



**Ohio College Personnel Association
Executive Board Meeting
Friday, December 12, 2008
Otterbein College, Westerville, Ohio**

Members present: Tracy Benner, Michael Griest, Kim Ferguson, Timeka Rashid, Vik Arunkumar, Chris Mundell, Kim Brazwell, Nicole Lepone, Robin Gagnow, Amanda Stewart, Brittney Black, Abby Ghering Sherry Haehl

Members not present: Cheryl Ferguson, Jennifer Conti, Susan Eklund-Leen, Ryan Druffel, Amy Rosen, Daniel LaFuente, Colette Masterson, Molly Schaller

- I. Call to order at 10:15am
- II. Approval of Minutes from September 19, 2008 motion made Tracy, seconded by Kim Brazwell
- III. Officer Reports

- Past President Tracy Benner (emailed report)
- Discussed organization plans with Mike Griest, President and Kim Ferguson, President-Elect.
- Created binders for new executive council members and located binders kept by out-going council members.
- Cleaned up parts of Files section on Yahoogroups! page.
- Discussed annual conference planning with President, President-Elect and Annual Conference Chair.
- Began promotional materials for OCPA Elections.

- President Michael Griest
- Worked with Chris in finding a conference speaker
- Worked with MCPA and PCPA for reception at ACPA for Monday at 7:30
- Taking calls from groups who want to collaborate
- Have a signed memorandum of understanding from OASPA
- Working on delegating big project support-i.e Diversity statement, strategic plan

- President-Elect Kim Ferguson
- Worked with Vik and Sherry on the Careers conference-it was a successful
- Working with Awards and Annual Conference
- Worked with Kim B. on Diversity conference planning
- Secretary Timeka Rashid
- Corresponded to at large reps about recently expired members
- Sent out roster to several board members on request
- Processed **24** new members apps, and **16** renewal membership forms
- Corresponded with several members regarding membership status (i.e expired, payment, renewal)

- Treasurer Colette Masterson-not present
- Transitioned with Past Treasurer, Erica Lee, and worked with Huntington Bank to update all bank materials, mailing address, and web access accordingly
- Solicited updates from OCPA board members for their respective positions to create the annual budget (attached)
- Regularly updated conference chairs & secretary/records chair on the status of deposits received, Paypal payments, and expenditure reimbursements
- Continued to work with Huntington Bank to update account information correctly
- Worked with President and Past President to update signature cards for the bank

Deposits:

- Membership payments since June '08 of \$1,180.00
- Annual Conference registrations totaling \$424.00
- Support Staff Conference income totaling \$960.04 (final)
- Careers Conference registration totaling \$2906.50
- Mid-Level Professionals Institute registration totaling \$1900.00
- Sponsorships for Careers & Annual Conference totaling \$701.00

Processed Payments for:

- Careers in Student Affairs expenditures totaling \$2,779.44
- Mid-Level Professionals Institute expenditures totaling \$3,789.22
- Tax accountant payment for Unclaimed Funds reporting totaling \$74.00
- Discretionary Funds payment for additional stationery totaling \$54.57

Account Balances as of 11/30/08:

- Checking \$39,687.80
- Money Market \$2,090.46
- Paypal \$5,159.21

IV. Member At Large Reports & Liaison Reports

- 4 Year Public Nicole Lepone
- Working to get reps from Central and Shawnee State
- Suggestions were for Daryl Peal for Central State
- 4 Year Private Jennifer Conti (not present)

- 2 Year Cheryl Ferguson-not present
- **Recruitment email sent to the Dean/ VP of Student Life at the following institutions:**
 Belmont Technical College
 Ohio State ATI
 Central Ohio Technical College
 Cincinnati State Technical and Community College
 Clark State Community College

Cuyahoga Community College
Edison Community College
Hocking College
James A. Rhodes State College
Jefferson Community College
Lakeland Community College
Lorain Country Community College

