



**Ohio College Personnel Association
Executive Board Meeting
Friday, Sept. 17, 2004
Otterbein College, Westerville, Ohio**

Members present: Erica Lee, Holly Reynolds, Cory Posey, Angela Harris , Kristan Hausman, Robin Gagnow, Amy Greenland, Amy Lahmers, LuAnn Coldwell, Michelle Ocepek, Nicole Ray, Janett McDermott, Kathy Morris, John Berry, Tracy Benner, Kim Ferguson, Amanda Niskode, Eric Anderson

Members not present: Donna Lamb, Dafina Stewart, Dwayne Todd, Paul Putman, Janice Gerda, Amber Prekler

I. Call to order 10:12 A.M.

- a. Welcome and Introductions
- b. OCPA History – Robin Gagnow
 - i. (see attachment for details)
 - ii. More than just names, dates and conferences...
 - iii. OCPA began from OASPA who recognized that there didn't exist an association at the state level for non senior professionals, specifically new professionals.
 - iv. Reviewing the names over the years of OCPA members (specifically the founding members), you'll see numerous influential Student Affairs practitioners
 - v. OCPA, since it's inception, has received numerous awards from ACPA
 - vi. Membership drop during the 80's, through have consistently been on of the largest state associations
 - vii. Otterbein has been extremely influential in OCPA
 - viii. 1992 OCPA sponsored the support staff conference which Otterbein had previously hosted
 - ix. 1996 first hosted Careers in Student Affairs conference, which was attended by out of state institutions
 - x. Two day Fall conference came about in late 90's
 - xi. OCPA members have consistently provided leadership for ACPA as well

II. Review Agenda

III. Approval of Minutes from January, April and June 2004

Approved as posted on web.

IV. Officer Reports

- Past President John Berry

- Coordinated the 2004 OCPA Support Staff Conference. The event was held on the Newark Campus of The Ohio State University and Central Ohio Technical College on July 23, 2004. A total of 52 individuals participated in the conference. Conference evaluations were overwhelmingly positive. A full report will be shared at the Executive Committee Meeting.
 - Collaborated with current OCPA President, Amy Lahmers, regarding OCPA organizational growth, goals/objectives and functions.
 - Served on the Careers in Student Affairs planning team.
 - Began assimilating information for OCPA nominations to the ACPA State and International Awards program. Further discussion to occur at the Executive Committee Meeting.
- President Amy Lahmers
 - Michelle Ocepek moved, Holley Reynolds seconded, to approve Janet McDermott as 2 year member at large.
 - Motion passed.
 - Corresponded with Exec. Council regarding job descriptions, Bylaws, and goals
 - Compiled revised job descriptions and 2004 OCPA Goals document
 - Met with Corey Posey regarding OCPA Diversity Plan and Diversity Workshop
 - Met with Amy Greenland and Tracy Benner regarding Secretary position
 - Met with Janet McDermott and Eric Anderson regarding 2-year member-at-large position
 - Wrote President's Pen and Election Update for OCPA news
 - Wrote President's Welcome and provided suggestions for updates to ocpaonline.org
 - Corresponded with Dr. David O'Malley at CSU and Erica Lee regarding potential statewide ballot referendum issue that would seek to overturn present and prevent future legislation and/or funding that would in any way recognize the relationships of same gender couples in a manner similar to marriage
 - Corresponded via phone with Michelle Ocepek regarding ACPA and OCPA goals for the year
 - Submitted OCPA Financial Disclosure Form, Bylaws, Roster, and strategic Plan to ACPA
 - Coordinating "Career Tracks in Student Affairs" panel discussion for Careers in Student Affairs Conference
- President-Elect Michelle Ocepek
 - Attended the ACPA Summer Leadership Meeting from 7-22-04 through 7-25-04 on behalf of OCPA. Prepared summary for Exec. Council meeting.
 - Met with President to discuss what transpired at the ACPA Summer Leadership Meeting and what steps we need to take. Distributed materials collected to President and other applicable Exec. Council members.
 - Revised job description and created goals for position. Also, assisted resident with reviewing job descriptions and goals submitted by the Exec. Council. We were very impressed—great job.
 - Communicated and provided assistance to Sec. With revised minutes for past meetings.
 - Referred potential members to Membership and Records Chair, as well as forwarded membership applications received so that they could be processed.

