

# PCPA > September 15, 2000 Executive Board Meeting

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PCPA EXECUTIVE BOARD MEETING  
September 15, 2000  
Messiah College,  
Grantham, PA

Present: Mary Ellen Bayuk, Beth Trott Clark, Amy Cotner-Klingler, Kerri Gardi, Mary Lou Kennedy, Victoria King-Garwood, Ron Lunardini, Mary McGinnis, Joe Merkle, Maria Navea Mitchell, Joe Puzycki, Steve Satterlee, Jan Schumacher, David Wilson

Absent: Molly Burnett, Salene Cowher, Todd Eicker, Dwayne Hilton, Barry Jackson, Ken Miller, Amy Pagoda, Dennis Riegelneegg, Tom Steiner, Elliot Strickland

## **I. Call to Order**

President V. King-Garwood called the meeting to order at 9:04 am.

## **II. Roll Call**

Recorder M. E. Bayuk called the roll.

## **III. Approval of April 2000 Minutes and Approval of Retreat Report**

J. Puzycki moved that the Executive Board approve the minutes of the April 14, 2000 meeting and M. L. Kennedy seconded the motion. The motion carried. D. Wilson moved and J. Puzycki seconded the motion that the leadership retreat report of June 22-23, 2000 be approved. The motion carried.

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

Treasurer J. Puzycki reported that

- PCPA had total assets of \$15,813.91 (\$3,181.30 in savings and \$12,632.61 in checking) as of September 15, 2000

- So far as he knew, no charges have been paid out for the 2000 conference

A. Cotner-Klinger reported that committee members' institutions underwrote some conference expenses. B. Trott Clark noted that at times membership and conference fees have not been split out and that it was important to do this. M. L. Kennedy moved to approve the Treasurer's Report and K. Gardi seconded the motion. The motion carried.

## **V. ACPA Highlights**

D. Wilson and V. King-Garwood reported on the ACPA state meetings in Boston in July 2000. It appears the relationship statement is on "hold" for 2001. An electronic newsletter has been started about other states and how they are dealing with this issue. King-Garwood will forward this to the Executive Board. If anyone has questions about the relationship issue, they should funnel them through King-Garwood or Wilson and they will get them on the national list serve. King-Garwood noted that PCPA could nominate some of its projects, etc., for ACPA awards. PCPA has been successful in competing for ACPA awards. The last two PCPA Conference showcases have gone to nationals. October 8 is the national deadline for showcase submission.

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

### **A. Two Year**

- M. Navea Mitchell sent a letter with conference information to her constituents. She gathered information on those who are in student affairs at institutions she represents and sent out an additional 103 packets. Her goal is to increase membership.

- M. McGinnis contacted those on her membership list and encouraged them to attend the conference and upcoming Keystone conference and to renew their registration if it has lapsed. There are three more members this year than last year at this time.

**B. Four Year Public**

- D. Hilton and K. Miller were not in attendance and neither submitted reports to president.

**C. Four Year Private**

- D. Riegelneegg was called back to his campus for an emergency and no report was available.
- J. Schumacher recently sent an email to her constituents. Her goal is to recruit from schools not represented in PCPA.

## VII. Commission Chair Reports

## A. Professional Development

**1. 2000 Conference Report**

B. Clark and A. Cotner-Klinger reported that:

- J. Merkle will cover at the 2001 site if B. Clark is not available to attend the conference
- Eden Resort has agreed to include all in-house AV equipment, including TV/VCR combination, free of charge.
- The committee still needs two LCD projectors and laptops.
- Approximately 65 sleeping rooms have been booked for the conference.
- K. Gardi and J. Merkle raised \$950+ from corporate sponsors to underwrite conference costs and received some "give away" items.
- As of September 14 there were 41 participants registered.
- Dr. Robert Gallagher will not be honored this year because he is unable to attend the conference. He will be honored at next year's conference. He needs to be given the dates of the conference. M. L. Kennedy, J. Merkle and V. King-Garwood will comprise the committee that will honor him.
- Evaluation forms will have multiple carbon copies so that presenters will have immediate feedback.

V. King-Garwood asked if the conference committee had applied for the speaker's grant, which was due September 1. A. Cotner-Klinger said she believed the deadline was October 1 and that the grant had not been applied for yet.

V. King-Garwood requested Executive Board members be at the conference by 2:30 on October 1 to meet and greet registrants.

**2. Graduate Student Committee**

A. Cotner-Klinger reported that it has been difficult to increase graduate student involvement in the association.

S. Satterlee contacted Edinboro to recruit graduate students to PCPA; at the conference he will conduct a graduate student roundtable.

Mary McGinnis indicated that next year she will do a more targeted mailing to graduate students and that she is working on getting a very affordable accommodation package for graduate students.

M. Mitchell suggested doing a program where students present their research.

**3. New Professionals**

Amy Pagoda resigned as co-chair because of new job responsibilities; Elliot Strickland will continue as chair.

**4. Middle/Upper Level Managers Committee**

Salene Cowher is continuing as chair.