• **Institutions not yet contacted:**

Marion Technical College
Muskingum Technical College
North Central State College
Northwest State Community College
Owens State Community College
Rio Grande Community College
Sinclair Community College
Southern State Community College
Stark State College of Technology
Terra State Community College
Washington State Community College

• **Institutions with Campus Liaisons**

Hocking College
Southern State Community College
Columbus State Community College
The Ohio State University at Newark

Additions/Discussion:

Michael shared Cheryl's concerns about receiving feedback
Timeka Suggested reaching out to OCSD to help solicit support

- Graduate Amanda Stewart(emailed report)
- The following institutions are represented with campus liaisons:
 - Bowling Green State University
 - Kent State University
 - Miami University
 - Ohio State University
 - Ohio University
 - University of Akron
 - University of Dayton
 - University of Toledo
 - Wright State University
 - Youngstown University
 - Sent via e-mail to liaisons the following information:
 - The Call for Programs for Careers in Student Affairs and the Annual Conference
 - OCPA Awards Nominations

- Job Search Boot Camp
 - Case Study Competition
 - Survey Monkey Poll
- Reviewed membership list for October & November
 - Sent welcome emails to all new graduate students, congratulating them on joining OCPA
 - Sent an email to any members with expired memberships or memberships expiring at the end of the month, reminding them of the benefits of OCPA and to renew their membership
 - Complied Survey Monkey Results → students voted to keep closed Case Study Competition
 - Updated OCPA Graduate Student Members Facebook group and events
 - Dr. Robert A. Dubick Annual Case Study Competition
 - Created case study
 - Updated case study forms
 - Sent advertisements to OCPA graduate students members
 - Secured Case Study judges (John Frazier, Mount Union; Sherry Haehl, Bluffton; Dafina Stewart, Bowling Green)
 - Secured donations for prizes
 - Chronicle subscriptions
 - *-Creating Inclusive Campus Environment* (NASPA publication/donation)

Additions/Suggestions:

- Has two teams registered for case study competition
 - ACPA will donate memberships-asking specifically for professional memberships
 - Amanda asked has OCPA donated a prize in the past
 - Discussion on how did OCPA contribute last year towards prizes?-suggestions offered
 - Amanda solicited ideas for gifts for the judges? Brittney shared what she gave in the past
 - Michael suggested Amanda talked to Chris and Amy to get prizes from general thanks from conference
- Faculty Liaison Molly Schaller (not present)

V. Executive Board Reports

- Development Robin Gagnow
- For the Career in Student Affairs Conference – rec'd a check for \$200.00 for sponsorship
- Attended the OCPA Career in Student Affairs Conference on November 7, 2008
- Presented a program at the OCPA Career in Student Affairs Conference
- Submitted program proposal with Turning Technologies for Annual Conference
- Register for the OCPA/OASPA Conference in January 2009.
- Submitted Nominations forms for Undergraduate and Graduate Student of the Year
- Keeping Amy Rosen and Michael Griest updated on Conference Sponsorship on weekly basis, since October.

● **2009 Conference Sponsorship:**

Huskie Rental	Yes	\$501.00	Rec'd Check
ASI-Maytag	Yes	\$501.00	
School Datebooks	Yes	\$501.00	Rec'd Check

Lance Whitson	Yes	\$501.00	
SuperGames	Yes	\$250.00	
Network Addressing			
Collegiate Alcohol	Yes	\$100.00	
Turning Technologies	Maybe	\$501.00	Elizabeth McConnell
Total		\$2353.00	

Simple Truths	\$25.00	Gift Box for (for silent auction)
University Loft	\$200.00	Sending a chair for silent auction
New England Furniture Co.	\$150.00	Gifts of Maple Syrup containers
Following up on other possible Conference Sponsorships for this year and next year.		

