

**South Carolina College Personnel Association**  
**Board Meeting Minutes**  
**September 30, 2005**  
**9:30-10:45 a.m.**  
**Clemson University**

Members present: Brian Stuart, Eric Fisher, Jason Cassidy, Roberta Bigger, Jennie Volforte, Tiffany Coleman, Alisa Meador, Darlene Mahaffey, Beverly McAdams, Katie Landon, Robert Overton, Thwanda Davidson, Beverly McAdams, Beau Seagraves, Susan Hudson, Adrienne Middleton, Bob Hanley, Linda Jameison, Kelly Eifert, Art Hartzog, Emily Burns, Monique Colclough and Scott Lewis

Meeting was called to order at 9:30am.

**Executive Board Member Reports**

**President- Bob**

- Bob welcomed everyone and stated that both Boyd and Ed are in the hospital and unable to attend the board meeting
- Bob and Robert will meet regarding sending a letter to the chief student affairs officers
- Bob discussed strategies for increasing membership; developing a membership packet or flier- description of conferences, etc. that board members could disseminate; Darlene stated she often prints information from the web page; concerns were raised that a printed piece would quickly become out of date; discussed giving out web address and Art suggested a business card since it is easy to carry and cheap to reproduce; Beau will take the lead on the cards and will report back to the board with magnets and/or cards; Tri-County Technical College is having a peer group conference and hopefully this will be an opportunity to increase membership at two-year colleges; Board members are asked to assist in recruiting when attending conferences
- Bob discussed it is the responsibility of the board to look at the Policies and Procedures Manual and offer suggestions and updates; e-mail any revisions to Emily and then she will comply a list for the board to review; Jason will send Emily the original document by e-mail

**President-Elect- Beau**

- Eric and Mac have been working on location and logistics for the Spring Conference; Alisa and Linda are the Fall Conference 2006 conference chairs

**Past President- Jason**

- Elections will be held in early spring; let Jason know of any nominations

**Treasurer- Kelly**

- Deposited \$1,070.00; will make some money from the Fall 2005 conference- budgeted to make \$200.00
- Board voted to continue the automatic renewal of our CD

- Spring conference is when sponsor money comes in
- Kelly will e-mail the current budget to Jason for updating on the web page

#### **Secretary- Emily**

- Review and approval of minutes from the 8/12/05 board conference call

#### **Two-Year Institution Representative- Melissa** (not present)

#### **Private Institution Representative- Thwanda**

- Thwanda asked the board about using her funds for the SCICU Interview Day so she could showcase SCCPA; 40 companies (potential sponsors) and prospective students attend; concerns were raised- the company representatives usually cannot make decisions about sponsorship, most students are getting hired by companies not colleges- would they see a professional connection?; discussed possibly giving a packet and focusing on the career services persons that are in attendance; Board agreed on \$400 for breakfast/reception table and allocated \$250.00 more to the \$150.00 budget; Thwanda will create a brochure, goody bag, etc.
- Thwanda was being requested to coordinate the SCICU meeting; **Roberta will e-mail their board;** This may need to be considered as part of the chief student affair officer's responsibility rather than the private institution representative

#### **Public Institution Representative- Scott**

- Continuing to recruit

#### **At-Large Representative- Roberta**

- No report

#### **Clemson SPA Representative- Brian**

- Great numbers this semester; recruiting continues; they have had a reorganization of their SPA executive board- changing position descriptions and updating items; have created four committees; updated travel award policies- student must now attend meetings, pay dues, etc.; the group is in the Clemson yearbook

#### **USC SPA Representative- Susan**

- 40 entering students; Susan will look into catering to the professional staff; they have 8 committees and professional development including speakers; 29 students graduated last year- 25 have found jobs in student affairs; 24 participants today and 4 presenting; 4 students going to Biloxi, Mississippi to help build homes

### **Appointed Board Member Reports**

#### **2005 Fall Drive-In Conference Chair- Monique**

- Bob thanked Monique for all of her work on the conference
- We had 122 registrants and 17-18 institutions represented (58 first time attendees- 38 of these are graduate students); there were 130 attendees at the 2004 Fall Drive-In conference
- Please give Monique any feedback

