

PCPA > June 15, 2001 Minutes of Executive Board

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PCPA EXECUTIVE BOARD MEETING
June 15, 2001
St. Francis University
Loretto, PA

Present: Mary Ellen Bayuk, Molly Burnett, Todd Eicker, Dwayne Hilton, Mary Lou Kennedy, Victoria King-Garwood, Ron Lunardini, Mary McGinnis, Rosemarie McShane, Joe Merkle, Ken Miller, Joe Puzycki, Charmaine Strong, David Wilson

Absent: Beth Clark, Maria Navea-Mitchell, Dennis Riegelneegg, Janette Schumacher, Tom Steiner

I. Call to Order President

D. Wilson called the meeting to order at 9:05 am.

II. Roll Call Recorder

M.E. Bayuk called the roll.

III. Approval of March 30, 2001 Minutes

K. Miller moved, V. King-Garwood seconded the motion that the March 30, 2001 minutes be approved. The motion carried.

IV. Treasurer's Report

Puzycki reported that PCPA has total assets of \$10,254.20 (\$8,222.12 in a Silver Savings Account, \$2,032.08 in checking) as of June 13, 2001. Puzycki also presented an annual Treasurer's Report and gave a comparison over the last three years of income and costs.

V. Member-at-Large Reports

A. Two-Year

- Because of the absence of M. Navea-Mitchell, no report for Two-Year East was given.
- R. McShane (Two-Year West) reported that she received information from past Two Year West representative M. McGinnis and that she would continue McGinnis' work.

B. Four-Year Public

- D. Wilson reported that L. Davis resigned her position as Four-Year Public East representative.
- K. Miller (west) indicated that the student personnel graduate program at Edinboro University of PA has approached him about having one of their students do a one-year internship with PCPA. Miller said he would be willing to supervise the intern. Discussion centered on what the intern would do—members of the Board felt it was important that the intern had enough to do to fulfill the requirements of an internship. Miller will draw up a draft job description and solicit feedback from the Board via its list serve. Miller is also working with B. Clark to clear up membership discrepancies on his list. He will be doing a National Careers in Student Affairs Fair in Fall 2001 with Edinboro University.

C. Four-Year Private

- Because of the absence of J. Schumacher, no report for Four-Year Private East was given.
- Because of the absence of D. Riegelneegg, no report for Four-Year Private West was given.

VI. Commission Chair Reports

A. Membership—B. Clark submitted a written report in her absence. Currently there are 153 members. She also distributed a list of members by institution. Concern was expressed because membership is down. D. Hilton recommended that PCPA conduct a membership drive. V. King-Garwood, D. Hilton and B. Clark will develop a plan for a membership drive and report back to the

Board.

B. Constituencies—T. Eicker reported that he has been in touch with Natalie Basil of ACPA to develop a gateway of issues that are relevant to both ACPA and PCPA. Basil will have a meeting at the end of June and get back to Eicker regarding the various arms of the constituencies (people are often unclear what “constituencies” means).

C. Communications—C. Strong sought input on possible themes for the four newsletters to be published in the coming year. It was agreed that the following themes would apply: July—technology, with M.E. Bayuk providing an article; November—crisis management, with K. Miller providing an article; March—student unrest, with J. Puzycki providing an article; and May—collaboration with other higher education professionals (no one volunteered to provide an article). Strong will check to see if she has Microsoft Publisher so that she can set up the newsletter; if she does not, PCPA will buy it for her.

D. Professional Development—the Keystone Seminars for 2000-2001 were briefly discussed. J. Puzycki recommended administering evaluations electronically to participants after a Keystone rather than administering them at the end of a Keystone session; this would mean getting the email addressed of those in attendance. Puzycki indicated that the return rate and feedback of electronic evaluations has been high on events where he has done this.

M. Burnett reported that she has a number of goals for the 2001-2002 Keystone Seminar series. They include having self-funded keystones, seeking out as speakers and panel members those within the PCPA membership who have expertise within a given area, and streamlining the organization of the Keystones. For 2001-2002 there will be two Keystone Seminars on each side of the state. In fall there will be a session at Indiana University of Pennsylvania dealing with technology issues and one at LaSalle, topic to be determined. In the spring, a session will be held at Seton Hill College, topic to be determined, and one at Kutztown University or York College dealing with technology.

VII. Appointed Committees' Reports

A. 2001 Conference—M. McGinnis distributed a tentative budget for the 2001 Conference, along with a listing of proposed registration and lodging fees, a conference at a glance page and a general information sheet. She solicited and received feedback from the Board on the information distributed.

B. Faculty Liaison—R. Lunardini reported he would be communicating with each of the student affairs graduate programs in the state throughout the coming year.

C. NBCC—Because of the absence of T. Steiner, no formal report was given. However, Steiner reported to D. Wilson that he would be working with the 2001 Conference and Keystone Seminar chairs to gain NBCC credits for the various presentations that will be given through these two venues.

D. POAC—D. Wilson announced he has appointed M.L. Kennedy to work as co-representative with J. Merkle for POAC. They will use an east/west approach. These two individuals reported that they are trying to engage past officers to become involved in PCPA and that they are devising a letter to past officers to participate in the 2001 Conference.

VIII. Old Business

A. Journal Status—V. King-Garwood moved and M.L. Kennedy seconded a motion that the Executive Board go into executive session to discuss this agenda item. The motion passed.

B. PCPA Emeritus Status—V. King-Garwood moved and M.L. Kennedy seconded a motion that the Executive Board go into executive session to discuss this agenda item. The motion passed.

C. PCPA Historian Position—D. Wilson announced he appointed M.L. Kennedy as PCPA Historian and that she accepted. The PCPA Historian position is an appointed position by the President, with the appointment being made every year. The job description includes 1) maintaining PCPA historical records and accessing them upon request; 2) highlighting significant events for each year; and 3) acting as custodian of photographs and things of that nature from conferences, etc.

D. PCPA Recognition Awards—V. King-Garwood sought recommendations from the Board for the four recognition awards of outstanding: 1) Contribution to the Profession, 2) Contribution to PCPA, 3) New Professional, and 4) Graduate Student. July 15 is the deadline for nominations.

IX. New Business

D. Wilson reported that L. Davis, Member-at-Large for Four Year Public-East has resigned her position. This will necessitate Wilson appointing a representative to fill this position. Wilson distributed a listing from Membership Chair B. Clark of individuals who are eligible for this position. He will write to them asking if they are interested in the position, he will share the responses with the Executive Board, and he will appoint a representative after discussions with the Board.

X. Good of the Order

- J. Merkle thanked D. Wilson for hosting the 2001 Leadership Retreat as well as the June 15, 2001 Executive Board meeting.
- M. Bayuk distributed a draft time line and asked members to fill in appropriate deadline dates.
- R. Lunardini reported he sent PCPA Executive Board members IUP Graduate Program Newsletters.

XI. Adjourn

K. Miller moved and T. Eicker seconded the motion to adjourn. The meeting ended at 12:15 pm.

Respectfully submitted by
Mary Ellen Bayuk, Recorder



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