

PCPA > October 7, 2001 Minutes of Executive Board

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PCPA EXECUTIVE BOARD MEETING
October 7, 2001
Hidden Valley Four Seasons Resort
Hidden Valley, PA

Present: Mary Ellen Bayuk, Molly Burnett, Maria Cappabianca, Beth Clark, Dwayne Hilton, Mary Lou Kennedy, Ron Lunardini, Mary McGinnis, Rosemarie McShane, Joe Merkle, Ken Miller, Joe Puzycki, Dennis Riegellegg, Patricia Steele, Tom Steiner, Charmaine Strong, David Wilson

Absent: Todd Eicker, Victoria King Garwood, Brian Mauro, Maria Navea-Mitchell, Jan Schumacher, Deb Swarner

I. Call to Order President

D. Wilson called the meeting to order at 2:07 p.m. He welcomed new journal editor Patricia Steele and PCPA intern Maria Cappabianca, who is being supervised by board member K. Miller at Penn State Erie.

II. Roll Call

Recorder M.E. Bayuk called the roll.

III. Approval of June 15, 2001 Minutes

K. Miller moved, M.L. Kennedy seconded the motion that the June 15, 2001 minutes be approved. The motion carried.

IV. Treasurer's Report

J. Puzycki reported that PCPA has total assets of \$10,064.34 as of October 7, 2001. A correction was made to his written report to read 10/7/01 rather than 6/14/01. D. Hilton moved, B. Clark seconded the motion that the treasurer's report be approved. The motion carried.

V. Member-at-Large Reports

Two-Year

Because of the absence of M. Navea-Mitchell, no report for Two-Year East was given.

· R. McShane (Two-Year West) had nothing to report.

Four-Year Public

D. Wilson reported that he has written to all eligible members asking them to fill the position of Four-Year East. He has received no responses thus far. He will bring this up at the PCPA Business Meeting on October 8, 2001.

K. Miller (Four-Year Public West) reported that he and PCPA intern Maria Cappabianca are working on outreach to graduate students with an effort to making PCPA more vital to the students.

Four-Year Private

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

D. Riegellegg (Four-Year Private West) reported that he has recruited heavily for the chief student affairs officer breakfast on October 8.

VI. Commission Chair Reports

Membership—B. Clark reported membership is at 189: 152 regular members (up 21 since June 2001); 36 student members (up 9 since June 2001); and 4 emeritus members. She thanked R. Lunardini for his September 11 letter to IUP alumni encouraging them to become PCPA members. This has resulted in five memberships thus far. She also thanked D. Wilson, who sent letters to all chief student affairs officers in Pennsylvania. As a result, 12 student affairs officers have joined

PCPA for the first time. M.L. Kennedy moved, K. Miller seconded the motion to approve the membership report. The motion carried.

Constituencies—In the absence of T. Eicker, no report was given.

Communications—C. Strong reported she needs information for the November newsletter by October 15. M. Cappabianca will submit an article on being an intern for PCPA, K. Miller will provide an article on crisis management, and the issue will feature M. Cappabianca and P. Steele as new professionals.

Development—M. Burnett noted there were no submissions for the Grady and Mary Roberts Graduate Student Writing Award for 2001. M.L. Kennedy stressed that PCPA needs to reconnect with graduate students. Burnett also reported that a "PCPA Professional Development Presents" mailing, going to all higher education graduate programs in the state, will be distributed by October 12. The mailing will include 2002 Grady Roberts Writing Award fliers, PCPA Keystone Seminar Publicity Brochures, and the November Keystone Seminar Registration Forms. The topic for the November 2, 2001 Keystone is "Technology on Campus" and the Keystone will have a panel format. Indiana University of Pennsylvania is hosting it in the west and York College of Pennsylvania is hosting it in the east. Burnett also reported that 15 conference participants signed up to participate in the Mentor/Mentee program—five mentors and ten mentees.

