



2012-2013 OACRAO Board Meeting

January 23rd, 2013: 10:00 a.m. - 2:00 p.m.
MVNU Buchwald Building

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated.

Dan called the meeting to order at 9:44

Jeannine moved to approve the minutes from the December 14th conference call. Cheryl seconded. The board approved the minutes.

There were no additions to the agenda

Update on Great-Lakes Conference – Janet.

- The theme is Racing to Academic Excellence
- All sessions will be 60 minutes and there is a total of 64 sessions
- We will include some of our Ohio sessions such as New Member, book club, debate.
- All sessions due to Janet by June 1
- Only 3 rooms will have internet access

Planning meeting scheduled for February 15th at Mount Carmel – Janet
The Board will also meet during the Planning Meeting

OACRAO Summer Institute – Dan

- August 4-6 at Punderson Manor Lodge and Conference Center in northeast Ohio
- Dan has confirmations from all of the “faculty”
- Cindy agreed to plan meals, entertainment, team-building events
- Dan would like to hold a Faculty Planning Meeting next month
- A communication plan was discussed
- Hotel costs will be \$80 per night and the conference cost will be \$299
- Registration will begin March 1

AACRAO dinner - Jeannine

Dinner will be at Jillian's. Jeannine will coordinate communication to members and the registration process.

Newsletter – items to Barb by February 19th.

- Great-Lakes Conference - Janet
- OSI - Dan
- Dinner at AACRAO – Jeannine
- Spotlights and new member info – Sue
- AACRAO news – David to check with Jack

Past-President updates – Mel

Committee members have been updated and posted on the website

President-Elect updates – Jeannine

Attended Leadership meeting in DC. Lots of good networking and information.

Treasurer updates – David

- Working with Sue to get late dues payments
- Mileage has increased 1 cent this year
- The conference books were closed out by the end of the year
- Preparing to do taxes
- Organizing/purging old documents
- Shared the profit/loss statement for 2012. The statement shows a loss due to two years' worth of scholarship payments coming out in 2012. Also there were some up-front web maintenance fees.

VP Programs updates – Janet

No additional items to report

VP Workshops updates – Cheryl

- There will be an Articulation and Transfer workshop at Ohio State in April with OBR.
- Other workshops will be developed out of the Planning Meeting.
- Board members will check with their support staff regarding topics of interest for support staff workshop. Perhaps financial planning, or dress for success

VP Membership & Mentoring updates – Sue

- Updating the new member handbook
- Working with David to collect late dues by reminding members of the benefits of membership
- Will work with David to investigate the use of 123 Signup for maintaining the membership database with a plan for further discussion at the February meeting
- Will investigate obtaining member photos to put online to help better identify members

Board Secretary Updates – Cindy

No report.

President Updates - Dan

- Governmental Relations Committee purpose/progress – Dan will talk with Scott Burnam and Jack Miner and to help further the direction of this committee
- Ockerman Award – The summer support staff workshop has been nominated for the AACRAO Ockerman Award given for outstanding state and regional activities.

Future meetings were planned for June 12 at Baldwin Wallace and a conference call (or meeting) for August 12.

The meeting was adjourned at 11:55.



**OHIO ASSOCIATION OF
COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS**

www.ohioaacrao.org

**Board of Directors Meeting
February 15, 2013**

Present: D Wilson, D Schneider, M Severns, S Shepherd, J Duber, Cheryl Gloege, J Shambaugh

Guest: Connie Goodman

Absent: C Davis

Cheryl moved to approve minutes from January 23rd. Sue seconded. Minutes approved.

Connie gave a report of the Great Lakes Conference:

- Reviewed Steering Committee (see attached)
- Reported that the hotel dates have been fixed
- LAC: Indiana web site being established so all of the states can link to that site
- Mike Riley is the proposed AACRAO representative
- Entertainment is a dinner theater: Les Mes \$47 / person. The states have differing opinions on whether this fee is part of the conference fee or not. Dan motioned to have it included as part of the registration fee. Sue seconded. Motioned passed. Transportation is being reviewed and may be out of pocket.
- The \$2500 "seed" money may not be needed. Connie will keep us posted.

