

**OACRAO Board Retreat
January 29 – January 31, 2006
Meeting Minutes**

Members Present: Don Foster, Connie Goodman, Sue Schillings, Beth Egan, and Mary Southards

Call to Order

President Don Foster called the meeting to order and reviewed the agenda for the retreat.

Board member updates were the first item on the agenda.

Board Updates

VP for Workshops

Beth Egan reported that she would coordinate with the staff at Capital regarding the April workshop and planned to use Gehlauf and Associates to put on the workshop. Time management is one possible topic for the workshop. Board members agreed to investigate other professional development topics and get some information from their respective institutions to Beth for her consideration.

The Board concluded that the workshop locations should remain in central Ohio. In the event that Capital University does not want to host the April workshop, alternate sites including Ohio Wesleyan and the Alumni Center at OSU are under consideration.

The June 2006 Ohio Residency Workshop will be held at Otterbein College. The Board agreed to ask Lorinda Bishop to facilitate the workshop. Preferred presenters for the workshop are Jay Johnson from the OBR and Fred Johnson from the Office of Homeland Security.

The Board identified coping with change, retraining and teambuilding as possible topics for the July 2006 workshop.

President-Elect

Sue Schillings gave a brief update on the OACRAO dinner that will be held on Wednesday, April 20, following the AACRAO Town Meeting. Sue is looking for a location near the conference hotel. AACRAO Conference attendees who want to attend

the state dinner will need to RSVP in advance. Sue is planning for 40 to 45 attendees. Appetizers will be provided by OACRAO.

Past-President

Connie Goodman reported on the agenda for the By-Laws Committee. There are a few issues with the Bylaws that need to be addressed. Any recommendations from the By-Laws Committee will be brought to the Board in May or June so that a members vote can take place in November 2006.

Connie informed the Board that she has been participating on a committee that is advising on the development of the OBR Portal. This website pulls together information for students to encourage them to stay in Ohio for their education and career. The OBR wants to expand the site and is looking for individuals to review and add topics. Connie suggested that it would be appropriate to recommend an admission professional for this group. Sue Schillings recommended Cleveland James, the new Director of Admissions at Central State. Connie agreed to contact Mr. James, on behalf of OACRAO, to see if he is interested in this opportunity. Connie has provided information to VP Programs, Treva Hanseman, regarding a possible presentation on the portal by OBR representatives for the November 2006 annual meeting.

Secretary

Mary Southards presented her concerns about the current process required to update the website. Mary will work with Deb Benton and Connie Goodman to simplify web update issues. Mary also distributed a draft copy of the December Transition Meeting minutes and request comments and feedback from the members of the Board regarding the content of the minutes.

President

Don Foster reported that he is still waiting on a response to the most recent request to the IRS for 501(c)(3) status for OACRAO.

Don also reported that he has been receiving some emails from parents and school counselors expressing concerns that the scholarship application on the OACRAO website is not updated for 2006. Mary Southards commented that she has received similar comments and confirmed that she was aware of some transition problems on the Scholarship Committee.

Related to this discussion, Don asked if all committee chairs and the webmaster have a list of their responsibilities and a corresponding timeline. The Board agreed that this would be a very helpful item to have on the website along with the New Member Handbook.

In concluding the discussion of the Scholarship Committee, the Board agreed that it would like to review the information on the Leadership and Service Scholarship recipients before the winning students are contacted. Don will contact Dan Wilson and ask him to provide the following information for each recipient: name, high school, grade point average and class rank, college choice and outstanding service or leadership achievement.

Vice President for Programs

In Treva Hanseman's absence, Don Foster distributed the agenda for the February 17, 2006, Program Planning Meeting at Mt. Carmel College of Nursing. The Board agreed that it is an ambitious agenda, and Treva will need to reinforce the responsibilities of the committee chairs. Sue Schillings will be available to assist.

Treasurer

In Linda Young's absence, Don presented a tentative budget of \$26,065 for the 2006 Local Arrangements Committee. The Board agreed to forward some of the materials used by the Columbus LAC to Dan Kall and Michelle Rable, co-chairs of the Toledo LAC.

Agenda Items

1. 2007 Conference Site

Sue Schillings opened the discussion by stating that feedback from 2005 annual meeting attendees pointed to Cincinnati as a popular choice for a conference site. Wendy Lambing and Dave McGinnis have already volunteered to serve as LAC co-chairs for the conference if it is held in Cincinnati and have made some preliminary inquiries with hotels, and recommended November 7-9 as dates for the 2007 Annual Meeting. Based on this information, Connie Goodman moved that the 2007 OACRAO Annual Meeting be held in Cincinnati with the provision that the costs be reasonable in relation to the projected budget. The motion was seconded by Mary Southards and carried by a unanimous vote of the Board.

