



**Ohio College Personnel Association  
Executive Council Meeting  
Friday, April 17, 2009  
Otterbein College**

Members present: Michael Griest, Tracy Benner, Jen Conti, Vik Arunkumar, Katie Krajny, Chris Mundell, Amanda Stewart, Kim Ferguson, Colette Masterson, Kim Brazwell, Nicole Lepone

I. Call to Order and Introductions

Meeting called to order at 10:12 a.m. Katie Krajny, graduate student at Ohio State, is the new newsletter chair.

II. Approval of Minutes from December 12, 2008

Motion to approve by Amanda. Motion passed.

III. Officer Reports

a. Past President

Conducted online elections with assistance of Vik Arunkumar

b. President

i. Appointed Katie as newsletter chair. Participated in conference calls with ACPA.

c. President-Elect

i. Worked with Kim Brazwell to arrange alternate date and location for the diversity pre-conference which had to be cancelled in winter. Working with Chris Mundell on annual conference planning. Contacted Mark Cutright and Jamie at Ohio Dominican to talk about senior student affairs roundtable conversation continuation.

d. Secretary – not present

i. Membership is currently at 265 members, up from our goal target.

e. Treasurer – Worked with Secretary to reconcile memberships as they come in and worked with Chris to coordinate final payments to Doubletree hotel for conference. Budget income is down because some areas we expected to have income were down (annual conference) but cost was also down. Annual conference lost about \$2000. Awards cost almost double what was budgeted, \$500 was the graduate award scholarship. Silent Auction made \$412. Exploring other banking options because Huntington has become a pain to use.

IV. Members-at-Large & Liaison Reports

a. 4 Year Public – Has been communicating with campus liaisons.

- b. 4 Year Private – Has been watching membership lists and following up with outdated members.
- c. 2 Year – Has been updating membership lists and sending information to grads. Has finished graduation card to send in June. Will also link card to website in June. Abby and Daniel worked on this too.
- d. Graduate - see 2 year
- e. Faculty Liaison

V. Executive Board Reports

- a. Development
- b. Diversity – Thanks to Chris for offering CCAD for the summer diversity conference. Two related organizations (Ohio NAME and Ohio Diversity Officers Collaboration) are interested in partnering with us to present this conference. Two sample timelines for the conference were reviewed, one ½ day and one full day, offering either concurrent sessions or single sessions. Chris brought up CCAD only has two multi-purpose rooms to offer, which are in two buildings across the street from each other. Michael added concurrent session model speaks to more people and Urbana can offer free space. Nicole offered to share UC's diversity conference session presenters and evaluation information. Tracy encouraged concurrent sessions at CCAD. Chris said rooms can only hold 100 people at most. Discussed using same registration fee as charged for preconference, but recognizing budget is impacted by loss from annual conference because most of the people who paid for preconference their reg. fee has been used.
- c. External Relations – not present – need to make a decision in June about printing more letterhead and envelopes. If you are leaving board, please bring back ALL supplies.
- d. Historian – not present
- e. Newsletter – has looked at past spring newsletters to see what content needs to be included. Awards, president's pen, 2010 planning committee report for annual conference, bios for newly elected board members, recap of 2009 annual conference, spotlight on faculty member, graduate student has already submitted an article about how great OCPA is for the price. Has been thinking about more current event articles, spotlights on staff, talking about higher education and the economy, reflection pieces on attendance at ACPA and/or NASPA conferences, working with millenials, what is happening at institutions. Chris suggested showing a listing of which Ohioans presented at national conferences. Michael suggested more op/ed. articles. Deadline is April 27<sup>th</sup> and newsletter should be out May 4<sup>th</sup>. Summer newsletter date discussed. Suggested July 13<sup>th</sup> deadline for submissions.

- f. Technology – not present
- g. Annual Conference – The conference happened despite the weather. Evaluations are back and were emailed to council members. Overall, the evaluations were favorable. Location of hotel was good, but comments were noted about traffic patterns when leaving the hotel at rush hour. Physical set up of registration and vendor area may be changed next year based on feedback. Room set-up will all be theater style next year to maximize the room space. Has been in negotiations with the hotel for next year's dates and contract. Dates have been reserved for January 28-29, 2010, with a pre-conference date of January 27, 2010. Registration projections were missed and some changes will be made for next year to better align the budget. Less food will be ordered next year to reduce costs. Awards reception time may be changed to the closing lunch and a time for socials may be offered on Thursday evening. May allow for more social networking times, which is asked for on evaluations each year. Physical set-up of the hotel allows less interaction when changing rooms, so planning how to increase networking. Wants to choose a speaker and theme as soon as possible because it impacts all other areas. Wants to have firm idea by June 19<sup>th</sup> transition meeting. Please share ideas with Chris. Kim suggested something focusing on budget reductions. Chris said he had a note already about value added being a focus. Chris wants to work on improving quality of the sessions and hopes to focus more on ACPA's competencies. Colette reminded about the need for the secretary/records chair needs to be the conference registration chair and there needs to be work on the PayPal payment system. Discussed need to make registration process clearer. Discussed if there is a need for a membership number to be utilized. Discussed non-member fees for conferences. If you hear a speaker or see an article written by someone, send Chris names.
- h. Awards – not present - Awards have been mailed to winners from ACPA.
- i. Careers in Student Affairs Conference – Locations have been discussed. Ashland, Marietta and Baldwin-Wallace have been discussed along with Muskingum. Discussed pros and cons of going to corners of the state and locations of Ashland and Muskingum with proximity of interstates. Will look at what types of rooms each campus has. Updating binder with historical conference info.

## VI. Old Business

- a. 2009 Summer Workshop/Diversity Preconference
- b. Membership Form Update – Michael wants to table until this summer so new Secretary can work on this and changes to conference registration needs can be added.

## VII. New Business

- a. Election Results – Jeff Akers will be Secretary/Records, Rebecca Fick will be Grad MAL, Vik Arunkumar will be President Elect.
- b. Joining Forces to Serve Veterans Conference – Michael agreed to co-sponsor with BGSU this conference. It won't cost OCPA anything. Will be May 22<sup>nd</sup> at BGSU and is co-hosted by Firelands and Owens Community Colleges. Michael will attend and have OCPA materials there.
- c. Conference Weather Cancellation Policy – Due to this past year's weather issues affecting the annual conference, this draft has been developed. Discussed adding a statement to conference registration about refunds. Send any changes/comments to Kim/Mike. Will vote on this in June.
- d. Speaker Honorarium and Gift Guidelines – These are out-dated. New professional development chairs will be asked to update this listing. If you are part of other organizations with these guidelines, please share these.
- e. Transition Meeting Topics – If there are topics you think need to be covered, please let Kim know.

## VIII. Announcements

UC has an open Greek Life position.

Urbana will have an open Residence Life position.

## IX. Next Meeting – Board Transition Meeting, June 19, 2009, at Otterbein College

- Please bring all manuals, letterhead, envelopes, OCPA post-it pads, OCPA brochures, etc.
- Meeting ended at 11:46 a.m.