

PCPA EXECUTIVE BOARD MEETING
7 April 2008

Present: Lynn Burke, Tedd Cogar, Todd Eicker, Dave Falletta, Linda Hall, Dan Kennedy, Kate Linder, Ron Lunardini, Joe Merkle, Cindy Nguyen, Joe Puzycki, Jan Schumacher, Matt Shaffer, Tom Steiner, Charmaine Strong, Amber Valentine

Conference Planning Team (Joined Board after lunch for their plans/update): Lisa Baer, Jessica Koval, Jamie Rossi, Sarah White

Absent: Kelly Carpenter, Kelly Finley, Dwayne Hilton, Jill Landis, John Mayo, Lynn Pierson, Dave Wilson, Bryan Valentine

- I. Call to Order:** J. Schumacher called the meeting to order at 9:15 a.m.
- II. Roll Call:** C. Strong documented all in attendance.
- III. Approval of Minutes:** The minutes of 18 January 2008 were approved as read. Motion to accept D. Falletta; second by M. Shaffer.
- IV. Old Business**
 - a. 2008 Conference (19 – 21 October):** S. White and J. Rossi updated Board on the conference 2008 planning meeting that was scheduled this morning. Tentative theme: “Sharing Your Slice of the Pie” (passion, innovation, excellence);” committee composition – every committee is covered; case study reshaping - will connect with J. Mayo, Graduate Student Liaison, on the case study competition; mentor/mentee program and newcomer’s carnival being tweaked; budget discussion – proposed \$185 for members; \$100 for graduate students; slight increase (\$10) from 2007 conference; call for programs – strategizing on how to get more folks involved; registration and call for programs will be online (D. Kennedy will host on his CMU account). Discussion on costs – requested that graduate student rate be reduced somewhat so that cost is under \$100, even if PCPA has to “underwrite” some of the charges. Break even point is 90 registrants. Mentioned keeping sustainability on the burner when thinking about conference give aways. L. Burke noted that recruiting presenters should be a priority so that program topics are selective. Planning to tap into the membership in particular areas of expertise and request that they present. How to make meaning of the theme in conference materials will also be a priority. Functional caucus by area was suggested – for example, career development professionals share the most innovative and excellent ideas, etc. Suggested including Grady Roberts Award winner in a program or roundtable. From last year, correspondence other than reliance on email communication was mentioned. J. Rossi asked if conference committee would be able to receive membership info from ACPA from surrounding states. Program suggestion to have a roundtable for transitioning new professionals with professionals. Discussion of incentives to attract graduate students and assist with costs – perhaps one year PCPA membership if graduate student registers for the conference; Penn State graduate students “host;” roommate matching service; surveying current graduate students about the biggest impediment to attending a conference. Commitment from Board to attract graduate students. Motion by J. Puzycki to empower Conference Planning Team to consider all suggestions placed on the table and report at June meeting with two or three suggestions knowing that Board will support up to \$1,000 to underwrite graduate student conference charges; second by D. Falletta. Motion passed.
 - b. Elections:** T. Eicker reported that elections “go live” today. All positions have at least one person running for each vacancy - president-elect, constituencies chair, four-year private east, professional development chair, and two-year east. Encourage members to vote.
 - c. ACPA: Insurance Coverage:** J. Schumacher distributed information about desired insurance coverage for each state division. It is an “all or nothing” policy; all state CPAs must provide annual reports to provide the necessary information the insurance company

needs to produce a quote. Discussion. J. Schumacher will do further investigation on costs of general liability insurance.

Dual Membership Program: Only impacts online membership enrollments. Pros: PA ACPA members who may not realize that there is a state association would see that there is PCPA; Cons: dealing with a reserve account; becoming accustomed to the change. Minnesota has done the dual enrollment plan; good reports. Could join PCPA through enrollment option remain in the ACPA reserve account; would take a couple of weeks to access funds from this account. Also noted that there is no length to the contract.

Discussion. Beyond the recognition piece, doesn't seem to be much benefit. Will discuss further. President-Elect, D. Kennedy, will put on future agenda.

Sustainability: Was a conference focus. 11-14 June – Institute at Harvard. “Towards a Sustainable Future: Student Affairs Role in Creating Healthy Environments, Social Justice, and Strong Economies” position paper shared.

Showcase: Fifteen names gathered at the conference. J. Schumacher emailed info to two from Shippensburg on the Suicide Prevention Workshop on Friday, 11 April. She plans to email the rest with information about the Association.

Social: Partnered with Ohio and Michigan; worked well.

Assembly Meeting: Membership opportunity to share with the governing board. Reviewed strategic plan: knowledge and competencies; membership recruitment and retention; and professional career development.

d. Suicide Prevention Workshop: Co-sponsored with PA College Counselors Association; scheduled for Friday, 11 April at Shippensburg. J. Schumacher encourages PCPA to continue these partnerships.

e. Annual Report: Reports requested by 30 May. J. Schumacher will compile for June retreat.