VII. Appointed Committees' Reports

2001 Conference—M. McGinnis reported that 77 persons were registered for the 2001 Conference.

Faculty Liaison—R. Lunardini has communicated with colleagues in other graduate programs through the state, encouraging them to have graduate students join PCPA and attend the conference. He has also contacted his alumni from IUP, encouraging them to join PCPA.

NBCC—T. Steiner distributed a PCPA Contact Hour Monitoring Form for NBCC credit. The form is in every information binder for the conference. Steiner reported that all sessions for the 2001 conference received approval for NBCC credits. He will talk with Burnett about NBCC credit for the Keystone Seminars.

POAC—J. Merkle is planning a get together with past officers and wants to recruit them to work with POAC.

Historian Report—M.L. Kennedy noted that next year is the 30th anniversary of PCPA and that she wants to highlight this at next year's conference.

VIII. Old Business

PCPA Emeritus Status—D. Wilson noted that PCPA Emeritus membership status has been given to R. Gallagher, F. Bucci and V. Scullion.

Ad Hoc Committee on Membership—D. Hilton reported that B. Clark, V. King Garwood and he have discussed strategies to increase membership. They have concluded PCPA needs to connect with graduate students, faculty, and more senior level administrators. Clark reported that the Boyer Center at Messiah College wants to partner with PCPA (currently they are partnering with ACPA) on a grant. Wilson requested the committee to give a full report at the January board meeting.

Member at Large Four Year Public-East Position—Wilson reported that the position is still vacant and that he is looking for someone to fill the position.

Chief Student Affairs Officer Breakfast—J. Merkle and D. Riegellegg reported that eleven to fifteen individuals will be attending the breakfast on October 8. In the past the breakfast has averaged four to five persons. Both Merkle and Riegellegg have worked hard to get people out for the breakfast.

PCPA Internship—PCPA intern M. Cappabianca reported that for two months she has been

researching graduate student needs. She will lead a focus group session of graduate students at the 2001 conference. Cappabianca plans on developing a needs assessment and survey based on the feedback she receives from the focus group. K. Miller hopes this will result in a guide on how to reach out to graduate students.

ACPA Leadership Retreat—D. Hilton attended the ACPA Leadership Retreat in July in Long Beach, CA. He distributed a report highlighting the issues covered at the retreat. He noted that ACPA will require their officers to join their state associations. Wilson encouraged all PCPA board members to join ACPA.

IX. New Business

Journal Editor—D. Wilson gave newly appointed Journal Editor P. Steele one manuscript which had been received from the previous editor. Steele indicated that she is looking at July 2002 as a target date for the next journal and that her top priority is putting together an editorial board.

Data Base—M.E. Bayuk stressed the importance of having one integrated mailing data base for the association. She and B. Clark will recommend a plan of action for doing this at the January board meeting.

2002 Conference—D. Hilton reported that Brian Mauro and Deb Swarner will co-chair the 2002 Conference. They have recommended the Clarion Hotel in Carlyle, PA as the site of the conference. B. Clark moved and R. McShane seconded that the Clarion Hotel in Carlyle be the site of the 2002 conference. The motion carried.

Next Board Meeting—Wilson noted that the next board meeting will be January 25, 2002 at Reading Area Community College. In case of snow, the back up date will be February 1.

X. Good of the Order

D. Hilton recommended that PCPA take steps to become more culturally diverse. B. Clark noted that the membership is becoming more diverse. Hilton said that L. Mendez-Catlin would be willing to explore ways of making the association more diverse; it was suggested that Mendez-Catlin take on that aspect of the Constituencies Commission. Wilson stressed that PCPA is always exploring avenues to add cultural diversity to the association.

XI. Adjourn

K. Miller moved and R. McShane seconded the motion to adjourn. The meeting ended at 4:12 pm.

Respectfully submitted by
Mary Ellen Bayuk, Recorder



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