

PCPA > June 7, 2002 Minutes of Executive Board

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PCPA Executive Board Meeting
June 7, 2002
Penn State University
University Park, PA

Present: Molly Burnett, Todd Eicker, Dwayne Hilton, Robin Illsley, Todd Jones, Mary Lou Kennedy, Victoria King-Garwood, Brian Mauro, Rosemarie McShane, Lois Mendez-Catlin, Joseph Merkle, Ken Miller, Maria Navea Mitchell, Joe Puzycki, Jan Schumacher, Charmaine Strong

Absent: Mark Bauman, Beth Trott Clark, Ron Lunardini, Patricia Steele, Tom Steiner, Dave Wilson

I. Call to Order

President D. Hilton called the meeting to order at 9:00 am

II. Roll Call

Recorder J. Schumacher called the roll.

III. Approval of April 12 minutes

K. Miller moved, B. Mauro seconded the motion that the April 12 minutes be approved. The motion carried.

IV. Treasurer's Report

J. Puzycki reported that PCPA has total assets of \$13,996.32 (\$8,296.57 in a Savings Account, \$5,699.75 in checking) as of April 30, 2002. K. Miller moved, B. Mauro seconded the motion to approve the Treasurer's report. The motion carried.

V. Member at Large Reports:

A.

Two Year East – T. Jones reported there was good discussion at yesterday's session. He is working on an idea to contact the primary student affairs officer at the community colleges in his area.

Two Year West – R. McShane reported there were some ideas from yesterday that will be helpful for the MALs. One is to highlight schools by each MAL in the newsletter. Need to determine method for selecting a school.

B.

Four Year Public East - Because of the absence of M. Bauman, no report for Four Year Public East was given.

Four Year Public West – The position is currently vacant.

C.

Four Year Private East – L. Mendez-Caitlin reported she is looking forward to working as a MAL with the schools in her area of representation.

Four Year Private West – R. Illsley reported she took 3 points to consider from K. Miller in the MAL discussion yesterday. One is to communicate PCPA happenings to the membership, two is to work with current membership on recruiting new members and three is to serve the membership.

VI. Commission Chair Reports:

A. Membership - B. Clark submitted a written report in her absence. Currently there are 161 members. There are 452 names in the data base. Discussion on how to encourage members who have let their membership lapse become active again. Some of the suggestions included sending a

letter with the conference materials, developing a brief survey and working on getting committee members for B. Trott Clark to work with in regards to membership.

B. Constituencies – M. Navea Mitchell reported that she would be working with T. Eicker on initiatives he started. She wants to know her role with the conference especially in regards to issues of accessibility.

C. Communications – C. Strong thanked everyone for their submissions. She 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—international students; November—diversity; March—staff hiring (processes, issues); and May—dependencies/additions. A list of regular columns was discussed for the newsletter. P. Steele is moving out of PA and will be stepping down as the Journal Editor after this next issue is published. M.E. Bayuk will be finishing after this year as the Website Coordinator.

D. Development – M. Burnett thanked everyone who hosted and helped with this year's Keystones. The dates for the upcoming Keystones are November 15, 2002 and March 7, 2003. The sites and topics will be determined shortly and be placed in the July newsletter. The possible topics include international students and adult learners.

VII. Appointed Committee Reports:

A. 2002 Conference – B. Mauro reported that Dr. Sue Saunders, Dean of Student Affairs at Lycoming College and Dr. Jaime Washington, Assistant V.P. for Student Affairs at University of Maryland, Baltimore County, will be the keynote speakers. The information for program proposals went out.

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

C. NBCC - Because of the absence of T. Steiner, no formal report was given. However, Steiner reported to D. Hilton that he would be working on the certification process for the Conference and Keystones.

D. POAC – J. Merkle reported they are reviewing the purpose and focus of POAC and how to re-engage past officers. D. Riegelneegg has agreed to be a part of POAC.

E. Historian – M. L. Kennedy reported that PCPA is 30 years old this year. It was suggested there could be a trivia contest for the conference and possibly an article in the newsletter.

VIII. Old Business

A. Vote on By-Law Change – the vote was approved 50-1.

B. Elected/Non-Elected Board Terms – It was determined since B. Trott Clark initially wanted to discuss this topic, the topic would be discussed at the next meeting when she is present.

C. Four Year Public West MAL vacancy - D. Hilton asked T. Eicker to fill in the remaining year of the term. T. Eicker agreed.

IX. New Business

A. Strategic Planning – It was determined that the previous strategic plan would be reviewed to determine if it needs to be updated or if a new process is needed. D. Hilton, L. Mendez Caitlin, R. McShane, K. Miller, T. Eicker and J. Schumacher volunteered to work on this item.

B. New Appointed Positions – There was discussion on adding a Graduate Student Liaison to the board as well as appointing a representative to the ACPA 2004 conference. D. Hilton reported the

Calf. CPA had a strong showing at ACPA 2002 conference and thought it would be good for us to consider getting involved with the 2004 conference. He spoke with the president-elect for ACPA and she is open to having a PCPA rep on the conference committee. Will also look at a sub-committee of PCPA members to be involved with receptions or something during the conference.

C. Money for Promotional Materials – D. Hilton requested money for promotional items. It was suggested we get a current inventory of what still exists.

X. Good of the Order

A. Meeting Dates for future meetings – October 6th at the conference site, January 24 at Penn State Hazleton and April 11 at the new conference site.

B. D. Hilton is attending a Leadership Institute in Minnesota and leading a session there,

XI. Adjourn

L Mendez Caitlin moved and T. Eicker seconded the motion to adjourn. The meeting ended at 12:15 pm.

Respectfully submitted by
Jan Schumacher, Recorder



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