- Secretary Amy Greenland
 - Revised job description.
 - Submitted position goals
 - Request feedback on how best to get exec. Board comfortable using listserv and web site to communicate?
 - Kristan and Paul still aren't receiving emails from the listserv
 - Every one will send out their report to the listserv prior to meetings and NOT bring a hard copy to the meetings. The Sec. Will cut/paste from emails for the minutes.

- Treasurer Tracy Benner
 - Deposited membership payments from two new members totalling: \$35.00
 - Deposited checks from Support Staff Conference totalling: \$1858.00
 - Processed payments for Support Staff Conference totalling: \$2075.00
 - Processed payments for Careers Workshop printing and design totalling: \$254.10
 - Processed payments for Diversity Chair welcome letter and resource guide mailing totalling: \$37.00
 - Started money market account for annual conference with proceeds from last year's conference totalling: \$2000
 - Processed payment for President-Elect's trip to the annual ACPA Leadership meeting totalling: \$268.61
 - Submitted article for newsletter on the transition meeting.
 - Met with President and Secretary to review listserv processes and meeting minutes from previous meetings.
 - Account balances are: checking - \$14,629.37, conference money market - \$2008.64

V. Member At Large Reports

- 4 Year Public Amanda Nickode
 - Hoping to do info. Transitionng with Eric today.
 - Work with Leslie McNeil at Miami (former president) to gain information/insight on my position

- 4 Year Private Eric Anderson
 - Sent Call for Programs to be distributed through Campus Liaisons Solicited campus news items for OCPA Newsletter Sent Newsletter to be distributed through Campus Liaisons Filled several open Campus Liaison positions STILL OPEN:
 - Franciscan University of Steubenville (no OCPA members)
 - Ohio Northern University (no response from anyone!)
 - Walsh University (no OCPA members)
 - Wilberforce University (no OCPA members, and John Freeman isn't responding to me)

- 2 Year Janet McDermott
 - I have met with Eric and Amy to review the roles of a member at large and get a better sense of this position's responsibilities
 - Completed my goals, time line, and job description
 - Encouraged several people to consider presenting at the Careers in Student Affairs and at our upcoming conference in February
 - Identified two year colleges that we need to have campus liaisons for (Please if you know of anyone at a two year college who you think would be interested let me know!)
 - Agreed to serve on a panel at the Careers in student affairs conference in October
 - If anyone knows of people to contact at two year institutions, REALLY appreciate it if will forward their information

- Graduate Nicole Ray
(see report)
Currently sifting through case study material from past years

VI. Executive Board Reports

- Awards Holly Reynolds
 - Need Volunteers
 - (LuAnn, Kristan, Amy G. and Erica volunteered)
 - Please nominate people who are deserving
 - Meet with Kathy already for transition
 - Working on sending an e-mail out to solicit nominations for the conference awards. Will be completed by September 21st.
 - Working on securing volunteers/persons interested in helping to select award recipients.

- Faculty Liaison Dafina Stewart
 - Updates: Approximately 8 out of the 11 CSP/Student Affairs programs in the state will be represented at the OCPA Careers in Student Affairs Workshop on October 23. Not all faculty will be able to be in attendance, but faculty from at least 3 or 4 schools will be present and participating.
 - Kim, I lost my email count of who all was coming to Ashland next month, but I am hoping that I can recover my files so that I can get that information to you.
 - Also, it was shared with me by a faculty member that the Board would consider that sometimes faculty may not be present themselves because of feedback from their own students and alum that current students and alumni are more preferable points of contact for prospective students. Additionally, individual faculty may be responding to institutional pressures that prefer that they focus nationally instead of within the state. Therefore, please don't presume that absence is equivalent to lack of interest or a refusal to be involved in collaborative efforts.

 - Board Feedback/Vote Requested
 - Lastly, last year, underrepresented undergraduates participated in the Annual OASPA/OCPA conference with sponsorship from the institutions which house graduate preparation programs and in collaboration with the conference

committee for program slots. We believe that this was a successful event that we hope can be repeated. We also hoped that should it be repeated this year, that the OASPA and OCPA boards would take over the sponsorship (though perhaps not exclusively) of the attendees within the conference budget and seek undergraduate participation from all member institutions. The rationale for this is that the members of these organizations reach a much broader span of students and have more direct access/contact with these students than faculty members who teach only graduate students and only represent 11 institutions. I hope that the OCPA Board can take up consideration of this request at this meeting.