- A number of vouchers were received which creates a waiting period of 2-3 weeks for payment; will look into a blanket pre-registration and then a day of the conference registration; no late charge currently; Jason is continuing to work on the on-line payment

### **2006 Administrative Professionals Conference Co-chairs- Tiffany & Lynn**

- Theme is “Getting Back to the 3 R’s- Reflect, Rejuvenate and Relaxation”
- Looking to recruit and create teasers for the conference; may create a mini list serve; trying to get donations from USC- Aiken to cut down costs; Aiken Technical College is going to bring in a massage therapy group

### **2006 Spring Conference Co-Chairs- Eric and Mac**

- Theme is “At the corner of Market and Broad”; at the Francis Marion Hotel; Adrienne is going to be asking for program proposals on-line for both professionals and graduate students; Key note will be Jeanne Steffes, the ACPA president elect; looking at reaching non members- e-mail Eric any ideas and he will look into recruiting the schools in the Charleston area

### **Committee Chairs**

#### **Membership Chair- Amanda (not present)**

- 230 new members; using on-line registration; needs to follow up with the SPA members to make sure they continue their membership; Board requested that Monique work with Amanda on looking at members and who registered for this conference

#### **Development Chair- Stan (not present)**

#### **Awards Committee Chair- Darlene**

- Awards on-line working well; working with Tiffany on AA membership; award and roast today for 25 years of service- (Almeda Jacks)- executive board voted for a lifetime membership
- Board agreed to pay for a blue table cover (cloth) with white writing and hanging banner for SCCPA- approximately \$500.00- Darlene will work with Kelly on cost
- Art- inconsistencies in information on the awards on the web site in comparison with the history- Jason, Darlene and Art will meet
- Darlene needs people to review award nominations- look at the applications; Darlene will work with Amanda on who checked it on their applications and will get a diverse committee

#### **Long-Range Planning committee chair- Boyd (not present)**

#### **Human Diversity Co-Chairs- Beverly and Jennie**

- Please give them any suggestions/feedback
- Will continue to work with the conference chairs- topics, speakers
- Looking at establishing a database of web sites, speakers, etc.

- Will work with membership chair in recruiting efforts- following up and being creative
- Would like to do newsletter as well- please e-mail them any information on diversity

**Publications Co-Chairs- Linda and Tristram**

- Newsletter was mailed in September
- They will continue to e-mail requests for publication from board members- think now about specific areas; maybe for November newsletter they will get a student perspective

**Palmetto Practitioner Co-Chairs- Pam and Ed (not present)**

**Technology Chair- Jason**

- Continue to look at web site for errors
- Jason will look at developing a list serve
- Is creating a membership directory- look at adding to the application a check box about releasing information “in the membership directory on the web” since some students have home addresses listed
- Still working on converting information from the old web site

**Advocacy Committee Chair- Rhonda**

- Rhonda has information on the Campus Safety Conference at Clemson in February, the Commission of Higher Education meeting and the effects on lottery

**Representatives & Liaisons**

**HBCU Representative- Jerome (not present)**

- He is at Allen University

**Administrative Professional Representative- Tiffany**

- She sent an e-mail but has not received a lot of response
- Will send out a letter to HR and Staff Councils to get a list of representatives from colleges
- Will start a mini-list serve as well

**Chief Student Affairs Liaison- Robert**

- Continuing to recruit

**Clemson Faculty Liaison- Tony (not present)**

**USC Faculty Liaison- John (not present)**

- 40 new students in student development

**Historian- Art**

- Brought remaining history documents to the conference and he will e-mail the history to Jason for the web

**Old Business**

- Discussed HBCU representative as an elected position- the member needs to be present at board meetings and will have the power of vote as well; we currently have 12-14 members of HBCU's; tabled discussion for the next executive board meeting; please e-mail Bob any feedback on this decision

**Announcements**

- Jason brought letterhead- will give extra to Emily

The next meeting is a conference call scheduled for January 13, 2005 from 11:30-1:30pm.

The meeting was adjourned at 11:30am.

Respectfully Submitted,  
Emily B. Burns, Secretary, SCCPA