

PCPA EXECUTIVE BOARD MEETING
18 October 2009

Present: Lynn Burke, Kelly Carpenter, Dan Kennedy, Mary Lou Kennedy, Linda Hall, Dwayne Hilton, Bryan Koval, Jessica Koval, Kate Linder, John Mayo, Dan Pretz, Matthew Shupp, Tom Steiner, Charmaine Strong, Amber Valentine, Terry Wigle

- I. Call to Order - T. Wigle called the meeting to order at 1:05 p.m.
- II. Roll Call - C. Strong documented all in attendance.
- III. Approval of 1 July 2009 Minutes - The minutes of the 1 July meeting were approved as read. D. Hilton motioned to accept; second by D. Kennedy. (Motion passed; L. Hall abstained.)
- IV. Old Business
 - a. 2009 Conference Update: J. Mayo and J. Koval reported that there are 90 registrants expected for the conference; 33 graduate students. Did not meet the hotel block ceiling; thus, an additional \$1,200 will be expensed for a room charge; this was a budgeted item. Co-chairs reported that conference is currently about \$1,000 under budget.
 - b. 2010 Conference Update: M. Shupp reported that J. Mayo will assist with the transition for the 2010 conference; chair to be named after the conference. Most likely, conference will be at the Holiday Inn of West Chester; charges look similar to 2009 expenses. Dates: 17 - 19 October 2010. Suggested that conference planning committee consider an "early bird" registration rate; this will assist with predicting the number of attendees. Also suggested to reach out to the faculty at the schools in this area; announce conference dates throughout this conference and have attendees "save the date."
 - c. Directory: D. Kennedy did not have update; needs to connect with Webmaster.
 - d. Networking Social: K. Carpenter reported that email connecting has been occurring with the organizers; planned to gather at the conference to discuss.
 - e. Bylaws Update: Proposed Bylaw changes were emailed to membership; membership vote to occur at the Business Meeting on Monday, 19 October afternoon.
- V. Treasurer's Report: T. Wigle distributed copy of written report submitted by J. Puzycki. Noted that budget is stable, but given the current economic climate, every effort to conserve financially will be made. Also noted that 2008 conference exceeded budget by approximately \$2,500; loss due to food costs related to reduced conference rates for graduate students. J. Puzycki requested that he be contacted with outstanding receipts and also asked that detailed information also be provided; he will then issue reimbursements. Complete report available online. D. Kennedy moved to accept the Treasurer's Report; second by L. Hall. (Motion passed; L. Burke abstained.)

VI. Commission Chair Reports

- a. Membership: A. Valentine reported that the current membership is 205; an increase of 10 members at this same time last year. Added that the membership numbers are somewhat in flux at this time due to conference registrations and outstanding payments at the time of this report. 113 memberships will expire in

October 2009; anticipates that approximately 75% will renew. Complete report available online.

- b. Constituencies: K. Linder reported that a proposed revision in the PCPA Bylaws regarding this position was submitted to T. Wigle - K. Linder suggests that we use "allies" and "underrepresented" groups as more appropriate/current language in Constituencies Commission Chair position description.
- c. Communications: Welcome to B. Koval, who has stepped in to serve as Chair due to B. Root's new position out of state. Plans to touch base with B. Root about newsletter particulars; November/December issue planned.
- d. Professional Development: Written report submitted by M. McGinnis and presented by T. Wigle. Reported that the PCPA Book Club had 27 participants. S. Norton lead the online discussion with "*Where I Am From: Student Affairs Practice from the Whole of Students' Lives.*" Although online discussion was minimal, a breakfast roundtable is scheduled for Monday morning of the conference.
Fall 2009 Keystone planned for 13 November at Thiel College. Dr. Matthew Shupp is the featured speaker on the topic of "Considerations for Aiding Students in Distress: Balancing Student Support while Ensuring Campus Safety."
Spring 2010 Keystone scheduled for 26 March at Susquehanna University. Nikki Tobias is the presenter on the topic of "Programming with Financial Limitations."

VII. Member at Large Reports

- a. Four Year Public West: Written report submitted by T. Cogar. Reports that discussions have taken place with K. Carpenter and A. Ries about a PCPA Member West social event.
- b. Four Year Public East: Written report submitted by C. Nguyen. Reports that all members in MAL area were emailed about conference and solicited for feedback on concerns.
- c. Four Year Private West: No report.
- d. Four Year Private East: No report.
- e. Two Year West: K. Carpenter reported that constituencies were contacted; no responses received.
- f. Two Year East: No report.