On a side note, Connie recommended that new pictures be given to her so she can update OACRAO's web site

Janet reviewed the program layout for planning (see attached):

- Trying to identify which rooms have internet access. LAC is paying for 3 rooms. Need to determine needs from presenters
- LAC is considering "spirit day" (sweatshirt day) on Friday
- Ohio is still holding its Silent Auction
- The \$100 exhibitor fee will be given to Ohio since it maintains the exhibitors on its website all year
- Goal for rolling out conference registration is June/July

Cheryl gave a report on workshops:

- April workshop (OBR) going well. David and Jack are coordinating the registration
- Discussed options for the staff workshop. Leaning towards safety, technology and dress for success. Will be held at Ohio State in June
- Conference workshops pending the results of the February planning meeting

Dan reported on the Ohio Summer Institute (OSI):

- The faculty are meeting after the planning meeting to discuss ideas
- Goal of meeting is to assign general topics and to ensure presentations included "hands-on" activities.
- Plan to have registration up by March 1st

Mel reported that he is reviewing the by-laws recommendations and will pull the committee together to finalize.

Jeannine reported the AACRAO dinner information has been submitted to the newsletter. An email to follow. Since she is unable to attend AACRAO, Dan will greet members at the dinner. Jeannine and David determined the items identified at the Leadership Conference were available through the OACRAO treasurer

David presented the Balance Sheet (see attached). He also presented a list of members who have not paid their dues. After much discussion, it was determined that Sue would do a follow up with each school. An updated list will be brought to the next Board meeting.

Dan announced that the Government Relations Committee is developing ideas and direction for this new committee. Jack Miner is taking a lead to assist.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted:

Jeannine Shambaugh



2012-2013 OACRAO Board Meeting

March 20rd, 2013: 10:00 a.m. - 2:00 p.m.
Muskingum University

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated. Connie Goodman, LAC Chair, also attended part of the meeting.

Dan called the meeting to order at 9:53

Jeannine moved to approve the minutes from the February 15th meeting. Cheryl seconded. The board approved the minutes.

There were no additions to the agenda

Update on Great-Lakes Conference – Connie.

- There are 11 vendor session slots
- The LAC has expressed concern about the \$100 exhibitor fee that OACRAO usually collects. We could forgo the fee, lower the fee, or increase the cost of exhibitor participation. The board agreed to forego the fee this year.
- Entertainment options were discussed. The LAC was revisiting the idea that the evening entertainment cost should be separate from the registration fee and if the event should be optional. The board reaffirmed its decision from the February meeting that the cost should be included even if this meant separate registration fees/processes for each state.
- The LAC feels they need to have additional on-site meetings. The board agreed to fund Connie's participation in said meetings. We will include some of our Ohio sessions such as New Member, book club, debate.

Update on Great Lakes Conference Program – Janet

- There were a lot of good ideas that came out of the planning meeting
- Janet is collecting session information surveys with a due date of April 1.

Workshop Update – Cheryl

- ATC workshop cohosted with OBOR to be held April 25 at CSCC
- Summer support staff workshop to be held June 14 at OSU. Topics will include some sort of networking activity, campus/personal safety, some sort of computer training
- Conference workshop ideas to come out of the planning process

OACRAO Summer Institute – Dan

- 12 signed up so far
- Dan will continue to coordinate planning with the facilitators.
- Information is on OACRAO's website

Future Conference Dates and Locations - Dan

- Dan shared the proposal he received from Xanterra. The board agreed on the first week in October as follows: Oct 7-10, 2014 at Salt Fork, Oct 6-9, 2015 at Maumee Bay, Oct 4-7, 2016 at Deer Creek
- Sue agreed to co-chair the LAC for next year. Don Foster will also co-chair.

Past-President updates – Mel

- The private college registrar meeting will be held on April 5 at Denison.

President-Elect updates – Jeannine

- 25 are signed up for the Ohio dinner at AACRAO.

Treasurer updates – David

- Still working with Sue to get late dues payments. The board agreed that members who have not paid should be removed from the list-serve.
- Taxes will be filed soon. The delay this year is the result of the IRS not having information available earlier.
- Cost for the annual planning meeting is high. Most of the cost is mileage reimbursement. The board will encourage members to car pool when possible.

