

## PCPA > January 19, 2001 Minutes of Executive Board

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Present: Mary Ellen Bayuk, Beth Trott Clark, Amy Cotner-Klingler, Dwayne Hilton, Barry Jackson, Mary McGinnis, Joe Merkle, Ken Miller, Maria Navea Mitchell, Joe Puzycki, Dennis Riegelneegg, David Wilson

Absent: Molly Burnett, Salene Cowher, Todd Eicker, Kerri Gardi, Mary Lou Kennedy, Victoria King-Garwood, Ron Lunardini, Amy Pagoda, Steve Satterlee, Janette Schumacher, Tom Steiner, Elliot Strickland

### **I. Call to Order**

In the absence of President V. King-Garwood, President Elect D. Wilson called the meeting to order at 9:19 am.

### **II. Roll Call**

Recorder M.E. Bayuk called the roll.

### **III. Approval of September 2000 Minutes and Annual Business Meeting Minutes**

K. Miller moved that the Executive Board approve the minutes of September 15, 2000 and the Annual Business Meeting Minutes of October 2, 2000. B. Jackson seconded the motion. The motion carried.

### **IV. Treasurer's Report**

Treasurer J. Puzycki reported that PCPA has total assets of \$13,814.83 (\$3,202.67 in savings and \$10,612.16 in checking) as of January 19, 2001. M. Navea Mitchell moved to approve the Treasurer's Report and D. Hilton seconded the motion. The motion carried.

Discussion then centered on the PCPA Budget Requests from the various Commissions and Committees.

- The Membership Commission was allocated \$1,470.00.
- The Communications Commission was allocated \$2,150.00.
- The Professional Development was allocated \$6,515.00 after the question was raised as to what is a reasonable amount of honorarium for speakers. It was agreed that the \$500.00 originally allocated as an honorarium should be increased to \$800.00.
- The Past Officers Advisory Committee was allocated \$225.00.

Treasurer Puzycki then provided information he received from Mary Bauer, Business Specialist from PNC Bank on the benefits versus the disadvantages of the Association's current money market account as opposed to a business money manager silver account. Discussion took place. A. Cotner-Klingler moved that PCPA move its monies to a business money manager silver account. M. Navea Mitchell seconded the motion. The motion carried.

Puzycki reported that it appears two people who attended the Fall Conference have not paid registration fees. Puzycki and B. Clark will work with J. Burlingame, 2000 Conference registration chair, to try and collect the outstanding monies.

### **V. ACPA Highlights/Showcase**

Because of the absence of V. King-Garwood, no report was given on the ACPA Highlights.

D. Wilson reported that "The Humanities Academic Village as a Learning Community" presented by Dr. Lillian Beeson, Mr. Rick Fogle and Mr. Richard Naccareto has been accepted as a Division Showcase Winner and will be presented at the 2001 ACPA Conference. PCPA will pay these individuals' conference fees.

## **VI. Member-at-Large Reports**

### **A. 2 Year**

--M. Navea Mitchell (east) thanked B. Clark for sending mailing labels for her constituents. She is making efforts to contact them.

--M. McGinnis (west) reported she is doing the same.

### **B. 4 Year Public**

--D. Hilton (east) noted that he put extra effort into trying to recruit 4 Year Public East student affairs professionals to the October conference but that strategy did not produce the results he wanted. He suggested that at the 2001 Conference it might be worthwhile to get the various constituency groups together.

--K. Miller (west) reported that he has been working with Salene Cowher at Edinboro University to recruit more individuals into PCPA.

### **C. 4 Year Private**

--Dennis Riegelnegg (west) said that he would send to his constituents a reminder about the upcoming Keystone Seminar at Pitt Johnstown.

--Because of the absence of J. Schumacher, no report was given for the 4 Year Private East.

## **VII. Commission Chair Reports**

### **A. Professional Development—reported by A. Cotner-Klingler**

- Keystone Seminars

- o The November 10th seminar attracted 51 participants in the west and 16 in the east

- o The February 16th seminar will be held in the west as originally planned with a change in one of the presenters—Karla Lapelle rather than Laurie Davidson will present the “At Risk with Alcohol” session. The February 16th seminar in the east has been changed to March 16th and will be co-sponsored with Kutztown University

- o There have been no changes in the April 6th seminar thus far.

- o Keystone Chairs for 2001-2002 will be Lorie Davis in the east and Melinda Risher

- Middle/Upper Level Management--Chair for 2001-2002 will be Amy Cotner-Klingler

- New Professionals—need to identify individuals to share the chair position for 2001-2002; Elliot Strickland has indicated he would help with this committee

- Graduate Concerns—need to identify committed individual to chair this for 2001-2002

### **B. Communications—because of the absence of K. Gardi, no report was given**

### **C. Membership—B. Clark reported that**

- There are currently 246 members (207 regular, 38 student, 1 emeritus), an increase of 18 since September 2000

- Members at large have been given current lists of their members. These lists include members who have expired memberships and need to be contacted personally by a board member.

- The list serve, which began June 16, 2000, is only open to those with current memberships. Currently there are 52 members on the list serve. This represents about 42 percent of the active membership and 21 percent of the total membership.

### **D. Constituencies—because of the absence of T. Eicker, no report was given**

## **VIII. Appointed Committees' Reports**

**A. Dual Membership**—J. Merkle reported that ACPA has been delinquent in providing information to PCPA. PCPA has countered ACPA's request, via President. V. King-Garwood, with one of its own—that ACPA members become state members. ACPA has not responded. This issue will probably be placed on the agenda for the national meeting. Merkle hopes to provide more information at the next Executive Board meeting.