Additions/Discussion:

Expects another \$500 possibly from another company

Could not secure all traditional companies who give due to economy-but some provided donations

Robin stated his goal is \$3,000

Michael asked we have leads please pass on to Robin

- Diversity Kimberly Brazwell
- Kim distributed a summary of diversity conference components
- She shared the following highlights
- Theme-*Cultivating an Inclusive Climate: Building Campus –Wide partnerships*
- Keynote Laurie Neff and Barbara Stambaugh from Denison
- She highlighted the campus breakout sessions

Additions/Discussion:

- Kim had a question on advertising on pre-conferences- how is it done?
- Kim said they needed to talk to Lexie Beer to see how it will be done
- Kim asked can there be a separate assessment tool for the diversity conference for feedback
- Michael asked for clarity on who the audience would be?
- Tracy stated it the first year it was a separate evaluation-she shared that it would be a good idea for a separate tool
- Kim is working on considering sustainability can we use CD for handouts-so asking presenters to have it electronically?
- Tracy suggested just emailing materials
- Robin suggested a link on the website
- Kim shared website observations in reference
- Timeka stated a question should be question on annual conference on why or why not did you not attend
- Michael shared with Kim his appreciation for the organization of the conference-kudos!

- External relations Abby Ghering
- Submitted a proposal with Jennifer Vestal for the 2009 conference
- Promoted the Careers in Student Affairs Conference to professionals and students at Denison
- Promoted OCPA at the regional NASPA conference
- Planning to make additional copies of letterhead and OCPA brochures for use at the annual OCPA conference

Additions/Discussion:

Abby stated she wanted to talk to Amanda about graduation cards for graduate students
Michael stated adding a link on website for graduates about local state CPA's
She shared the idea that it would be good to get past winners to present awards
Britney liked it

- Historian Susan Eklund Leen (not present)

Michael shared that Susan has been interviewing past presidents

He reminded everyone that you need to send two copies of materials to Susan- or can email her

- Newsletter Ryan Druffel(not present)
- Technology Daniel LaFuente(not present)

- Annual Conference Amy Rosen/Chris Mundell
- programs selected and presenters notified
- secured keynote speaker
- opened registration as of 12/10/08 have 20 people registered
- met with Doubletree to review room reservations
MOU signed by OASPA

Additions/Discussion:

- Chris reminded Board to register
- Shared concern that economy may impact attendance
- OASPA preconference –Theme:
- *Staying a live: tools to successfully navigate the political seas of higher education*
- Chris does not have a lot of details on content for OASPA pre-conference
- Programs-61 submitted, shared the conference review committee, 42 selected
- Chris shared it would have been good to have more in midlevel to senior level
- Publication-have conference logo-passed on to Natalie Pariano-it will now have professional
- Outcomes from each session
- Silent auction needs donations
- Met with Double tree team in November, another meeting coming soon for logistics discussion
- Question on newsletter: coming out by week of December 15th
- Dr. Carolyn Brashoud will be keynote- Chris shared how he feels she will be really relevant on what
- Happened since Northern Illinois shooting
- Honorarium will have to increase for keynote speaker this year
- Chris made a motion for \$1,200 to provide for keynote for this year, Robin seconded it motion carried
- Tracy shared normal guidelines for keynote honorarium is \$300
- Micahel shared the trend in spending for speakers on this topic
- Tracy shared previous years amounts given for speakers
- Timeka asked what needs to happen to update guidelines-Tracy suggested Chris reviewing it
- and making motion for next year
- Chris shared Jim Troha's name was suggested as closing speaker, solicited other names
- Discussion on how this speaker is usually selected in the past, theme
- Abby asked how many concurrent sessions we will have during each slot, Chris stated space will
- be better

- Tracy suggested how conference is marketed online-i.e program discussions, tying it into economy
- and posting it quickly
- Discussion on website posting, publications for vendors, website link access
- Michael acknowledged Chris and Amy's hard work-kudos!

