



OCPA News

Winter 2003
Volume 25, No. 2

Ohio College Personnel Association Support Staff Conference 2003:



Treat Yourself!
A Day at Spa OCPA

Registration Information



Friday, June 20, 2003
Otterbein College

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OCPA Mission

To provide quality, affordable, professional opportunities for educators committed to student learning and student development.

OCPA Vision

OCPA will assume a leadership role as an inclusive organization for educators-initiating, influencing, and addressing higher education issues related to student learning and student development.

Inside OCPA News

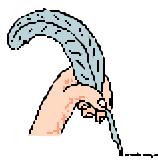
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The President's Pen

By Cindy Mako, OCPA President

In October 2001 OCPA celebrated 25 years of service and dedication to student affairs in the state of Ohio. A milestone in and of itself. For 25 years OCPA has been committed to:

- The learning and development of all students in a comprehensive and holistic manner.
- The appreciation, understanding and celebration of diversity, multiculturalism and human dignity
- The promotion and advocacy of life-long learning through innovative and multifaceted professional development opportunities
- The advancement and dissemination of knowledge through member services, professional development opportunities, and the use of available technology
- A collegial and inclusive approach to organizationwide activities and decision-making.
- Building collaborative partnerships with educators and organizations dedicated to the growth and development of college students.



So this past year, OCPA decided to focus on “building collaborative partnerships” and held a joint conference with OASPA. Merging at the Crossroads: Collaborating to Chart Future Directions was a two-day event that brought graduate students, entry level professionals, mid-level professionals, faculty and senior student affairs practitioners together for the first since 1986. Over 150 participants came together to network, reflect, discuss, plan and honor outstanding professionals in the state of Ohio.

From, Dr. Carney Strange’s opening remarks, to the ten graduate student teams who participated in the Robert Dubick Case Study Competition to the closing remarks of Dr. Bob Young, OCPA and OASPA set the stage for future professional development activities in the state of Ohio. Accordingly, OCPA is in the process of implementing OCPA 2004 and is looking for student affairs professionals who are interested in taking the organization to the next level. To learn more about getting involved in OCPA visit our web page at www.ocpaonline.org or contact me directly at makoc@uakron.edu.

OCPA 2002-2003 EXECUTIVE BOARD

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Membership

Michelle Ocepek
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Office: 330-823-7288

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Timeka L. Thomas Rashid
Otterbein College
Office: 614-823-3206

Awards

Paul Putman
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Kent State University
Office: 330-672-7011 Or 3081

Government Relations

Amy Lahmers
The Ohio State University
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2002 Conference Chair

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Grants

Vacant

External Liaison

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Journal Editor

Vacant

Upcoming Diversity Committee Projects By Timeka Rashid

Resource Guide:

Diversity Committee, looking for information from student affairs administrators in multicultural/diversity offices to include in a diversity resource guide. This guide will highlight various campus, multicultural offices, programs, missions and administrators. It will also serve as resource guide for national diversity multicultural sources such as websites, books, movies and other informational material...

Drive in Workshop:

Would you like a venue where you can network with other administrators in the area of multicultural issues, and diversity? If so speak your mind! What topics would you like to see included...?

OCPA Presents Annual Awards at the OCPA/OASPA Conference By Paul Putnam, Awards Chair

The following OCPA Awards were presented at the 2003 OCPA/OASPA Conference in January. The recipients include:

Missy Mordarski
Baldwin-Wallace College

Undergraduate Student Leader Award

Janice Gerda
Bowling Green State University

Graduate Student of the Year Award

Sandra Emerick
Cleveland State University

Innovative Program Award

Timeka Thomas Rashid
Otterbein College

Mark G. Noffsinger New Professional Award

Eric Dicken
Case Western Reserve University

Gerald L. Saddlemire Award

Robin Gagnow
Kent State University

Fayetta M. Paulsen Accomplished Leader Award

OCPA congratulates all the recipients for their
outstanding contribution to the field of Student Affairs!