**5. Keystone Seminars**

A. Cotner-Klinger distributed draft brochures containing the Keystone Seminars for 2000-2001. Information on some presenters was not complete and other items needed clarification. Those present gave her feedback and M.E. Bayuk agreed to proof read the final copy before it was distributed at the 2000 conference.

A Cotner-Klingler requested feedback on a survey regarding topics of interest to participants that she wants to distribute at the 2000-2001 Keystone Seminars. D. Wilson and V. King-Garwood will put it on the state and international list serve.

It was strongly recommended that the MALs be present to act as hosts and introduce themselves to Keystone participants. It was agreed that M.E. Bayuk, M.L. Kennedy, M. McGinnis and D. Wilson would attend all three Keystone Seminars in the west and that B. Clark would attend the two spring ones in the east and K. Gardi, M. Mitchell and J. Schumacher would attend all three in the east.

Discussion then centered on what would be a good fee to charge for the seminars. It was agreed that these were not to be viewed as moneymakers but rather as recruitment and information sessions. The final registration fees agreed upon were \$20.00 for professionals and \$10.00 for graduate students. All seminars would include lunch as part of the registration fee.

M.E. Bayuk moved and J. Schumacher seconded the motion to accept the topics and schedule of Keystone Seminars as presented in A. Cotner-Klingler's proposed draft. M.E. Bayuk moved M. McGinnis seconded a motion to accept a budget of no more than \$3,000.00 for the six Keystone Seminars for 2000-01.

## **B. Communications Commission**

### **1. Newsletter**

Gardi thanked J. Puzycki for his well received article published in the July 2000 Newsletter. Submissions for the November 2000 Newsletter are due October 15. The theme is assessment and recruitment for the profession. If anyone knows of someone willing to write an article on assessment or on recruitment for the profession, please let her know. R. Lunardini asked whether it would be appropriate for a student to submit a summary of the Keystone Seminar on assessment—in the past the Newsletter has carried summaries of the Seminars. Lunardini also suggested that perhaps someone attending the conference that checked they would be willing to be a volunteer could report.

### **2. Journal**

Gardi reported that the alcohol edition of the journal will be ready for the Fall conference; that B. Jackson is having problems getting submittals for the regular edition of the journal; and that Jackson will be exiting the editor position and PCPA needs to find an editor and review board very soon. D. Wilson recommended targeting higher education institutions where there are no PCPA members and sending those institutions complementary journals and newsletters. V. King-Garwood asked the conference committee chairs whether it would be possible to publish and distribute the proceedings of the keynote speakers at this conference. This will be investigated.

### **3. Website**

Gardi reported that the website is up and running and that she will put web address in the November edition of the newsletter.

### **4. Logo**

Gardi reported that post-it notes with the new logo and website address went out in August to all members and that the new logo is now on the website.

K. Gardi was recognized for the outstanding job she did on the post-it notes.

## **C. Membership Commission**

B. Trott Clark reported that:

- There are currently 228 members (197 regular, 30 student, 1 emeritus), an increase of 9 since June 2000
- In June letters and applications were mailed to members whose memberships expired in April 2000 and October 1999
- A list serve was started June 16th for current PCPA members to discuss professional issues; 48

members are participating on the list serve

- At this time, because of other commitments, she cannot complete the brochure listing benefits, etc. of PCPA prepared by Gardi for distribution to vendors for solicitation of conference funds

It was recommended that the membership application carry a note about subscribing to the list serve; new members should be notified that a list serve is available if they wish to join. As a follow up to the June retreat of those on the "We Can Make It!" list, R. Lunardini has sent out a letter to individuals he was to contact. M. Bayuk, V. King-Garwood and D. Wilson will contact the rest of the board regarding follow through on this membership project.

D. Constituencies Commission

T. Eicker was not present and did not submit a report.

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

### **A. Dual Membership**

#### **D. Wilson reported that**

- 27 percent of PCPA's membership were also members of ACPA
- at the Boston meetings the dual membership issue didn't seem to be a high propriety
- Minnesota is a pilot state for the dual membership issue and that it did not seem to be happy with the arrangement; Minnesota has a savings account and a mini endowment and these didn't have to be turned over to ACPA

#### **J. Merkle reported that**

- a PCPA ad hoc committee has been formed to examine the issue of dual membership; the committee will meet within the next month and issue a report by December 1, 2000; members of the committee are:
  - Joe Merkle and Dave Wilson, co-chairs
  - Michele Barbich, Director of Student Activities and Orientation, York College
  - Chris Moore, Graduate Student, Indiana University of Pennsylvania
  - Joe Puzycki, Director of Judicial Affairs, Penn State University
  - Doreen Tobin, Executive Assistant to the Vice President of Student Affairs, Kutztown University (has worked as a state liaison to ACPA for PCPA)—tentative

### **B. State Scholars**

T. Eicker was not present and did not submit a report.

### **C. 2001 Conference**

#### **M. McGinnis, 2001 Conference Chair, reported that:**

- The conference will be held at Hidden Valley October 7, 8, 9, 2001
- Information on the site can be viewed at <http://www.hiddenvalleyresort.com/>
- The site was willing to offer them a variety of package options
- She is seeking volunteers for the committee—currently there are three members: L. Banks, M. E. Bayuk, and S. Norton
- She and the existing committee will develop a theme so that she has something to distribute at the 2000 conference

R. Lunardini asked if we should be looking at "tracks" or "themes" at each conference because programs focus on very specific issues that people are working on every day; he also suggested that we contact other state organizations if they would be willing to sponsor their best program at our conference; he also suggested that we plan ahead two-three years so that we can market our conference.