VP Programs updates – Janet

- No additional items to report

VP Workshops updates – Cheryl

- No additional items to report

VP Membership & Mentoring updates – Sue

- Kathy DiFranco is retiring from John Carroll in June
- Many other member updates were received through the contacts with unpaid members. Sue will submit those to the webmaster

Board Secretary Updates – Cindy

- No report.

President Updates - Dan

- The board should consider if we have any members we might want to recommend to the Nomination and Election Committee for the Ryland or Parker awards/

Next meeting to be held May 20 at Punderson Manor.

The meeting was adjourned at 11:55.



2012-2013 OACRAO Board Meeting

May 20rd, 2013: 10:00 a.m. - 2:00 p.m.
Punderson Manor

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated. Jack Miner and Dave Sauter, OSI presenters, also attended part of the meeting.

Dan called the meeting to order at 10:05

Jeannine moved to approve the minutes from the March 20th meeting. Cheryl seconded. The board approved the minutes.

There were no additions to the agenda

OACRAO Summer Institute – Dan

- 13 signed up so far
- The agenda was reviewed and details were determined
- Cindy will create information to share specifically with new members about the institute and the benefits of attending

The group then broke for lunch and a tour of Punderson Manor. OSI meeting locations were agreed upon.

Update on Great Lakes Conference Program – Janet

- The Program Summary was shared. This will change to include more vendor sessions
- Back up sessions have been identified in case of any cancellations that might occur
- Committee Chairs have until May 31 to confirm the sessions listed are all set to go

Workshop Update – Cheryl

- ATC workshop cohosted with OBOR was held April 25 at CSCC
- Summer support staff workshop to be held June 21 at OSU. Topics will include active shooter training, and mini-versions of the OSI sessions focusing on professional development
- There are two conference workshops: FERPA training with Brad Myers and Dennis Hicks and distance education, MOOCs, etc. with Mike Hofherr
-

Great Lakes Conference – Dan.

- Dan shared an email update from Connie Goodman, Ohio LAC Chair.
- Evening options have been expanded to include a Wednesday group dinner at Magianno's Little Italy, an Italian Restaurant within walking distance. There will be no entertainment for those going to dinner. Thursday entertainment will be ZannaDoo! a high energy dance band
- Currently only 5 exhibitors are registered. This is a concern as we rely heavily on exhibitor sponsorships to defray the costs of the meeting.
- An on-site meeting has been scheduled for September 18.

Past-President updates – Mel

- There is an opening on the Nominating Committee due to Kathy DiFranco's retirement. Mel will name an alternate from the other nominees for that position

President-Elect updates – Jeannine

- No update

Treasurer updates – David

- Taxes have been filed

VP Membership & Mentoring updates – Sue

- Only two institutions have not yet paid their membership dues. They will be removed from the member list

Board Secretary Updates – Cindy

- No report

President Updates - Dan

- No additional updates

Next meeting: August 12 at Baldwin Wallace.

The meeting was adjourned at 2:10pm.



2012-2013 OACRAO Board Meeting

August 12th, 2013: 10:00 a.m. - 2:00 p.m.
Baldwin Wallace University

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated. Connie Goodman, LAC co-chair, also attended meeting.

Dan called the meeting to order at 10:08

Jeannine moved to approve the minutes from the May 20th meeting with a correction to the date and location. Cheryl seconded. The board approved the minutes as amended.

There were no additions to the agenda

Update on Great Lakes Conference Program – Connie and Janet

- Connie will attend a site visit on September 18. The two other co-chairs have both left their institutions and been replaced.
- The conference website is live. Registration has begun. Room costs will be \$129 per night.
- Details were shared about the activities scheduled.
- The selected charity is one that works with homeless veterans.
- Janet said that two rooms will have internet available.
- 11 exhibitor sessions are scheduled, however only 12 exhibitors have signed up to attend

Workshop Update – Cheryl

- Summer support staff workshop was held June 21 at OSU. Topics included active shooter training, and mini-versions of the OSI sessions focusing on leadership and team dynamics. The workshop was very well received.
- Next will be a Residency workshop likely in October.

OSI Follow Up – Dan.

