



EXECUTIVE COUNCIL GOALS
2004-05



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

September 1, 2004

The goals which follow were submitted by members of the Executive Council of the Ohio College Personnel Association. As you will note, these goals were developed in conjunction with Vision 2004, our strategic plan, and support the mission of the Ohio College Personnel Association, to provide “. . . quality professional development opportunities that enhance student learning, foster an appreciation of diversity, and encourage collaborative partnerships among student affairs professionals in Ohio.” This document is open for revision and should be considered a “working document.”

Respectfully Submitted by:
Amy Lahmers, OCPA President, 2004-05

Note: Awaiting goals from:
Donna Lamb
Michael Griest

EXECUTIVE BOARD



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: President
NAME: Amy Lahmers

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Provide leadership for the Executive Council and ensure that all EC positions are "filled"	June 2004	June 2005	All	Executive Council	All positions filled by July 2004
Communicate with members of the Executive Council and provide support to ensure accomplishment of individuals goals	June 2004	June 2005	All	Executive Council	Correspondence and follow-up via email, phone, mailings
Represent OCPA at ACPA events and with correspondence in a positive manner	June 2004	June 2005	5	President Elect	Michelle Ocepek attended ACPA Summer Meeting and I will attend ACPA Conference, Complete/subm ACPA requests, grant/award apps.
Coordinate Executive Council Meetings and organize a general membership meeting at the Annual Conference	June 2004	June 2005	All	President Elect	Schedule of meetings was distributed at the June Transition Meeting, prepare agendas, ensure minutes are distributed, ensure attendance
Assist with public relations by writing articles for OCPA News and providing support for those on the Public Relations Team	June 2004	June 2005	1,2,4	Public Relations Team	Newsletter deadlines distributed at June Transition Meeting and on-going meetings/correspondence with PR Team
Revise OCPA Executive Council "job descriptions" and Bylaws	August 2004	September 2004	1	Executive Council	Job descriptions revised at September EC Meeting; Bylaws revised at General Meeting
Revise OCPA Diversity Statement	June 2004	September 2004	4	Diversity and Membership Chairs	Revised over summer and approved by EC at September Meeting
Revise OCPA History Document	June 2004	February 2005	1,2	Historian, Past Pres.	Ongoing, possible session at conference

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE BOARD GOALS

POSITION: President-Elect
NAME: Michelle G. Ocepek

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Assist the President with preparation and implementation of all Association, Executive Council, and Executive Board meetings.	June 2004	June 2005	All	President	Accomplishing the agenda items for meetings, progressing throughout the year with individual and Association goals.
Communicate with members of the Executive Council and provide support to ensure accomplishment of individual goals, especially the Members-At-Large, liaisons, and the Professional Development Team of appointed officers.	June 2004	June 2005	All	Executive Council	Correspondence and follow-up via e-mail, phone, mailings, accomplishment of individual goals, attendance and participation at professional development events.
Represent OCPA at applicable ACPA events and communicate with other State/International Divisions when appropriate.	June 2004	June 2005	1, 3, 4, 5	President, Past-President	I attended the ACPA Summer Leadership Meeting. I will attend other events and assume responsibility for certain tasks as defined by the President.
Write articles for the OCPA News.	October 2004	June 2005	1, 2, 3, 4	Public Relations Team	Meet newsletter deadlines. Add pertinent information to the newsletter.
Assist with planning of the Annual Conference and provide support to the Conference Chair and committees.	September 2004	June 2005	1, 3, 4, 5	Conference Chair, Diversity Chair, other conference volunteers	Clear understanding of each phase of the Conference planning timeline and the progress being made, communication and follow-through with Conference Chair, Diversity Chair, and other conference volunteers.
Review and revise the Strategic Management Plan (OCPA Vision 2004) in consultation with the Executive Council members.	November 2004	June 2005	All	Executive Council	Present a revised Strategic Management Plan at OCPA Transition June 2005 for review and additions.

