

# PCPA > January 25, 2002 Minutes of Executive Board

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PCPA EXECUTIVE BOARD MEETING  
January 25, 2002  
Reading Area Community College  
Reading, PA

**Present:** Mary Ellen Bayuk, Molly Burnett, Beth Clark, Todd Eicker, Dwayne Hilton, Victoria King-Garwood, Brian Mauro, Ken Miller, Maria Navea-Mitchell, Joe Puzycki, Janette Schumacher, Patricia Steele, David Wilson

**Absent:** Mary Lou Kennedy, Ron Lunardini, Mary McGinnis, Rosemarie McShane, Joe Merkle, Dennis Riegelneegg, Tom Steiner, Charmaine Strong, Deb Swarner

**Guest:** Lois Mendez-Catlin

## **I. Call to Order**

President D. Wilson called the meeting to order at 9:15 a.m. He welcomed Lois Mendez-Catlin as a guest.

## **II. Roll Call**

Recorder M.E. Bayuk called the roll.

## **III. Approval of October 7, 2001 Executive Board and October 8, 2001 Annual Business Meeting Minutes**

J. Puzycki moved, B. Clark seconded the motion that the October 7, 2001 Executive Board minutes and the October 8, 2001 Business Meeting minutes be approved. The motion carried.

## **IV. Treasurer's Report**

J. Puzycki reported that PCPA has total assets of \$14,528.40 as of January 25, 2002. He said there was a discrepancy between the 2001 conference chair's reported income from the conference and his figures. It was noted that PCPA received a \$500.00 speaker grant that was not reflected in the Treasurer's report. K. Miller moved, V. King-Garwood seconded the motion that the treasurer's report be approved. The motion carried.

## **V. Member-at-Large Reports**

### **A. Two-Year**

- M. Navea-Mitchell (Two-Year East) reported that she had sent out 122 letters with information on the keystone seminars to community college members in the east as well as to colleagues listed in the student services directories of college catalogs for the eastern community colleges.
- Because of the absence of R. McShane (Two-Year West) no report was given.

### **B. Four-Year Public**

- The Four-Year Public East position is vacant.
- K. Miller suggested PCPA continue focus groups with graduate students at the 2002 conference.

### **C. Four-Year Private**

- J. Schumacher (Four-Year Private East) reported that she has encouraged those whose memberships have lapsed to renew and to attend the March keystone seminar.
- Because of the absence of D. Riegelneegg (Four-Year Private West), no report was given.

## **VI. Commission Chair Reports**

**A. Membership**—B. Clark reported membership is at 224: 174 regular members (up 22 since October 2001); 45 student members (up 9 since October 2001); 4 emeritus members and 1 complimentary. .

**B. Constituencies**—T. Eicker distributed the Diversity Mission Statement, the Non-Discrimination Statement and Action Plan that he and Lois Mendez-Catlin prepared and which Executive Board approved via e-mail. Wilson voiced concern about whether PCPA conference and keystone seminar facilities are handicapped accessible. He inquired whether registration materials asked if an individual needed ADA accommodations. M. Burnett indicated that the Keystone Seminar registration materials did ask about ADA accommodations. Eicker will check on the costs for performing ADA functions. D. Hilton wanted to know what was considered "reasonable accommodation". Eicker will present a report on this at the April 2002 meeting. The Executive Board reiterated that it wanted to honor and commit to the Diversity Mission Statement and the Non-Discrimination Statement.

**C. Communications**—C. Strong, although absent, sent her report to the President. She needs information for the March newsletter by February 15. J. Puzycki will provide an article on civility, student activism and unrest. A.. Cotner-Klingler and D. Amerman have given permission for PCPA to reprint in the newsletter their articles that appeared in the IUP Newsletter.

**D. Development**—M. Burnett is doing publicity regarding the Grady and Mary Roberts Graduate Student Writing Award for 2002. She noted that the November 2, 2001 Keystone Seminar attracted 25 people in the west at Indiana University of Pennsylvania and 7 in the east at York College of Pennsylvania. The next seminar will be held March 1, 2002 in the west at Seton Hill College and in the east at Kutztown University. The topic will be Service Learning. She has also begun planning for next year.

