

**South Carolina College Personnel Association
Board Meeting Minutes (Drive-In Conference)
October 13, 2006
9:30 a.m.**

Members Present – Beau Seagraves, Jeff Brown, Bob Hanley, Telesia Davis, Kelly Eifert, Rhonda Mingo, Emily Burns, Linda Jameison, Jimmy Howard, Meredith Bellamy, Darlene Mahaffey, Robin Broome, Thwanda Davidson, Scott Lewis, Jon Driggers, Boyd Yarbrough, Alisa Meador, Art Hartzog, Beverly McAdams, Roberta Bigger, Laura Page, and Jason Cassidy

Review of Minutes – Telesia distributed minutes and gave board members time to review them. A motion passed to accept the minutes as presented.

Introduction of Special Guest – Beau introduced Greg Roberts, Executive Director of ACPA and Robin Broome, the new co-chair for the 2007 Administrative Professionals Conference.

PRESIDENT’S REPORT

HBCU Representative – Beau informed the group that Idella and Beverly are in the process of identifying an HBCU representative for the Board. Beverly requested an honorary membership, as an added incentive, for the person who agrees to serve. The honorary membership was approved by the Board.

Public Institution Representative – Beau announced that Adrienne Middleton has resigned from the public institution representative position, as she has moved out of South Carolina and is now working at the Savannah College of Art and Design. Beau is working to fill this position and will keep the Board posted of any progress. Adrienne will continue her work as one of the 2007 conference chairs.

USC Faculty Member – Beau is still working to find a USC faculty member to serve on the executive committee. Scott informed the group that there will be two new faculty hired to replace John Lowery. (Scott has picked up the legal classes.) One of the positions will be a non-tenured track position that would include faculty responsibilities, in addition to administrative functions within the program. According to Scott, members of the department hope to have this position filled by May. He thinks the person hired for this position would be a good fit to serve as the USC Faculty Liaison on the Board.

Funding Request – Beau announced that he has received a request that SCCPA sponsor a breakfast at the annual Student Leadership Conference at USC in February. (See more about this under “New Business.”)

Sustainability – Beau updated the group on the Sustainability Institute that he and Jeff, along with officers of the North Carolina, Georgia and Virginia CPA organizations have been discussing in the last few months. So far the plan is to host the Institute in

Greenville on May 16-18, 2007. The main focus of the Institute will be to provide attendees with information on how to be smart, as it relates to leaving the world in better shape for future generations. Deborah Rowe, a well-known spokesperson for sustainability efforts, has been approached about serving as a keynote speaker and has indicated that she would like to participate. Organizers have discussed housing participants in the Hampton Inn and having the Institute sessions at the Peace Center. They are hoping that these plans will work out, as they believe downtown Greenville is an attractive area with lots of restaurants and other activities. The financial commitment for sponsoring institutions has not been finalized; however, Beau anticipates that it will cost SCCPA no more than \$1,000. According to Beau, the goal is to keep the costs to \$150/participant. The organizers have discussed inviting other higher education professionals, in addition to student affairs professionals, i.e. business officers. Beau informed the group that the organizers are hoping that this Institute can become a model, and they hope to move forward with the planning. A motion passed to continue with the plans for the Institute and to allocate up to \$1,000 for the pursuit of this initiative.

PRESIDENT-ELECT'S REPORT

Jeff thanked Linda and Alisa and the rest of the conference committee for their efforts in planning such a successful conference. He also reported that he is working with Thwanda and Robin to plan the upcoming administrative professional conference.

PAST PRESIDENT'S REPORT

Bob encouraged members of the Board to start thinking about elections for 2007-2008 officers.

TREASURER'S REPORT

Kelly distributed an updated copy of the budget. She announced that the CD is coming up to maturity and that she will be adding approximately \$5,000 to have an even \$10,000. In addition, she informed the Board that we have \$6700 in carryover from last year that we had not expected to have. (See Treasurer's Report for more details.)

