

South Carolina College Personnel Association Board Meeting Minutes

Date & Time: Friday, October 24, 2003 1:30pm
Location: Conference Call

Members Present: Boyd Yarbrough, Jason Cassidy, Jeff Brown, Beau Seagraves, Steve Crudup, Michael Steele, Art Hartzog, Amanda Cox, Bob Hanley, Rhonda Mingo, Beverly McAdams, Thwanda Davidson, Ruby Brown-Herring

Minutes from the meeting on September 12, 2003 at Spartanburg Methodist College were approved; **Jeff will post on the web site.**

President's Report - Boyd

Boyd made visits to some areas in the Low country over the last weekend prior to attending the SEAHO Mid-Year Meeting,

- Orangeburg Area - Friday
- Charleston Area - Friday
- Hilton Head/Beaufort Area – Saturday

Boyd found that most people he spoke with at these seven schools did not know much about SCCPA. We, as members, need to do more to recruit and spread the word about the organization to others outside the association.

Also received the recommendation of having a series of very small targeted staff development activities in different regions of the state. Institutions in the area would host these sessions.

Discussion: Bob suggested we look at the cost factor so the organization can build on this type of service. Steve questioned who would be the coordinator of these sessions. Stan Parker of Charleston Southern volunteered as one to host one of these sessions.

Boyd will follow up with Stan and follow up with topic and date.

Emily Burns will be the new 2-year Rep. She is currently at Midlands Technical College.

Boyd also has had some leads on HBCU reps. He will be following up with some of these schools.

Fall Conference Review – Amanda

Sites were consolidated to Clemson only.

Overall, feedback was positive.

Received positive feedback on the conference. Good interest in the Palmetto Practitioner.

Made money on the conference. \$108 was the total profit.

Spring Conference – Rhonda and Andrea

Tentative schedule is out.

Dinner on Thursday night will be “Dutch treat” - different from last year

Having a CSAO panel and roundtable. Contact CSAO across state.

Changing to a Friday lunch instead of a Thursday night dinner.

President Elect – Jason

Sent logo to all board members; appeared on the new newsletter. Jeff and Jason will be working to get letterhead requests and distribution.

Jason is working with Linda Yount to change the website to www.sccpa.org. The site will still sit on USC's system, but this will be easier to access and market. Jason is still working on the credit card use situation.

Secretary – Jeff

Please provide Jeff with any updates to the Board Roster

Policies and Procedures Manual is being updated; Jeff has heard from most board members, please review the last edition sent to you and let Jeff know of any changes. The new manual will be sent out shortly via e-mail and posted to the web page. Jeff will notify the board when the updated version is available.

Membership – Amanda

Total membership is up to 163 members. Numbers continue to increase.

Budget – Beau

New Money Request Form is now available. Beau will make this form available on the web-page.

SCCPA currently has a CD that matures on Monday, October 27, 2003 . Our current financial status is very good. Beau recommended that we roll the CD over again for another six months. The Board voted to roll it over for another six months.

Clemson SPA – Michael

Clemson is working on selling cookbooks to Student Affairs as a fundraiser

There are eight grads going to SACSA in Myrtle Beach

Working on getting ready to sell T-Shirts

Doing a Career in Student Affairs day at Clemson and will be looking to go to other schools in the state. **Contact Michael if you are at a school that is interested in hosting.**

USC SPA – No Report

At Large Rep – Steve

Steve has found a site that will host the Membership Survey for free. He is investigating how the data will be collected and analyzed.

Steve is also looking at ways to enhance the Advocacy area too. If anyone has any ideas, please let him know.

Faculty Rep Clemson – No report

Faculty Rep USC – No report

Awards – Ruby

Deadline for award submissions is December 1, 2003 ; share this deadline

Ruby is looking for suggestions for the topics in the graduate student and professional papers

Publications – Boyd (for Jennie and Brad)

Boyd publicly thanked Jennie and Brad for the newest edition of *The Source*.

Brad will be coordinating the next edition of the newsletter; it will be the first edition of the electronic version.

Boyd encouraged the members to write articles for the newsletter.

Palmetto Practitioner – Boyd (for Tony and Pam)

November 7, 2003 is the submission deadline

Development – Bob

Bob still needs to know what vendors each college and university uses. He will be creating a form to collect this information.

Historian – Art

No report – History keeps happening and Art is on top of it. Art will be updating the history since the time that Art Farlowe wrote it. Jason suggested posting it on the web-page.

Human Diversity – Beverly and Thwanda

Submitted an article for *The Source*

Administrative Asst Conf – Thwanda

Beau and Thwanda will be getting together to start planning.

Announcements

Michael announced that John Lowery and his wife had a baby girl. Congrats!!

South Carolina Housing Officer's Association's conference will be hosted at Furman University on Friday, November 7, 2003

The Southern Association of College Student Affairs annual conference will be November 1-4 at Ocean Dunes in Myrtle Beach .

The Southeastern Association of Housing Officer's annual conference will be hosted by SCHOA at the Westin Resort Hilton Head Island on February 17-20.

The next SCCPA Board Meeting will be January 16, 2003 at 1:30pm . This will be a conference call.

Respectfully submitted,

Jeff Brown
SCCPA Secretary