- 18 attended. Feedback was very positive. The biggest concern expressed was a desire for more interactive sessions and less lecture style. Also geocaching didn't work well for the group. They did like getting to network with others as well as the scavenger hunt and boat ride.
- There was some discussion as to how often to offer an OSI. We will gauge interest from the membership before making a decision.

Past-President updates – Mel

- The upcoming election cycle was discussed.
- Some by-laws appear to need clarified, particularly those dealing with honorary members and the composition of the fiscal committee.

President-Elect updates – Jeannine

- The board retreat will have to be later than usual this year since the conference is in November. January is the most likely time.

Treasurer updates – David

- Dues invoices are being prepared and will be sent.
- The board agreed to put together and donate a basket for the scholarship committee.

VP Programs updates – Janet

- Janet suggested that current board members talk to potential new board members about the responsibilities of board membership

VP Workshops updates – Cheryl

- No additional updates

VP Membership & Mentoring updates – Sue

- Working with David on dues invoices.
- Tumblers will be ordered for new members who attend the conference

Board Secretary Updates – Cindy

- Working to get output from the communication committee. The Board broke for lunch and continued the discussion afterward.
- Discussion centered around the best way to reach people and share information. Social media was considered as well as the frequency of the newsletter.
- Cindy will work to find someone interested in helping with our social media presence, particularly on twitter.

President Updates - Dan

- The government relations committee was discussed. This is another committee that could be strengthened moving forward.

Next meeting: September 13 at Aultman College of Nursing and Health Sciences (or a conference call).
The meeting was adjourned at 1:38pm.



2012-2013 OACRAO Board Meeting

September 13th, 2013: 10:00 a.m. - 2:00 p.m.
Aultman College of Nursing and Health Sciences

Participants: Dan Wilson, Mel Severns, Jeannine Shambaugh, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated.

Dan called the meeting to order at 10:00

Jeannine moved to approve the minutes from the August 12th meeting. Cheryl seconded. The board approved the minutes.

There were no additions to the agenda

Update on Great Lakes Conference Program – Janet

- Attendance numbers are low – 129 registered so far. Dan to send reminder to register to listerve.
- Exhibitor sessions are sold out. Only 16 exhibitors have registered for the conference. Marian Brainard has agreed to assist in this effort.

Past-President updates – Mel

- The Nominations and Elections Committee has met. Mel shared the slate of candidates as well as names to consider for awards. Dan moved and Sue seconded a motion to accept the slate of candidates. The Board passed the motion.
- The Bylaws committee has met. Mel discussed the changes to the bylaws. All changes are points of clarity or making sure the bylaws reflect the practices of the organization. Dan moved and Jeannine seconded a motion to forward the changes to the general membership for a vote of approval. The Board passed the motion.

President-Elect Updates - Jeannine

- The 2014 Board Retreat will be held January 5-7 at the Metzger Center.

Treasurer Updates - David

- Dues notices have been sent. Payments are coming in evenly split between checks and online payments
- David discussed an opportunity to apply for a grant for the organization. The grant funds are to be used to help combat unemployment in Ohio. It was determined that an effort to expand participation in OSI especially to rural and private school participants would be the focus of the grant application. David will pursue this for the Board.

Workshop Update – Cheryl

- Residency workshop will be held October 16th at Ohio State. Cost will remain \$50.
- Registration for conference workshops is low- especially for the workshop about Distance Education.

VP Membership updates – Sue

- Sue has made many corrections to the directory so that all entries are uniform in format. She will send an update to the webmaster.

Board Secretary Updates – Cindy

- The role of the Communication Committee was discussed. The Board recognizes it needs to deliver the same information in multiple formats as members are going to have different preferences for receiving information: newsletter, facebook, list-serve, twitter, etc.

The Board adjourned for lunch at 11:46. The meeting resumed at 12:20.

Board Secretary Updates – continued

- The board decided to recommend that the bylaws be amended to state that the Board Secretary will serve as Chair of the Communication Committee, similar to the VP of Membership serving as Chair of the Membership and Mentoring Committee. This would bring the activities of the committee under the purview of the Board and facilitate accountability for communication activities. Mel will take this back to the Bylaws Committee for review.
- Mel moved and Dan seconded a motion to accept the bylaws changes as presented and including the changes just discussed. The Board passed the motion.
- Molly McDermott has agreed to serve as “Twitter master” for the organization. The Board would like her to take responsibility for the OACRAO Facebook page as well.