Coordinate OCPA's nomination for the ACPA Educational Leadership Foundation Diamond Honoree Program.	September 2004	March 2005	5	Executive Council	Submit nomination on behalf of OCPA and if selected, coordinate the recognition process for our nominee.
Solicit volunteers for anticipated openings on the Executive Council for next year.	January 2004	June 2005	All	Executive Council, OCPA members	Select volunteers to serve in roles left vacant for 2005-2006 Executive Council, generate names for election process.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Past President
NAME: John M. Berry

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Maintain monthly contact with Membership team members to provide guidance and/or support	September 1, 2004	June 1, 2005	Membership	Membership Team	Anecdotal and systematized review with all membership team participants
Increase number and diversity of OCPA members running for executive elected positions.	September 1, 2004	June 1, 2005	Membership Diversity	Newsletter Editor Conference Coordinators	Quantifiable measure of number and diversity measures of individuals running for elected positions.
Attend and be a presence at all sponsored OCPA events for the 2004-2005 year.	September 1, 2004	June 1, 2005	Membership Professional Development	Conference/Event Coordinators	Discussion with all conference/event coordinators regarding best utilization of Past President presence and post event evaluation of this process.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Secretary
NAME: Amy Greenland

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Keeping listserv current with all E-Board Members subscribed	ONGOING	ONGOING	Membership Services		E-Board Members access/usage
Have previous minutes in appropriate form & distributed via listserv to Exec. Board Members	August	September	Membership Services		Posted/Distributed via listserv and on web site
Effective Transition with new Secretary	SPRING	SUMMER		Newly Elected Secretary	Informed/comfortable new Secretary

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE BOARD GOALS

POSITION: Treasurer
NAME: Tracy R. Benner

GOAL	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Maintain correct financial records.	7/1/04	6/30/04			Accurate financial records
Investigate best way to increase funds through investing.	9/17/04	6/30/04			Increased earnings on organizational funds.
Assist conference and workshop chairs with budgets.	7/1/04	6/30/04			No loss of organizational funds.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

**MEMBERS-AT-LARGE
AND
FACULTY LIAISON**



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Member at Large-Graduate
NAME: Nicole Ray

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Increase graduate student membership by 10%	September 1, 2004	March 2005	Membership	OCPA Board and faculty of Higher Ed. Programs	Tally all graduate student membership forms that OCPA receives between September 2004 and March 2005
Retain a significant number of previous graduate students during their first year of professional work. (Graduates in May 2004)	September 2004	December 2004	Membership	Membership/Records	Review graduate student membership from fall/spring 2004 with professional membership in fall 2004/spring 2005.
Develop OCPA graduate student listserv to increase communication between programs and include prospective students	October 2004	End of term	Technology	Technology Position: Janice Gerda, Membership Team	The product will be the listserv, which can be used to send out an evaluation of the listserv and its importance.
Increase conference presentations of graduate students at the regional and national level.	October 2004	March 2005	Professional Development	Prof. Dev. Team and faculty in respective programs in Ohio	Tally the total number of graduate students who present at OASPA/OCPA and ACPA (from Ohio).
Increase Case Study participation by 5%.	November 2004	January 2005	Professional Development	Myself, graduate students, and faculty of programs.	Total number of participants compared to last year. Final evaluations of the case study will also be used.
Assist in developing database of diversity contacts on Ohio campuses	September 2004	May 2005	Diversity	Diversity Chair	Finalize database to assist in increased diversity among OCPA membership, graduate students, and faculty.
Develop a complete contact list of Ohio faculty	September 2004	October 2004	Partnership	Faculty members and Faculty Liaison	The product would be a resource for members, the board, and students (incoming or outgoing)

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Two Year College Member at Large
NAME: Janet McDermott

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Identify colleges that the Two Year College Member at Large position represents	August	September	Membership		Excel spreadsheet with colleges listed
Identify a campus liaison for each of the colleges represented	Ongoing	Ongoing	Membership		Listed on spreadsheet
Have at least one session at one of the OCPA sponsored conferences dealing with issues related to two year institutions	August	June	Professional Development		Session given
Have a campus capsule/update from a two year institution in each upcoming newsletter	Ongoing	Ongoing	Professional Development		Information in the newsletter
Increase membership in OCPA from professionals at two year institutions	Ongoing	Ongoing	Membership		Membership increase
Fulfill general responsibilities as outlined in the "Executive council member responsibilities"	Ongoing	Ongoing	Professional Development		Duties performed