**B. 2000 Conference Report**—Co-chairs B. Clark and A. Cotner-Klingler distributed a written report on the 2000 Fall Conference. In attendance were 74 participants (32 first-time attendees and 8 graduate students) and 40 academic institutions were represented. A profit of \$1,747.73 was realized.

**C. 2001 Conference Report**—Chair M. McGinnis distributed a report and solicited input from the Executive Board with regards to choosing a speaker. It was agreed that PCPA would honor Bob Gallagher for his years of service to the student affairs profession. It was suggested that he be approached as the opening speaker and be asked to give his reflections on the profession. D. Wilson will visit all graduate programs in the west to market the 2001 conference. He also indicated he would like to have a school spirit day at the conference, with individuals wearing attire representative of their academic institutions.

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

**E. POAC**—J. Merkle reported that there would be an annual POAC meal at the 2001 conference. He indicated that POAC now includes all past board members. He expressed concern as to how PCPA can continue to involve past board members in the organization.

**F. NBCC**—because of the absence of T. Steiner, no report was given

**G. Strategic Program Planning**—because of the absence of M.L. Kennedy, no report was given

## **IX. Old Business**

- Journal Status—B. Jackson reported that: The October 2000 edition of the journal has been distributed. The total cost was \$1,427.77 (\$250.00 for typing, \$958.00 for printing, \$219.77 for mailing). Jackson noted he is unable to receive attachments electronically. Any articles for the journal need to be submitted to him in Word on a disk. 500 journals were printed—it was recommended that the extras be sent to the 2001 ACPA Conference as well as be distributed to judicial affairs officers in Pennsylvania institutions of higher education. To keep costs down no pictures were included in the issue and this is a practice PCPA will continue.

- The PLCB journal (co-sponsored with PCPA) will be ready for the 2001 ACPA Conference. Jackson has a meeting scheduled with PLCB individuals to discuss the PLCB journal. D. Wilson asked Jackson to contact President V. King-Garwood and let her know what transpires at this meeting.

- Wilson asked Jackson to think about whether he was willing to continue on as editor of the journal.

- Discussion then centered on the next issue of the journal. The next issue was due out in April but the Board felt the timing for another issue was not good given the fact that the October 2000 issue had just come out. Instead, the Board felt it would be better to have the next issue come out in Fall 2001. B. Clark moved that the next journal be issued by September 15, 2001 and that the cover read Fall 2001 rather than a specific month. K. Miller seconded the motion. The motion carried. It was recommended that the fall issue carry an ad for the 2001 Conference at Hidden Valley. Any extra copies can be distributed to non-members at the 2001 PCPA Conference as well as at Keystone Seminars. Copies can also be distributed at the 2002 ACPA Conference.

- Jackson noted that for the Fall 2001 issue the following are needed:

- o accurate mailing addresses

- o a copy of the membership application included in the journal

- o accurate lists of past officers and award winners to show the history of the association (D. Wilson will work with J. Merkle, M.L. Kennedy and V. King-Garwood to provide this)

- o quality articles

- Jackson was asked to get two bids for the Fall Journal

- Jackson raised two questions:

- o Do we need a copyright?
- o Do we need signed permission forms from contributors to print and distribute their articles?

**C. Time Line Review**—M.E. Bayuk distributed and reviewed the time line prepared at the June 2000 retreat. She indicated that she considered the time line very valuable because it kept the Association focused and recommended that the time line be reviewed periodically and updated at the June 2001 retreat

#### **X. New Business**

A. Summer Retreat—D. Wilson reported that the June 2001 retreat would be held at St. Francis College. He indicated that it would be a transition retreat with retiring as well as new leaders attending. The Board chose June 14/15 as the retreat dates.

**B. April Meeting/Site Visit**—The next Executive Board meeting will be held at Hidden Valley, the site of the 2001 Conference on Friday, March 30, 2001. It was recommended that Grady Roberts be invited to attend the meeting so that the future of the Grady Roberts Writing Award can be discussed.

**C. Nominations/Slate of Officers**—D. Wilson distributed a list he received from M.L. Kennedy of individuals nominated for the various positions available. Kennedy will contact the individuals to see if they are willing to run.

**D. ACPA Conference**—V. King-Garwood, D. Wilson, D. Hilton and K. Miller will be attending the March 2001 ACPA Conference. PCPA will be hosting a carnival table and will distribute bags containing materials representative of PCPA and Pennsylvania. D. Wilson indicated he'd like to buy drink (squirt) bottles and include in them pens and other items representative of PCPA. He'd also like to have PCPA membership application forms and the 2001 Conference bookmarks on the table. K. Miller moved to allocate \$1,000.00 for recruitment activities at the 2001 ACPA Conference. B. Clark seconded the motion. The motion carried.

#### **XI. Good of the Order**

K. Miller reported that he has been talking with S. Cowher and they have concluded PCPA is missing out in not recruiting graduate students interested in and pursuing degrees in counseling. Miller recommended that this be an agenda item for the April meeting and that Cowher be encouraged to attend. He indicated that if Cowher were unable to attend he would get the information necessary to present to the Board.

#### **XII. Other Business**

B. Clark moved to send President V. King-Garwood and her family a card and plant or flowers from the Board. J. Puzycki seconded the motion. The motion carried.

#### **XIII. Adjourn**

K. Miller moved and D. Hilton seconded the motion to adjourn. The meeting ended at 12:05 pm.

Respectfully submitted by  
Mary Ellen Bayuk, Recorder



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