- Action Item:
 - Having Conference Budget cover undergraduate, under-representative students from institutions with grad. Prep. programs conference fee (last ye. Discussion was that it made fore sense for scholarships to be reserved for Careers in Student Affairs conference (which would allow students to still apply to grad. Schools and possibly attend the annual conference). ar the institutions pay their fee – one meal and one room) Ideally last year the max would have been 18 students

- Diversity Corey Posey
 - Mailed Diversity Guide Registration Forms and Diversity Pre-Conference questionnaires
 - Hosted Diversity Pre-Conference Meeting
 - Updated OCPA Diversity webpage
 - Met with OCPA President (Amy Lahmers) about Diversity Pre-Conference and OCPA Affirmative Action Statement

- Government Relations Erica Lee
 - Submitted article for the September issue of OCPA News
 - Sent an email to Dr. David O'Malley at Cleveland State University regarding Ohio legislative issues (no response) ~Discussed possibilities of "Best Practices" section of the newsletter with Amber Prekler ~Corresponded with Public Relations team about Board meeting ~Sent Chronicle articles to OCPA Executive Board
 - Submitted program proposal for Careers in Student Affairs Conference in October
 - Started researching contacts at the Ohio Board of Regents for a possible presentation at the conference in January

- Development Dwayne Todd
 - Submitted goals and new position description to Amy Lahmers
 - Will be contacting Ed Whipple, OASPA development liaison, this month to begin putting together sponsorships for joint conference
 - Will be contacting conference chairpersons this month to discuss sponsorship needs and capabilities for all major conferences. One way each conference chairperson can help is to have a budget prepared ahead of time and have suggestions about possible sponsorship opportunities (meals, give-aways, supplies, etc.).

- Historian Paul Putman
(Not present/No report)

- Membership/Records Angela Harris

- Received two membership applications as of September 13, 2004
- New membership application and brochure being drafted
- Going through file and adding new names
- File sheet will be mailed at the end of September asking membership to update information
 - Still learning everything, but am becoming familiar, trying to get updated, delete who's no longer here (in Ohio), updating membership form-new look for form
 - Trying to condense membership form. On the application, asks for volunteer opportunities, how much was the information used? Update committee options. Work with volunteers chair, Donna. This could be the link between membership, volunteers and exec. Board.
- Newsletter Amber Prekler
 - The newsletter is finished and distributed.
 - The next newsletter is due November 5.
 - If you have any suggestions please send them to me.
 - I received a lot of "undeliverable email" responses. I will make a list of those and forward them on so we can update their information.
- Technology Janice Gerda
 - Updated web pages as requested, notably: job announcements, past presidents, diversity information, conference information, newsletter and minutes additions, and corrections to exec board contact information.
 - Presented on "web pages 101" at the Support Staff Conference.
 - Revised job description and submitted position annual goals per request of the president.
- Volunteers Donna Lamb
(Not present/no report)
- Support Staff Conference Co-Chairs Kristan Hausman & LuAnn Coldwell
 - Report from 2004 conference
 - 37 participants from 12 institutions
 - Lost money \$175.00
 - Newark Campus contributed \$557.00
 - Budgeted for 75 participants
 - Liked the central location, like the Reese Center facility, liked going to a college campus and over _ took the campus tour
- Workshops Michael Griest
 - After discussing possible dates and locations for a fall conference, it was overwhelmingly suggested that we plan for a spring issues conference instead of a fall new professional's workshop.
 - I will be asking for the board's feedback on topics for a spring workshop at the meeting. Issues that have been suggested from local OCPA members including grant writing and alternate funding