Dear Colleague:

On behalf of the Ohio College Personnel Association (OCPA) Support Staff Conference 2003 Committee, I would like to invite you to participate in our annual event. On Friday, June 20, 2003, Otterbein College will host administrative support staff members from across the state for this professional development activity. We hope you will join us for this exciting day of personal and professional growth!

This annual event provides a wonderful opportunity for administrative assistants, receptionists, secretaries, special assistants and other administrative support staff to gather for a day of sharing ideas, learning new skills, networking, personal and professional growth. This year's theme, "Treat Yourself! A Day at Spa OCPA" focuses on the need we all have for relaxation and pampering. Sessions on stress management, improving efficiency, customer service, developing your leadership skills, managing your manager, surviving organizational change, developing healthy eating habits, aromatherapy and the importance of sleep will be presented. Session titles, descriptions and presenters will be listed on the OCPA webpage (www.ocpaonline.org) when the information is available.

Registration will be \$35 and includes a continental breakfast and buffet lunch along with a special gift. A raffle will be held at lunch for donated items and dress for the day is casual. One attendee per institution is asked to bring an item for the raffle. Raffle donations can be dropped off at the registration table. Please feel free to duplicate the registration form as needed. **Please return all registration materials by June 6, 2003 to Tracy Benner at the address provided on the registration form.**

Located in Westerville, Otterbein College is a conveniently located near the center of the state just off I-71 about 15 minutes north of Columbus. Westerville is within a two and a half hour drive of most major cities in Ohio including Cleveland, Cincinnati and Toledo. Many local dining and shopping districts are within a fifteen minute drive from Westerville including the Polaris and Easton areas. A variety of local hotels and bed and breakfasts are available. Phone numbers are provided for two on the registration form. A link to additional phone numbers is available on the OCPA webpage at www.ocpaonline.org.

Thank you for considering submitting a program proposal and contributing to the success of this event. If you have any questions, please feel free to contact me via email at TBenner@otterbein.edu or at (614) 823-1250. Please visit the OCPA website for additional information about this and other conferences at www.ocpaonline.org.

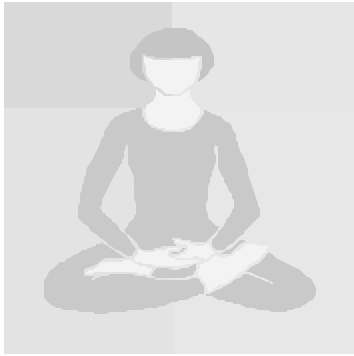
The OCPA Support Staff Conference 2003 Committee looks forward to seeing you at Otterbein in June!

Sincerely,

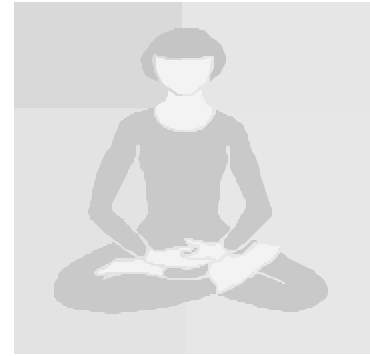
Tracy R. Benner
Support Staff Conference 2003 Chair

OCPA Support Staff Conference 2003

Registration Form



Friday, June 20, 2003
8:30 a.m. - 3:30 p.m.
Otterbein College
Westerville, Ohio



Cost: \$35.00 per person
Registration Deadline: June 6, 2003
(Late registration \$40.00 after June 6)

Make checks payable to the:
Ohio College Personnel Association

Conference Schedule

8:30 a.m. Registration & Continental Breakfast
9:00 a.m. Welcome
9:15 a.m. Keynote Speaker
10:00 a.m. Breakout Sessions
11:00 a.m. Breakout Sessions
12:00 p.m. Lunch Buffet & Raffle
1:15 p.m. Breakout Sessions
2:15 p.m. Breakout Sessions

Directions & Accommodations

Detailed directions and campus maps are available online at <http://www.otterbein.edu>

Registration and sessions will be in Roush Hall, building 49 on the map. Lunch will be in the Campus Center. Estimated driving distances to Westerville are:

From Cleveland 2 hours
From Columbus: 15 minutes
From Toledo: 2.5 hours
From Cincinnati: 2.5 hours

The following hotels are a short drive from campus:

Best Western Franklin Park
Polaris Parkway
(614) 396-5100

Cross Country Inn
I-270 and Route 3
(614) 890-1244

Please print or type:

Name

Address and Institution

Phone

Fax

E-Mail

Any special accessibility needs?

