

PCPA EXECUTIVE BOARD MEETING
22 March 2010

Present: Kelly Carpenter, Dan Kennedy, Bryan Koval, Kate Linder, Amanda Ries,
Mary McGinnis, Matthew Shupp, Charmaine Strong, Terry Wigle

- I. **Call to Order:** T. Wigle called the meeting to order at 9:05 p.m. by conference call.
- II. **Roll Call:** C. Strong documented all in attendance.
- III. **Approval of Minutes:** The minutes of 18 October were approved as read. Motion to accept by M. McGinnis; second by M. Shupp.
- IV. **Old Business**
 - a. 2009 Conference Wrap Up: T. Wigle and M. Shupp will pursue a final report of the conference as well as the program sessions evaluations. Conference expenses went over budget by \$161.63.
 - b. 2010 Conference Update: M. Shupp worked with J. Mayo, who is remaining as co-chair, to identify another chair. Jenavia Thompson-Weaver, Community College of Philadelphia, has agreed to serve. Holiday Inn, West Chester, has been secured; dates are 17 (Sunday) - 19 October (Tuesday) 2010.
 - c. Directory: This item has been on the agenda for quite awhile; need to move forward or abandon this initiative. Will follow through with this initiative via the conference registration materials and will also be added to the membership application. MALs will follow up after the conference with contacting their constituencies who did not attend the conference.
 - d. Networking Social: Per K. Carpenter, no movement at this time; ongoing initiative.
 - e. Bylaws Update: Passed at the conference business meeting. Question asked about undergraduate students; currently, classified as "associate member." T. Wigle read description and undergraduate students fit. Thus, no additional action needed to bylaws.
 - f. Elections: Election information is posted. Another email blast will be sent again. Total of 153 members are eligible to vote. Discussion of how to encourage more members to consider running for office; will continue to try to personally approach people.
 - g. Grady Roberts: L. Hall, after discussion with Dr. Roberts, recommends that the President, President-Elect, and Past President not be eligible to participate in the award. C. Strong made motion to accept; second by D. Kennedy. Motion passed.
 - h. PCPA Debit Card: No update. M. Shupp commented on the benefits of this initiative. M. Shupp and T. Wigle will pursue with J. Puzycki.
- V. **Treasurer's Report:** Report distributed via email . Total assets of \$16,517.20. M. McGinnis moved to approve; second by A. Ries; motion passed.
- VI. **Commission Chair Reports**
 - a. **Membership:** A. Valentine's report distributed via email. Current membership is 153; 141 on the listserv. Suggested that MALs work with A. Sherman to determine who has not rejoined and telephone those folks to

discuss rejoining and/or why they are not interested in rejoining; standardized questions will be gathered by the MALS; D. Kennedy will put on Wufoo so that as MALS are talking with colleagues, can add the information online. Also suggested that A. Valentine compile a three-year trend report and that standardized report dates be implemented so that metrics can begin to be developed. D. Kennedy moved to approve; second by M. Shupp.

- b. Constituencies: K. Linder reported on the “Rankism” article she submitted in the last newsletter and noted that a Health Care Bill passed this morning in the House.
- c. Communications: B. Koval is currently organizing the next newsletter. Open to feedback on the last newsletter; received positive feedback from Board.
- d. Professional Development (Keystones): M. McGinnis reported that the fall 2009 Keystone was successful; \$157.25 profit. Spring 2010 was cancelled due to lack of registrations.

VII. Member at Large Reports

- a. Four Year Public West: No report.
- b. Four Year Public East: No report.
- c. Four Year Private West: A. Ries reported that she will connect with K. Carpenter and move the networking social initiative. Also, membership drive plans.
- d. Four Year Private East: No report.
- e. Two Year West: K. Carpenter reported that she will connect with A. Ries to move the networking social initiative. Also, membership drive plans.
- f. Two Year East: No report.

VIII. Appointed Committee Reports

- a. Faculty Liaison: Grady Roberts Award discussed under “Old Business.”
- b. NBCC: T. Steiner’s report distributed via email; also distributed was the counselor hours from the annual conference.
- c. POAC: M.L. Kennedy currently serving; second position vacant.
- d. Graduate Student Liaison: D. Pretz’s report distributed via email. Ideas include: identifying a graduate student representative from each program in the state, surveying of non-members, PCPA Graduate Student Facebook group, and “how to” encourage graduate students to submit classwork for the newsletter and also, “how to” gather feedback. D. Pretz is also searching for a replacement since he will be a May 2010 graduate.
- e. Historian: No report.
- f. Webmaster: Position currently vacant. D. Kennedy has been pinch-hitting and reported that he renewed website subscription for three years (\$214); renewed the Wufoo account. Backed up the entire PCPA site. Plans to clean up site and will continue to assist until new webmaster is selected.

IX. New Business

- a. ACPA Conference: In process. A number of changes: showcase submissions done in a different way; not permitted to use give aways; not permitted to have a joint table. A. Valentine will participate in the showcase as she is at the conference and is attending programs related to the office of president in T. Wigle’s absence. T. Wigle suggested that PCPA offer A. Valentine financial

compensation as we have done in the past. D. Kennedy moved to reimburse A. Valentine \$250; second by B. Koval; motion passed.

- b. Open Executive Board Positions (Webmaster/POAC): T. Wigle has talked with T. Eicher about returning as the POAC Chair; hopeful that he will return to the board. T. Wigle asked D. Kennedy to serve as Webmaster and he agreed.
- c. Resume Connection Program: This initiative from the Graduate Student Liaison is to ask seasoned professionals to review resumes of graduate students. Suggested that the Mentors serving with the Mentor/Mentee Program be utilized. T. Wigle will share this suggestion with D. Pretz.
- d. Board Member Responsibilities: Discussion of how to balance board attendance/responsibilities and professional roles.
- e. Summer Book Club: M. McGinnis reported that 27 persons participated in this initiative. Eight of those participated in the conference roundtable. Those 8 persons were asked to provide feedback. Cost to PCPA is \$500 for faculty facilitator; this person also develops the study guide and monitors the online discussion. Future plan discussed. Discussion to include new Professional Development chair in decision. M McGinnis will connect with the Faculty Liaison to gather additional input.

X. Good of the Order

- a. April Executive Board Meeting and Summer Retreat: Plan at this point is to combine both; M. Shupp will float some dates to the Executive Board. B. Koval will assist M. Shupp with using a web app to secure dates. Meeting will be at PSU Brandywine.
- b. D. Kennedy reported that he has made all of the changes to the bylaws as a result of the conference. Will send a word document and a pdf file of the changes for review; will then post to the web. Also noted that an additional change will be forthcoming related to the terms of office of the MALs. Once wording is approved by the Executive Board, will be forwarded to membership for an online vote.

XI. Adjourn

M. Shupp moved to adjourn; second by B. Koval. Meeting adjourned at 11:42 p.m.

Respectfully submitted,
Charmaine R. Strong
Recorder