President Updates - Dan

- No additional updates

Next meeting: October 15 at Otterbein.

The meeting was adjourned at 12:59 pm.



2012-2013 OACRAO Board Meeting

October 15th, 2013: 10:00 a.m. - 2:00 p.m.
Otterbein University

Participants: Dan Wilson, Mel Severns, Janet Duber, Sue Shepherd, Cheryl Gloege, David Schneider, and Cindy Davis all participated. Connie Goodman, LAC co-chair, also attended the meeting.

Dan called the meeting to order at 10:05

Sue moved to approve the minutes of the September 13th meeting. Mel seconded. The board approved the minutes.

There were no additions to the agenda

Update on Great Lakes Conference – Connie Goodman

- There are 291 full registrations and 51 workshop registrations so far
- It appears that we will not cover our expenses for the conference. Each state will contribute a percentage to make up any shortfall. This percentage is based on the number registered from each state.
- Exhibitor sponsorship opportunities still exist. Board members agreed to contact exhibitors to encourage them to sponsor part of the conference.
- Many logistical details were discussed

Update on Great Lakes Conference Program – Janet

- Janet shared the updated program

Conference schedule - Dan

- The agendas for the Business and Recognition Luncheon were reviewed and updated for GLACRAO

The Board broke for lunch at 11:40 and resumed the meeting at 12:08.

Past - President Updates -Mel

- The Fiscal Committee will meet during GLACRAO.

VP Membership updates – Sue

- Decision Desk has inquired about corporate membership. Sue will contact them and encourage them to register as an exhibitor for the conference.
- Potential logos for the 2014 annual meeting at Salt Fork State Park were shared.

Treasurer Updates - David

- The Scholarship application is available online and applications are being received.
- Sample Balance Sheets were discussed. There does not seem to be a standard format used every year. The Board agreed on a format to use in the future.

Workshop Update – Cheryl

- Residency workshop is scheduled for tomorrow. 64 are registered.

President Updates - Dan

- No additional updates

Next meeting: November 5 in Indianapolis – if needed.

The meeting was adjourned at 12:45 pm.



2013-2014 AACRAO Board Meeting

Tuesday, November 26, 2013: 10:00 a.m. - 11:00 a.m.
Conference Call

Participants: Jeannine Shambaugh, Dan Wilson, Deb Benton, Chris Dorsten, Molly McDermott, Cheryl Gloege, David Schneider, and Cindy Davis all participated.

Jeannine called the meeting to order at 10:02

There were no additions to the agenda

President Report: Jeannine

- Jeannine welcomed everyone to the Board.
- The dates of the Board Retreat have been confirmed: January 5-7. A preliminary schedule of meetings has been distributed as well as a preliminary committee listing. All will be finalized at the retreat.
- Jeannine reminded Chris of the February Planning meeting and Cindy of the need for updated Board information. Deb will coordinate the AACRAO- Ohio gathering.

Local arrangements and conference update– Jeannine

- Don Foster and Sue Shepherd, LAC Co-Chairs, are working on the Salt Fork conference. The Board will extend an invitation to them to attend meetings.

VP Programs Report - Chris

- Chris has received information from Janet and will have session evaluation data at the retreat.

President-Elect Report - Deb

- Deb asked about prior numbers and budget for the AACRAO Ohio dinner/gathering. David will obtain that information and share it with the Board.

Treasurer Report - David

- Scholarship income was down this year. The silent auction location was not good for foot traffic. David will work with Steven Mentz, Scholarship Chair, on ideas to boost revenue next year.

Secretary Report – Cindy

- Cindy will send minutes from the annual meeting, as well as the updated letterhead and contact information sheet to the Board for review.

VP Membership Report – Molly

- Molly has received information from Sue and will keep working to update the membership listings.

VP Workshops Report – Cheryl

- No report.

Past President Report – Dan

- The preliminary committee list was reviewed earlier. Dan will work to finalize this before the Board retreat.

The Board adjourned at 9:43.

Next meeting: Board Retreat, January 5-7, 2014