VIII. Appointed Committee Reports

- a. Faculty Liaison: L. Hall reported on the successful Mary and Grady Roberts Writing Award competition. Two papers selected: Amber Valentine and Morgan Rizzardi. L. Hall raised question about writing award submissions from Board members and the perception that that could be perceived as a conflict of interest. Discussion ensued. Suggested that L. Hall talk with Dr. Roberts to ascertain his feedback. Numerous suggestions were raised. Board asked to continue thinking on this issue; will be on agenda for next Board meeting. All agreed that the integrity of PCPA was paramount. Submissions for the 2010 Mary and Grady Roberts Writing Award will be accepted beginning 1 February.
- b. NBCC Committee: T. Steiner reported that all of the program proposals and presenter resumes for the conference were reviewed; 16 program sessions and the two keynote presentations met the criteria for National Certified Counselors seeking recertification contact hours. This year's conference format allowed NCCs to earn up to 7.0 contact hours. Permission to use ACPA's provider number requested; necessary documentations prepared for conference attendees.

- c. POAC: T. Wigle announced that Victoria King-Garwood resigned from this committee. M. Kennedy noted that POAC's role needs to be clarified. Roundtable planned for Chief Student Affairs Officers during conference; however, invitations not timely due to lack of clarity of the role of POAC.
- d. Graduate Student Liaison: D. Pretz outlined several initiatives he plans to undertake - identifying graduate student from each of the higher education programs in the state to serve as a PCPA representative within their respective graduate programs; designing a survey directed at graduate students who are not PCPA members in order to identify factors that may cause a student to choose not to be a member and to identify what graduate students would like to see offered (suggested that D. Pretz connect with Webmaster to utilize benefits of Wufoo); continuing use of the PCPA Graduate Student Facebook Group (L. Burke and PSU Brandywine offered to assist); and reaching the graduate students with the opportunity to submit course essay to the Newsletter for publication - this gives graduate students an opportunity to enhance their involvement without viewing involvement as extra work (suggested that D. Pretz connect with B. Koval). D. Pretz's report generated discussion on membership benefits for graduate students - Constituencies Chair, Membership Chair, and conference planning team were immediate suggestions. Requested that any and all opportunities be forwarded to D. Pretz and he will share with the graduate students. T. Wigle and D. Kennedy to assist with this initiative.
- e. Historian: D. Hilton noted that he assisted Sharon Christ, PSU York and past PCPA President, with identifying past officers from eastern PA in order to plan a reunion luncheon, which was successful. D. Hilton suggested partnering with POAC to incorporate a reunion with the annual conference.
- f. Webmaster: Written report submitted by B. Valentine. Implementation of Wufoo continues to be a great success; agreement expires in December. D. Kennedy motioned to authorize B. Valentine to renew the agreement at approximately \$300/year; second by D. Pretz. Motion passed with D. Hilton abstaining. B. Valentine plans to enhance the PCPA website to be more interactive and include photos and videos; requests pictures and videos. Noted that we must be mindful of the members who requested their pictures not be made public. Plans to incorporate Macromedia Flash. B. Valentine requests that members be more diligent with providing him with updates for the site. A. Valentine volunteered to send Executive Board member updates for immediate posting and after the conference, will forward 2010 conference chairs for posting. D. Kennedy suggested that the Past President be responsible for updating the Executive Board roster after the elections each spring.

IX. New Business

- a. Annual Report: T. Wigle reviewed her annual report. (Report available online.)
- b. Elections: D. Kennedy identified the upcoming vacancies: President Elect, Two Year East MAL, Four Year Private MAL, Constituencies Chair, and Professional Development Chair. Discussion of MAL sequencing. After the Business Meeting on 19 October, it is anticipated that use of email will become an approved method of communication. D. Kennedy will then draft something about MAL sequencing and forward to the membership for vote. The statement will be something like, "The Executive Board has the ability to adjust the term of the MALs to ensure that there is always a mix of new and returning MALs serving on the Executive Board."

X. Good of the Order

- a. Suggested that PCPA secure a debit card to be used primarily to hold hotel reservations. Treasurer would hold the card; access would be limited. Suggested that J. Puzycki be consulted. This suggestion will be on the December/January Board agenda for further discussion.

XI. Adjourn: Motion to adjourn by K. Carpenter; L. Burke second.

Respectfully submitted,
Charmaine R. Strong
Recorder

PCPA ANNUAL BUSINESS MEETING
Monday, 19 October 2009

Meeting was called to order by President Terry Wigle at 4:40 p.m.

State of the Organization

T. Wigle reported that the state of the organization is healthy and experiencing growth in membership despite the economic restraints that have been imposed on professional development funds throughout the state due to the economy. We continue to be fortunate in having a membership that is committed to the improvement of the organization. The executive board members of been supportive of each other, particularly as positions have transitioned.

Notable Accomplishments / Activity During the Past Year

T. Wigle noted that the Executive Board continued to offer reduced rates (which included membership) for the annual conference to make attendance at the conference more affordable for graduate students. Graduate student participation has been favorable.