Any special dietary concerns/food allergies?

Attendance limited to first 150. Register today!!

Mail registration with payment to:

Tracy Benner
1 Otterbein College
Student Affairs Office
Westerville, Ohio 43081

Visit the OCPA website for more information: www.ocpaonline.org

OCPA Support Staff Conference Presenter Information



Dear Colleague:

On behalf of the Ohio College Personnel Association (OCPA) Support Staff Conference 2003 Committee, I would like to invite you to participate in our annual event. On Friday, June 20, 2003, Otterbein College will host administrative support staff members from across the state for this professional development activity. We hope you will join Student Affairs professionals, faculty and staff in presenting or co-presenting a program. Support staff members are particularly encouraged to present sessions to their colleagues.

This annual event provides a wonderful opportunity for administrative assistants, receptionists, secretaries, special assistants and other administrative support staff to gather for a day of sharing ideas, learning new skills, networking, personal and professional growth. This year's theme, "Treat Yourself! A Day at Spa OCPA" focuses on the need we all have for relaxation and pampering. In addition to the lunch-time fashion show focusing on making the most of your wardrobe, we are seeking programs focusing on topics such as stress management, improving efficiency, customer service, developing your leadership skills, managing your manager, surviving organizational change, developing healthy eating habits, aromatherapy and the importance of sleep.

Program sessions will be 60 minutes in length. Please indicate on your Presenter Information Form if a particular session time best fits your schedule. Presenters not attending the whole conference are invited to enjoy the lunch buffet and fashion show with the conference participants. **Please return the completed Presenter Information Form by March 31, 2003.** Please feel free to duplicate the presenter information form as many times as needed and encourage your support staff members to attend the conference.

Located in Westerville, Otterbein College is a conveniently located near the center of the state just off I-71 about 15 minutes north of Columbus. Westerville is within a two and a half hour drive of most major cities in Ohio including Cleveland, Cincinnati and Toledo. Many local dining and shopping districts are within a fifteen minute drive from Westerville including the Polaris and Easton areas. Special arrangements will be made with a local hotel for those desiring overnight accommodations.

Thank you for considering submitting a program proposal and contributing to the success of this event. If you have any questions, please feel free to contact me via email at TBenner@otterbein.edu or at (614) 823-1250.

The OCPA Support Staff Conference 2003 Committee looks forward to receiving and reviewing your program proposal and hopes to see you at Otterbein in June!

Sincerely,

Tracy R. Benner
Support Staff Conference 2003 Chair

OCPA Support Staff Conference 2003 Presenter Information Form

Primary Presenter/Contact Person

Name: _____

Position Title: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Additional Presenter (s)

Name: _____

Position Title: _____

Employer: _____

Please attach any additional presenters' information on a separate sheet of paper.

Program Title and Description

Program Title: _____

Description of Program – Please attach a typed description of the presentation including goals for the session (up to 75 words). This description will be included in the conference attendee booklet and on the OCPA webpage.

Audio/Visual Equipment Requirements

? Overhead Projector/Screen

? Video Player/Monitor

? PowerPoint

? Other _____

Most rooms will have overhead projectors, screens and PowerPoint capabilities.

Additional Information:

Will you be joining us for lunch? _____

Please rank preferred time for session:

_____ 9:30-10:30 a.m.

_____ 10:30-11:30 a.m.

_____ 1:00-2:00 p.m.

_____ 2:15-3:15 p.m.

Program Committee Use:

Date Received: _____

Accepted: Yes No

Date Acknowledged: _____

Session Time: _____

Please return to Tracy Benner by March 31, 2003.

Mail: Tracy Benner
1 Otterbein College
Student Affairs Office
Westerville, Ohio 43081

Fax: 614-823-3299
Email: TBenner@otterbein.edu
MS Word or PDF format only please