## **VII. Appointed Committees' Reports**

**A. 2002 Conference**—B. Mauro, co-chair, distributed the 2002 Conference Timeline and reported that the Conference will be at the Clarion Inn, Carlisle, PA from October 6-8. B. Clark recommended that by November 1 of each year, the previous conference chair had over all materials to the incoming chair. Historian M.L. Kennedy will be asked for guidelines as to what should be passed along to the conference chair. She will also be asked for guidelines on what should be passed along in the transition of officers.

**B. Faculty Liaison**—Because of the absence of R. Lunardini, no report was given.

**C. NBCC**—Because of the absence of T. Steiner, no report was given.

**D. POAC**—Because of the absence of J. Merkle, no report was given.

**E. Historian Report**—Because of the absence of M.L. Kennedy, no report was given.

## **VIII. Old Business**

**A. Ad Hoc Committee on Membership**—D. Hilton distributed a report prepared by B. Clark, V. King Garwood, L. Mendez-Catlin and himself. The report recommended that the membership dues structure by-laws be changed. As a result, K. Miller moved that "Annual dues shall be paid for a membership year in October and renewal is due according to membership option. PCPA will continue to accept members anytime during the year, but the renewal cycle will be in October." J. Puzycki seconded the motion. After discussion took place the motion carried. Since this motion is a constitutional change to the by-laws, D. Wilson will put the motion out to the membership for a vote.

**B. PCPA Internship**—K. Miller (Four-Year Public West) distributed the results of the Graduate Student Needs Assessment conducted by PCPA intern Maria Cappabianca at the 2001 PCPA

Conference.

C. **Database**—M.E. Bayuk and B. Clark distributed the format and fields currently used in the membership database. They encouraged the conference and keystone seminar chairs to design registration materials so that as much information as possible on the registration form could be incorporated into the database.

D. **Spring-Graduate Program**—Ken Miller is looking for a central site at which to hold drive-in workshops in the west for graduate students.

E. **2001 Conference Report**—in Conference Chair M. McGinnis' absence, D. Wilson distributed the conference report.

F. **Journal**—P. Steele distributed journal guidelines and reported that they were also on the web. She has convened an editorial board: Dr. Linda Hall, Ms. Victoria King-Garwood, Dr. Lois Mendez-Catlin, Dr. John Muller, and Dr. Sue. Norton. She asked board members to encourage individuals to submit articles.

## **IX. New Business**

A. **Elections Committee**—Past President V. King-Garwood distributed the Nomination Slate for the 2002-2003 Executive Board. D. Hilton and V. King-Garwood will write and send a cover letter with the ballot and elections will be conducted by US mail. V. King-Garwood, P. Steele and D. Watters will count votes.

B. **2002 Application**—B. Clark asked whether the membership application needed to be changed. It was agreed that the year would be omitted and the application would just read Membership Application. B. Clark also inquired as to whether the Board wanted to continue using a brochure for membership recruitment. D. Hilton will prepare a draft brochure for discussion at the April meeting.

C. **Association with NASPA Region II**—D. Wilson reported that Dennis Murphy of NASPA approached him about collaboration between NASPA and PCPA. This will be discussed at the April meeting.

D. **Executive Board Meetings 2002-2003**—President-Elect D. Hilton reported that the June PCPA Retreat would be at Penn State University Park the week of either June 3 or 17. He wants to invite outgoing as well as incoming board members. Other Executive Board meetings for the year will be in October at the conference, January 24 and in April at the 2003 conference site. Hilton reminded the Board that ACPA will be held in Philadelphia in 2004 and he wants to highlight and spotlight PCPA.

E. **Next Board Meeting**—Wilson said the next meeting would be April 12 at the Clarion Inn, Carlisle, PA.

## **X. Good of the Order**

· K. Miller suggested providing a professional development opportunity with a national figure and having a chat room where PCPA members could send in questions. He will report on this at the next meeting.

· B. Clark requested that the Board examine how positions are defined, especially in terms of length of time. This will be discussed at the next meeting.

· Wilson thanked J. Schumacher for the cookies, M. Navea-Mitchell for hosting the Executive Board and L. Mendez-Catlin for attending.

## **XI. Adjourn**

K. Miller moved and B. Mauro seconded the motion to adjourn. The meeting ended at 12:04 pm.

Respectfully submitted by  
Mary Ellen Bayuk, Recorder



Direct questions, comments to the webmaster: [Mark Bauman](#)