

**PCPA EXECUTIVE BOARD MEETING**  
**18 January 2008**

**Present:** Kelly Carpenter, Tedd Cogar, Todd Eicker, Dave Falletta, Dan Kennedy, Jill Landis, Kate Linder, Ron Lunardini, Kaycee Palko, Joe Puzycki, Jan Schumacher, Matt Shaffer, Tom Steiner, Charmaine Strong, Amber Valentine

**Absent:** Lynn Burke, Kelly Finley, Dwayne Hilton, John Mayo, Joe Merkle, Cindy Nguyen, Lynn Pierson, Dave Wilson, Bryan Valentine

- I. **Call to Order:** J. Schumacher called the meeting to order at 9:05 a.m.
- II. **Roll Call:** C. Strong documented all in attendance.
- III. **Approval of Minutes:** The minutes of 14 October 2007 were approved as read. D. Falletta moved to approve; second by K. Palko.
- IV. **Old Business**
  - a. **2007 Conference Wrap Up:** K. Palko presented the 2007 Conference Final Report. Conference costs were \$1,000 less than projected; conference realized \$1,160.34 profit. A. Valentine added that there is approximately \$800 outstanding from attendees whose checks have not been received; she is pursuing. K. Palko also reviewed the evaluations results.
  - b. **2008 Conference:** Conference dates are 19, 20, and 21 October 2008. Chairs selected – Jamie Rossi from Carnegie Mellon and Sarah White from EMC. D. Kennedy met with the chairs and solicitation for conference committee has begun. Case study competition – submit earlier, review earlier, and have (Studentaffairs.com has a virtual case study competition); broader participation rate. R. Lunardini noted that he has experienced a drop in graduate student participation in conference attendance and the case study. Perhaps this is due to the month of October being such a busy time academically. Discussion to remove case study to the summer and have the winners present at the conference. D. Kennedy will discuss with chairs and report to Executive Board. Proposed budget distributed as a first pass - \$17,740.00. D. Kennedy discussed ideas to increase graduate student participation – is the cost a tipping point or is the graduate student participation rate related more to their academic schedules? Speaker suggestions welcomed. Noted that some of the projected expenses may not be realized – for example, t-shirts (only 15 sold at the 2007 conference; 85 unsold shirts remain); AV equipment costs (suggested of how to reduce these costs).
  - c. **Elections:** T. Eicker reported that nominations have been slow coming in; advertised in the newsletter and recently sent another email. Nominations received for constituencies chair, professional development chair, and some MAL positions. T. Eicker following up with nominees. K. Palko raised the suggestion presented at the last Board meeting to separate the Professional Development Chair position in some way. Discussion followed. Suggested that the elected chair appoint east/west coordinators.
  - d. **Strategic Plan Review:** J. Schumacher presented key points of the plan: diversity of membership, development of committees, collaboration, and orientation/integration of Executive Board members. J. Schumacher will be working with D. Kennedy to keep moving the plan.
- V. **Treasurer's Report:** J. Puzycki presented the Treasurer's Report. Most income and costs related to 2007 conference. Annual Conference Report also presented: total cash receipts of \$17,387; cash disbursements of \$16,226.66; total income realized was \$1,160.34. Total assets: \$22,087.65. T. Eicker moved to approve; second by J. Landis.
- VI. **Commission Chair Reports**
  - a. **Membership:** A. Valentine presented the membership report. Membership is 157. Dropped significantly since October when it was 237; consistent, downward trend noted with student memberships; private east has significant loss. Discussion about increasing graduate students: incentives to graduate programs (for every five memberships, get one free as example), graduate student track at conference; mentor assignment upon joining; networking nights for graduate students; etc. Members volunteered to make personal

contact with professionals who have not renewed. J. Schumacher offered to send a letter and membership information to professional staff that have replaced retired staff or replaced staff who have resigned. Is there a way to obtain membership lists from other PA state associations? A. Valentine will email list of those members who have not renewed and contact will be made. D. Falletta, M. Shaffer, and J. Mayo will pursue a graduate student networking night with the hopes that at least one event will be planned in spring 2008. J. Schumacher will talk with C. Nguyen and L. Pierson too.