2. Google Search Feature on OACRAO Website

At Deb Benton's request, Don Foster raised the question of placing a search engine on the website. Deb stated that doing so would enhance the functionality of the site, but it would also result in ads and/or pop-ups on the site.

After some discussion, Sue Schillings moved that the Board ask Deb to install the search feature, if there is no contract, on a trial basis, for 60 days. Mary

Southards seconded the motion and it was approved by a unanimous vote. The Board also agreed that a “soft” roll out would be most appropriate to see if there is any reaction or comment from OACRAO members or other users of the website. Don recommended that the Board use the trial period to investigate other AACRAO state and regional affiliate websites and will provide each Board member with a list of sites to visit. The goal is to report back on the features of these sites before the February 17, 2006 meeting.

3. Definition of Quorum for Annual Meeting Votes

The definition of a quorum for voting at the annual meeting, which is not addressed in the current by-laws, has become an issue due to OACRAO’s incorporation. Proxy votes are also an important related issue. After a lengthy discussion, the Board agreed that:

- Time constraints prevent implementing a proxy vote process for the 2007 Annual Meeting.
- Institutional representatives must identify voting members for their institution and this information must be up-to-date in the database.
- Voting will not change for purposes of the 2006 Annual Meeting.
- Defining a quorum and a method of identifying voting members should be referred to the By-Laws Committee.
- Recommendations from the By-Laws Committee will be given to the Board by June 23, 2006.
- Recommendations from the By-Laws Committee will be presented to the membership at the 2006 Annual Meeting.

4. Imaging

Historian Dave Sauter presented a proposal from Fireproof Records to image and store OACRAO historical records. Imaged documents would be available through a link to the Fireproof website. After discussion, the Board agreed to ask Dave for samples of the documents that he recommends for imaging as well as his recommendations for items that could be purged after they are imaged. The Board also agreed to ask Dave Sauter to put together a one-page OACRAO history for the website.

Connie Goodman recommended that the Board get one more estimate before committing to Fireproof Records for imaging services. The issue of disaster recovery was raised regarding the OACRAO newsletter that is now only available on the website. The Board agreed that the newsletter would need to be part of the imaging project.

5. Refund of Annual Meeting Registration Fees

The question of fee refunds was raised in the post-event report by the Columbus LAC co-chairs. After reviewing the AACRAO pro-rated refund schedule, the Board determined that a simplified policy and a simplified bookkeeping process would be more appropriate for OACRAO. The board unanimously approved the following policy on registration fee refunds:

- A full refund will be given for cancellations received two weeks prior to the annual meeting.
- A \$25 processing fee will be charged on all registration fee refunds.
- The registration can be transferred to another OACRAO member at no charge.
- Requests for a refund of registration fees must be made in writing by fax or email to the LAC member responsible for registrations.
- OACRAO will not issue refunds for personal emergencies in the two weeks prior to the annual meeting.
- OACRAO will not issue refunds for weather emergencies in the travel period prior to the annual meeting.

This policy will appear on the website and any printed registration materials distributed by the LAC.

The Board decided to eliminate the price discount on workshops for two or more attendees from the same institutions. The refund policy on workshops will remain unchanged.

There was a brief discussion of past annual meetings where there have been cases of attendees who register and participate but never pay the registration fee. The Board determined that the LAC co-chairs should make a good faith effort to collect and inform the Board of their actions.

6. Honorary Memberships

The Board determined that retirement is not the only criteria for honorary membership. Further, honorary members are responsible for paying the full registration fee for annual meeting participation. The Board needs to review the electronic and hard copy annual meeting registration information to make sure that this is clearly explained. Don will invite past presidents to breakfast at the AACRAO conference to discuss the qualifications for honorary membership and the criteria that they used in the past.

We also discussed the issue of expanding the data base to reflect positions held, committee activities, presentations at State and national conferences, etc.

This again brought up the issue of needing to find a way to support the website. Mary will contact Deb Benton to discuss this issue.

7. Retiree Involvement

Don posed the questions “How can we get retirees involved and encourage them to attend our annual meeting?” After some discussion, the Board identified presenting or hosting/facilitating sessions and staffing the membership and scholarship tables as possible roles for retired members. Don will ask Dave Sauter to talk with Ken Bogard about getting a small retirees’ group together to talk about what role the retirees want to play and to identify the best mechanism for the retirees to stay in touch with each other and the organization.

