



**Georgia College Personnel Association  
2008-2009 Elected Board Business Meeting  
Gainesville State College  
Friday, December 12, 2008**

**Attendance:** Alicia Caudill-Colburn, Nia Haydel, Lauren Willard, Mike Fulford, Tom Walter, Ron Lunk, Jami Hall, Eddie Howard, Nicole Phillips, Kathy Alday, Brooklynn Parrott

**I. Call to Order:** 10:17 AM

**II. Officer Reports:**

A. Review of 11-6-08 Minutes

- Brooklynn corrected that not all SAFI participants had paid
- Nia made a motion to accept minutes as corrected, Nicole seconded the motion.
- **8-0-0**

B. Treasury Report & Approval

- \$13,072.67, \$370 to be deposited
- One SAFI Participant still has not paid
- Nicole made a motion to accept the treasury report as submitted, Alicia seconded the motion.

C. Conference Location/Approval

- Nia is currently doing some research who could be the Local Arrangements Chair in Macon
- Macon, because of its central location was recommended for the 2010 conference, Nia has a student who has relocated to Macon who is doing some preliminary investigating. A few names for Local Arrangements Chair were discussed.
- The 2011 Conference looks like it will be held at Lake Lanier
- Atlanta was suggested as a location, but there are concerns over travel with so many schools being in the Atlanta area
- Some people have questioned why the conference is in February, why not Fall? A vote was taken in 2000 by the body and the vote was to stay in spring; however, it may be time to vote again, that was nearly 9 years ago.
- Mack Palmour, President of GACRAO joined the meeting.
- Discussion of a future partnership regarding programming, workshops, and potentially a joint conference in the future were topics

- Currently, the GACRAO Conference schedule is Sunday – Tuesday in October and typically sees around 300 – 350 participants; except this year which was 125 participants
- Eddie stated that he thought that this is a way to pull in other areas as a way to be a better service to the state; however, Eddie wants us to just date... not marry – look ahead at 2012 for a joint conference option
- Possibly begin as partnership with Support Staff workshop
- Neither group wants to lose identity, but economic impact is good motivation
- Discussion ensued
- Mike recommended GHO, GACRAO, & GCPA Collaboration possibility
- Eddie will task a smaller group to look at timeframe, agreement, & plan to develop how to move forward... discussion about future partnerships, cultivation, & strategic movement
- Tom brought up the question about what is our future, where are we going, what is GCPA's role in the state, who we are serving, etc.

## **LUNCH BREAK**

Eddie concluded:

1. Task Sector Reps with communicating with the membership about collaboration with GACRAO and email responses to Eddie
2. Task Past President (Nicole), President Elect (Nia), President (Eddie) & Tom with creating parameters for discussion with Mack in January

D. Past President – No report

E. Sector Reps – Lauren announced official mergers of Technical Colleges was passed by SACS so 13 Technical Colleges are now 6, name changes still be announced.

## **IV. Ex-Officio Board Reports**

A. Conference Report: Mike Fulford

- Facebook page has been made
- Registration fee based on 100 people, could cover with 70 or 80...
- Registration Page is live on the GA Center
- Program Proposal is also live & ready to go
- There is no Student Rate or rate for the Think Tank participants; however, there is a discount code which can be received from Theodora who will send to the advisor for students & received from Tom for Think Tank folks.
- Review of Conference Schedule

- As an incentive for the conference attendees to see all of the vendors & sponsors, Ron will develop a passport that all vendors will have to give a sticker/punch hole when the attendee comes by, those who have seen all vendors will then be entered in a drawing.
- Brooklynn made a motion to use \$100 from the SAFI revenue as incentive, Alicia seconded the motion.

**7-0-0**

- Mike announced that Campus Civility will be the topic for the Think Tank who will include BOR Academic Affairs people and the group will develop a white paper & share
- The Think Tank has been opened up to SSAO & SAAO from around the state.