For a second year, members were engaged through the offering of an online book club. Dr. Sue Norton lead the online discussion with: *Where I Am From: Student Affairs Practice from the Whole of Students' Lives*. Twenty-seven members participated.

Financials

T. Wigle reported that given PCPA is an organization dependent on dues from members and resources collected through programming efforts, we are aware of the importance of acting as appropriate stewards of our finances. Expenditures will continue to be reviewed for appropriateness. Even though PCPA is financially stable, given the currently economic climate, we are making an effort to conserve financially.

Discussion of the Financial Report. Current total assets as of 20 October 2009 is \$14,580.12. Noted that \$4,459.14 deficit is related to graduate students receiving conference reduced rates and a free year of membership with the conference registration. (Copy of Treasurer's Report available online.)

Joe Puzycki, Treasurer, was thanked for his diligence and service.

Membership

T. Wigle asked the Membership Chair, Amber Valentine, to present the membership report. October is a month of transition since membership renewals come due. Currently 205 members which is 10+ from same time last year. (Copy of Membership Report available online.) A. Valentine added that email will be forthcoming as a reminder of renewing membership. MALs will do outreach to those who do not renew to do some fact finding as to the "why."

Discussion about re-visiting the student membership language in the bylaws related to undergraduate students interested in PCPA opportunities for professional development. Executive Board to create/present an additional bylaw change that more appropriately defines student membership to include both graduate students and interested undergraduates.

T. Wigle acknowledged the hard work and dedication of A. Valentine.

Technology

T. Wigle reported that PCPA has been able to continue moving forward with advances in technology, particularly in relation to the website and making online registrations for professional development events available to our members. Bryan Valentine, Webmaster, continues to ensure that PCPA web presence is

strengthened. B. Valentine asked that any conference pictures or videos be sent to him for posting on the web.

Bylaw Revisions

On 17 September, T. Wigle forwarded Proposed Changes/Modifications to Association Bylaws to the membership for discussion and vote at the Annual Business Meeting. Dr. Dan Kennedy led the process.

Proposed action items:

1. Adding Webmaster Description to the Bylaws – T. Cogar moved to accept; second by D. Hilton. Motion passed unanimously.
2. Changes to the position description for the Constituencies Chair – J. Mayo moved to accept; second by S. Norton. Motion passed unanimously.
3. Propose modifying the Graduate Student Membership section – M. Shupp moved to accept; second by B. Koval. Motion passed unanimously.
4. Diversity statement – motioned by M. L. Kennedy to not include statement in the bylaws but to include on materials printed/published, etc. Also, include on the page that links to our Bylaws and that we continue the Section 5. Statement of Non-Discrimination section of the Bylaws. This way, the Board can modify as needed without needing to revisit a Bylaw change. Second by M. McGinnis; motion passed unanimously.
5. Propose a modification to the Bylaws to remove the specific individual listings of presented awards – T. Steiner moved to accept; second by D. Watters. Motion passed unanimously.
6. Modify the method by which membership is notified and can vote on changes to the Bylaws – K. Linder moved to accept; second by A. Valentine. Motion passed unanimously.

D. Kennedy thanked membership for their support. Will update Bylaws; will be available online.

ACPA and NASPA Unification Update

Dr. Sandra Emerick from ACPA and T. Wigle updated membership on the focus of the summer leadership meeting focused on the ACPA/NASPA Unification process.

Over the past several months, the presidents and executive directors of both associations (past, current, and future presidents) have been working, e-mailing, planning, and talking about the many dynamics involved in unification. These discussions, including two face-to-face meetings, have been incredibly collegial, strategic, and positive. We share so much in common and it truly is rewarding to be working with such a fine group of people.

The "unification" documents are offered in response to member feedback for additional information. More specifically, the following links take you to new Web pages: one that speaks to the considerations identified (including background, rationale, and pre-unification issues); a second that articulates the values guiding this process; and a third that contains frequently asked questions and the present responses to them.

- [Main Unification Web page](#)
- [Common Values](#)
- [Frequently Asked Questions](#)

These pieces offer more context and content related to the ongoing conversations concerning the unification issue. Still in process of finalizing a communications plan/timeline document which should be ready to share within a week or two.

Comments/Questions/Concerns: ourcommonvoice@gmail.com or PCPA President, Terry Wigle at wigle@calu.edu.

Good of the Order

T. Wigle offered her thanks to all the members of the Executive Board for giving of their time and effort to make PCPA a positive and growth oriented organization. T. Wigle thanked the Conference Co-Chairs for their hard work to coordinate a productive conference. And, she thanked the membership for the opportunity to serve as President and looks forward to our continued success.