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Member-At-Large 4 yr Public Institutions
NAME: Amanda Suniti Niskode'

GOAL	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Examine what has been accomplished by my predecessor so that I may be organized and prepared for my duties	September 1	September 7	<i>Membership</i>	LuAnn Coldwell and Leslie Haxby McNeill	A system is prepared that enables me to serve in my position effectively.
1) Contact the existing campus liaisons 2) Establish a relationship, update information as needed, setup a communication protocol for future dialogue	September 7	September 30	<i>Membership</i>		I can ask for feedback from my liaisons as to my progress
1) Recruit campus liaisons at other OCPA member institutions, aiming for 100% participation 2) Provide an orientation for them 3) Establish a relationship, update information as needed, setup a communication protocol for future dialogue	October 1	October 15	<i>Membership</i>		1) Quantitative outcomes 2) I can ask for feedback from my liaisons as to my progress 3) Working with Liaisons who are engaged and interested in getting their campuses involved.
Recruit new member institutions not currently represented and identify a Campus Liaison for each.	October 15	October 30	<i>Membership</i>		
Communicate regularly to keep Campus Liaisons informed of OCPA activities with a goal of bi-monthly updates.	Ongoing	Ongoing	<i>Membership</i>	Other MALs	Campus Liaisons are up-to-date/current with pertinent information from the OCPA board.
Other: 1) Supply Campus Liaisons with membership information, conference information, etc, as needed. 2) Request campus news articles and staff updates for the OCPA News.	Ongoing	Ongoing	<i>Membership</i>	Other MALs	- Perhaps if membership/participation increases (for institutions as well as individual members) then my efforts have been fruitful. - If liaisons are replying to my requests then hopefully my attempts are effective

3) Solicit feedback from Campus Liaisons on pertinent issues. 4) Request solicitation of volunteers for special projects.					
Maintain an accurate, updated list of all constituent institutions (represented and under represented) with Campus Liaison information	Monthly	Monthly	Membership	Other MALs	A current system that can be easily accessed and well utilized by myself for the OCPA board.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Member-at-Large, 4-year private institutions
NAME: Eric Anderson

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Recruit Campus Liaisons at all constituent institutions.	June 2004	November 2004	Potential for 1, 3, 4, 5	Anyone I can get to provide names to me.	Obviously, a Liaison for each institution.
Recruit new OCPA members through contact with constituent institutions.	June 2004	June 2005	Membership	Campus Liaisons, Newsletter Editor, Conference Chairs, etc.	Not sure how we'll measure the influence of Campus Liaisons on membership.
Provide assistance in networking, exchange of ideas, and generating knowledge regarding pertinent higher education issues.	June 2004	June 2005	Professional Development	Campus Liaisons and Exec Board representatives	Share a range of information with the Ohio student affairs professionals through the Campus Liaisons.
Assist in the development of the diversity database	TBD	TBD	Diversity	Diversity Chair	Obtain diversity contacts from constituent institutions through Campus Liaisons.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Faculty Liaison
NAME: Dafina Lazarus Stewart

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Get campus liaison representatives for all institutions with graduate prep programs in OH	9/1/04	6/30/05	Membership Partnerships	Current faculty campus liaisons and other members of exec bd	<ul style="list-style-type: none"> Names and active communication contact with at least one faculty member at each grad prep program institution.
Increase faculty participation and involvement in Careers in Student Affairs Workshop	8/30/04	9/7/04	Professional Development Partnerships	Faculty campus liaisons	<ul style="list-style-type: none"> Session by grad prep faculty in CiSAW on October 23, 2004.
Continue, expand and broaden MUFPO program at Annual Conference	8/30/04	2/1/05	Diversity Partnerships	Faculty campus liaisons	<ul style="list-style-type: none"> Increased numbers of diverse undergraduates at Annual Conference.
Work with Graduate Student Member-at-Large on collaborative projects and issues between faculty and graduate students in prep programs	Continuous		Partnerships Professional Development? Technology?	Graduate Student Member-at-Large (Nicole Ray)	<ul style="list-style-type: none"> Session(s) at Annual Conference to provide opportunities for students and faculty to share ideas, suggestions, questions about the future of graduate preparation in student affairs?? Explore the interest in and possibility for creating a student and faculty listserv for all the graduate prep programs??