8. Future Roles for Former Board Members

The Board discussed ways to keep former board members active in leadership and support roles in OACRAO. To do so, the Board decided to contact the Nominations and Elections Committee (N&E) with a reminder that former board members can be nominated for different board positions. Former board members also need to be encouraged, particularly as they leave the board, to utilize their skills by volunteering for a committee.

The Board also discussed the related issue of nominations and decided to look at ways to promote self nomination by the membership. One possible mechanism would be to conduct a session – perhaps targeted toward new members – at the annual meeting on the role of the N&E committee, the nomination, and the election process. This discussion grew to include other possible new member sessions on the purpose of OACRAO, professional and career opportunities, changing trends in the profession, and the roles of OACRAO committees.

9. Site Selection Committee

The idea of a site selection was initially raised in the post-annual meeting report by the Columbus LAC. The Board discussed two possible models: An independent committee or “Super LAC” that would be responsible for the initial negotiations for accommodations, meeting space and food or a subcommittee of LAC that would have similar responsibilities. The Board decided to initiate an ad hoc, three-member site selection committee that would include a past and two current LAC co-chairs. Since the upcoming annual meeting is in Toledo, Ohio, the Board agreed to ask Lorinda Bishop to work with the Toledo LAC co-chairs. Jack Miner will be asked to work with the 2007 Cincinnati LAC co-chairs. The Board will ask for input after the 2006 and 2007 annual meetings with the possibility of creating this committee for 2008.

10. Insurance Coverage

This topic was one that raised many questions for Sue Schillings at the Washington, D.C. officers' workshop. Don Foster asked if OACRAO should be insured by a company that is in the business of insuring organizations?. This would be a significant change from the current coverage that extends only to the Board. Forrest T. Jones & Co., Inc. is one such company.

After a lengthy discussion of the types of situations that OACRAO has encountered in the past, including theft of equipment, and things that could happen, including property damage in transit, alcohol liability, vendor complaints, and personal injury, the Board members agreed that we need to consider expanded insurance coverage including Convention Cancellation Insurance. The first steps will be to clarify the coverage of our current policy and to send our current policy to Forrest T. Jones & Co., Inc. for an analysis and quote for expanded coverage.

11. Ohio Transfer Council

This topic is one of several related to membership discussed by the Board. Specifically, is it appropriate for OTC members to participate in OACRAO? After discussing that the individuals involved with the OTC are primarily concerned with transfer admissions, the Board determined that OACAC, with its admissions focus, might be more relevant for OTC members.

Sue Schillings suggested that one of the issues on the agenda for the OTC should be H.B. 95 and the mandate to accept credit from unaccredited and proprietary schools. The ensuing discussion flowed into the agenda item on workshop and annual meeting session topics.

12. New Session Topics

Don expressed his concern that workshop and session topics are getting stale for seasoned professionals. Sue reiterated her thought that H.B. 95 should be a session topic and that it would also be appropriate to have a session on the TAG reports.

The decision was made to recommend to Treva that she forward the following topics to the program committees:

- OBR Portal – Admissions
- H.B. 95 – Admissions
- What is OACRAO – Professional Development
- Federal Update with Barmak – Records and Registration

Sue Schillings stressed that Treva needs to clearly define the expectations for each committee, including the importance of meeting deadlines. Don will reinforce this at the February 17 meeting.

The discussion moved on to issues associated with Exhibitor Sessions. The Board decided to offer eight Exhibitor sessions. The materials provided to prospective exhibitors must specify that there is a \$100 fee for all exhibitors, only the first eight exhibitors who respond by the August 1, 2006, deadline will be given the opportunity to present a session, multiple exhibitor sessions may be scheduled at the same times and consequently OACRAO cannot guarantee attendance at the session. OACRAO Exhibitor liaison is a topic for further discussion at the February 17 meeting.

13. OACRAO Membership

Don Foster opened the discussion on recruiting more institutions to become active members of OACRAO. The Board identified four possible sources for building a complete list of two-year, four-year public and private institutions in Ohio:

- The Ohio Board of Regents(OBR)
- The Association of Independent Colleges and Universities of Ohio (AICUO)
- The Ohio Association of Two Year Colleges (OATYC)
- The Ohio Association of Community Colleges (OACC).

Sue Schillings commented that one issue that needs to be addressed is that OACRAO information is only electronic and since it is always directed to a specific individual's email, it never makes it to another staff member. Sue recommended a paper document, particularly for the annual meeting that is addressed to an office (i.e. Admissions, Student Services, Enrollment Management, Records and Registration, Registrar) at all higher education institutions.

The Board agreed to consider funding the printing and postage for a mailing. It would be a publication about OACRAO, the purpose of the organization, benefits and cost of membership, and a "save the date" for the annual meeting with additional information to promote registration for the annual meeting.