Adjournment

J. Mayo moved to adjourn; second by T. Cogar. Meeting adjourned at 6:35 p.m.

Respectfully submitted,
Charmaine R. Strong
Recorder



PRESIDENT'S ANNUAL REPORT TO EXECUTIVE BOARD

October 18, 2009

As indicated in our organizational by-laws, I respectfully submit the following report.

State of the Organization

Our organization is healthy and experiencing growth in membership despite the economic restraints that have been imposed on professional development funds throughout the state due to the economy. We continue to be fortunate in having a membership that is committed to the improvement of the organization. The executive board members have been supportive of each other, particularly as positions have transitioned.

Notable Accomplishments / Activity During the Past Year

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For a second year, we were able to engage our members through an on-line book club. Sue Norton lead the online discussion with: *Where I Am From: Student Affairs Practice from the Whole of Students' Lives*. Twenty-seven members signed up to participate in book club.

Financials

Given that PCPA is an organization dependent on dues from members and resources collected through our programming efforts, we are aware of the importance of acting as appropriate stewards of our finances. Expenditures will continue to be reviewed for appropriateness. Even though PCPA is financially stable, given the currently economic climate, we are making an effort to conserve financially. I would like to acknowledge the diligence of Joe Puzycki in his role as treasurer for PCPA.

Membership

As we mark the start of a new membership year with an increase in members, I would like to acknowledge the hard work and dedication of Amber Valentine, Membership Chair.

Technology

PCPA has been able to continue moving forward with advances in technology, particularly in relation to our website and making online registrations for professional development events available to our members. Bryan Valentine continues to ensure that we strengthen our web presence.

Thank you to all the members of the Executive Board for giving of their time and effort to make PCPA a positive and growth oriented organization. Lastly, I'd like to thank the membership for the opportunity to serve as President and look forward to our continued success.

Respectfully submitted
Terry Wigle
President.

PCPA MEMBERSHIP REPORT

October 15, 2009

PCPA Current Membership Data Base (205) (+10 since 10.18.2008)
Listserv (190)

Institution Type

Two Year CC	25
Four Year Public	107 (+25)
Four Year Private	69 (-12)
Other	4

Expiration Dates

October 2009	113
October 2010	69
October 2011	6
October 2012	7
October 2013	3
October 2015	1
October 2017	1
October 2019	1
Emeritus	4

Membership Type

Emeritus	4
Associate	10
Regular	124 (-9)
Student	67 (+22)

Membership-At-Large Representation

Two Year East	10 (-4)
Two Year West	14 (+2)
Four Year East Private	37 (+1)
Four Year West Private	37 (-14)
Four Year East Public	49 (+16)
Four Year West Public	58 (+8)

- Sent MALs updated member list on 10/15/2009
- Sent Dan an updated member list on 10/15/2009

PENNSYLVANIA COLLEGE PERSONNEL ASSOCIATION

TO: PCPA EXECUTIVE BOARD
 FROM: JOE PUZYCKI, TREASURER
 RE: TREASURER'S REPORT (May 1, 2009 to April 30, 2010)
 DATE: October 18, 2009

PCPA CHECKING ACCOUNT

CASH BALANCE	7/1/09	\$	4,552.25
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CASH RECEIPTS:

Book Club	6/30/09	\$	150.02
Membership	7/9/09	\$	230.00
Book Club	7/28/09	\$	256.80
Membership	8/25/09	\$	95.00
Membership	9/30/09	\$	200.00

Total Cash Receipts		\$	931.82
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TOTAL BALANCE + RECEIPTS + INTEREST	10/18/09	\$	5,484.07
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CASH DISBURSEMENTS:

DATE	CK#	ACTION	PAYEE	AMOUNT
6/1/09	N/A	SERVICE CHARGE	PNC	\$ 5.00
7/1/09	N/A	SERVICE CHARGE	PNC	\$ 5.00
8/3/09	N/A	SERVICE CHARGE	PNC	\$ 5.00
9/10/09	1497	Conference	Talent Network Inc.	\$ 1,000.00
9/10/09	1498	ACPA Wigle Travel	Cal. University of PA	\$ 1,218.28
Total Costs				\$ 2,233.28
10/18/09		TOTAL BALANCE		\$ 3,250.79

PCPA SAVINGS ACCOUNT

7/1/09	CASH BALANCE	\$	11,318.97
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CASH RECEIPTS:

DATE	CK#	ACTION	AMOUNT
6/30/09	N/A	Interest	\$ 3.63
7/31/09	N/A	Interest	\$ 3.38
8/31/09	N/A	Interest	\$ 3.35

10/18/09	TOTAL RECEIPTS + INTEREST	\$	10.36
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10/18/09	TOTAL CASH BALANCE	\$	11,329.33
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10/18/09	TOTAL ASSETS	\$	14,580.12
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