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

MEMBERSHIP TEAM



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Membership and Records Chair
NAME: Angela L. Harris

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Create new membership brochure	September	September	Membership	Technology Chair	New members within OCPA
Intentionally increase diverse membership	September	Ongoing	Membership Diversity	Campus Liaisons OCPA Executive Board Diversity Chair	Diversity within OCPA
Maintain Updated Information	September	Ongoing	Membership Technology	Technology Chair	Updated Information
Downsize Files	September	Ongoing	Membership		Updated information, updated files, limit amount of files given to new Membership and Records Chair
Send Reminders about Membership Renewal	September	Ongoing	Membership		Keeps our current members within organization
Work with partners to get membership information to them in a timely fashion	September	Ongoing	Membership	OCPA Executive Board	Creating good partnerships and networking amongst OCPA Executive Board and outside partnerships.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

VOLUNTEERS
DONNA LAMB



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE BOARD GOALS

POSITION: Historian
NAME: Paul Putman

GOAL	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Transition with past Historian	Sept-Oct 2004		Membership	Robin Gagnow	
Deliver items for deposit to Archives at BGSU; process donation	Sept-Oct 2004		Membership	Robin Gagnow	
Submit proposal for Ed. Session at conference focusing on gathering oral OCPA history.	September 2004	October 12, 2004	Membership	Amy Lahmers, past OCPA presidents and members	Session at conference; (ideally) recorded personal oral histories
Work with graduate intern to update OCPA history document, last updated in 1995.	Spring 2005		Membership	Anitah Bryant, CSU ALD graduate student	Updated document (print and electronic versions)
Document OCPA 2004-05 activities	2004-2005	ongoing	Membership	Executive Board	Items for archives

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

PUBLIC RELATIONS TEAM



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

**POSITION: Government Relations Chairperson
NAME: Erica Lee**

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Send relevant articles from The Chronicle of Higher Education to OCPA executive Board.	Ongoing	Ongoing	3		
Submit newsletter articles about government relations each issue of OCPA News.	August 2004	Ongoing	3	Amber Prekler, Newsletter Editor	Professional Development for membership
Work with Dr. David O'Malley to distribute information related to Ohio's ballot referendum to eliminate same sex partner benefits.	August 2004	August 2004 (newsletter deadline)	4		Information to membership
Research opportunities to purchase group membership to the Chronicle.	September 2004	September 2004	5	Tracy Benner, Treasurer	
Work with newsletter editor to develop "Best Practices" section of the newsletter for each issue.	Autumn 2004	Winter 2004	1	Amber Prekler, Newsletter Editor	More content information to membership.
Pursue meeting with Ohio Board of Regents representative for possible program at a conference.	September 2004	January 2004	3		Program for conference

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Newsletter Editor
NAME: Amber Prekler

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Electronically distribute 4 Quarterly Editions of the OCPA NEWS	August 2004	July 2005	1 and 3	Membership and Public Relations	
Special Edition Newsletter as needed (Elections, Conferences, etc.)	August 2004	July 2005	1 and 3	Membership and Public Relations	
Solicit more active submissions from membership (Kudos, job postings, articles, news, announcements, promotions, etc.)	August 2004	July 2005	1 and 3	Membership and Public Relations Utilize Member at Large and Faculty liaisons	

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Technology Chair
NAME: Janice J. Gerda

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
1. Identify and begin to orient a successor.	September 2004	June 2004	2, 3	Executive Board	Name and an orientation; comprehensive records to pass on
2. Continue timely updates of OCPAonline.org.	Ongoing	Ongoing	1, 2, 3, 4	Program planners, particularly conference planners	Webpages
3. Enhance current webpages and/or develop new pages as requested by program planners	Ongoing	Ongoing	1, 2, 3, 4	Program planners, particularly conference planners, diversity chair, and volunteers chair	Webpages
4. Maintain accounts with ISP and domain vendors		When bills come due	3	Treasurer	Continued service
5. Support planners with information about technology opportunities and limits.		Ongoing	1, 2, 3	Membership, conference planners	Either enhanced programs or reasoned decisions to not use certain technologies.
6. Promote OCPAonline.org	Ongoing	Ongoing	1, 2, 3	Newsletter editor, membership, conference planners, ACPA fair table	Flyers and "plugs" for the website in various locations, electronic and hard copy. Tracking can be continued through number of hits.