- Awards Brittany Black
- Continuing to Advertise Awards Nominations
- Pushing nomination deadline to Friday, January 11, 2009
- Awards Committee is set with 7 members
- Minimal changes and updates were made to evaluation tool to create more consistency
- Program Location, Menu, and other logistics have been set
- 1 nomination has been received thus far

Additions/Discussion:

Left to work on program booklet

Two points Amy and Brittney discussed:

1. Sustainability and programs- one on table, or print enough for recipients

Michael suggested projecting in on the wall

Discussion on how the program will look

2. Getting most award nominations electronically will do awards review electronically

Suggestion offered-when award is given to recipient provide copy of program

Abby asked for pictures from past years winners to update Board

- Careers in Student Affairs Conference Vivek Arunkumar & Sherry Haehl
- 192 participants including graduate school representatives and presenters
- 22 program proposals submitted. 12 accepted.
- 16 graduate schools and Oshkosh Placement Exchange were at the Graduate Expo
- Expenses: \$3248.32
Income: \$ 5130
- Potential location for next year: Ashland University
- Conference evaluation results posted under the Careers File in yahoo groups

Additions/Discussion:

Vik:

- Profit was about \$1900
- Thank you to Robin for getting sponsor
- Most checks collected on participants

Sherry:

- Evaluations-format should change-too much time in the morning, some complaints
- Michael shared he has heard really good feedback
- Vik shared hardcopy of evaluations-highlights on its promoted..focus..on graduates on undergrads
- Robin shared food was good and good program
- Discussion on how is location decided.

VI. Old Business

A. 2008-2009 Goals -Michael Griest

Additions/Discussion:

- Review of goals Board formulated from September meeting
- Michael will meet contact some Board members soon to take the lead on specific areas

B. Strategic planning –Kim Ferguson

- Kim F. lead discussion on updating strategic plan. She asked how can we engage membership?
- She asked is there a way to engage participants during conference on feedback?
- Also is there a way to engage past presidents
- She passed along a list of interested Board members who would like to review and update strategic plan
- Chris asked for clarity on this solicitation would look like during Conference

VII. New Business

A. Yahoo Groups-Tracy Benner

Additions/Discussion:

- Tracy reminded Board to not list files specific to year-just position
- She also reminded the Board on how to upload files and what should be uploaded
- She stated that she purged off old forms and encouraged others to do as needed

B. 2008-2009 Budget-Colette Masterson

Additions/Discussion:

- 2008-09 budgets distributed, Board asked to review
- Points of budget noted-Support staff conference expenditures
- Motion made to accept page with amendment to change dates made by Tracy, seconded by Nicole

C. 2009-Summer Workshop

Additions/Discussion:

- Review and discussion of Mid Year budget with question are we interested in doing another summer workshop?
- Michael offered some ideas for topics: ACPA standing commission topic on GLBT-specifically on transgender students, recreation and athletics, SOCHE interested in collaborating again, they will pay
- Timeka suggested economy topic, Kim B. suggested making sure topic is timely
- Timeka, Brittney suggested soliciting feedback at conference, Kim offered her thoughts on that as well.
- Discussion on how to select topic for summer workshop
- Michael stated he will review past evaluations
- Tracy read some feedback from evaluation copies she had-which were a variety of topics.
- Discussion on possible topics focused on GLBTQ topic, ideas offered
- Michael summarized conversation-we will pursue idea of summer workshop
- Kim F. offered thought on counselors, student conduct follow up group topic

D. Membership demographic questions on membership form

Additions/Discussion:

- Discussion on what should be on the forms? Does it need to be updated? What are we doing with current areas?

- Timeka stated in her current summary some areas was not included?
- Brittney said if we're not using it we don't need it
- Discussion on different areas to add or delete
- Michael charged the following group-Kim B, Timeka, member at Large's Nicole, Cheryl, Jennifer, Amanda and Abby to look at application make revisions and communicate suggestions and report back by January.

VIII. Announcements-

- Nicole announced that the University of Cincinnati hosting first Student Affairs-Diversity conference on April 15th.
- Michael encouraged all members of ACPA to vote
- Nicole was nominated for leadership commission position

Next meeting: Wednesday, January 28, 2009 at the Doubletree Hotel, Worthington. (includes Dinner) time to TBA

XII. Motion to close made by Kim Ferguson, seconded by Tracy. Adjourned at 1:32 p.m.

Respectfully submitted,

Timeka L. Thomas Rashid