B. Student Affairs Foundations Institute – Andy Wilson joined by telephone

- 2009 Proposal for SAFI
- Program proposals idea for Conference from SAFI graduates & may pair up with others for program
- 2 year membership for SAFI participants into GCPA – possibility
- 1. Final fee decision – at the conference at Board Meeting
- 2. 2 year membership for current class & next year
  - a. Nia made a motion that participation in SAFI will include membership for 2 years -- the year in SAFI and one additional year; motion was seconded by Brooklynn

**8-0-0**

C. Membership Report – David Johnston

Nia made a motion to accept the Membership Report as information, motion was seconded by Jami

**8-0-0**

D. Awards – Jami Hall

- Jami announced that she would begin recruiting for awards in January
- Kathy would send template for awards to Jami
- Although, the Past President is responsible for Elections & Awards, Eddie has tasked Jami with doing Awards for the Conference.... The Sector Reps will serve as the Awards Committee
- Kathy stated that the decision is invalid according to the Executive Guide
- Eddie stands by his appointment -- which is allowable by the Bylaws
- Jami will chair the committee & Nicole will screen the nominations to ensure that none of the Sector Reps are nominated, specifically Jami.

E. Elections – Nicole Phillips

- Election information is up but not live as of today
- Timeline is included on the website
- January 16 is the deadline for submitting nominations
- Pictures will NOT be required
- Once nominations come in to Nicole, she will send an email to the nominee for information
- Brooklynn will setup a SurveyMonkey and send out – there is verification of how many times someone voted, which will keep the election transparent
- All nominees must be GCPA members by the February 2 deadline

F. New Leader Development – Kathy Alday

- **Bring back 20/20:** the last one occurred in 2000. This is the workshop for undergraduates who would like to explore this profession and are looking at graduate schools. I propose that we involve first-year master's students in student affairs preparation programs. We could offer this event in conjunction with the new professionals workshop or in conjunction with another workshop we would hold during the year.
- **Special effort to reach out to the first year Master's students in student affairs prep programs:** I wanted to do this for August 2008, but I failed to give it the necessary time for preparation. I would like to prepare a packet of GCPA information for the new students when they arrive on campus for the program in August 2009.
- **Civility:** This issue has been a big one at KSU this academic year, and I suspect it is a topic of discussion on all campuses. Would it be possible for GCPA to sponsor a drive-in workshop on this topic?

G. Assessment & Planning – Matthew Robison

No Report

H. Multicultural Competencies – Kijua Sanders-McMurtry

No Report

I. Government Relations – Diane Cooper

No Report

J. Website – Kathy Alday for Ed Bonza

- The website is now hosted on the KSU Student Life Server, so there's no fee.
- Domain: we own .com and .net (we lost .org) the domain cost is about \$10 every two years. Both mygcpa.com & mygcpa.net work.
- If anyone has any changes, updates, questions, or concerns about the website, please contact Ed Bonza at [ebonza@kennesaw.edu](mailto:ebonza@kennesaw.edu)
- Please help to see that old info is not up there
- If any officer would like a GCPA email address ([eddie@mygcpa.com](mailto:eddie@mygcpa.com) or [president@mygcpa.com](mailto:president@mygcpa.com)) let Ed know.
- Ed will make the move to WordPress at some point in the spring, which will make the site much more interactive (sort of like Facebook without all the alcohol party pix!) This is a free content management system.