**Vision 2004 Goal Areas – 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Diversity Chair

NAME: Corey L. Posey

GOAL	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Grow Diversity Resource Guide to include 20 institutions	08/04	09/04	4,5	N/A	Printed Diversity Guide distributed to Executive Board
Increase attendance at Diversity Pre-Conference by 50%	08/04	02/05	3,4,5	Annual Conference Committee	Review conference registrations
Create lunch reception and discussion tables in conjunction with Diversity Pre-Conference	08/04	02/05	1,3,4,5	Faculty Liaison	Conference Evaluations
Review and update Affirmative Action Statement	08/04	09/04	1,4	Membership Chair	Revised Affirmative Action Statement voted into active status by OCPA membership

*Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Development Chairperson
NAME: Dwayne Todd

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Raise at least \$5000 in external	9/1/04	1/21/05	3. Professional	Treasurer,	Receipt of sponsorship checks totaling

sponsorships for the OCPA annual conference			Development (Conferences and Workshops)	Annual Conference Chair, Diversity Workshop Chair	\$5000
Provide sponsors access to SSAOs or others with contractual responsibilities at their institutions	2/2/05	2/4/05	3. Professional Development (Conferences and Workshops)	Treasurer, Annual Conference Chair, Diversity Workshop Chair	Scheduled time for interaction during annual conference
Establish strong working relationship with OASPA development liaison to coordinate sponsorships for annual conference	9/1/04	2/4/05	3. Professional Development (Conferences and Workshops)	Treasurer, Annual Conference Chairpersons (OCPA and OASPA), Diversity Workshop Chair, OASPA development liaison	Increased sponsorship total for annual conference
Explore possibilities of sponsorships for other OCPA conferences/workshops/programs	9/17/04	End of term	3. Professional Development (Conferences and Workshops) 2. Technology 4. Diversity 5. Partnerships	Treasurer, Conference Chairpersons, Other OCPA Chairpersons	List of possible sponsorship opportunities for other conferences or programs that includes goal, possible sponsors, development committee liaison, and funding delivery date for each event

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

PROFESSIONAL DEVELOPMENT TEAM



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Careers in Student Affairs Conference Chair
NAME: Kim Ferguson

GOAL	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Better conference site and catering options for Careers in Student Affairs Conference	January 2004	October 2004	Professional Development	Executive Council and Campus Liaisons	Comfortable, modern, and user friendly facilities, with satisfied conference participants.
Obtain conference keynote speaker who will inspire participants to seek a career in Student Affairs	January 2004	October 2004	Professional Development	Executive Council and Campus Liaisons	Motivated conference participants. Positive conference evaluations regarding keynote speaker.
Increase faculty participation and involvement in Careers in Student Affairs Workshop	January 2004	January 2005	Professional Development Partnerships	Faculty campus liaisons	Faculty presenting on October 23, 2004.
Develop Call for Programs and solicit widely to membership and regional colleges and universities	January 2004	September 2004	Professional Development	Campus Liaisons	Increased diversity of presentation. Presentations that meet student needs. Positive conference evaluations.
Increase the number of graduate schools participating in the graduate school expo	January 2004	October 2004		Faculty campus liaisons	Increased number of graduate representatives on October 23, 2004.
Solicit Graduate Student presentations at the conference	May 2004	September 2004	Professional Development	Faculty campus liaisons	Presentation(s) conducted by graduate students on October 23, 2004.
Make conference information available on website earlier	January 2004	July 2004	Technology	OCPA Webmaster	Visible and easily accessible conference information on the website.
Increase student participation and involvement in the conference	January 2004	October 2004	Professional Development	Faculty campus liaisons	Increase number of students attending on October 23, 2004.
Obtain conference giveaways	May 2004	October 2004	Professional Development		
Attend and be a presence at all sponsored OCPA events for the	September 1,	June 1, 2005	Membership Professional	Executive Council	Increased visibility for Careers in Student affairs Conference.