**b. Constituencies:** K. Linder presented report. Second “Constituencies Corner” article in the November PCPA newsletter. Has contacted members who have expressed interest in this commission; attempting to market the broad arena of this commission and how legislation impacts higher education in general and specific job responsibilities and/or specific interest areas in particular. Will follow up with members to get them involved. Suggested that web addresses related to legislation be added to the website and also to the newsletter. K. Linder plans to work with A. Valentine to try to increase membership of underrepresented areas.

**c. Communications:** D. Falletta noted that the March newsletter is forthcoming; plans to actively recruit more folks to submit articles. Reviewed what he needs from the Executive Board members for the newsletter. Deadline for submissions is Friday, 21 March. Suggested theme: Student Rights; ties in with spring Keystones and also the “duty of care” focus. Discussion of how to recruit various conference presenters to submit a paragraph or two on their presentations for the newsletter. Is it possible to receive newsletters from other state associations? D. Falletta would like to give a fresh look to the newsletter; will email some samples to Executive Board. Discussion also on options related to printing.

**d. Professional Development (Keystones):** Finalizing plans.

#### VII. Member at Large Reports

**a. Four Year Public West:** T. Cogar presented update on communications.

**b. Four Year Public West:** M. Shaffer presented update on communications; received no comments/concerns.

**c. Four Year Private East:** No report.

**d. Four Year Private East:** In L. Pierson’s absence, J. Schumacher presented update on email communications.

**e. Two Year West:** K. Carpenter reported that she emailed her constituents; emailed two members who did not renew; no comments/concerns received.

**f. Two Year East:** J. Landis contacted members who did not renew; emailed members for feedback on issues; sent email wishing “Happy Holidays.”

#### VIII. Appointed Committee Reports

**a. Faculty Liaison:** R. Lunardini reported that A. Valentine will take over professional listserv; has communicated with J. Schumacher regarding faculty liaison suggestions; Grady Roberts was very pleased with the Writing Award process; suggested that a “Random Thoughts” feature be added to the newsletter – send any random thoughts to R. Lunardini. J. Schumacher added that she hopes that the new faculty liaison can attend the April meeting with R. Lunardini to aid in the transition.

**b. NBCC:** T. Steiner presented the annual conference report: 16 program sessions and the two keynotes met the criteria for NCC seeking recertification contact hours. Conference format allowed NCCs to earn up to 7.5 contact hours; two counselors earned the maximum. A total of 29 recertification hours were recorded for the conference.

**c. POAC:** No report.

**d. Graduate Student Liaison:** No report.

**e. Historian:** No report.

**f. Webmaster:** No report.

#### IX. New Business

**a. ACPA Conference:** J. Schumacher will be attending and will register PCPA as part of the showcase, Monday, 31 March.

**b. Suicide Workshop (Co-sponsored with PA College Counselors Association):** J. Schumacher updated Board on the “Suicide Prevention on College Campuses” workshop

scheduled for Friday, 11 April. PCPA will be co-sponsoring with the PA College Counselors Association (Dave Wilson is PCPA contact and PCCA President) and the Student Affairs Office at Shippensburg. Workshop is \$40 for professionals and \$10 for graduate students; lunch included. Presenter is Laurie Davidson, M.A., Suicide Prevention Resource Center/Center for College Health and Safety, Newton, Mass. Workshop will be held at the Spiritual Center at Shippensburg University. Registration at 9:30 a.m.; program scheduled from 10:00 a.m. – 3:00 p.m.

**c. Annual Report:** Bullet items rather than paragraph format is preferred. Deadline for summaries is 30 May; mail electronically to J. Schumacher.

**X. Good of the Order**

**a. April Board Meeting:** TBA; D. Kennedy asked that Executive Board email dates that would not work in April; email address: DKennedy@andrew.cmu.edu

**XI. Adjourn**

**a.** J. Puzycki moved to adjourn; second by T. Eicker. Meeting adjourned at 1:10 p.m.

Respectfully submitted,  
Charmaine R. Strong  
Recorder