

PCPA > March 30, 2001 Minutes of Executive Board

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PCPA EXECUTIVE BOARD MEETING
March 30, 2001
Hidden Valley Four Season Resort
Hidden Valley, PA

Present: Mary Ellen Bayuk, Beth Trott Clark, Todd Eicker, Kerri Gardi, Dwayne Hilton, Mary Lou Kennedy, Victoria King-Garwood, Mary McGinnis, Joe Merkle, Ken Miller, Maria Navea-Mitchell, Joe Puzycki, Dennis Riegelnegg, Janette Schumacher, Tom Steiner, David Wilson

Absent: Molly Burnett, Amy Cotner-Klingler, Salene Cowher, Barry Jackson, Ron Lunardini, Amy Pagoda, Steve Satterlee, Elliot Strickland

I. Call to Order

President V. King-Garwood called the meeting to order at 9:08 am.

II. Roll Call

Recorder M.E. Bayuk called the roll.

III. Approval of January 19, 2001 Minutes

K. Miller moved, M.L. Kennedy seconded the motion that the January 19, 2001 minutes be approved. The motion carried.

IV. Treasurer 's Report

J. Puzycki reported that PCPA has total assets of \$10,291.08 (\$3,211.45 in savings; \$7,079.63 in checking) as of March 30, 2001. M. McGinnis moved to approve the Treasurer's Report and D. Hilton seconded the motion. The motion carried.

V. ACPA Highlights/Showcase

V. King-Garwood and D. Wilson attended the ACPA State and International Division meetings in Boston in March. The next ACPA Conference will be in Long Beach, CA. In July 2001 PCPA will send one representative (either the President or President-Elect) to the planning meetings. Because the 2002 Conference is in California, ACPA is concerned about attendance. Therefore, each state will receive publicity kits from ACPA to promote the 2002 Conference.

King-Garwood reported that on July 1, 2001 Jeanne Steffes became the new leader for the State and International Divisions. Steffes wanted the state presidents to rank how monies should be spent. The results showed that speakers were the first priority, web development was second and money for collaborative memberships with ACPA was third. Wilson reported that for the Carnival PCPA had lots of visitors. Water bottles, mouse pads and pens were the give-a-ways. PCPA collected business cards and raffled off a membership--Lisa Baer was the recipient. Members- at-Large were given the names of the visitors. B. Clark reported that some of the visitors have already joined PCPA. King-Garwood reported that there was a good turnout at ACPA from the eastern part of Pennsylvania.

VI. Member-at-Large Reports

A. 2 Year

-- M. Navea-Mitchell (east) reported one new member and said that K. Gardi had sent out a newsletter to the individual. Mitchell indicated that most of her efforts have been to recruit for the Keystone Seminars.

-- M. McGinnis (west) reported she has sent Gardi a list of schools with contacts in her area.

B. 4 Year Public

-- D. Hilton (east) noted he contacted his constituents and encouraged them to attend the Keystone Seminars. He also encouraged those attending ACPA to stop by the PCPA booth. He has provided Gardi with a cover letter for underrepresented constituents that will be attached to extra newsletters and sent to them.

-- K. Miller (west) reported that S. Norton from Edinboro wants to do a graduate student drive-in again; however, there was not a great turnout last year. He will include some other schools--Pitt, Slippery Rock, etc.

C. 4 Year Private

-- D. Riegelneegg (west) has been promoting the Keystone Seminars. He asked B. Clark for a listing of his constituents by institution. He has also recruited individuals from his institution for the conference committee. J. Merkle requested that membership lists be sorted by institution--that this was very helpful.

-- J. Schumacher (east) reported that she emailed those whose memberships have elapsed and asked if they were renewing their membership. If they say they are not renewing, she asks them why. The other MALs thought this was an excellent idea and decided to do the same with their constituents.

VII. Commission Chair Reports

A. Communications—K. Gardi reported that the

~ PCPA Journal has gone out ? Web Site is current ?

~ Next newsletter will be out by the end of May; therefore, information is needed by April 16 or 23. The theme of the newsletter is health and wellness. Gardi indicated a good article would be health issues students face. ?

~ A large mailing of the newsletter with a letter will be sent out to underrepresented schools.

B. Membership—B. Clark reported that

~ There are currently 210 members (173 regular, 36 student, 1 emeritus)

~ Renewal letters were sent to 77 members whose membership expired in October 2000.

~ Thirty-eight (38) members have memberships that will expire in April 2001.

~ Members-at-Large have been given current lists of their members and that the lists include those whose memberships have expired. These individuals need to be contacted by the MALs.

~ Currently 65 members are on the list serve; this represents about 43 percent of the active membership.

Discussion centered on how long to keep past members in the database. Kennedy noted that one of the benefits of membership is receipt of the newsletter and journal and inclusion on the list serve. If an individual is not a member, he/she is not eligible to receive these benefits. She recommended that the Membership Chair send a member a letter one month prior to membership expiration and that the MAL follow up by email one month after membership expiration.

C. Constituencies—T. Eicker had no report. He needs to talk with the President and President-Elect as to what direction the Constituencies Commission should go.

