator can also remove officers and make other members administrators.

- **A New Idea**

- I would like to ask for the board's thoughts on a new idea that I have to recruit graduate students to stay in SC! As you all know, there are several great institutions right here in SC that graduate students can consider as they graduate. Wouldn't it be great if they could spend a day with an SCCPA member at their institution to check out the institution before they graduate!? What I am proposing is this: If a graduate student is remotely interested in staying in SC after they graduate or interested in an institution that is in-state, they could contact me, and I could match them up with an SCCPA member at that institution. They could work out a day that works for both of them when the student could visit the institution, receive a campus tour, interview a staff member of their choice, and the SCCPA member could showcase the unique programs/best practices at their institution. I would like your thoughts as to if you think this is a good idea. We may also want to think about adding a complimentary lunch w/ the SCCPA member, but of course that would cost money. **Let me know what you think!**

**Clemson SPA – Ben (via email)**

- Clemson SPA is up and running for a new year. We have secured more money from Graduate Student Government that in recent years and are hoping to be able to support more students to go to conferences this year. We have quite the group planning to attend the drive-in conference as well!

- Ashley and I have been in the initial stages of planning for the 1st annual combined USC/Clemson student affairs conference. Once we have more details, we will provide them to the board for feedback. Hopefully by the drive-in conference we can present our final plans. If anyone has any questions, please let me know.

### **Meetings- Roberta**

#### **BOARD – Please put these dates on your calendars:**

Full Board Meeting: Fall Drive In Conference, Friday October 24, 2008

Executive Board Conference Call: Monday, November 17, 2008, 11:30 a.m.

Executive Board Conference Call: Friday, January 16, 2009, 11:30 a.m.

Full Board Meeting: February 25-26, 2009 (at Spring conference)

Executive Board Conference Call: Monday, March 23, 2009, 11:30 a.m. – *Tentative!*

### **Items for next board meeting**

Next board meeting is Friday, October 24<sup>th</sup> at Wofford College

The call ended at 12:50 pm.

Respectfully Submitted by:

Kelly Eifert,

Secretary

### **Addendum:**

#### **Email from Rebecca White with Spring Conference update (dated 9/16/2008):**

I hope this finds everyone doing well! In order to keep you, the Board, abreast of what is happening in terms of the planning and implementation of the 2009 Joint SCCPA/Safety Conference, I am attaching several documents that you should find informative and helpful in terms of understanding the progress that the committee is making in planning for this year's conference.

The first document is the list of conference committees. Currently, I am sitting on all committees as I wait to receive feedback from SCCPA professional members about their desire to serve. Please send anyone with whom you work who might be interested to me, because I have had a lot of volunteers from USC, and I am waiting to see if I can get representation from a variety of institutions on the planning committee.

The next document is the hotel contract. CHE signed this contract on behalf of their organization, SCCPA, and Coastal Carolina. This contract outlines all hotel specs and reservations. We are bound to this conference by the Memorandum Of Understanding, but we are not legally bound to the contract itself, simply because they only required one organization's signature. I did go on the hotel tour, and I am thrilled at the rate we are getting for such a fine facility. We are also saving a lot of money because the hotel has a free breakfast service, and each night there is a hotel sponsored reception, free of charge to the Conference.

The next document outlines what Coastal Carolina's responsibilities are as the host institution. This will hopefully clarify the budget concern. I can send the budget from last year, but to make it simple: we are not responsible for any lost revenue, but we have been promised, by CHE, that we will receive any overage. When I mentioned that I did not tell them we needed a profit, I meant that we are not making it our goal to turn a profit. However, profit is definitely possible, and it will go directly to SCCPA.

The last attachment concerns logistical support which outlines the conference structure and placement of speakers. Please note the SCCPA program blocks, because these are the blocks that my Program chairs will be responsible for recruiting and selecting presenters for in the next few months. Also, we are getting one of the speakers, John Lowery, at no cost because Coastal Carolina won a free presentation day from him at a judicial affairs auction, so they are donating his free day to the conference.

I condensed a lot of information, but I did want to give all of you as comprehensive and as detailed an update as possible. Please let me know if you have any questions or have any nominations for committee chairs, and I look forward to working with all of you to execute this conference!

Take care,  
Rebecca