

**PCPA EXECUTIVE BOARD MEETING**  
**27 February 2015**

GoToMeeting Platform used for Executive Board Meeting.

**Present:** Anna Elias, David Greene, Dan Kennedy, Kelley Kenney, Jenna Konyak, Bryan Koval, Amber Racchini, Amanda Ries, Morgan Rizzardi, Brian Root, Matthew Shupp, Charmaine Strong, Christina Turissini, Dave Zlockie  
**Absent:** Mindy Andino, Jaclyn Beasley, Craig Dillaman, Britany Gallagher, Lynsey Grace, Michael Jones, Cameo Pritchett, Dave Watters

- I. Call to Order and Roll:** Meeting called to order by M. Rizzardi at 9:06 a.m. and C. Strong took roll.
- II. Approval of Minutes:** The minutes of 18 October 2014 were approved as read. Motion to accept by K. Kenney; second by D. Greene; motion passed unanimously.
- III. Old Business**
  - a. Communications Plan: B. Root will take the lead and coordinate meeting with Mindy, Amber, and will include A. Elias within the next few weeks. M. Shupp also agreed to assist. M. Rizzardi will share information that Todd Eicher had prepared on a communications plan. Consistent with timely messaging. M. Rizzardi will also join the call if she is able.
  - b. Grady Roberts Graduate Student Writing Award: J. Konyak noted that about \$300 was garnered from the membership dues survey. Discussed those members who did not respond; give two weeks to make a decision; after the two weeks, move the funds to the Grady Roberts Award. K. Kenney reported that things should be in motion: late February - confirm process, applicant eligibility; March - selection committee; March/April - advertise to grad programs; 1 June deadline. K. Kenney will reach out to faculty across the state for reviewers and to discuss changes to eligibility process.
  - c. 2014 Annual Conference: M. Rizzardi reported that in spite of some complications (e.g. no survey was done, presenters withdrawing at last minute) keynotes were good and the overall conference was successful. A. Ries reported that the Park Inn was willing to “negotiate;” expressed concern that although the budget worked out (+\$414.89) because of this negotiation, still concerned about moving forward.
  - d. Internal Chapter Agreement: M. Rizzardi reported that all state associations are struggling through this together; but most became an internal chapter of ACPA. Losing some autonomy as far as contracting, reporting, advertising for events, new website platform; can’t say everything is perfect - a challenge for ACPA as well as PCPA. State division meeting at ACPA - M. Rizzardi and D. Greene attending and hopefully, there will be some clarity. M. Rizzardi reviewed the 21 October 2014 letter to State Presidents and Members at Large. Will ACPA be giving a % of money received for dues to assist us with programming - was in the initial plan but, not noted in this most recent letter. Renew under “Best Value: Join ACPA Through A State Chapter” for best ACPA membership rate.
- IV. Treasurer’s Report:** M. Rizzardi reviewed the report until B. Koval joined the meeting. Will continue to maintain two bank accounts - PCPA and ACPA. D.

Kennedy raised the \$5/month service fee – are we still paying this? Not reflected on the report. Also noted that website maintenance fees may not be needed in the future once the ACPA/PCPA is rolling. B. Koval reported he would check on the service fee. The \$400 ACPA speaker’s grant was deposited. Total assets \$17,105.05. D. Greene moved to approve; second by A. Ries. Motion passed; one abstention by B. Koval.

**V. Commission Chair Reports**

- a. Membership: J. Konyak reported that she receives membership info once/month from ACPA; just received January report. Reviewed the report. Pointed out that 361 ACPA members reside in PA but are not in PCPA. J. Konyak would like to outreach to those folks; M. Rizzardi will need to get clarification. Would ACPA do some marketing to those 361 informing them that they would get a free state membership? A. Racchini offered to assist J. Konyak with reviewing the list and making personal contact. J. Konyak will prepare lists and all of us can assist at our respective schools and MALS can assist. J. Konyak has added dual members to the Listserv (if they were not). J. Konyak noted that with the dual membership, there is no way for people to sign up for committees. Currently, 77 dual members.
- b. Constituencies: No report.
- c. Communications: B. Root reported that he has not received info for the newsletter. Plans to send it out on Monday. Will use new Issuu platform. Will initiate communications plan meeting; will have a detailed proposal for the next Executive Board meeting. Reminded all to notify him for social media posts.
- d. Professional Development: C. Turissini reported that best strategy is to use technology; book club? Will work with B. Root to email blast re: professional development; component of the newsletter; sending out NPR post or article something similar and use techno platform for discussion. Will outreach to members via listserv to push info out and identify interested members to assist. Another idea: take PCPA conference programs related to graduate students on the road to various graduate programs. Connect with Graduate Student Liaisons. Will try to get something organized this semester.