PRIVATE INSTITUTION REPRESENTATIVE REPORT

Rhonda announced that she will be attending the SCICU SSAO meeting next week and will talk to participants to determine if they have issues or concerns that could be addressed through SCCPA.

MEMBER-AT-LARGE REPORT

Linda reported that the survey is ready and that she is working to get it online and available to the membership. She is also working on one roundtable for this semester and two next semester. Linda also thanked Alisa for her role in planning the fall drive-in. Linda reported that a total of 117 people were registered for the conference. According to her, the goal was to have over 110, with the ultimate goal of 125. Linda distributed information about upcoming conferences and asked board members to make copies and distribute the copies to people at their institutions. She alerted the group that there will also be some email notices that can be forwarded, as well.

CLEMSON SPA REPORT

Jimmy Howard informed the group that Clemson SPA has been busy. In addition to keeping members abreast of activities relating to the profession, he reported that they have also had numerous social and civic activities. Most recently, various members volunteered at a local soup kitchen and participated in an Up All Night program. In January they are hosting a program to talk about opportunities to become student affairs professionals and will be requesting a sponsorship from SCCPA. Jimmy informed the Board that the new executive board members will be elected on November 15. He also reported that various members have been the recipients of travel awards. In addition, he informed the Board that they have a mentoring program that pairs graduate students with professionals and that meets every other week.

USC SPA REPORT

Meredith reported that USC SPA group meets every other week. She was excited to report that SPA was able to get funding so that every participant could attend the SCCPA Fall Drive-In for free. She also reported that USC SPA hosted a program featuring a panel of students who had participated in summer internships and shared their experiences. They have also had numerous social activities, including tailgating and attending the state fair. Scott added that SPA has developed a job shadowing program that could be expanded to institutions around the state. He also encouraged board members to think of ways that they could benefit from an internship at their institutions.

EXECUTIVE COMMITTEE REPORTS

Administrative Professional Conference – Thwanda informed the group that save-the-date fliers have already been distributed announcing the conference. She is working to schedule a time to get some information from Tiffany about previous conferences. She and Robin have thought about some different approaches they'd like to take and solicited feedback on their plans to do call for programs in mid-January. The general consensus from the board was that this was a good idea. There was even a suggestion that a call for programs/abstracts be sent immediately following the fall drive-in, while the conference was fresh in participants' minds. Jeff encouraged the conference committee to get the program solidified before the registration deadline so people will have an idea of what will be offered. Beau reminded the Board that we will have another on-site Board meeting during the AP Conference and encouraged each member to plan on attending.

Annual Spring Conference – Beau informed the group that plans are underway for the conference and that the theme will be "007 License to Instill."

Membership Update – Beau distributed the updated membership data and non-renewal list and added that he thinks this format is a good way to track membership. Jason thanked our grad representatives who he mentioned are a large part of our membership success. Greg Roberts added that he hoped that SCCPA would apply for the outstanding state division award.

Development – Boyd is in the process of solidifying a list of 25 to 50 potential associates and is hoping to get that out before the end of the calendar year. He believes that it's probably realistic to expect that at least half would support our organization. He added that we probably want to make sure that company logos stay on the website, as was the practice last year.

Technology – Jason reported that the website is operational. He thanked board members for updating information regularly and reminded everyone to continue sending minutes, budgets, etc. so that they can be archived. Jason also reported that online payment is definitely a possibility that will cost us approximately 1.9% + some other fees. He plans to have a report during the next conference call, after having an opportunity to connect with Kelly and Karen to discuss some issues (i.e., auditing, direct deposit, etc.)

Source – Telesia reminded the group, on behalf of Mac, to keep in mind the deadlines for submitting articles. She also informed the Board that Mac is soliciting feedback on the newsletter. Linda expressed that she thought it was excellent, and that Mac had taken the newsletter to the next level. Others indicated that the newsletter was easy to look at and easy to go through. Beau encouraged the group to spend some time reading the Source and to consider contributing. He further remarked that it has been helpful to have the deadlines well in advance and that Mac has been on schedule with the newsletter. Jason reminded the group that the Source is available on the website and that previous versions are archived online, as well. Beau announced that we've gone completely paperless with the newsletter.