Mary Southards will contact the Communications Committee chair, Laurie Mayhew, and ask her to work with her committee and the Membership and Mentoring Committee (M&M) to develop a draft of the general publication for the May 19th meeting. The goal is to mail it by July 2006.

The Board will also ask the M&M Committee to come to a future board meeting.

14. Miscellaneous

National Awards:

The Board recommends that the Nominations and Election Committee become responsible for organizing and vetting nominations for the AACRAO Founders Award and the Thomas A. Bilger Award.

2006 Board of Directors Retreat:

The Board agreed on Sunday, January 28 – Tuesday, January 30, 2007 as the dates for the retreat.

Meeting Adjourned.

Draft

OACRAO Program Planning Meeting
Friday, February 17, 2006
Mount Carmel College of Nursing
Meeting Minutes

Call to Order

The meeting was called to order by OACRAO President Don Foster who thanked Karen Greene for hosting the meeting at Mount Carmel College of Nursing. Karen offered to give a tour of the College's new facilities immediately following the program planning meeting. After a round of introductions by all committee members present, Don turned the meeting over to Vice President for Programs, Treva Hanseman.

Board Updates

Vice President for Programs

Treva Hanseman carefully reviewed the meeting agenda and reminded the program committee chairs to appoint a vice chair for their respective committees and report the names of the vice chairs to her by the end of the meeting. Treva also provided the program committee chairs with a list of sessions from the 2005 annual meeting with attendance information and comments for each session.

Treva reinforced the need for the program committees to identify appropriate new session topics that would entice staff by focusing on "hot" or "leading edge" topics. Treva also requested that the committees consider session topics that could be developed into panel discussions and/or pre-conference workshops.

Treva emphasized the importance of the program committee planning sessions as the building blocks for the annual meeting and charged each committee to return a list of nine possible sessions. Tuesday, May 31, 2006 is the deadline for all committees to finalize their sessions and presenters.

Treasurer

Linda Young provided travel reimbursement and parking passes for meeting participants.

Local Arrangements Committee

Dan Kall reported that the LAC had a very successful first meeting. They toured the recently renovated faculties, assigned committee and subcommittee chairs and enjoyed a good lunch.

Vice President for Workshops

Beth Egan requested that the program committees keep in mind possible workshop topics and reminded everyone that two support staff workshops will take place in the Columbus area. One will take place in the spring and another will be later in the summer.

Membership and Mentoring

Frank Yanchak reported that he was working to identify a meeting time for the M&M committee so that they can plan a recruitment program for non-member institutions and additional members from current member institutions.

Historian

Dave Sauter discussed the OACRAO history imaging project and announced that there are 35 notebooks of hard copy that need to be imaged and stored. Dave is also working on an organization history for the website.

2007 Local Arrangements Committee

Don Foster announced that Dave McGinnis and Wendy Lambing volunteered to serve as the local arrangements chairs and are local for volunteers. The 2007 Annual Meeting will take place in the greater Cincinnati area.

Program Committees Planning Sessions

The program committees adjourned to their meeting spaces to begin their discussions of session/workshop/panel topics and presenters.

Board of Directors Meeting

Members present: Don Foster, Susan Schillings, Connie Goodman, Beth Egan, Treva Hanseman, Linda Young, and Mary Southards

Guests: Dan Kall

President's Report

Don Foster presented a summary of the Board of Director's retreat. Don commented that:

- The 2007 annual meeting is confirmed for Cincinnati and the Board will visit a short list of hotels.
- Jack Miner is working with the 2007 LAC co-chairs on negotiating a site contract.
- OACRAO's insurance policy has been sent to the company used by AACRAO for their comments and recommendations. This information will in turn be sent to our current provider for a response and policy update recommendations.

- Dave Sauter has contacted another vendor for a bid to image the OACRAO archives.

A complete summary of the Board of Directors' decisions on refund policies, honorary memberships, website search engines, services for retired members, and the responsibilities of the Communications and Scholarship committees appears in the minutes of the Board of Directors Retreat, January 29 – 31, 2006.

Don completed his report by requesting that every board member and committee chair create a checklist of major tasks and a corresponding time line to provide continuity and direction in completing key responsibilities.

Secretary's Report

Mary Southards distributed the minutes from the December 8 transition meeting. There were no additions or corrections to the minutes. Connie Goodman moved that the minutes be approved. Beth Egan seconded the motion and the minutes were approved.

Mary distributed a hard copy draft of the January 2006 retreat minutes and asked that any comments or corrections be sent by email. The electronic version of the minutes will be distributed prior to the next meeting.

