



**Ohio College Personnel Association
Executive Council Meeting
Friday, April 18, 2008
Otterbein College, Westerville, Ohio**

Members present: Kathy Morris, Tracy Benner, Michael Griest, Timeka Rashid, Erica Lee, Vik Arunkumar, Pat Dymarkowski, Amie Jackson, Abby Gehring, Daniel LaFuente, Kate Porubcansky, Colette Masterson, Amy Rosen

- I. Call to order at 10:10 a.m.
- II. Review Agenda
- III. Approval of Minutes from January 30, 2008
Motion to approve minutes by Kathy, seconded by Amie. Motion passed. Minutes approved.
- IV. Officer Reports
 - A. Past President Kathy Morris
 - Working on membership survey and elections
 - B. President Tracy Benner
 - Arranged combined Ohio, Michigan and Pennsylvania Social at ACPA.
 - Purchased Ohio made products for door prizes including bath & body products, Anthony-Thomas Chocolates, Rothchild Farms salsas, etc.
 - Attended ACPA State and International Division President's meetings.
 - Corresponded with President-Elect and Support Staff Conference Chair about working relationship with SOCHE and Support Staff Conference.
 - Corresponded with President-Elect about executive council appointments.
 - Corresponded with Past-President and President-Elect about election results
 - C. President-Elect Michael Griest
 - Met with SOCHE
 - Worked with Colette in organization of conference (she is now official chair)
 - Has been seeking out volunteers for 08-09 for the Board.
 - D. Secretary Timeka Rashid
 - Sent emails to Vik, Pat and Eric for those who have not renewed
 - Updated 3 memberships (i.e. asked to be removed, and personal information)
 - Added 5 new membership and added 5 renewed members
 - Sent Carrie info on SCW for newsletter
 - Worked with Kate, Jen (Conti) and Erica to confirm transactions from Annual Conference
 - E. Treasurer Erica Lee
 - Deposited membership, conference, and workshop registration fees into checking account and processed credit cards for payment.
 - Processed and mailed payments as submitted by Board members.
 - Maintained all official records and documents related to OCPA budget.

- Submitted tax information to accountant and processed all tax documents.
- Collaborated with Kate Porubcansky to develop proposal for mid-level manager conference.
- Proposed budgets for 08-09.
- Current account balances as for 4/16/08:

a. Checking	31,482.32
b. Money Market	2,084.12
c. PayPal	10,796.86
Total	44,363.30

V. Member-at-Large & Liaison Reports

- A. 4 Year Public Vik Arunkumar
- Forwarded information to the 4 year public colleges about the elections and the membership survey. Encouraged participation in both.
 - Worked on the OCPA elections with Kathy Morris.
 - Compiled the report on the OCPA membership survey with Kathy Morris.
- B. 4 Year Private Eric Fulcomer (absent)
- Forwarded information to campus liaisons as requested.
 - Contacted members whose memberships were about to expire/had recently expired.
 - Compared current list of schools on liaison list to the list of AICUO member schools.
 - Added four-year schools that were not on the original list.
 - Forwarded the name of one two-year private school to Pat.
 - Developed a list of administrative contacts for those schools for which we did not have a campus liaison.
 - Worked with Nicole on providing information needed to consider Bluffton University as a site for the 2008 Careers in Student Affairs conference.
- C. 2 Year Pat Dymarkowski
- Forwarded info about elections
 - Worked to recruit replacement
- D. Graduate Amie Jackson
- Updated Grad listserv
 - Will be sending end of the year email update to grads
- E. Faculty Liaison Molly Schaller(absent)
- Faculty gathered at OCPA January Meeting - 11 faculty were in attendance at the open meeting conversation, topics were varied and encouraged the development of specific programs for faculty during next year's conference.
 - In response, will work with faculty from the state to present on one or more of the following topics: curricular issues in Master's and Doctoral Programs, mentoring and success of Ph.D. students, engaging faculty and graduate students in state activities. Will continue to hold an open forum at next year's conference.

VI. Executive Board Reports

A. Development

Robin Gagnow(absent)

No report

B. Diversity

Annie Russell(absent)

- Talked with people who are interested in joining OCPA and becoming more involved.
- Compiled Diversity pre-conference evaluations.
- Spoke with some interested candidates for Diversity Chair position.
- Talked with folks about OCPA at the ACPA Showcase.

C. External Relations

Abby Ghering

- Promoted OCPA through display board, brochures, post-it notes, etc. at the annual conference.
- Updated the display board with new photos of board members in their college/university attire for promotional use at the ACPA conference in Atlanta.
- Partnered with Amie Jackson, Graduate Member at Large, to deliver the display board and other OCPA promotional material to the ACPA conference in Atlanta
- Made additional copies of letterhead and OCPA brochures for use at the annual OCPA conference.
- Sent letterhead and envelopes to coordinators of the OCPA Silent Auction so they could send follow-up thank you notes to donors of Silent Auction items.
- Promoted OCPA at the NASPA conference – worked closely with Sally Click, State of Ohio Representative on the NASPA Region IV-East board, to brainstorm opportunities for collaboration.
- Continuing to research other student affairs organizations in the state and identify their leadership.