King-Garwood appointed a committee to examine the issue of tracking for future conferences; M.L. Kennedy was appointed chair and members are S. Satterlee and J. Schumacher. The committee will present its report at the January meeting.

### **D. Faculty Liaison**

R. Lunardini requested feedback on a draft survey he distributed dealing with professional preparation. He wants to distribute it to participants at the 2000 conference.

### **E. POAC**

J. Merkle reported that he is looking forward to participating in a presentation and workshops at the 2000 conference. He received two responses from the request in the Newsletter from past officers—Lori Keenan and Melissa Smith Crabbs. He has also called a number of past officers to invite them to the conference. He feels it is important to keep past officers in the loop. Ron suggested maybe building roundtables into the conference for networking purposes.

### **F. NBCC**

T. Steiner was unable to attend but did submit a report. He

- Did a mailing to ten individuals who sought NBCC credits in the past, encouraging them to attend the conference
- Prepared a list of 2000 conference programs appropriate for NBCC re-certification credit
- Requested and received approval regarding his recommendations and PCPA's use of ACPA's provider number

Steiner was commended by the Board for the excellent job he does on NBCC re-certification credits. The suggestion was made that we should get mailing lists from NBCC of individuals in PA. Mary McGinnis will follow up on this.

## **IX. Old Business**

A. Awards M. L. Kennedy reported there were no nominations for the graduate student award; therefore only three awards will be made at this year's conference: Outstanding Contribution to PCPA, Outstanding Contribution to the Profession and Outstanding PCPA New Professional. The plaques will have the new logo on them.

### **B. Nominations**

M.L. Kennedy reminded those present that the following positions were coming up for election:

- Member at Large Two Year
- West Member at Large Four Year West
- Member at Large Four Year East
- Communications Commission Chair
- Membership Commission Chair
- Professional Development Chair

She will have posters and information available at the conference regarding the vacancies She asked that it be reflected in the minutes that the Executive Board has indicated a strong interest in adhering to the by-laws regarding dual appointments.

### **C. Grady Roberts Writing Award**

There were no submittals for the Grady Roberts Writing Award. Dr. Roberts has asked that this issue be brought to the Executive Board for discussion. The suggestion was made that perhaps the topic needs to be carefully defined and parameters need to be set.

## **X. New Business**

### **A. Budget Requests**

Puzycki distributed the PCPA Budget Requests received as of July 11, 2000 (\$1,448.00 has been requested from the Membership Commission and \$1,820.00 from the Communications Commission). V. King-Garwood noted that anyone on the leadership board could request money for projects. She asked that budget requests be submitted to the Treasurer by October 1, 2000.

### **B. 2001 ACPA Conference Participation**

Because President King-Garwood had to leave early, there was no report on this agenda item.

### **C. Reorganization of Professional Development Commission**

A. Cotner-Klingler recommended that the Board examine where the Keystones Seminars are placed—that it may be too much for professional development commission. B. Clark said that there was too much to do under Professional Development commission. She suggested that perhaps there should be 2-3 commissions: (1) Keystone Seminar commission, (2) Graduate Student and New Professional Commission and (3) Middle and Upper Level Management Commission. M.L. Kennedy suggested that the Keystone Seminar be a commission and that the other two be standing committees under Professional Development.

Dave Wilson suggested continuing discussion of this topic at the next board meeting. He will request that it be placed on the agenda. Cotner-Klingler will submit a proposal to the board.

#### **D. Logo Tag Line**

Currently the tag line for the logo is "Serving Student Affairs professionals in higher education in Pennsylvania". Discussion centered on moving away from student affairs and becoming more inclusive and encompassing. It was noted that a number of the board members are not in student affairs. D. Wilson moved and M.L. Kennedy seconded the motion that the new tag line be: "Serving Student Affairs and Higher Education Professionals across Pennsylvania". The motion carried.

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

The question was raised as to whether there was new letterhead. M.E. Bayuk moved and M.L. Kennedy seconded that the board authorize \$500.00 stationary. The motion carried.

The question arose as to the whereabouts of the stamp which said "Ask me about joining PCPA" It was believed V. King-Garwood had the stamp and it will be gotten from her before the conference.

#### **XII. Adjourn**

M.L. Kennedy moved and B. Clark seconded the motion to adjourn. The meeting ended at 1:30 pm.

Respectfully submitted by  
Mary Ellen Bayuk, Recorder



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