

## PCPA > June 22-23, 2000 Leadership Retreat Report

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### PCPA LEADERSHIP RETREAT

June 22-23, 2000  
Penn State University  
University Park,  
PA Retreat Record

#### Retreat Record

Present: Mary Ellen Bayuk, Molly Burnet, Amy Cotner-Klingler, Beth Clark, Todd Eicker, Kerri Gardi, Dwayne Hilton, Barry Jackson, Mary Lou Kennedy, Victoria King-Garwood, Ron Lunardini, Joe Merkle, Joe Puzycki, Dennis Riegelneegg, David Wilson

The retreat began on June 22 at 2:00 p.m. with a team building session facilitated by Dr. Clemmie Solomon, Dean of Student Life, Community College of Philadelphia. He broke individuals into three groups. Each group was asked to (1) develop a vision statement, (2) come up with projects for the organization and (3) examine how members could work together effectively as an organization.

Those present broke for room check-in and dinner at 4:30 p.m.. At dinner Victoria reminded everyone that, at the conclusion of the retreat, a task timeline would be generated for 2000-2001. She asked that every one keep in mind how issues discussed at the retreat would fit into the time line. Several items on the planning session agenda were covered at dinner.

President-Elect Dave Wilson reported that Mary McGinnis agreed to chair the 2001 conference. be reached. Discussion centered on a site. The site needs to be a place where people can get together. It was emphasized that it was not a good idea to have the site in a city because conference participants tended to commute rather than stay at the conference site. Dave will ask Mary McGinnis to prepare a conference site proposal and distribute it to the Executive Board via list serve by August 1.

Mary Lou Kennedy reminded those present that nominations for PCPA recognition awards are due August 1. She will be sending out a mailer the week of June 26.

After dinner the group reconvened in the Union Building. Mary Ellen Bayuk previewed the PCPA web site and received suggestions and recommendations for change from the group. She will investigate getting web space on the Penn State server for PCPA's web site. It is important that the URL for the web site carry PCPA in its title. She will give Kerri Gardi the site's URL by June 30 so that it can be included on the post-it notes that are being ordered. Mary Ellen agreed to have the site operational and accessible by August 1.

Joe Puzycki gave the Treasurer's Report. The organization has a checking account balance of \$9,946.69 and a savings account balance of \$3,161.23. Thus the total financial assets of PCPA are \$13,107.92. Dwayne Hilton moved that the Treasurer's Report be accepted. Dave Wilson seconded the motion. The motion passed. Joe distributed an expense voucher form and requested that members use the form when submitting expenses so that the organization has a paper trail. He requested that commission chairs and members-at-large submit to him by July 11 budget proposals for FY 2000-2001 for items that they will need.

Ron Lunardini, faculty liaison, reported he felt the student affairs profession needs a boost and that we as an organization need to encourage people to go into the profession. He noted that Maryland hosts a career fair geared toward juniors and seniors in college and asked whether Pennsylvania should do the same. The question was raised as to whether this can be tied to our fall conference or

whether it could be the focus of a keystone seminar. No conclusion was reached on this.

Joe Merkle, as POAC representative, reported that he is soliciting the involvement in PCPA of both past presidents and past officers. He has fifteen years of lists and he is trying to get individuals on those lists as well as chief student affairs officers and past presidents to attend the fall conference in Lancaster.

The Thursday evening session ended at 10:10 p.m..

The Friday morning session began at 8:30 a.m. and opened with a report on the Keystone Seminars by Amy Cotner-Klingler. A draft brochure was distributed listing seminars for 2000-2001. Discussion ensued. More information was requested on the topics, specifically a description of the seminar and the presenters. It was recommended that the seminars address topics which are "hot", such as assessment. The question was raised as to whether participants in the seminars could receive NBCC credit. Amy will investigate this with Tom Steiner. Amy agreed to finalize speakers and topics for the Keystone Seminars by July 15 and to distribute a draft of the Keystone Seminar brochure to the Executive Board by August 1. A mailing will go out on September 1 listing the Keystone Seminars for the year. Amy also distributed a template of a brochure that would be mailed six weeks prior to each seminar.

Beth Clark reported on the 2000 Conference. She indicated that most problems have been resolved with the hotel management regarding the contract PCPA has with them. Specifically, the Eden Resort has agreed to (1) include all in-house AV equipment free of charge, (2) reduce the room rate to \$82.00 per night, (3) make available graduate students rooms at a rate of \$59.00 per night and (4) charge PCPA a one time \$250.00 meeting room fee. Beth is still negotiating the date by which conference attendees must reserve. Currently it is September 1 but she hopes to get that changed to September 8. Members-at-Large are asked to contact graduate students and encourage them to register for the conference and to take advantage of the reduced room rates for students.