Human Diversity Committee – Beverly reported that she and Idella are working on identifying an HBCU representative for the Board. She also reported that they are in the process of updating their records.

Advocacy – Scott gave an update on the Housing and Judicial Institute that was held at USC in August, which was modeled after a circuit presentation that he had seen done in Massachusetts. He announced that he is hoping to repeat the program in the spring and hopes to time it around the hiring cycle for most institutions. Jason and Beau reported that they have heard good comments about the conference. Scott welcomes any comments about the conference, as he hopes to link the conference to various organizations so that it can continue to grow.

Awards Update – John reported that the nomination process begins today. He plans to make an announcement later in the day during one of the main sessions. He encouraged Board members to take time to nominate deserving folks and explained that the process is simple online. He reminded board members that one of our objectives is to have at least two nominations for all 15 awards.

Long-Range Planning – Roberta reported that she, Robert, Beau, and Boyd met to discuss the strategic plan. One of the issues they discussed was what questions to ask the SCCPA membership. They discussed getting together with Jimmy and Meredith about possibly emailing SPA members to get their feedback. They also talked about the need to

engage all the SCCPA past presidents. She reported that Beau will be leading some conversations and that they are going to plan additional meetings. Roberta will work with Linda to add a couple of questions to the membership survey, and they'll be working with Karen to identify a group of people to serve on the committee.

Palmetto Practitioner – Beau announced that the fall issue is on the website and that notice of this will be in the next newsletter. Pam and Suzanne are also planning to do a special issue to highlight the Clemson study abroad trip and to share reactions from graduate students and professionals across the country. This may bring in more submissions. They're continuing to take submissions for upcoming editions.

Administrative Professionals – Darlene is still trying to develop a list of administrative professionals. She also added some questions to the membership survey to determine the needs and interests of administrative professionals. According to Darlene, Clemson is talking about making the Administrative Professional's Conference a part of their annual Administrative Assistant's retreat. That may increase attendance some.

CSAO Liaison – Beau reported that Victor continues to connect with SSAO officers and continues to represent SCCPA well. Frank Ardaiole, VP for Student Life at Winthrop University, is hosting all the public chief affairs officers and will be inviting the private institutions to join this gathering on October 26.

Historian – Art is working on the next installment for our historical documents.

Future Conf. Chairs – We will need someone to step up for the 2007 Fall Conference. If you have nominations, please let Beau know.

NEW BUSINESS

USC Student Leadership Conference – As reported earlier, SCCPA has received a request for \$550 toward breakfast during this student conference. After brief discussion, it was determined that we already have money set aside for events such as these, and so the request will be granted.

2006-2007 Objectives

Summary of Mid-Year Evaluation

(see attached objectives for the full mid-year evaluation)

Membership Data – Only 70 SCCPA members are members of ACPA. Greg Roberts informed the group that ACPA has added a position in the national office, and he's going to ask that person to contact SCCPA board members so that we can have discussions about how to foster more awareness about and participation in ACPA. Greg also announced that this year ACPA started a two tier program for graduate students who choose to get their journal online. This was to address graduate student concerns. He added that ACPA is hoping to create some opportunities for SC to be involved in hosting the annual ACPA Convention in Georgia.

Chairs of Conferences – There was brief discussion about marketing our conference to the local media. Beau announced that in the future we need to make sure that someone on the conference committee makes contact with the press, especially during the spring conference. Beau indicated that the president-Elect and Advocacy Chair can work closely on this.

Comments from Greg – Greg generously gave each board member present ACPA pins and announced that we are the first to receive these pins outside of the national officers. Beau expressed gratitude on behalf of the board for the pins, but even more for Greg's presence at the Drive-In.

Remarks - Linda thanked everyone for attending the conference, and Beau thanked everyone for the work they're doing.

The meeting was adjourned at 11:31am.