

**PCPA Executive Board Meeting  
Annual Conference  
October 16, 2005**

**Present:** M. McGinnis, K. Finley, J. Landis, C. Strong, D. Hilton, M. Zielinski, J. Puzycki, T. Eicker, D. Wilson, T. Steiner, A. Sherman, T. Wigle, B. Mauro, J. Merkle, M. E. Bayuk, L. Verost, E. Heasley

**Absent:** R. Lunardini, S. Rodgers, H. Newell

- I. Call to Order:** B. Mauro called meeting to order at 1:08pm.
- II. Roll Call:** E. Heasley documented all in attendance.
- III. Approval of Minutes:** June 2005 minutes approved by board.
- IV. Treasurer's Report:** J. Puzycki provided his Treasurer's report from June to the present. Current checking account balance \$4,582.04 Savings account balance currently \$2,049.13. Total assets are \$15,168.93. Motion for approval by D. Hilton, 2<sup>nd</sup> by T. Eicker.
- V. Member at Large Reports**
  - a.** 4 Year public east: L. Verost e-mailed members in regard to the annual conference and upcoming Keystone.
  - b.** 4 Year public west: T. Wigle e-mailed members and asked for feedback in regard to Keystone's and will be sending additional messages to promote the upcoming Keystone.
  - c.** 4 Year private west: D. Wilson has been working on the Keystone West with Kelly. In addition, Dave visited IUP to provide graduate students with information in regard to PCPA.
  - d.** 4 Year private east: H. Newell is absent. Report via B. Mauro – members e-mailed in regard to annual conference and upcoming Keystone.
  - e.** 2 year west: S. Rodgers absent. Report via M. McGinnis – created e-mail database of approximately 200 individuals in the community college area. These individuals were e-mailed with annual conference and Keystone information.
  - f.** 2 Year east: J. Landis e-mailed her constituents about the annual conference and upcoming Keystone. In addition, she did an August mailing to the chief student affairs officers in her area, including institutions not currently associated with PCPA. Lastly, Jill is in the process of scheduling her visit with Shippensburg University.
- VI. Commission Chair Reports**
  - a.** PCPA Membership report: M.E. Bayuk provided the membership report through October 16, 2005. Current membership count is at 256 which includes 76 student members. Results from the membership survey were reported. The survey consisted of seven questions, three of which were open ended. The survey was administered to 229 members with 77 individuals completing the survey (34% response rate). Please see the attached report for specific details.

- b. Constituencies report: D. Hilton received a complaint that the Radisson would not accommodate a wheelchair bound individual. The complaint was forwarded to ACPA as well as the Radisson. The matter was responded to by D. Hilton, B. Mauro, and L. Verost. Executive board noted that greater attention to accessibility should be considered for future events.
- c. Communications: A. Valentine provided a written report. The fall newsletter will include two articles from individuals who have not yet written for the newsletter. Amber asked that the Kudos Korner be increased and that executive board members consider submitting information, as well as encourage others to do the same, for this portion of the newsletter. It was suggested that this request be placed on the list serv as well. Submissions for this issue should be received by the 14<sup>th</sup> of November. A. Valentine moved that a grad student write an article on the fall keystone in exchange for the board paying the grad students' registrations (one for the east and one for the west). D. Wilson seconded, board approved. A. Valentine asked that we continue to inform Brian Valentine (webmaster) about what we need/want on the PCPA website.
- d. Professional Development: K. Finley has been working on the fall keystone with D. Wilson. Information is posted on the ACPA and PCPA websites; e-mails went to those listed in our database. K. Finley asked that we consider determining the dates for the spring keystones. April 7<sup>th</sup> was chosen as the date. Geneva College and Albright College will be asked to host the spring events. D. Wilson asked us to consider that we invite Jeanne Steffes to speak at the East and Greg Roberts at the West. It was asked to elaborate on what critical issues we want to address in the spring. Millennial generation was chosen, but we need to determine several more issues. Kelly will work up a save the date card to distribute at the November Keystone.

## **VII. Appointed Committee Reports**

- a. Faculty Liaison – R. Lunardini is absent; no report.
- b. NBCC – T. Steiner submitted a report on the annual conference and keystone NBCC credit. For the annual conference 20 program sessions and 2 keynotes met the criteria for NBCC credit. By gathering information ahead of time we were able to provide NBCC credit information in the conference registration materials and web site.
- c. POAC – J. Merkle reported that mailers went to chief student affairs officers about the conference and our organization. Seventeen individuals have registered for the CSAO breakfast. There are five new individuals attending this breakfast. Joe is trying to recruit past officers back into the organization. Joe continues to provide updated information to M. E. Bayuk for our database.
- d. Historian – C. Strong is developing goals for her position. J. Merkle suggested that C. Strong update the 30 year report that exists. J. Puzycki

noted that we might consider archiving the boxes of files. It was discussed that the annual reports be compiled.

- e. Grad student liaison – M. Zielinski reported that he assisted D. Wilson in speaking with IUP graduate students about PCPA. Matt hopes that he will be able to speak with other graduate program students.
- f. Conference – L. Verost and T. Eicker reported that their conference committee was excellent. Newcomers carnival will be this evening and the board was reminded that they should be in attendance of this event. This evening's entertainment will be BINGO, used as a fundraiser for the local food bank.

#### **VIII. Old Business**

- a. Strategic Plan – B. Mauro asked for volunteers to assist with the completion of the strategic plan. L. Verost, T. Eicker, C. Strong, M. E. Bayuk and B. Mauro will be working on completing this document. B. Mauro hopes to have a draft to present at the January board meeting.
- b. ACPA retreat- B. Mauro attended this and provided the board with an e-mail update following this event.

#### **New Business**

- a. 2006 Conference – Dates have not been determined yet. M. Shoop and Laurie Davis were approached to be co-chairs for this conference. T. Eicker will still ensure that the meeting for those interested in being on the committee is held at the 2005 conference. Consideration for a site is the Harrisburg area or Pocono area.
- b. Networking Nights – PCPA sponsored 2 last year, and B. Mauro would like to know what we would like to do this year. M. E. Bayuk indicated that she would be willing to coordinate this by creating a sub committee of individuals to organize these events. Pittsburgh, Philly, North East PA, Central PA, and Harrisburg will be areas considered for events.
- c. Journal – B. Mauro brought a message from Jennifer Crissman-Issler as she will not be able to be the editor of the newsletter. We have been approached by Michigan, Ohio and NY CPA to start a Great Lakes region journal. M. E. Bayuk moved that PCPA pursue this journal cooperative opportunity. The board approved. Each CPA would have a designated individual to represent our organization. B. Mauro will approach S. Norton with the invitation to be our representative.
- d. Recruitment – E. Heasley provided the APPA membership recruitment information as a best practice piece. M. E. Bayuk asked that we consider developing a recruitment piece to be provided to potential members. In addition, we should provide current members with information on how to talk with potential members. A. Valentine, D. Hilton, J. Landis, and M.E. Bayuk will work on this. M. E. Bayuk will provide an update on this at the January meeting.

#### **IX. Good of the Order**

- a. Next Meeting January 27, 2006 at 10am-2pm – St. Francis University

- b.** ASJA – J. Puzycki reported that approx 40 people attended this event.  
There was a nice blend of both organization's members.

**X. Adjourn** – Meeting adjourned at 3:30pm