- sources, the changing face of the "average college student", and the
 - impact of technology on our field.
 - I did not attend the recent Diversity Pre-conference meeting
 - due to a scheduling conflict at Wittenberg. I will follow up with
 - Corey Posey at the upcoming meeting and provide support in whatever
 - way I can.
 - Day-long spring conference (late spring?)
 - Not positive feedback on Fall date
 - Request information on burning topic ideas
 - legal issues
- Careers in Student Affairs Conference Chair Kim Ferguson
 - ranked conference giveaway items (no theme, no date so can reused)
 - continental breakfast? No
 - afternoon snacks? No, but provide bottles of water
 - still needs program proposals for (service learning, international students, judicial affairs, residence life-Robin, vanishing male leadership-John?)
 - Fall 2002 Conference Chair Kathy Morris
 - Initiated and completed process for securing event cancellation insurance for the annual conference.
 - Recruited subcommittee chairs for various conference roles.
 - Coordinated OASPA partners with Wanda Overland (OASPA conference chair).
 - Submitted "Call for Programs" for distribution to membership and for posting on OCPA web site.
 - Completed goals, job description and timeline.
 - Call for programs, deadline is Oct. 12th.
 - Want more mid-level sessions, moving to senior positions
 - Theme: Learning Partnerships: Great Company and Conversations
 - Cost: \$100 (OCPA new and renewing)

VII. Old Business

- A. Bylaw Updates and position description updates/2004 Goals (Amy L.)
 - Need to be approved at general business meeting scheduled for Friday of annual conference
 - Great job on updating position descriptions and goals
 - Are there other ways we can be using our goals?
 - Put up on web page?
 - helpful for new members knowledgebase
 - assist with accountability and communication among board
 - Any additional changes/revisions by 9-30, email to Amy Lahmers who will forward to Janice to put on the web page
 - Have job descriptions and goals NOT on main page, but put on a level connected with the Exec. Board information
- B. Budget (Tracy)
 - Same as report passed out in June
 - Any questions?
 - Angela Harris moved, and Michelle Ocepek seconded, to pass the proposed budget.
 - Motion passed

VIII. New Business

- A. Discussion on Draft OCPA Diversity Statement for ACPA (Cory)
- Diversity needs to be filtered in at every level of the organization
 - Discussed referral/increasing under-represented populations
 - Connected/linked with membership?
 - Increase under-representative members in OCPA based on...
 - Student Affairs professionals in the State?
 - OCPA members?
 - Consult ACPA for guidance/input
 - Visibility vs. Recruitment
 - Could do more anonymous solicitation of info.
 - Has been voluntary information sharing
 - How do we not exclude with our attempt to be inclusive?
 - Combine methods, general statement with specifics
 - Include what OCPA already has done
 - Would like to put a process in place, though realize ACPA needs a report
 - Request a committee to review this document and take it further
 - Send out an email to the general membership requesting participation on committee
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- B. Discussion of ACPA State Award Nominations (John)
- New Awards this year
 - Submitted for four awards last year and received one
 - Would recommend that we submit the joint conference (OASPA/OCPA) as our innovative program
 - Would also suggest that we nominate for outstanding leader
 - Nominations are due Nov. 5
 - Soliciting assistance in submitting nominations for the awards
 - Outstanding State/International Division Award
 - Innovation Award
 - Outstanding State International Division Leaders Award
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- C. Discussion of ACPA ELF Diamond Honoree Award/Nomination Process (Michelle)
- ELF is the fundraising arm of ACPA
 - Diamond Honoree Award is to recognize the outstanding professional in our field and a fundraising initiative will be created on their behalf (\$750 raised on the nominees behalf) which Michelle would chair
 - Deadline is April 2005 to be recognized in 2006
 - Will be asking for feedback, suggestions for nominations
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- D. Discussion of Possible OCPA Money Market Account and Gifts for Presenters/Judges (Tracy)
- Would like to move \$10,000 from checking account to a MM account to earn interest and no longer pay monthly service fees
 - John Berry moved, LuAnn Coldwell seconded, to empower Treasurer to open and move above amount to MM account.
 - Motion passed

- Conference Gifts...equitability/consistency issues for presenters, participants, key note speakers, awards, etc.
 - Ask for a few people to help put together a proposal (Michael, Holly and Michelle – include Kim)

IX. Executive Board Meetings

- A. November, 19th at Otterbein
- B. February, 2nd at Annual Conference (2005)
- C. April, 15th at Otterbein (2005)

X. Team Meeting

- A. Review/Update Position descriptions, Goals, and Vision 2004

XI. Announcements

XII. Discussion Items for Next Meeting

XIII. Adjourn at 3:03 P.M.

Respectfully submitted,
Amy E. Greenland
9-17-04