

**PCPA Executive Board Minutes
October 3, 2004**

Present: Mary Ellen Bayuk, Beth Clark, Erin Heasley, Dwayne Hilton, Todd Jones, Jill Landis, Ronald Lunardini, Brian Mauro, Mary McGinnis, Joe Merkle, Ken Miller, Joe Puzycki, Jan Schumacher, Jaimie Steel, Laurie Verost, David Wilson, and Parris Carter

Absent: Tom Baker, Rosemarie McShane, Tom Steiner, and Charmaine Strong

- I. **Call to Order:** President McGinnis called the meeting to order at noon.
- II. **Roll Call:** E. Heasley took roll.
- III. **Approval of Minutes:** Minutes approved from the June 10 and 11, 2004 Board Meetings. Minutes should read in section VI a. "The following individuals responded: M.E. Bayuk and Joe Merkle," not "The following individuals responded: M.E. Bayuk and Joe Puzycki."
- IV. **Treasurer's Report:** J. Puzycki reported a checking account balance of 9180.50 and a savings account balance of 8460.73, total assets of 17641.23 as of 10/3/04. The PCPA Annual Treasury Report (May 1, 2003 to April 30, 2004) was presented. J. Puzycki reported on the ASJA Circuit 3 and PCPA co-sponsorship of a seminar. Motion to accept reports by M. McGinnis. D. Hilton moved, K. Miller seconded. M.E. Bayuk questioned the 3770.00 listed under the membership category on the annual treasury report in the year 2003-2004 as she has not incurred any costs as acting membership chair. J. Puzycki will investigate the numbers and review files, reporting at the next board meeting.
- V. **Member at Large Reports**
 - a) **4 Year public west:** P. Carter sent out 2 e-mails introducing himself to his constituents. Will network here at the conference.
 - b) **4 year public west:** L. Verost informed her area about the conference as well as how to apply for PCPA membership. She also spoke with J. Crishman-Ishler in regard to encouraging PSU masters students to attend the annual conference.
 - c) **4 year private east:** No report. Messiah is willing to host a keystone.
 - d) **4 year private west:** D. Wilson has done e-mailing and is promoting the Keystone West.
2 year west: Absent; no report.
 - e) **2 Year east:** J. Landis e-mailed her constituents. J. Landis also visited Dr. Arminio's class at Shippensburg and spoke with 18 students, providing them with membership materials and answering student questions. Two students joined PCPA and expressed interest in conference. Dr. Arminio invited J. Landis to return every semester to speak with students. J. Landis plans to return to Shippensburg in March for another visit. J. Landis met with the Dean of Retention Services and Enrollment services and HBACC, explaining PCPA to them.
 - f) **College visit reports:**
 - o M.McGinnis visited at SRU and IUP
 - o Dwayne is scheduling visits with U. Scranton and Kutztown
 - o L.Verost met with J. Chrisman Ishler about PSU and their master student's involvement, strategizing about how to increase it.
 - o E. Heasley had to cancel scheduled visit to Geneva. Will inform D. Wilson when this is re-scheduled.
- VI. **Commission Chair Reports**
 - a) **PCPA Membership report:** M.E. Bayuk presented a report on current membership status. PCPA has 241 members. At this time last year we had 225 members. M.E. Bayuk is predicting a yield of 8 to 10 new members from the conference. M.E. Bayuk will send an e-mail clarifying all members' job titles. B.

Clark asked that the web-site be adjusted. As of now the listserv is public on the web and non-members are able to join. B. Clark is asking that the link be removed from the web so that she is no longer receiving messages from non-members who desire to join the listserv. M.E. Bayuk stated that only 12 to 15 individuals have done this, showing the volume of this type of request is low. B. Mauro asked that the language on the web-site be clarified to state that the listserv is for members only. M. McGinnis asked that we make the language adjustment and monitor the response.