**VI. Member at Large Reports**

- a. Four Year Public West: No report. This position will be on docket for the upcoming elections.
- b. Four Year Public East: No report.
- c. Four Year Private West: D. Zlockie reported that he has connected with J. Konyak; plans to outreach.
- d. Four Year Private East: Vacant; will go on the docket for the upcoming elections.
- e. Two Year West: A. Elias reported she scheduled Lunch and Learns through Jan – May with different topics. The January session was cancelled due to a building closure. Second L&L this afternoon.
- f. Two Year East: No report.

**VII. Appointed Committee Reports**

- a. Faculty Liaison: K. Kenney shared she will be outreaching to faculty related to Grady Roberts Writing Award. Serves on NASPA’s Professional Standards Division and Region II - Student Affairs Professional Competencies Committee. Ten areas. Adding technology and merging two of the current areas: personal foundations and professional ethics. Will be making contact across the state with the competencies. Chi Sigma Alpha – student affairs

honors society for graduate programs; one chapter at Bloomsburg in the state. Wants to develop a chapter at Kutztown. Outreach with programs related to these areas. K. Kenney also identified lots of great ideas and energy about PCPA's presence in the state. Discussion about graduate student involvement and that two liaison positions open as two of the three will be graduating.

- b. NBCC/POAC: NBCC will move to an ad hoc position due to the ACPA changes. Focus on what POAC can be - M. Shupp will take the lead and "think outside of the box" with reinventing POAC.
- c. Graduate Student Liaison: C. Pritchett, J. Beasley, B. Gallagher. No report.
- d. Historian: No report.
- e. Webmaster: D. Kennedy showed draft of the ACPA PCPA webpage. 2016 January ISP contract will be due. Wuoo account paid for on a yearly basis; may not need this in the future. Need to flesh out the extent of what ACPA will be providing. Link to forms data? Their idea is that all of our content would be pushed out by ACPA. Board asked to look at the proposed website (<http://pa.myacpa.org>); will discuss again. Discussion about the loss of PCPA autonomy. Currently, we are in a one-year trial with ACPA. Growing pains on both ends. Keep asking the right questions; maintain a voice. Lots of discussion about proceeding. Suggested to review <http://www.spanys.org> - New York state association that did not become an internal member. If possible, will try to connect with a NY person at the ACPA conference. Currently, [pcpa.net](http://pcpa.net) remains live.

#### **VIII. New Business**

- a. C Strong moved that for the fall 2015 conference, PCPA commit \$500 to the Grady Roberts Award; second by B. Koval. Motion passed unanimously. Discussed option for accepting funds to be put towards this award; D. Kennedy will develop form and share with B. Koval. Cannot be a "donation."
- b. Proposed Bylaw Changes: A. Racchini reported on the bylaw changes. Section 4. Affiliations was major change. Followed ACPA membership structure. Added the Equity and Inclusion Statement. Discussion about the President-Elect serving as co-chair for the Annual Conference; agreed to leave this in for now; perhaps think about restructuring term dates. B. Root and D. Greene will connect regarding the 2015 Conference. Review again and get questions to A. Racchini. Will work with D. Kennedy to put out to membership for review and vote.
- c. Elections: A. Racchini reviewed positions and timeline for elections: President-Elect, Recorder, Communications, 4-year West public, 2-year West, 4-year private East.
- d. 2015 Conference: D. Greene reported that he has done some location investigation. Thoughts: change the days to ½ day on Friday, all day Saturday and ½ day Sunday (based on conference feedback); this change could increase number of graduate students participating. 16-18 October or 23-25 October 2015 - proposed dates. Recommends 23-25 October 2015; target location should be between Gettysburg and edge of State College. Will send link and proposal of suggested location. Needs to connect with B. Root to further discuss. Suggest reinstating Presidents/VPs reception on Friday evening. Contract will need to be vetted by ACPA. Want to proceed so that the "save the date" can be distributed.
- e. Reminded to review link through ACPA's platform.
- f. M. Rizzardi noted that there will be several opportunities to showcase PCPA at the upcoming ACPA conference. Suggested that three free conference

registrations be offered as incentives for folks visiting the PCPA tables; D. Greene moved to offer 3 conference registrations; C. Strong second. Motion passed unanimously.

**IX. Good of the Order**

- a. Who will be at ACPA- M. Shupp, D. Greene, M. Rizzardi, M. Andino
- b. Questions for ACPA Leadership - M. Rizzardi will pursue. Email her any additional thoughts, questions, etc.

**X. Adjournment**

- a. M. Rizzardi will schedule the next meeting in April 2015.
- b. Bystander Intervention Training Opportunity @ SHU - 15 June 2015.
- c. Grady Roberts Award - award \$\$ is taxable. When Dr. Roberts provided the award money, did not involve PCPA funds. However, now that the award will be PCPA \$\$, will this award be taxable. M. Rizzardi will ask ACPA leadership for advice.
- d. Meeting adjourned at 12:46 p.m. D. Greene moved to adjourn. B. Root second.

Respectfully submitted,  
Charmaine R. Strong  
Recorder