Membership Report

Frank Yanchak asked two questions for the Board's consideration. Should OACRAO directly solicit non-member institutions? Should OACRAO develop a membership application packet for this purpose?

The Board agreed that a membership application packet should be developed and used to invite non-member institutions to join OACRAO.

Treasurer's Report

Linda Young stated that there was no formal Treasurer's Report. However, Linda did confirm a reserve of \$6,780.24 from the 2005 annual meeting. Linda also commented that she had just disbursed the \$500 Past Presidents' Scholarship, and was still waiting to receive the bill from the attorney involved in the 501(c)(3) appeal.

The Board had a brief discussion of the implications of the approved 501(c)(3) status. Specifically, the Scholarship Committee must be able to give auction winners a letter that verifies the value of the item and the amount of their winning bid. Linda will work on a letter that can be used for this purpose.

Linda also reported that the OACRAO mileage rate changed to 0.445 per mile effective January 1 and that the reimbursement form needs to be updated on the website.

Past-President

Connie Goodman reported that she had written proposed changes to the by-laws to reflect the Board's recent recommendations to disband and reassign the duties of the Resolutions Committee and to assign nominations for national awards to the Nominations and Elections Committee. The proposed changes are now in the hands of the Committee.

Connie also asked for additional clarification on the Board's recommendations on the definitions of a "quorum" and "voting members present" at an annual meeting. The Board determined that voting members, as identified by their respective institutions, will receive a voting card to bring to the annual business meeting. A quorum of voting members must be present for a vote at the business meeting.

Connie will come back to the Board with recommended language from the By-Laws Committee on these changes for a vote at the 2006 annual meeting. These changes, if approved, would not take place until 2007.

Connie reported that she is still looking for someone to take her place on the OBR portal committee. Cleveland James at Central State did not respond to the opportunity to participate.

President Elect

Sue Schillings reported that the Ohio dinner at AACRAO will be held on Wednesday, April 19 at 6:30 p.m. at the Rock Bottom Café in San Diego's Gas Lamp Quarter.

Sue also presented information forwarded by Marian Hogue and Barmak Nassirian on the need for OACRAO to respond to the proposed amendments to the Higher Education Reauthorization Act. Specifically, OACRAO members need to write against the proposal to accept credit from non-accredited proprietary schools. Sue indicated that she would draft language that could be used in a letter from OACRAO. Current OACRAO members will be notified before the letter is mailed.

LAC Report

Dan Kall reported that the Toledo LAC held its first meeting on February 10, 2006. Dan stated that he is very concerned about the relatively small number of volunteers (11 total). While this number is adequate to chair all of the necessary committees, it does not provide enough volunteers. Board members will try to do some recruiting for volunteers. Mary Southards will contact Laurie Mayhew to confirm that the publicity piece that is under development by the communications Committee promotes the organization as well as featuring the annual meeting.

Vice President for Programs

Treva Hanseman reported that the program planning sessions are underway and asked Don Foster to reinforce, prior to the meeting's conclusion, the importance of getting a commitment from speakers and presenters by the deadline so that the LAC can move forward.

Treva will email the final program forms to the committee chairs and will provide periodic updates to the Board. The first draft of the annual meeting program will be available at the August 2008 meeting.

Vice President for Workshops

Beth Egan reported that the first staff development workshop is scheduled for April 7, 2006 at Capital University. The topic for the workshop, arranged through Gehlauf and Associates is “Change Masters.”

The Residency Workshop is scheduled for Wednesday, June 14, 2006 at Otterbein College. Pam Reeder was recommended as a possible facilitator.

Membership and Mentoring

Frank Yanchak reported that the committee has two areas on which to focus:

- Recruiting institutions to become members
- Encouraging members to become active members

The Board discussed the new member session at the annual meeting and decided to eliminate the bingo game and associated prize of a free conference registration. The Board will continue developing ideas for the session.

Old Business

There were no items of old business.

New Business

Don Foster distributed information from Helms Briscoe, a conference planning service, and asked if they should be invited to a meeting of the Board. The Board decided to table this discussion until the May 19th meeting.

The Board adjourned at 12:00 p.m. to join the program committees for lunch and the report of their session proposals.

Following lunch, Treva Hanseman called for reports from the program planning committees.

I. Records and Registration

Topic: Course Approval Process
Presenter(s): Jerry Vance, Mel Sevems

Comments: Focus on ways to improve, identify best practices, possible panel discussion.

Topic: Federal Relations, Federal Legislation

Presenter(s): Barmak Nassirian

Comments: Possible closing session or general session.