2004-2005 year.	2004		Development		Increased undergraduate, post-baccalaureate, and graduate student participation in conference.
-----------------	------	--	-------------	--	--

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

WORKSHOPS
MICHAEL GRIEST



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Support Staff Conference Co-Chairs
NAME: LuAnn Linson Coldwell and Kristan Hausman

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Set date for 2005 conference in September 2004	Sept. 04	Sept. 04	Prof. Dev.	Executive Board	Date set in conjunction with other events
Improve communication and attendance for 2005 supports staff conference	Sept. 04	June 05	Prof. Dev. Membership Technology Partnerships	Executive Board Membership Webmaster Newsletter Editor	Have 'hold this date' in newsletters, webpage. At Jan. conference, include flyer and presenter solicitations. Increase attendance over 2004.
Understand needs of support staff to better serve our students.	Sept. 04	June 05	Prof. Dev.	Membership	Seek input from support staff and OCPA members on high priority needs for support staff development.
Communicate effectively with co-chairs and exec board	Sept. 04	June 05	Prof. Dev.	Executive Board	Keep Exec Board up-to-date on progress with support staff conference. Clearly delineate responsibilities between co-chairs to enhance effectiveness.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE COUNCIL GOALS

POSITION: Annual Conference Chair
NAME: Kathy Morris

	PART DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Provide organizational leadership for the planning, coordination and presentation of the annual conference.	March, 2004	February, 2005	<u>Professional Development</u>	OCPA and OASPA Conference Planning Committee	Review and incorporate feedback from the 2004 conference to improve program content for the benefit of all targeted constituencies, including undergraduates, graduate students, new, mid-level and senior staff, and faculty members.
Utilize available technology to communicate conference program, recruit conference presenters, and provide access to registration and evaluation materials.	August, 2004	February, 2005	<u>Technology</u>	OCPA Technology Chair and Newsletter Editor	Evaluate members' perception of
Assist the Membership Team in the recruitment of new members via the annual conference registration.	August, 2004	February, 2005	<u>Membership</u>	Exec Board, Conf. Planning Committee, and general membership	Compare registration data from previous year to assess impact on membership growth.
Continue to improve conference collaboration and sponsorship with OASPA leadership through shared efforts and organizational resources.	February, 2005	April, 2006	<u>Partnerships</u>	Exec Board, OASPA leadership	Complete overall conference evaluation by March 31; assess viability of continued use of conference facilities (Radisson Worthington), and make recommendations for 2006.

Promote and support OCPA diversity initiatives by encouraging institutional participation at the Careers in Student Affairs Workshop, Pre-Conference Workshop and Annual Conference	Fall, Winter, 2004-2005		<u>Diversity</u>	WSU student affairs colleagues, including staff and faculty in the Student Affairs & Higher Education program	WSU will be represented at all OCPA-sponsored programs during 2004-05.
---	-------------------------	--	------------------	---	--