- b) Constituencies report:** D. Hilton handed out copies of PCPA mission statement and non discrimination statement. D. Hilton wrote a draft of an affirmative action statement and moved that the board review the document and provide feedback by Thanksgiving. D. Hilton intends to have an affirmative action statement in place at January 2005 board meeting. J. Schumacher stated that Maria's (former constituencies chair) name and contact information is still on the web and needs removed. In addition, the statement is still on the web and needs removed. D. Hilton will be looking for members of the constituencies commission and asked that M.E. Bayuk provide him with names of members who are interested.
- c) Communications:** C. Strong report presented in absentia. C. Strong asked that articles and information be submitted for the November 2004 newsletter. M. McGinnis raised the question about the journal and its future. R. Lunardini feels that seed work is needed in the state to encourage professionals to submit and think of themselves as authors. R. Lunardini stated that a lot of effort is required to bring the journal up to the level of interest that faculty is looking for to publish in. D. Hilton and R. Lunardini spoke of investigating having an editor that is outside the board and a faculty member who would be dedicated to this position. R. Lunardini asked the board to consider combing the journal articles with conference proceedings (asking all presenters to provide a summary of presentations). D. Hilton asked that R. Lunardini and volunteers should meet to evaluate this topic and report back at the next board meeting. D. Wilson suggested presenting it at the annual meeting and J. Merkle could raise it at the chief student affairs meeting. B. Clark is interested in having the conference proceedings printed in journal. R. Lunardini stated that a few board members would convene for breakfast and invite the faculty who are attending conference to join them for this conversation.
- d) Development:** J. Steele updated on progress of the Fall Keystones. N. Edman has been contacted to present for the West. Schedule of the seminars is as follows: 10 - 11 remarks, 11-lunch roundtable followed by an afternoon discussion. The speaker for the morning is Terry Vassi and has permitted PCPA to post on HEAD web site. It is hoped that Dr. Edman will speak in the afternoon. It was suggested that Ken Healey from PLCE be contacted to reference a school that is good at risk management in the East. J. Steel contacted the chief of police at Thiel College to speak. J. Steel is looking for someone in activities to speak at the roundtables. Spring - Bucknell agreed to host. SRU has been contacted about spring hosting. Geneva is a second choice. J. Steel is pursuing speakers for the spring. M. McGinnis noted that the keystone announcement in conference registration was well received. J. Steele clarified that if grad students write an article for the newsletter, their registration fee will be waived.

VII. **Appointed Committee Reports**

- a) Conference:** 110 individuals are registered. J. Shumaker asked if we should charge late registration fees for onsite registration. We have allowed walk-ins in the past, but not have charged. Board determined not to charge late fees. J. Puzycki wants to schedule a post conference meeting with Jan and Todd and the Hotel representative. Grady Roberts is in attendance.

- b) **Faculty Liaison:** R. Lunardini reported that we had 9 submissions for the Grady Roberts Award. Grady asked that he no longer read the submissions, but simply provide the scholarship and present the check at conference. R. Lunardini will spearhead the information and judging process. R. Lunardini reminded the board that October is national careers in student affairs month. Dickinson College, on Oct 21st, is going to host a fair; Ohio U. is hosting a fair at Ashland on Oct 23rd, and Towson is hosting one on the 22nd. M. McGinnis asked R. Lunardini to address how we will treat the winner of the Grady Roberts Award. If the journal is not in the horizon, they would be asked to write a lengthy abstract to submit into newsletter. If the journal is published, the winning submission can be printed there. It was suggested that the abstract be placed in the newsletter and the full article be available on the web site. Board approves this suggestion made by K. Miller.
- c) **NBCC:** 21 program sessions and 2 keynote sessions were approved for NBCC credit - a new record. T. Steiner reported in absentia and thanked J. Manno (conference committee member) for her efforts to gather program information for NBCC approval.
- d) **POAC:** J. Merkle noted that POAC is co-sponsoring the chief student affairs breakfast and roundtable discussion at the conference. J. Merkle thanks D. Wilson for his work as president to encourage this type of session at the annual conference. 15 or 16 chief officers are registered for this year's annual conference. J. Merkle is working with A. Sherman and C. Strong for periodic submission of articles from past officers and plugs for POAC in the newsletter.
- e) **Historian:** Position is vacant. M. McGinnis approached V. King Garwood who did not feel she could fill the position at this time. K. Miller suggested going back to the recorder candidate pool for possibilities.
- f) **Grad student liaison:** Tom Baker is not present.