D. Historian

VACANT

E. Newsletter

Carrie Short (absent)

No report

F. Technology

Daniel LaFuente

- Requested pictures from various OCPA events and members for an online gallery
- Updated the website in the following areas:
 - Membership survey
 - Election information
 - Job postings
 - Online newsletter
 - Support Staff Conference info
 - 2009 Annual Conference info
- 2008 statistics for www.ocpaonline.org:
 - Average of 895 unique visitors per week
 - Average of 10,185 successful hits per week
 - Most Active Weeks
 - Jan 13 – Jan 19: 1,043 unique visitors & 27,355 successful hits
 - Jan 27 – Feb 2: 1,113 unique visitors & 24,141 successful hits
 - Least Active Weeks
 - Mar 30 – Apr 5: 157 unique visitors & 795 successful hits

Feedback and Discussion

Erica inquired about the need for something bigger about server. Daniel emphasized it does impact how much we have to pay. Michael stated he had pictures to share. Tracy proposed selling ad space.

G. Annual Conference

Kate Porubcansky

- Conference Summary: Overall attendance was down slightly. The number of first time attendees was down. Revenue, expenses and sponsorship levels were consistent with past years. Uncollected registration fees were lower this year. OASPA/OCPA membership information was added to the conference evaluation per OASPA's request. Jen Conti (ODU) did a great job pulling together conference evaluation summary and report.

2008 Conference Registrations: 246 Total Registrants

- 18 OASPA Registrations
- 88 OCPA new/renewing members
- 77 Grad/Undergrad members
- 29 Professional 1 day registrations
- 34 student 1 day registrations

2007 Conference Registrations: 267 Total Registrants

- 18 OASPA Registrations (0)
- 104 OCPA new/renewing members (-16)
- 92 Grad/Undergrad members (-15)
- 25 Professional 1 day registrations (+4)
- 28 student 1 day registrations (-6)

- Total Net Revenue to OCPA: \$5725.68
- Conference Evaluation Summary
 - 38.4% of attendees were 1st time attendees.
 - 64.7% of those attending had attended 1-2 annual conferences.
 - 22.2% of those attending had attended 3-5 annual conference.
 - 70.4% of respondents preferred the rolling membership renewal process with OCPA, as opposed to moving to one annual renewal date.
 - 49.7% of respondents were satisfied with their overall conference experience and 47.1% were very satisfied with their overall conference experience (combined total of 96.8%)
- Wrapped up all conference tasks including processing all payments and finalizing budget.
- Packed away supplies for next year!

H. Awards

Kim Ferguson

- Began discussion regarding the development of an OCPA Faculty Award

I. Careers in Student Affairs Conference

Nicole Coy(absent)

- Communicated with Eric Fulcomer about Bluffton University as the host site for the 2008 conference.
- Communicated with Tracy and Lloyd Crews (MCPA) about co-sponsoring the conference with MCPA.
- Tentative conference date: Saturday, November 8, 2008. Bluffton is available and the space is tentatively held.

J. Support Staff Conference

Colette Masterson

- Finalized date, location and time for the 2008 Support Staff Conference co-sponsored by SOCHE, July 11, 2008, at University of Dayton, Kennedy Union
- Coordinated with Daniel LaFuente to post information about the conference on the OCPA website
- Solicited volunteers
- Posted information about conference presenters
- On-site visit planned for Monday, April 21 to finalize plans and determine registration amount
- Keynote and theme announced
- Received good response from grads for volunteering

VII. Old Business

A. Careers in Student Affairs Conference Date for 2008 (Nicole)

- MI is interested in helping to co-sponsor. However they have limited resources to assist in planning.
- Nicole identified November 8th date at Bluffton to hold conference

Feedback and Discussion

Tracy asked about a conflict with proposed date. Abby mentioned NASPA regional conference. Amy asked would it affect presenters. Kate mentioned there are a lot of regional conferences around that time, (i.e. ACUI, NACA) Michael wondered if November 1st would be a better date. Tracy wondered would elections impact attendance. Michael identified conference chair. Tracy asked we put the date on our calendars.

B. Membership Survey Results (Kathy/Vik)

- Kathy distributed hard copies of results, narrative observations, and copy of survey
- The narrative were observations from Kathy and Vik analyzing results to previous years
- There were 75 respondents
- Incentives were suggested to help increase response.(i.e. responses from people of color, people responded who had higher level of experiences)
- More women responded (72%)
- Difference noted in why people joined and what we are giving the membership
- Interesting comments noted on diversity question almost 70% were not familiar with diversity statement.
- Email was noted as best way of getting info.
- Summary of key points that came out: programmatic component, diversity, collaborations
- Discussion specifically on the Diversity conference and position. Discussion to follow up in June.