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*



OHIO COLLEGE PERSONNEL ASSOCIATION 2004-05 EXECUTIVE BOARD GOALS

POSITION: Awards Chair

NAME: Holly D. Reynolds

	START DATE	END DATE	*VISION 2004 GOAL AREA	IN COOPERATION WITH	EVALUATION, OUTCOME, PRODUCT
Secure panel to select award winners from submitted nominees and programs.	9/17/04	11/23/04	1, 3, 4, 5	Executive Council Members and Volunteers from OCPA membership	Five to seven panelists that will review nominations and select award winners for each of the awards.
Submit information regarding nominations for awards to OCPA members, OCPA institutions and various listservs.	10/1/04	11/4/04	1, 2, 5	OCPA membership	Receive nominations for each of the areas. Panelists will select award winners.
Establish relationship with OASPA Awards counterpart.	10/1/04	2/5/04	5	Kathy Morris, Chair Annual Conference and Mary Ann Begley, OASPA Counterpart	Coordinate responsibilities for awards luncheon and brochure.
Cooperate with OASPA counterpart to create brochure, plan awards luncheon and make any other necessary arrangements for annual conference.	10/25/04	2/5/04	All	Kathy Morris, Chair Annual Conference and Mary Ann Begley, OASPA Counterpart	Successful partnership, luncheon and awards process at Annual Conference. Conference feedback and evaluations.
Purchase award plaques for all OCPA awards within budget.	11/23/04	2/5/04	1	Tracy Benner, Treasurer	Plaques to be given to each award winner.
Submit awards information to John Mueller, ACPA Awards Chairperson and to OCPA Executive Council Historian and Technology Chair.	12/30/04	12/30/04	1, 5	John Mueller, Paul Putnam, Historian and Janice Gerda, Technology Chair	ACPA will provide award winners with plaques from ACPA. Janice Gerda, Technology Chair will update website after annual conference and Paul Putnam, Historian will have information for recorded history.

**Vision 2004 Goal Areas = 1) Membership, 2) Technology, 3) Professional Development, 4) Diversity, 5) Partnerships*

**VISION 2004
STRATEGIC PLAN**

OCPA 2004

OCPA VISION

OCPA will maintain a proactive leadership role as an inclusive organization committed to initiating, influencing, and addressing issues and trends in higher education that assist in enhancing student learning and development.

OCPA MISSION

The Ohio College Personnel Association is a comprehensive student affairs organization dedicated to providing quality professional development opportunities that enhance student learning, foster an appreciation of diversity, and encourage collaborative partnerships among student affairs professionals in Ohio.

OCPA VALUES

OCPA is committed to the following:

- 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 organization-wide activities and decision-making.
- Building collaborative partnerships with all educators and organizations dedicated to the growth and development of college students.

OCPA CORE FUNCTIONS

OCPA is committed to the following:

- To provide quality and comprehensive membership services that respond to member needs.
- To provide quality professional development opportunities.
- To generate and disseminate knowledge.
- To proactively advocate for students and student affairs educators.
- To identify and respond appropriately to emerging trends in higher education and the student affairs profession.

OCPA STRATEGIC PLAN

1. MEMBERSHIP

OCPA will seek to maintain an active membership through the development of a comprehensive recruitment and retention program.

Recruitment Initiatives: Programs, practices, and procedures that generate new members.

Action Strategies:

- **Recruitment Plan:** Develop a comprehensive membership recruitment plan that identifies target constituencies and ideas for recruiting these various groups.
- **Membership Goal:** Establish an annual membership goal.
- **Membership Drive:** Implement a comprehensive marketing campaign including an Each One, Reach One Membership Challenge

Retention Programs: Programs, practices, and procedures that foster continued involvement from current members.

Action Strategies:

- **Membership Survey:** Develop and implement a comprehensive membership survey designed to assess member needs and interests every two years.
- **We Want You Back Campaign:** Identify past members who are no longer current and send them a post card inviting them to come back
- **Thank You:** Send thank you notes to all members and communicate that we look forward to having them as members again next year.
- **Graduation Cards:** Send graduation cards to all graduate students encouraging them to stay involved in OCPA.

Membership Services: Programs, publications, and opportunities available to OCPA members.

Action Strategies:

- **Membership Report:** Develop a year-end membership report to be shared with the general membership.
- **Executive Board Structure:** Complete a comprehensive review of the current Executive Board structure to determine if the current structure best meets the needs of our various constituencies.

- **On-Line Resources:** Identify and evaluate comprehensive membership resources on the web page including a list serve to communicate with members.
- **Publications:** Include past issues of the newsletters and explore the feasibility of an on-line monthly update newsletter format.

2. TECHNOLOGY

OCPA will actively work to utilize available technology to enhance membership services and aid in the dissemination of knowledge and issues pertinent to student affairs professionals in Ohio.

Technology Plan: Evaluate and identify the hardware and software needs that will be needed to integrate technology into the organization's operations.