Topic: Transcripts, Diploma Fraud and the 21st Century

Presenter(s): Dick Carpenter, vendor

Comments: Examples of fraudulent documents, possible vendor session.

Topic: Politics of Academic Scheduling

Presenter(s): Dave McGinnis

Comments: Room scheduling, space allocation, work with Edu Astra.

Topic: Creative Courses and Programs

Presenter(s): Wendy Lambing

Comments: For-profit operations within the academic institutions, where do they fit and how are they served.

Topic: 21st Century Registrar's Office

Presenter(s): US

Comments: Describe the physical requirements, space, and personnel required in a state-of-the-art registrar's office.

Workshop: HB 95 and HB 66

II. Professional Development

Topic: FERPA, HIPPA

Presenter(s):

Comments:

Topic: OACRAO for new members

Presenter(s):

Comments: What is the role of an organization like OACRAO, how does OACRAO serve its members?

Topic: Plan and present a great presentation

Presenter(s):

Comments: Focus on more than technology.

Topic: Financial Planning/Retirement

Presenter(s):

Comments: Provide range of information

Topic: Strategic Management

Presenter(s): Jack Miner

Comments: How to implement the strategic plan.

Topic: Proactive or reactive leadership styles

Presenter(s):

Comments:

Topic: Legal Issues from the Soloman Amendment to Electronic Signatures

Presenter(s):

Comments: Repeat from 2005

Topic: Striving for Excellence

Presenter(s):

Comments: Combine with team-building as a possible workshop for support staff.

Topic: Ethical Issues and Dilemmas – Case Studies

Presenter(s): Panel

Comments:

Topic: How to Serve Diverse Populations

Presenter(s): Panel

Comments:

Topic: Building a Healthy Workforce

Presenter(s): Medical University of Ohio

Comments:

Topic: Student Employment Management

Presenter(s): Betty Kost

Comments: How to develop paraprofessionals in admissions, registration, and records.

Topic: Coping with Change

Presenter(s): Panel

Comments:

III. Data Management

Topic: NCAA – New Regulations on Academic Progress

Presenter(s): Michael Shearer

Comments:

Topic: Blog 101, what is it, what are the roles

Presenter(s):

Comments:

Topic: IPEDS

Presenter(s): Amy Adams

Comments: Focus on peer evaluation

Topic: ACT/SAT

Presenter(s):

Comments: Impact of new writing requirements

Topic: AP/CLEP/IB – International Baccalaureate

Presenter(s):

Comments: Conduct a pre-conference survey to determine how these programs are functioning at various types of institutions.

Topic: Institutional Review Board

Presenter(s):

Comments: Live subject research

Topic: PI – Portal Issues

Presenter(s): Alan Cole

Comments:

Topic: CAS

Presenter(s):

Comments: How is it used, by whom, how often, possible workshop.

Topic: Business Continuity Plan

Presenter(s): Possible panel discussion

Comments: Discussion of backup plans.

Topic: Admissions Reports

Presenter(s):

Comments: Reports that are frequently used to inform the admissions process.

IV. Admissions and International Education

Topic: Transfer Trends

Presenter(s):

Comments:

Topic: OBR Portal

Presenter(s):

Comments: Ohio's student access/success agenda

Topic: Home School Issues

Presenter(s): Panel Discussion

Comments: Include range of 2 year and 4 year institutions.

Topic: Retention Begins with Admissions

Presenter(s):

Comments:

Topic: What's New in International Education?
Presenter(s):
Comments: Transfer and compliance issues

Topic: Best Practices in College Orientations
Presenter(s):
Comments:

Topic: New TOFEL
Presenter(s):
Comments: Advantages of new format

Topic: Impact of Financial Aid on a Student's Academic Career
Presenter(s):
Comments:

Topic: Undocumented Students and the Admissions Process
Presenter(s):
Comments: May become part of a workshop on SEVIS

Treva announced that all final program session topics and confirmed presenters are due by May 31, 2006.

Meeting adjourned.

**OACRAO Board of Directors Meeting
Friday, May 19, 2006
Meeting Minutes**

Members Present: Don Foster, President, Connie Goodman, Past President, Beth Egan, Vice President for Workshops, Treva Hansman, Vice President for Programs, Frank Yanchak, Vice President for Membership and Mentoring, Linda Young, Treasurer, and Mary Southards, Secretary

Members Absent: Susan Schillings, President Elect

Guests: Dan Kall, 2006 Local Arrangements Committee Co-Chair

Call to Order

The meeting was called to order at 9:30 a.m. by OACRAO President Don Foster.

President Report

Don Foster reported that Barmak Nassirian is confirmed as the opening speaker for the 2006 annual meeting in Toledo, Ohio. Following this announcement, Don asked to delay the discussion of his remaining agenda items until all Board members had completed their reports.