Beth submitted three Conference Fee Proposals to the Board for consideration. Discussion ensued. Joe Puzycki moved to accept Proposal A (\$165.00 for a professional and \$99.00 for a graduate student). Barry Jackson seconded the motion. The motion carried.

Beth distributed a schedule of events and noted that it has been suggested that Robert Gallagher who has recently retired from the profession be honored at the Monday luncheon. Barry Jackson moved that PCPA honor Robert Gallagher. Joe Puzycki seconded the motion and the motion carried. Joe Merkle, Mary Lou Kennedy and Vicki King-Garwood will work on the luncheon.

Dwayne Hilton requested that time be set aside at the conference (perhaps in the form of a program session) so that Members-at-Large have an opportunity to meet with their constituents. Dwayne will work with the conference committee to see if this can be done.

Ron Lunardini suggested that in the registration area of the conference the various graduate programs in the state have displays promoting their programs.

The Call for Programs has gone out and program proposals are due July 7. Thus far seven program proposals have been submitted and seven more individuals have inquired about submitting proposals.

Speakers for the conference are Dr. Terrell Jones and Ms. Mela Dutka. Beth distributed a conference budget and a schedule of events.

Kerri Gardi and Joe Merkle are working on soliciting corporate sponsors. Submittals for the Grady Roberts Award have been solicited.

Barry Jackson reported on the PCPA Journal. Two journals are expected to be produced this year. A special issue of the journal is expected to be available in mid-September. This issue is being done in

conjunction with PLCB and PACU and will carry the PCPA logo, etc. on the front. It will focus on preventing underage and dangerous drinking at colleges and universities in Pennsylvania. PLCB has agreed to pay all costs and will print 2,500 copies for distribution. The second and "regular" journal of PCPA will be available sometime in September or October. Barry was asked to submit to the Executive Board by August 15 two printing and mailing bids for the latter.

Barry reminded the group that he promised to do the journal for only one year. Therefore, PCPA will need to find an editor for next year.

Victoria King-Garwood reported on the Relationship Committee. The PCPA president can appoint special committees and she appointed Joe Merkle and Dave Wilson to co-chair a committee that would consider all issues relevant to a dual relationship with ACPA. She distributed a handout with guidelines for the committee.

Beth Clark led the "We Can Make It!" Project. She distributed two lists--one containing the names of those belonging to ACPA and one of individuals belonging to both ACPA and PCPA. Those present went through the ACPA list and identified individuals they knew and were willing to approach about joining PCPA. Information was recorded and Beth collected and will process it by September 1.

Executive Board meetings were set for the year. The next meeting will be September 15, 2000 in either Breezewood or Williamsport. On January 19, 2001 the Board will meet at Messiah College and on March 30, 2001 at the 2001 conference site.

Kerri Gardi led discussion of a Newsletter initiative. It was agreed that there would be four newsletters each year and each newsletter would have a theme or focus. Specifically, the themes are as follows:

- July 2000--Parental notification tied to alcohol
- December 2000--Assessment and Recruitment for the Profession
- March 2001--Civility
- May 2001--Closure ideas, Celebration, Graduation, Personal Wellness

In addition to a specific focus for each newsletter, there will be the creation of regular columns and members of the Executive Board are asked to share in the effort and responsibility of creating newsletter articles.

Victoria King-Garwood put forward the "State Scholars Project" which is an effort to attract a larger pool of chief higher education officers to the association and to facilitate their involvement with new professionals and graduate students. Discussed ensued, particularly about the name of the project. It was felt that, if the organization pursues this project, only one or two individuals a year should be recognized. Such recognition will be used as a public relations tool for PCPA. Amy Cotner-Klingler moved that a committee be established to consider this project. Dave Wilson seconded the motion. The motion carried. Todd Eicker agreed to chair the committee. The committee will select a name for the project as well as develop criteria for the selection process. A formal report will be due October 1.

Beth Clark gave the Membership Report. Current membership is at 219. A list serve was started June 16 for PCPA members to discuss professional issues. The list is only open to those with current memberships. Beth distributed membership applications to those present.

The retreat ended at 1:35 p.m. on Friday, June 23, 2000.

Respectfully submitted by  
Mary Ellen Bayuk, Recorder



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