

SCCPA Board Meeting Minutes - FINAL

November 12, 1999

University of South Carolina – Columbia

Members Present

Donna Hight (President)

Meredith Mims (Secretary)

Brenda Ishmael (Historically Black Colleges Representative)

Ken Waldrop (Membership Co-Chair)

Darryl Bridges (Public School Representative)

Mitzi Winesett (SCCPA Sage)

Suzanne Price (Advocacy)

Linda Yount (Technology Representative)

Beth Pratt (USC SPA Representative)

Eric Wood (Clemson SPA Representative)

Holly Hallmann (Director of Development)

Members Absent

Bill Purkerson (Past President)

Amy Wyatt (President Elect)

Tony Cawthon (Treasurer & Clemson Faculty Liaison)

Andrea Wyrosdick (Publications Co-Chair)

Lauri Yeargin (Publications and Fall Conference Co-Chair)

Laura Puckett-Boler (Awards Co-Chair)

Shelia Hill (Awards Co-Chair)

Kim Blitch (Membership Co-Chair)

Jim Kiser (Historian)

Ricardo Hall (Human Diversity)

Fred Bosarge (At Large Representative)

Amy Leahy (Conferences Co-Chair)

Kevin Koett (Spring Conference Co-Chair)

Viki Sox Fecas (SCCPA Journal and Research Co-Chair)

Haven Hart (Private School Representative and Past Awards Chair)

Carol Paguntalan (Two Year Representative)

Scott Monetti (SCCPA Journal and Research Co-Chair)

Deb Kladviko (Senior Student Affairs Officer Liaison)

Michael Sutton (USC Faculty Alison)

I. NEW BUSINESS

Drive Ins (Suzanne Price)

Academic Advising Drive In took place November 19th at Columbia College, Columbia, SC

23 people registered, 2 new members from this registration, potential for 4-5 more (if they pay for membership on site).

Micky Ward from the Psychology Dept. at USC will facilitate workshop, and Mitzi will facilitate a brief "stress-buster" session at the end.

Leadership Drive In

Amy Wyatt has gathered a group of Leadership people in the state. SCCPA is considering hosting a workshop for this group as a SCCPA Spring drive-in. Tentatively it will be held at Clemson University.

Student Affairs Support Staff/Administrative Assistants Drive In

Discussed developing a Drive In Student Affairs Support Staff /Administrative Assistants for this Spring. Suzanne will talk with Bill Purkerson and Amy Wyatt to see what they think. It was discussed that if SCCPA hosts the workshop for support staff, it might be better to have a peer present/facilitate discussion.

Conferences Updates (Donna Hight)

SCCPA Fall Institute "In Response to Violence" took place October 15, 1999 at Winthrop University, Rock Hill, SC

Overall feedback was real positive.

7 or 8 Student Affairs Senior Officers attended.

Marketing for Spring Conference at Fall Institute was a success.

"History in the Making – Celebrating our Past and Preparing for our Future" – April 15th at the Sheraton Hotel in Charleston, SC.

Will be forming a planning committee before Winter Break; delegate components to conference (on site registration, door prizes, swap shop).

Planning to send letters to Senior Student Affairs Officers and Charleston Student Affairs employees encouraging them to attend the Spring Conference.

Planning to do a tribute to all of the past SCCPA Presidents at the Awards brunch on Sunday Morning.

Decided not to do a structured Career Networking Program this year as a planned activity during the conference. Instead, hope to create a Mentor Resource Guide in which seasoned Student Affairs administrators offer pieces of advice to new professionals and graduate students.

Currently working on registration materials. Will mail in January.

Working on a keynote speaker. Hope to have a decision before December 15.

Membership (Ken Waldrop)

Reminder to elected Board members that you must join ACPA.

Only 10 institutions in SC do not have SCCPA membership representation at their school. We need to contact these schools that do not have SCCPA members in order to have all institutions represented in SCCPA.

Discussed using an email distribution list to communicate with all members. Decided that SCCPA would use an email distribution list to communicate, but would use it sparingly. Plan out the emails ahead of time and decide what messages would need to be sent to everyone. The list will be used mostly for reminders and updates regarding SCCPA major events.

Decided that SCCPA would provide mailing labels to non-profits. Ken will come up with a form and criteria for requesting the labels.

Will recognize long-term members at the Spring Conference and past officers.

Decided with the Get A Member campaign that current members need to get 3 new members to join that haven't joined SCCPA in the past year in order to receive their membership free. The Get A Member campaign will begin 2000-2001.

Discussed having a Drive In Conference for Administrative Assistants and/or inviting them to the Spring Conference.

Need to figure out a better way to handle conferences payments and Memberships dues payments. Has been a bit confusing. Decided that SCCPA would need to back up deadlines for conferences in order for the checks to be processed and arrive *before* the actual conference. Communicate with Amy if people have elected to pay their dues along with their Conference fee.

SCCPA Website (Linda Yount)

The SCCPA web address is www.sa.sc.edu/sccpa

Please take a look at the site and give input as to what needs to be added.

Can create a photo album of events. If you're having a meeting at your campus, please send Linda a picture of your campus.

Director of Development (Holly Hallmann)

Handed out definitions for Development.