- V. **Treasurer's Report:** J. Puzycki presented the Treasurer's Report. Total assets: \$22,551.68. J. Puzycki shared two letters of thanks for the UPJ President and the Secretary of the Foundation on behalf of PCPA's donation to the Dr. Brenda Pardini Scholarship. T. Eicker moved to accept; second by D. Falletta. Report accepted.

VI. **Commission Chair Reports**

a. Membership: A. Valentine reported that the current membership is 163; increase of 6 since January meeting.

b. Constituencies: K. Linder reported that she prepared a lengthy report for the newsletter: update on the PA Victims of Crime Act funding; PA House Bill 606 (greater control of liquor sales by businesses); PA Senate Bill 1250 – PA Constitutional Amendment (proposes to forbid same-sex marriage and civil unions); House Bill 725 (PA House Liquor Control Committee – requires all PA colleges to implement written alcohol policies regarding student and ensure that each student receives a copy; and a federal case – Love vs. Morehouse College – institutional liability case. K. Linder noted that for updates on pending legislation in PA: www.legis.state.pa.us. Future report on presidential elections and platform related to education. Also mentioned the movement for registered, concealed weapons being permitted on campuses.

c. Communications: D. Falletta noted that the “March” newsletter will be coming in April so that the April meeting minutes, as well as the January Board meeting minutes, will be captured; investigating other CPA newsletters to get ideas for a new look.

d. Professional Development (Keystones): No report. J. Schumacher mentioned the Friday, 18 April Keystone at Elizabethtown. Hopefully, in the fall, PCPA will be able to schedule both an east and west Keystones. J. Schumacher also believes that the Book Club is still forthcoming. She will report back with the updates via email. T. Eicker noted some snags relative to the online discussion group. D. Kennedy added that the intentions of the online group will dictate the technology needs.

VII. **Member at Large Reports**

a. Four Year Public West: T. Cogar noted that a group activity remains of interest. Will do some investigation relative to the time of year, activity, etc.

b. Four Year Public East: C. Nguyen will be updating her constituents. A. Valentine will resend an updated list of members.

c. Four Year Private West: M. Shaffer has emailed constituents; has also notified counseling departments about the Suicide Prevention Workshop cosponsored with PA College Counselors.

d. Four Year Private East: No report.

e. Two Year West: K. Carpenter forwarded annual report to J. Schumacher. J. Schumacher noted that there has been emails from K. Carpenter to her constituents. J. Schumacher used this opportunity to talk about PCPA's intentionality regarding the two-year institutions.

f. Two Year East: No report.

VIII. Appointed Committee Reports

a. Faculty Liaison: J. Schumacher thanked Dr. Lunardini for his wisdom, guidance and years of service to PCPA, to the students, and to the state. Also welcomed Dr. Linda Hall to the Board; Dr. Hall will serve as the Executive Board Faculty Liaison. For his final report, R. Lunardini noted that he would recommend that we continue to recruit members via the chief student affairs officers; suggested that we send the newsletter to the CSAOs. R. Lunardini thanked the Board for the past 12 years. Noted that preparation for work in the field needs to be grounded in theory. Grady Roberts Writing Award info has been distributed; A. Valentine will send to the 34 student PCPA members. As the new Faculty Liaison, Dr. Hall will chair this committee. Dr. Hall will also chair the SAHE Department. R. Lunardini noted that John Wesley Lowry is the new faculty hire at IUP in the SAHE Program. Dr. Hall added that she appreciates this opportunity.

b. NBCC: T. Steiner reported that permission to use ACPA's provider number for the spring 2208 "Duty of Care" Keystone was received. Also noted that PCPA members attending the Suicide Prevention Workshop will have the NBCC hours covered by the PA College Counselors Association.

c. POAC: J. Merkle added to R. Lunardini's suggestion that we use CSAOs to recruit; also need to use current members to assist with recruitment. The 8th CSAO Roundtable planning is underway. Annual report submitted with recommendations. Strategizing to reengage past officers with current events/activities of PCPA. J. Merkle shared that he has been with on the PCPA Board for 17 years and will be resigning from the Board. Thanks given to J. Merkle for his years of service.

d. Graduate Student Liaison: No report. Noted that J. Mayo is graduating and a new Graduate Student Liaison will be needed.

e. Historian: No report.

f. Webmaster: J. Schumacher noted that B. Valentine is investigating information on website development. Board needs to determine what specifically is wanted on the website and this will dictate how we proceed. Currently, all updates flow through PCPA Webmaster; this can be a cumbersome, time consuming effort. D. Kennedy added that using an outside ISP developer will cost money, but may serve us well. However, in addition to the initial costs, ISP time to make any changes could be costly. Lengthy discussion. Strong encouragement from D. Kennedy to plan for this. B. Valentine will be directed to continue to fact find. Suggested that we investigate ACPA's information and, would this be another service/collaborative support effort that ACPA could provide to state CPAs.

IX. Good of the Order

a. June Retreat and Board Meeting: D. Kennedy will email Board requesting open dates; will select meeting. Working with CMU for accommodations.

X. Adjourn

a. T. Eicker moved to adjourn; second by D. Falletta . Meeting adjourned at 2:05p.m.

Respectfully submitted,
Charmaine R. Strong
Recorder