Secretary Report

Secretary Mary Southards presented the minutes from the January 2006 Board of Directors' retreat for approval. Connie Goodman moved that the minutes be approved and Treva Hansman seconded the motion. The minutes were approved by voice vote. Mary presented the minutes from the February 17, 2006 Program Planning Meeting and Board of Directors Meeting. The Board asked for minor corrections on pages 1, 3 and 5. Frank Yanchak moved that the minutes be approved as amended. Connie Goodman seconded the motion and the minutes were approved.

The minutes from both meetings will be forwarded to Deb Benton for posting on the OACRAO web site.

Treasurer Report

Linda Young reported that an additional \$440 in membership dues from 2005-06 have been collected. The University of Akron has not paid dues for 2005-06. Mary Southards and Linda Young will attempt to follow-up with the Registrar's Office.

Connie Goodman asked if member institutions with delinquent dues are removed from the listserv.

Don Foster will ask the Communications Committee to address removal of institutions and their members from the website and listserv.

Linda Young reported \$1,770 income from the spring support staff workshop. Expenses totaled \$1,491. Ohio State University has not yet paid for its workshop registrations.

Linda also reported that:

1. OACRAO made a profit of \$142 from the dinner at AACRAO.
2. The final budget reconciliation for the 2006 annual meeting is still in progress. The hotel recently submitted a meeting room charge for \$240.
3. A \$10,000 CD with Huntington Bank will mature in June 2006. Connie Goodman recommended looking at several other banks for better interest rates. Linda will look at short-term rates at several banks, email her finding to the board, and ask for a decision to move the CD or to stay at Huntington Bank.
4. OACRAO's donation to the high school alumni association in memory of Jane Pidcock was received and acknowledged.

Linda reported that the Scholarship Committee chair, Dan Wilson, has requested a budget to cover travel, printing, mailing, and related committee expenses. This led to a discussion of various issues associated with the Scholarship committee. Mary Southards reported that two notebooks with details regarding the responsibilities of the committee chair and a timeline for completing those responsibilities had been given to Mike Whitnabe at the beginning of his chairmanship. Issues that have come up with regard to the Scholarship Committee indicated that the notebooks are not being used. Don Foster will work with Dan Wilson to find the notebooks and address budget issues.

At present there is a \$1,200 budget for the expenses of all standing committees. Connie Goodman commented that the budgeted amount is inadequate and asked if the committee chairs should have input into the amount of the budget? Linda commented that not all members of committees submit their mileage and meeting related expenses. Providing each committee with an operating budget could actually increase expenses.

Linda concluded her reporting by confirming that the mileage reimbursement rate is currently 0.445 per mile and that the bill for our attorney fees has not been received for payment.

Local Arrangements Toledo 2006 Report

Dan Kall, LAC Co-Chair for Toledo 2006 annual meeting, distributed the basic program and room information at the meeting site. Dan indicated that the LAC does not anticipate any space availability problems. Don Foster asked if there were any more volunteers for LAC, and Dan confirmed that the numbers were now adequate to cover necessary activities.

Dan distributed a sample of the annual meeting logo. The design is based on a new major bridge that is under construction in Toledo.

Dan explained that the underlying theme identified by LAC for the annual meeting is "Something New," which echoes the new bridge, revitalization of the city, and OACRAO's emphasis on new membership. Dan also distributed samples of canvas bags that will be distributed at the annual meeting.

The Board discussed the need to provide the bag and/or padfolio to annual meeting participants and attendees and determined that the practice has merit and should be continued. The Board also decided to add the bag/padfolio to the list of sponsorship opportunities that will be sent to potential exhibitors.

Upon completion of the discussion, Mary Southards moved that the Board approve the logo presented by LAC. Treva Hanseman seconded the motion. The motion was approved by voice vote.

Dan Kall concluded his report by stating that a bowling tournament with a dinner is one of the activities under consideration for Thursday evening with the possibility of UT providing shuttle buses to the location.

Local Arrangements Cincinnati 2007 Report

Don Foster opened the discussion by stating that he, along with Sue Schillings, Lew Rita Moore and Wendy Lambing, visited Kingsgate on the University of Cincinnati campus and the Sheraton in Cincinnati as possible sites for the 2007 annual meeting. The Board discussed the advantages and disadvantages of both facilities, based on a list developed by the group that visited both sites, and decided that Kingsgate is the preferable location for the annual meeting.

The major concern with the Kingsgate location is the estimated cost of \$39,779.69. The Board discussed options for reducing costs including restructuring the annual meeting to two full days or changing schedule dates.