C. Election Results (Kathy)

- Results were announced:
President-Elect - Kim Ferguson, Capital University
Treasurer, Colette Masterson, Ohio State University
4 Year Private Member-at-Large, Ohio Wesleyan University
4 Year Public Member-at-Large, Nicole Lepone, University of Cincinnati
2 Year Member-at-Large, Cheryl Ferguson, Columbus State Community College
Graduate Student Member-at-Large, Amanda Stewart, Kent State University

VIII. New Business

A. Executive Council Appointed Positions for 2008-2009 (Michael)

Feedback and Discussion

Michael has 20 + emails inquiring about opportunities to return to Board. Historian position discussion: proposed that they could be added in a different area, discussion in June. Discussed the need to formalize the Asst. Conference Chair. Abby inquired about position details on Historian position. Michael reviewed what is supposed to occur in the position. Erica stated the person should have familiarity with the organization. Positions that will be open: Development, Diversity, Historian, Newsletter, Awards, Careers in Student Affairs, and Support Staff conference.

B. Annual Conference 2009 (Amy Rosen)

- She has been in contact with OASPA's president. Gave him documents from last year to review.
- A lot of interest in serving on the committee

C. Faculty Award (Kim)

- Will be tabled until next meeting

D. Mid-Level Manager Workshop (Kate/Erica)

- Passed out conference session evaluations for review
- Stated rationale for proposing this kind of workshop
- Shared other organizations who have this workshop
- Kate pulled membership demographics to see where our membership falls in mid-level range
- Have participation based on application to keep it focused, keep audience low
- Offer a "read" before conference
- Vision: an institute model. Proposed something will be higher level programmatically.
- Further rationale offered by Erica- we serve a lot of people in this demographic area
- Discussion on budget support, and different structures.

Feedback and Discussion:

Kathy provided feedback about: logic on location, cost of registration, on rationale on registration

Tracy proposed- different rationale on revenue non member versus member, offered scholarship suggestion-(Erica shared sponsorships were considered). Discussion from Erica- on how often it is offered, Abby offered feedback on cost and rationale on what is decided on charge.

Michael- stated he is comfortable with a \$50 fee. Stated he is comfortable with breaking even if that occurs. Kate and Erica offered they will be willingly to take it on as coordinators.

Kathy stated we should keep in mind if this successful, perhaps reorganizing prioritizing and making this annually in place of other current annual conferences. Erica offered suggestion on sponsorship

Michael- made motion to offer this workshop in July or August, with a maximum contribution of \$3,000, seconded by Timeka. Motion passed.

E. Annual Donation to ACPA Foundation (Tracy)

- ACPA foundation-discussed mission and purpose-fundraising component to support ACPA.
- Shared that they came to talk to members at state meeting during conference
- Tracy's thought that annually we give as OCPA to the foundation

Feedback and Discussion:

Michael thought in the past we have made donations to Diamond honorees, Kathy stated she thinks it is logical for us an organization to give-is there a way to earmark it for specific area we wanted to give to? Suggested we examine areas at next board meeting. Amie brought up it was relevant since we may ask for money later from members for this, Erica stated we have over \$2,000 in discretionary funds. Tracy asked for motion-Kathy moved we designate funds, Erica seconded. Motion passes.

F. Strategic Plan completion status review (All)

Feedback and Discussion:

Review what has been accomplished and what has not been accomplished. Recruitment plan-done-outreach to other states. Membership maybe down from last year this time. Membership survey done, contention plan completed. Membership report needed by June 08-and posted on webpage. Access to newsletters online-completed software for registration. Legislative –not being addressed currently, Diversity resources updated, Grad listserve current. Professional development outcomes-completed. Need to continue to examine needs of two-years, Diversity Action Plan – has not been updated, representation area to continue to review. Need to continue outreach to representatives of other organizations at conference. We have done a good job with sponsorship and outreach of other local CPA groups. Tracy encouraged everyone to give thought to group on what should be focus for next year.

G. Support Staff conference

Feedback and Discussion:

Michael offered insight on future plans of SOCHE. Kate raised importance of the topic, raised questions about marketing? Erica asked is there a need to reexamine the model of who organizes and coordinates this conference. Tracy offered several points to consider. Asked do we need to change the focus of the Support staff conference chair. Michael and Kathy brought up points of budget support for attending such conference. Vik brought up point of association with SOCHE and the fact they will provide the support and focus if needed for that group. Michael raised idea of different style of conference(i.e article, call-in, webinar)Abby suggested assessing need and institutional demographics of attendees. Timeka made motion to assess need for Support Staff conference for 08-09.Tracy amended for us not to appoint a Support Staff conference chair and to not plan a Support Staff conference for 08-09. Motion passed.

IX. Executive Council Meetings

A. June Executive Council Transition Meeting

- Michael will be sending out emails shortly soliciting prospective dates
- Assessment of goals for the year should be included in next report.
- Reminder to upload files successors may need to Yahoo! Groups "Files" section in respective position folders
- Encouraged to handover materials to successors, purge old files
- Reminder meeting minutes, newsletters are on webpage –no need to upload

X. Announcements

XI. Discussion Items for Next Meeting

XXI. Adjourn

Motion to adjourn by Erica, seconded by Tracy. Motion passed.

Adjourned at 2:12 p.m.

Respectfully submitted,

Timeka Rashid, Secretary