

PCPA EXECUTIVE BOARD MEETING
30 April 2009

Present: Kelly Carpenter, Dan Kennedy, Kate Linder, John Mayo, Mary McGinnis, Joe Puzycki, Tom Steiner, Charmaine Strong, Amber Valentine, Bryan Valentine, Terry Wigle

- I. Call to Order:** D. Kennedy called the meeting to order at 9:10 a.m.
- II. Roll Call:** C. Strong documented all in attendance.
- III. Approval of Minutes:** The minutes of 16 January 2009 were approved as read. Motion to accept by J. Puzycki; second by J. Mayo.
- IV. Old Business**
 - a. 2008 Conference Update - D. Kennedy will email to Board.
 - b. Technology - Quick turnaround by Webmaster, B. Valentine. Revisit after the annual conference to see if we want to continue with the expense. Full cycle will have been completed after the conference.
 - c. Directory - Question will be added into the conference registration materials; changes will be made to membership application also. Discussion about graduate student information especially the telephone number; may be cell number - will they want that number on the internet? D. Kennedy and B. Valentine will work on these changes.
 - d. Email blast to old members who have not renewed - Due to technical difficulties, D. Kennedy is working on this.
- V. Treasurer's Report:** Report presented by J. Puzycki. Report completes annual cycle of 1 May 2008 - 30 April 2009. Total assets of \$17,269.43. A. Valentine moved to approve; second by M. McGinnis; motion passed.
- VI. Commission Chair Reports**
 - a. **Membership:** A. Valentine reported that there are 10 more members since January; 164 total members. A. Valentine will contact all members asking for update on contact information and will also include directory request.
 - b. **Constituencies:** K. Linder reported that she prepared an article on the revised FERPA regulations for the March PCPA newsletter. She also noted that Senate Bill No. 488 was passed in the Senate and is being forwarded to the House Judiciary Committee for review. If this passes, impact will be on college and universities' to reflect a "Good Samaritan" policy.
 - c. **Communications:** Written report provided by D. Falletta. March newsletter received good feedback. Thank you to all who have submitted items over the past 2 years. Next newsletter is scheduled for July and will be compiled by the new Commission Chair, Brian Root. Brief discussion about possibility of incorporating more pictures and also video streaming conference keynote speakers.
 - d. **Professional Development (Keystones):** M. McGinnis reported on the Spring Keystone at Gettysburg College; speaker was Dr. Jan Arminio; topic was comprehensive assessment. No hard copy mailing was done. There were 31 attendees; only one graduate student. Fall Keystone attendees included about ½

graduate students. M. McGinnis thanked L. Burke for her support and assistance with this Keystone. Some profit realized.

Retention, leadership, involvement, preparing for mid-level management, supervising graduate assistants, millennial students – possible topics. M. McGinnis hopes to have 2009-2010 schedule set for the June meeting.

PCPA Book Club – M. McGinnis updated Board; S. Norton will lead the online discussion with “*Where I Am From: Student Affairs Practice from the Whole of Students’ Lives.*” Twelve persons signed to date; registration deadline is 15 May. D. Kennedy thanked M. McGinnis for her efforts.

VII. Member at Large Reports

- a. **Four Year Public West:** No report.
- b. **Four Year Public East:** Report emailed by C. Nguyen. Sent introduction email to updated members. No issues surfaced.
- c. **Four Year Private West:** J. Mayo reported that he has sent update to membership; sent email asking for conference volunteers.
- d. **Four Year Private East:** Report emailed by L. Burke. Made contact encouraging renewal of membership; sent reminder about Keystone; hosted Keystone at Gettysburg College.
- e. **Two Year West:** K. Carpenter sent email reminder about Book Club.
- f. **Two Year East:** No report.

VIII. Appointed Committee Reports

- a. **Faculty Liaison:** L. Hall emailed report. Efforts to promote the Grady Roberts Writing Award include announcement at the annual conference of two \$1,000 awards; multiple emails and reminders through the listserv; contact to chairs of preparation programs; newsletter ads. Board members asked to encourage students to submit. L. Hall also added information about the issue of accreditation for preparation programs especially in PA.
- b. **NBCC:** T. Steiner reported that he requested permission to use ACPA’s NBCC provider number for the Spring 2009 Keystone Seminar; information received. Two counselors received 4 contact hours at the Gettysburg Keystone.
- c. **POAC:** No report.
- d. **Graduate Student Liaison:** Emailed report from T. Coffen. Facebook page up and she is trying to recruit a replacement. T. Wigle added that she has a person in her office who is interested. Discussion about having two graduate student liaisons coming on at different intervals to maintain continuity.
- e. **Historian:** No report.
- d. **Webmaster:** B. Valentine shared that Wufoo has been working very well. Suggested adding a “photo release” to conference registration materials. Would like to make site more interactive by adding photos and videos showing PCPA members presenting at conferences, engaging in fellowship, and promoting the organization. Webmaster needs updated information in a timely manner including current information updates for the newly elected executive board.

Discussion about Wufoo and Paypal – Wufoo makes it easy to incorporate Paypal. B. Valentine will investigate.

IX. New Business

- a. Elections – new officers presented via email from J. Schumacher.

- b.** ACPA Report - D. Hilton attended for D. Kennedy; report emailed. K. Linder also attended and shared her thoughts too. Reception was weak; showcase was a success. D. Hilton reported that our strategic goals session went well and PCPA seems to be in line with the ACPA over-arching goals. Strong interest in the Summer Book Club.

D. Kennedy raised the issue of ACPA certificates of appreciation. Discussion about distribution process. Also discussed a PCPA pin; J. Mayo offered to investigate pins. Motion by J. Puzycki to recognize incoming board members with something like a pin and recognize outgoing board members with something like a certificate, to occur annually, and be included in the job description of past president. Second by J. Mayo. Motion passed.

Winner of PCPA conference registration - J. Mayo has information; recipient is relocating out of state; will work with J. Mayo to use the registration or forfeit depending on timing. Random drawing to another recipient could then occur.

J. Puzycki raised the issue again of setting a ceiling for reimbursement for the PCPA Showcase at the ACPA Conference. Suggested that program proposal information include a notation that the program could be selected for a national conference. J. Puzycki moved that PCPA cover the cost of two non-member registrations for ACPA Conference; J. Mayo second. Motion passed.

Members to forward to J. Puzycki any "walking history" decisions/information that they have. List will be compiled; if need to formalize any items, Board can do this.

- c. Emeritus Status for Dr. R. Lunardini - D. Kennedy shared the letter that he will be sending to R. Lunardini thanking him for his efforts.
- d. Summer Retreat - Information will be sent by T. Wigle.
- e. 2009 Conference Update - Planning meeting scheduled for 1:00 this afternoon. M. McGinnis suggested that we consider revamping the conference timeline so that there is more lead time to prepare. D. Kennedy will contact M. Shupp to include the 2010 Conference on the June Retreat agenda. Discussion about the development of a refund policy.
- f. Turning of the Gavel - Board thanked D. Kennedy for his leadership this past year. D. Kennedy "passed the gavel" to T. Wigle who begins 1 May 2009.

X. Good of the Order

XI. Adjourn

- a. J. Mayo moved to adjourn; second by A. Valentine. Meeting adjourned at 12:50 p.m.

Respectfully submitted,
Charmaine R. Strong
Recorder