Mary Southards asked if a survey of the membership would be appropriate before any decision is made about restructuring the annual meeting.

After further discussion, the Board agreed to:

- Identify costs that can be passed on to exhibitors (padfolios, bags, name wallets, parking)
- Consider raising the full meeting registration fee to \$225 per member
- Remove the budgeted cost for LAC appreciation gifts.

Don will work with Wendy Lambing to develop a revised detailed budget for the next board meeting.

Don also distributed a nomination letter to support Dave Sauter as a candidate for the position of Vice President for Finance in AACRAO.

President-Elect Report

In Sue Schillings absence, Don Foster reported that there were many positive comments on the Ohio dinner at AACRAO.

Vice President for Program Report

Treva Hanseman reported that the annual meeting program is slowly coming together.

There will be an M&M Welcome and New Member Session at 5:15 on Wednesday evenings focusing on what the OACRAO committees do and how members can get involved. There has been some conversation about combining this session with one planned by the professional development committee.

Treva asked the Board for input on structuring both a FERPA pre-conference workshop with Brad Myers and a program session. The Board recommended that the pre-conference workshop be a FERPA 101 for new registrars and that Dennis Hicks be asked to do his presentation on training others on FERPA as a session.

Treva will continue to follow-up with the program committee chairs to get the necessary session information.

Vice President for Workshops

Beth Egan reported a well attended support staff workshop on April 7, 2006 at Capital University. Beth commented that the event management was excellent, but the presenter received very low evaluations and some participants left the session.

The Residency Workshop is scheduled for June 14, 2006 at Otterbein. The publicity came out late due to problems at Ohio University that affected the website. Beth also reported that she is having difficulty finding a speaker from the Office of Homeland Security.

Beth concluded her report by stating that the July workshop is still in the planning stages.

Vice President for Membership and Mentoring

Frank Yanchak reported that the M&M Committee held a meeting in April 2006. The committee is working on a "mentor" job description. One of the issues identified by the committee is that there are too few volunteer mentors, which makes it difficult to develop and maintain a relationship with a new professional or new member.

The M&M Committee plans to work with the Communications Committee to identify ways to get the word out on the mentoring program and is also considering ways to use the website to promote the need for volunteer mentors.

Frank reported that the M&M Committee has decided to revise the new member session that is scheduled for Wednesday prior to the President's Reception. It will still be very informal with more opportunity to mingle with mentors and the Board. The committee still wants to give a free 2007 conference registration as an award to a new member or new volunteer.

Mindy Starcher is writing a letter to the primary OACRAO contact at each institution asking that they identify new staff and forward that information to the M&M Committee. The M&M Committee would also like new members who cannot attend the annual meeting to receive a letter on OACRAO letterhead from a mentor.

Past-President Report

Connie Goodman reported on extensive revisions to the OACRAO By-Laws as recommended by the By-Laws Committee. Many of the recommended revisions reflect the new not-for-profit status of the organization.

The board considered the page by page revisions and following a motion to approve by Connie Goodman that was seconded by Beth Egan, the revisions were approved. The revisions will be presented to the membership at the annual meeting.

The Board agreed that given the number of By-Laws revisions, it would be best to mention the revisions in the next newsletter and provide a web link to the document reflecting the changes. Additional copies will be made available at the annual meeting.

Don Foster thanked Connie and the By-Laws Committee for their hard work on the revisions.

In a related discussion, the question was asked if the By-Laws should state that chairs and vice chairs of operational and program committees should be voting members. If this is the case, the Nominations Committee will need a list of voting members to develop their slate of candidates. Requiring all chairs and vice chairs to be voting members could be problematic given the current membership of committees. The Board agreed to continue this discussion.

New Business

The Communications Committee, chaired by Laurie Mayhew, contacted Don Foster with three proposals.

The first proposal by the Communications Committee is for a FERPA tutorial link on the website. The Board agreed to use the OSU site with a disclaimer that this is a resource to be used to develop specific institutional FERPA policy. Don Foster will tell the Communications Committee to move forward to implement this proposal.

The Board of Directors denied the Communications Committee's proposal that OACRAO publicize an official definition of an official transcript. The Board determined that there are too many institutional interpretations associated with the

definition of an official transcript and that the OACRAO website is not likely to be referenced by an employer or other entity questioning the validity/authenticity of a transcript.

The third proposal made by the Communications Committee asked for Board approval of a brochure that describes OACRAO and publicizes the 2006 annual meeting. The Board agreed to take the brochure under consideration and discuss it at the next meeting.

Old Business

There were no items of old business.

Meeting Adjourned.

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