VIII. Appointed Committees' Reports

A. 2001 Conference Report—Chair M. McGinnis reported that Dr. Patrick Love has been chosen as the keynote speaker; Dr. Robert Gallagher will be the opening speaker and honored guest. She also indicated that D. Hilton, who will be doing development for the 2001 Conference, has obtained a vendor list from ACPA. There will be a breakfast meeting for chief student affairs officers on Tuesday, October 9 and Hilton is seeking sponsorship for this. The call for programs will be mailed out on April 2.

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

C. POAC—J. Merkle reported that he is working to get POAC members involved in the organization and the conference. Clark asked what the organization wanted from the POAC group. It was suggested that they participate in round table discussions with graduate students at the conference.

D. NBCC—T. Steiner reported that four or five counselors sought NBCC credit at the Fall 2000 Conference. Three persons have sought NBCC credit at the Keystones. Steiner noted PCPA has a very good working relationship with ACPA. PCPA is required to keep on file the resumes of presenters, the length of their presentations, etc. As part of its annual report PCPA lists how many NBCC credits have been awarded for the year.

E. Strategic Program Planning—M.L. Kennedy recalled that at the September 2000 board meeting the question arose as to where PCPA wanted the Keystone Seminars to be programmatically. The recommendation was that the Keystone Seminar series for the next year be examined more closely at the June retreat.

IX. Old Business

A. Keystone Review and Planning Discussion—In the absence of A. Cotner-Klinger, Navea-Mitchell distributed a report on the Keystone Seminars. A complete report, which will include information on the April 6 Keystones, will be given at the June retreat. Kennedy noted that this year was a pilot year in the way the Keystones were conducted. PCPA needs to evaluate the program and decide whether it wants to conduct the series the same way it did in 2000-2001. Clark observed that chairing the Keystone Seminars is an enormous task for one individual to shoulder. She pointed out that it helps to have a site coordinator at the institution at which the seminar is being held. M.E. Bayuk suggested the board create a position of chair for the Keystone Seminar similar to that of the position of Conference Chair.

V. King-Garwood reported that the National Association of Black Administrators was interested in co-hosting a Fall Keystone Seminar with PCPA. She indicated that monies were available through ACPA for affirmative action projects and speaker grants. The Board encouraged her to pursue this further.

B. Journal Status—V. King-Garwood reported that the journal had been published and distributed to the membership. Copies of the journal were also distributed at ACPA's Conference Carnival. There is some uncertainty as to the status of the PLCB issue. The position of editor of the journal needs to be filled—it is an appointed position by the President. J. Puzycki will contact journal editor B. Jackson to get the titles and manuscripts of the seven individual who submitted articles for the September 2001 PCPA journal. The question arose as to whether the seven know the status of their articles. Puzycki will clarify this. It was recommended that a set of standard procedures be established and followed when an article is submitted.

C. Grady Roberts Writing Award—M. L. Kennedy and D. Wilson met with Dr. Grady Roberts and proposed that the deadline for submitting manuscripts for the award be changed to May to capture students who were finishing the spring semester. The award would be presented at the Fall Conference. May graduates will be eligible to apply even though the award will not be given until October. Dr. Roberts wants to promote the award to individuals, particularly faculty in graduate programs, who have been supportive of the award and PCPA.

D. Executive Board Organizational Chart—The question arose as to whether there should be one main database and source for information such as past awardees, past presidents, etc. It was thought that perhaps PCPA needs a historian or at the very least a formalized process for keeping records. Every year PCPA needs to provide ACPA with information and data as part of its record keeping. B. Clark moved and M.L. Kennedy seconded a motion that the President appoint a historian effective May 1, 2001. D. Wilson asked that recommendations for historian be directed to him.

X. New Business

A. Summer Retreat/Office Transition—D. Wilson reported that the June 2001 retreat would be held at St. Francis College June 14-15. Wilson asked who should be invited. Gardi felt both old and newly elected board members should be invited. It was noted that that the positions that fall under the various Commissions, such as the web site coordinator, are not elected positions but rather are appointed by the President.

B. Award Nomination Schedule--V. King-Garwood said that the next newsletter would call for nominations for the following awards: Outstanding Contribution to the Profession, Outstanding Contribution to PCPA, and Outstanding New Professional. J. Merkle recommended that every June the board look at those members who would be eligible for emeritus status.

XI. Good of the Order

D. Wilson indicated PCPA had a good chance to receive ACPA's outstanding state division of the year award and that it needs to submit an application. Wilson also recommended we pursue the outstanding president and the outstanding innovation awards as well--the Keystone Seminars would be a good example of the latter. B. Clark asked that a description of the various awards be distributed. Wilson asked board members to bring an annual report on their position to the June retreat.

M.L. Kennedy reminded those present to submit their election ballots.

M. Navea-Mitchell announced a job opening (Director of Counseling) at Reading Area Community College

XIII. Adjourn

J. Puzycki moved and K. Miller seconded the motion to adjourn. The meeting ended at 11:25 am.

Respectfully submitted by

Mary Ellen Bayuk, Recorder



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