VIII. **Old Business:**

- a) **By-law changes:** Copies will be available at annual meeting tomorrow. M. McGinnis created the descriptions for the standing committees. K. Miller noted that the by-laws need amended to reflect the Outstanding Graduate Student Award. Article VII Section 2 C. Outstanding Contributions to the student (not students) award. M. McGinnis will ask for these additional changes to be voted on tomorrow.
- b) **Strategic Plan:** M. McGinnis brought copies of PCPA's former strategic plan and the plans of other CPAs. M. McGinnis asked the board to discuss how to proceed. M. McGinnis provided the plans and asked the board to review and come to a consensus on a style of plan. The board was asked to look at examples for formatting rather than content. M. McGinnis asked the board to consider ACPA's goals, but not necessarily fully align with them. It was recommended to hold a special session to discuss this further. The suggestion was made to hold a meeting prior to the January board meeting. It was decided to meet on Jan 20, 2005 at 1pm. The board meeting will be held Friday morning. Meeting space is provided by BCCC. Thursday's strategic plan meeting is not mandatory. In the mean time, please review the examples per M. McGinnis. D. Hilton asked that the 4 board members who volunteered to be a committee discuss and e-mail prior to the Jan meeting. Agreed.
- c) **ACPA carnival and reception:** M. McGinnis has materials on both issues from ACPA. The CPAs typically prefer to have their reception on Monday after the carnival. Tuesday is an open tour of the city. J. Puzycki questioned the need for a reception after the carnival asking if it truly serves a function for the organization. Consensus is to not do a reception.
- d) **2005 conference:** L. Verost and B. Mauro announced that the 2005 conference will be held on Oct 16-18 at the Raddison in Monroeville, PA. L. Verost is looking for a conference co-chair. She also asked for committee members. L. Verost

announced that on Tuesday morning she would host a conference meeting over breakfast for those members interested in being on the committee for 2005. T. Eicker and P. Carter are considering serving as a co-chair for the committee.

- e) It was announced that the Summer 2005 executive board retreat will be hosted by York College.

IX. New Business:

- a) M. McGinnis raised the issue of an executive board member's absence at the last 3 executive board meetings and asked the board if we feel the individual is still able to perform their duties. M. McGinnis has not received reports from the member, but has received a few e-mails. Executive Board reviewed the by-laws. J. Puzycki suggested M. McGinnis speak with the board member and explain the by-laws and the actions the board can take. E. Heasley moved that the Executive Board follow by-law procedure and notify the board member of the by-laws which state:

ARTICLE VI: THE EXECUTIVE BOARD

Section 4. REMOVAL. Grounds for removal include: failure to perform the duties of their office as set forth by these by-laws and/or a failure to attend three consecutive Executive Board meetings. An Officer or Executive Board member may be removed by the following process:

A. A petition to remove must be submitted to another officer. This petition must contain signatures of at least 10% of the voting members of the organization but no less than thirty (30) signatures. Upon receipt of such a petition, the Executive Board shall call a meeting to review the petition.

B. Upon the third consecutive meeting a member has missed, the Recorder shall make a motion to dismiss the Executive Board member at the next regularly scheduled meeting. The member will receive notice of this action by the Recorder within one month prior to the next meeting.

C. Grounds for removal and defense are to be presented by the officer at a regular or special meeting of the Executive Board.

D. The officer in question shall be provided an opportunity to present a defense or explanation for the aforementioned actions either in person or in writing.

E. The Executive Board must retire to executive session to discuss the issue, a paper ballot must be taken, and a quorum is necessary for the vote of removal.

J. Puzycki seconded. M. McGinnis will communicate to the board member verbally about the motion and their opportunity to come to the next board meeting to explain their actions. K. Miller amends motion made by E. Heasley, asking that the minutes simply reflect that a motion was made to implement the by-laws in regard to executive board member, NOT including name or position. K. Miller moves to table the motion. All in favor.

- b) M. McGinnis raised the topic of the web site. M. Bauman (webmaster) would like board members to provide feedback on the website as he would like to give it a fresher look.
- c) Membership brochures are available at the conference.

X. Good of the Order

- a) A contribution will be made to a charitable organization as a gesture of appreciation to the keynote speakers.

- b) Upcoming executive board meetings will be held on January 21, 2005 at BCCC and on April 22, 2005 at the Radison in Monroeville.
- c) K. Miller brought PCPA letterhead and post-its for those that need it.
- d) J. Puzycki asked if checks are needed to please meet with him to take care of business.

XI. Adjourn: Meeting adjourned at 4PM. McGinnis moved. B. Mauro and K. Miller seconded.