K. Community Service – Kendall Stiles  
No Report

L. Georgia Journal – Tom Walter  

- Has received a couple of submissions, still needs more

M. GACOPERAS – Ron Lunk  

- Not going out until February before conference
- Suggestion was made not to do an edition until after the conference as a special 40<sup>th</sup> Anniversary edition... to wrap-up of conference

## V. Old Business

A. Approval of the Standard Sponsorship Agreement  

- For any sponsorship pertaining to GCPA
- Brooklynn made the motion to approve the Standard Sponsorship Agreement as submitted, motion was seconded by Alicia

**8-0-0**

Brooklynn made motion to immediately add the Standard Sponsorship Agreement in the Executive Guide, motion was seconded by Nicole

**8-0-0**

B. Peach of a Program  

- Nicole reviewed the "POP" guidelines
- Tasked to Matthew for consistent Assessment and setting up the POP
- Ron made the motion to accept the POP guidelines with suggested revision, motion was seconded by Brooklynn

**8-0-0**

C. Election Guidelines: Language to the GCPA Guide

Skipped

D. Membership Increase Cost Analysis

- Brooklynn suggests \$10 increase for Professional Rate & Student Rate increase \$5
- Will be presented to general body at Conference
- Nicole made motion to accept recommended membership dues increase to \$30 and \$15 respectfully, motion was seconded by Nia

**7-0-0**

E. Membership Cycle Discussion

- SACSA does this, memberships renew at Conference... if someone joins between conferences, and then membership is good until Conference
- Grandfather in those who have additional years of paid membership – would be good for one additional year
- Everyone gets back on the same cycle
- No one pays membership for workshops – member/non-member fees only
- Discussion ensued regarding the previous vote to allow SAFI participants to have 2 years of membership concluded that they would receive 16 months of membership (October to February the year after)
- Discussion about paying for workshops & membership ensued
- Example: Member fee is \$40, Non-member fee is \$75, if you join -- \$70, membership would still expire at the Conference

F. Support Staff Workshop

**Proposed date:** Tuesday May 19, 2008

**Proposed Location:** Kennesaw State University

**Proposed Time:** 9am to 4pm

**Proposed Budget (based on 50 participants):**

**KSU facility fee:** 0

**Parking passes:** \$250 (\$5 per participant)

**Materials (name tags, folders, copies):** \$200 (\$4 per participant)

**Food (cont. b'fast/lunch/break):** \$900

**GCPA membership:** \$1000 (\$20/person)

**PayPal fee:** \$150 (\$3/person)

**Proposed registration fee:** \$50/person

Comments from last year's event indicated that this workshop should be continued, but that we should make some modifications, as follows:

1. End on time!
2. Enable the participants to move around more.
3. Have the sessions in different rooms instead of in just one room.
4. Include more information on support personnel and their jobs.
5. Offer more time for the participants to interact and discuss how to deal with particular situations that arise at each campus.
6. More information on customer service skills and techniques, working with student organizations, networking within college career paths in Higher Education, recruitment and retention, developmental/remedial studies, background information on GCPA/ACPA, best practices in various areas, hands-on training on office duties, handling a difficult supervisor.
7. Offer hot and cold items for lunch.
8. Have an afternoon break.

Once the Board approves the date, budget and location, I will move ahead with soliciting workshops and input from the Board as to content. I would also like to solicit the help of some of the support staff members who attended last year and make them a part of the program.

**Question:**

Should all presenters register and pay the fee? The issue is food. If the presenters don't pay and they partake of the food, is that a cost we should ask others to bear? My opinion is that if the presenters are going to eat, they need to register and pay; however, I defer to the Board for its decision.

Brooklynn made motion that if presenters are eating, then they pay – if they are not eating, then they don't pay, motion was seconded by Ron.

**7-0-0**

**VI. New Business**

- A. GCPA Brochure Revision –
  - Already done, tax exempt number was changed
- B. ACPA Convention –
  - A couple of people attending & will need to help out
  - Mike is going to work with Eddie on putting together the ACPA State Division of the Year

**VII. Announcements**

- UGA Higher Ed Program will begin a ½ time program out of the Buckhead Center (EdD)
- College Student Affairs program instituted by BOR (PhD) location will move around

Next Board Meeting will be February 25 @ 9 AM in Athens... at Conference

**VIII. Adjournment:** 3:45 PM