Anyone can be a potential donor for SCCPA.

Need to develop corporate memberships.

Marriott has given us \$1,500 this year.

How to sell the benefits for each company. Ideas: Recognition in the Newsletter, on the SCCPA Web Site, Conferences. Also, Recognize long term giving.

Historically Black College/University Representative (Brenda Ishmael)

Wait a few years until interests is up to make the Historically Black College/University Representative an elected position to the Board.

Revised Goals (Donna Hight)

Add an award for Outstanding Administrative Assistant.

Newsletter (Donna Hight reporting for Lauri Yeargin & Andrea Wyrosdick)

Lauri no longer needs articles and information for the newsletter sent to her on an IBM disk. You may send them to her via email as an attachment before December 10.

The Theme is "Balance".

Historian (Donna Hight reporting for Jim Kiser)

Decided that the following items will be archived for SCCPA records: Boards of Directors members, Budgets, Meeting Agendas, SCCPA Newsletters, Conference Programs, promotions, and evaluations, SCCPA Membership directories, Bylaws, Policies and Procedures, Position Statements, Donor Information, End of the Year Presidents Report, Pictures, and Snapshots of the SCCPA form Year to year.

Affirmative Action Mini Grant (Donna Hight)

Received \$900 with stipulations.

ACPA Awards (Donna Hight)

Materials due for ACPA Awards are due in early January. The following awards SCCPA will be applying for:

- Outstanding State/International Division Award. Give Tony Cawthon ideas for nomination.
- Award for Innovation. Bill and Suzanne will write up the New Drive In Workshops.
- Membership and Retention Award. Ken will compile most of this info. Need to wait until last minute so our numbers will be higher. People have not been answering diversity info on their membership form. We need this information for the Award.

Next Generation Conference (Donna Hight)

Tabled the discussion for sending a student to the Next Generation Conference held March 30, 31, 2000 located in Washington, DC.

Careers in Student Affairs – The Art of Leadership Conference (Donna Hight)

Passed out Information. Conference is February 5, 2000.

Great conference to market Student Affairs as a Career to these students that attend.

Also discussed giving out Student Affairs Graduate School information sponsored by SCCPA at Graduate School Fairs. Darryl will look into.

Brenda Ishmael volunteered to do an Advisor Workshop.

Mileage (Donna Hight)

Clarified the costs of Executive Board Travel reimbursements. The rate is \$.21/mile. Board members need to make a strong attempt to car pool with other board members if they need to be reimbursed so it makes it cost effective for the group.

Membership Survey (Donna Hight reporting for Fred Bosarge)

Membership survey was published in the last newsletter and only 16 people replied.

Because of the low return on the survey the Board decided that members would be more inclined to fill out a survey that came to them via email. After people have filled out the survey they then could email it back to the sender.

Also discussed putting the Survey on the SCCPA Website.

II. REPORTS

Treasurer – Budget Report (Donna Hight reporting for Tony Cawthon)

Passed out Budget Report.

Balance is \$12,470.04 as of 10/31/99.

Human Diversity (Donna Hight reporting for Ricardo Hall)

1 Member for a SA Professional at each of the SC 6 HBCU's

1 Member for a SA Professional at SC PWI's

Will be contacting SSAO's at HBCU's for names and recipients. SSAO's of those schools (non HBCU) not currently represented in SCCPA's membership directory will be contacted and given an opportunity to receive one of the 4 remaining memberships on a first come first serve basis.

Multicultural database – 44 colleges/university listed in SCCPA's Student Affairs Personnel Directory.

CU SPA (Eric Wood)

Selling CU Student Affairs t-shirts to help fund conference fees and expenses.

Offering the babysitting service one more time as a fundraiser.

Volunteered for the Make a Difference Day.

Bill Purkerson came to speak to SPA Members and Tony Cawthon came to speak about the importance of joining State & National Professional organizations.

Planning a CU & USC Tailgate.

Made Halloween bags for kids in the community.

Interested in having SCCPA Members do mock interviews with CU SPA Members.

Presentation for NASPA is still pending.

USC SPA (Beth Pratt)

Frankie's Fun Park announcement for Saturday.

Planning a CU & USC Tailgate.

Putting together information regarding Careers in Student Affairs

Changed constitution and timelines. Elections for officers will now be in December.

Participated in Football Blood Drive.

Putting together SPA Resume Book. Goes out to SPA Alumni.

Doing Random Acts of Kindness and a Thanksgiving Potluck dinner.

III. ANNOUNCEMENTS

Goals & Objectives – Please keep reviewing.

Commission of Higher Education - Contact Darryl Bridges if you are interested in attending the Commission of Higher Education meeting in Charleston, November 29 & 30. It is free. Students, faculty, staff and parents are being encouraged to attend.

Mailing Labels – Available for campus presidents and SSAO.

ACPA

Lisa Mahlik from ACPA can provide SC labels for events so we get non-SCCPA member names.

ACPA Conference is April 1 – 5 in Washington, DC. George Stephanopolos will open and they hope Collin Powell will close.

ACPA Logo available on their website.

Next Meetings:

February 25th 10 AM – 2 PM @ Francis Marion University, Florence, SC.

April 14th Noon-2pm @ Sheraton in Charleston, SC.