Action Strategies:

- **Annual Review:** Implement an annual review to determine the technology needs of the organization.

Utilization of Technology: Programs, publications, and opportunities delivered through the use of technology that enhance the professional development for members.

Action Strategies:

- **Diversity Resources:** Develop diversity related links and resources on the OCPA web site.
- **Higher Education Resources:** Develop links to various higher education resources on the OCPA web site.
- **Legislative Update:** Maintain a legislative update on the OCPA web site.
- **List serve:** Implement an OCPA list serve that will enable student affairs professionals across the state to request and share information and resources.
- **On-Line Discussion:** Develop a monthly on-line professional development series focusing on various topics related to student affairs and higher education.

3. PROFESSIONAL DEVELOPMENT

OCPA is committed to the development of multifaceted professional opportunities that provide student affairs professionals at various levels with an opportunity to network, exchange ideas, and generate new knowledge regarding pertinent higher education issues.

Conferences/Workshops: Evaluate and identify appropriate topics, structures, and delivery that enhance professional development for OCPA members.

Action Strategies:

- **Fall Conference:** Complete an evaluation of the fall conference to determine the best format to meet the needs of the OCPA membership.
- **Traveling Roadshow:** Implement a spring traveling roadshow workshop series.
- **Brown Bag Lunch Series:** Implement a monthly brown bag on-line discussion group.
- **On-Line Workshops:** Collaborate with faculty members to create on-line workshops on special topics.

Graduate Students and New Professionals: Programs, practices, and services intended to foster involvement in OCPA.

Action Strategies:

- **Mentoring Program:** Develop and implement a mentoring program that will provide graduate students throughout the state the opportunity to interact with student affairs professionals during the duration of their graduate study.

Mid-Level Managers: Targeted programs, practices, and services intended to foster involvement of mid-level professionals.

Action Strategies:

- **Mid-Level Management Institute:** Work to sponsor the ACPA Mid-Level Management Institute within the next two years.

Upper-Level Managers: Targeted programs, practices, and services intended to foster involvement of upper-level professionals.

Action Strategies:

- **CSAO Breakfast Roundtable:** Explore the feasibility of sponsoring a CSAO Roundtable as part of the fall conference.
- **CSAO Involvement Study:** Complete a study in the next year to determine how OCPA might best foster involvement for CSAO's.

4. DIVERSITY

OCPA is an organization that supports the growth and development of all individuals. In protecting the rights and dignity of all people, OCPA is committed to a diverse and caring organization through the recruitment of its members and the development of appropriate professional development opportunities.

Membership Recruitment: Programs, practices, and services intended to generate involvement among traditionally underrepresented groups.

Action Strategies:

- **Diversity Action Plan:** Develop a comprehensive plan to identify strategies to ensure the membership of OCPA is representative of the student affairs professionals in the state of Ohio.

Programs: Programs, practices, and services that promote understanding of others different in their interests, heritage, cultures, and values.

Action Strategies:

- **Diversity Resources on the Web:** Develop links to various diversity web sites and resources and include on the OCPA web site.
- **Diversity Database:** Develop a database of diversity contacts on Ohio campuses.
- **Summer Diversity Institute:** Explore the feasibility of developing a diversity institute that would generate and disseminate information regarding diversity initiatives being utilized in higher education.

5. PARTNERSHIPS

OCPA recognizes the value of collaboration and will actively work to build partnerships with higher education educators, higher education professional organizations, and other appropriate businesses and organizations.

Higher Education Professionals/Organizations: Programs and ideas designed to build links among higher education educators and professional organizations.

Action Strategies:

- **Faculty Liaison:** Establish a faculty liaison position on OCPA.
- **Faculty Involvement:** Identify ways in which we can capitalize on the student preparation programs in Ohio and the faculty members in the respective programs.

Other Organizations: Identify opportunities for developing and cultivating relationships with outside organizations that may be willing to sponsor OCPA activities.

Action Strategies:

- **Co-Sponsorship:** Identify functional specific organizations (e.g. Ohio Housing Officers) and explore the possibility of offering joint professional development opportunities.