

Minutes
Of the Annual Meeting of the
Ohio Association of Collegiate Registrars and Admissions Officers

November 7 - 9, 2001
Clarion Hotel, Worthington

Plenary Session - Wednesday, November 7

Welcome: President Richard Carpenter opened the Annual Meeting and welcomed all.

Executive Committee: Dick introduced the members of the Executive Committee, as follows – By Thorsen, Immediate Past President; Martha Hicks, President Elect; Bob Myers, Vice President of Program; Mindy Starcher, Vice President of Workshops; Sharon Purvis, Treasurer; and Becky McOmber, Secretary.

AACRAO Representative: Dick introduced Paul Taylor, Dean for Student Affairs at Lexington Community College and AACRAO Vice President for Admissions and Enrollment Management, and welcomed him to the annual meeting of OACRAO.

Local Arrangements Committee Co-chairs: Dick introduced Connie Goodman and Cheryl Gloege. Cheryl welcomed the membership to the meeting and announced the events for the evening and locations of the events. She introduced Jack Miner who shared the location and capabilities of the Technology Room.

President's Announcements: Dick called the attention of the membership to several items that were enclosed in the registration packets. Dick explained the items, which included a ballot for Nominations and Elections Committee, conference evaluation form, committee volunteer form, and a copy of the OACRAO Constitution with proposed revisions.

Plenary Session Speaker: Dick introduced Jim Noe who introduced and welcomed the Plenary Session speaker, Dennis Hicks, Registrar at Indiana University East, Richmond, Indiana. Dennis spoke on the evolution of the admissions and registrar professions. He used humor and props to illustrate his points. Following the speech, he was presented with a gift of appreciation.

Business Luncheon - Thursday, November 8

President's Opening: Dick Carpenter opened the business luncheon by calling the meeting to order. Dick made brief announcements.

AACRAO Representative: Dick called Paul Taylor to the podium and presented him with an OACRAO portfolio as a token of the organization's appreciation for his attendance at the OACRAO annual meeting.

Presentation of Linus J. Ryland Award: Dick announced the recipient of this year's award, Lorinda Bishop. Dick presented Lorinda with a framed certificate, read the certificate, and expressed his appreciation on behalf of the membership for Lorinda's outstanding service to the profession and to OACRAO. Lorinda expressed her gratitude and noted her pleasure at seeing those retired members who were in attendance.

Recognition of Vendors: Don Foster, Local Arrangements Committee, introduced each of the thirteen vendors who participated in this year's annual meeting and thanked them for funding the reception, the tote bags, calculators, name badges, and mugs. Don noted that each was a corporate member of OACRAO.

Announcement of Euchre Tournament Winners: Cindy Davis, Local Arrangements Committee, announced the top three winners from the tournament, which was held the previous evening. Cindy introduced and awarded prizes to Jackie Quigley, third place; Sherrie Nogrady, second place; and Jerry Vance, first place.

Recognition of Past Presidents: Dick announced the names and years of presidency for those Past Presidents attending the annual meeting. In attendance were Gene Roller, 1972; Ken Bogard, 1973 and 1974; Tim Boylan, 1978; Keith Myles, 1982; Gene Schuster, 1985; May Jean Roach, 1986; Joe Schindler, 1992; Jim Noe, 1993; Wendy Fahrnbach-Lambing, 1994; Dave Sauter, 1996; Glenn Davis, 1997; Brad Myers, 1998; Lorinda Bishop, 1999; and By Thorsen, 2000.

Secretary's Report: Becky McOmber called the attention of the membership to copies of the minutes from last year's annual

meeting, which was held as part of the Great Lakes 2000 conference. She asked for any corrections, additions, or deletions to the minutes. Hearing none, Becky asked for a motion.

A motion to approve the minutes as presented was received, seconded, and passed.

Becky reminder the membership that a printed copy of the current directory information was available at the registration desk and to make any corrections that might be needed for their institutions.

Treasurer's Report: Sharon Purvis called the attention of the membership to copies of the Fiscal Report Summary as of 10/31/01 that were on the tables. She noted that the "bottom line total" of the organization's assets as of that date was \$41,5787.96. After asking for questions and hearing none, Sharon called for a motion.

A motion to approve the Treasurer's Report was received, seconded, and passed.

Proposed Budget for 2002: Sharon presented the proposed budget for the next operating year, which is \$40,750.00. Sharon called for a motion.

A motion to approve the proposed budget was received, seconded, and passed.

Audit Committee Report: Margaret Hawkins, Chair of the Audit Committee, shared the activities of the Audit Committee during the past year. The activities included meeting on February 2, 2001 to review the financial records of OACRAO. Margaret noted that the budget for the past year was inflated due to participation and costs of the Great Lakes 2000 conference. The committee's work included preparing three recommendations for the consideration of the Executive Committee. The recommendations are to increase the amount of the individual scholarships, to solicit vendors for donations to the scholarship fund, and to use OACRAO funding to support individual professional development of members. The committee found all financial records in order and in compliance with sound accounting procedures.

Vice President for Program: Bob Myers shared brief remarks about the process of developing the annual program. This past year, the program committee members met in February and held a second planning meeting at the hotel site on August 17. Bob shared the areas comprising the program planning committee – admissions and international education, data management and research, professional development, and registration and records. Bob noted that, in addition, the vendor sessions have developed into an integral part of the program. He thanked Don Foster for his work in coordinating the vendor sessions. Bob noted that the program was a success; he noted that only one session out of thirty three had been cancelled. He thanked the program committee chairs for their hard work. Bob closed his comments by encouraging members to volunteer on program committees.

Vice President for Workshops: Mindy Starcher reviewed the offerings of summer workshops from this past year. She noted that they had been very successful. The residency workshop was held on August 7, 2001, with 51 in attendance. Jay Johnson was a presenter. The support staff workshop was held on July 25, 2001, with 69 in attendance. Mindy also shared information about the three workshops held in conjunction with the annual conference. The OBR Audit workshop had 25 in attendance, and the FISH workshop on customer service had 26 in attendance. The IPEDS workshop is the first offering of a post-conference workshop, and it is scheduled for 12:30 til 3:00 P.M. on Friday. It is co-sponsored by AACRAO and has 26 registrations. Mindy asked if there should be more workshops for support staff and received a positive response. She closed her comments with a call for suggestions for future workshops to be sent to her.

Report of the Constitution Committee: By Thorsen recognized the members of the Constitution Committee and shared a report from the committee. He shared suggested changes for updates to the Constitution. He noted that all work had been accomplished by e-mail this year. By called for a motion to approved the proposed changes to the Constitution, as distributed in the registration packet.

A motion to approve the changes to the Constitution was received and seconded. Beginning the discussion was a comment from Wendy Fahrnbach-Lambing, who complimented the committee's work for recognizing the importance of new members. The discussion continued with a concern presented by the Scholarship Committee about the term limit for members of the committee. By noted the importance of turnover and of new representation on committees. Michael George asked for leniency from the Executive Committee in enforcing the new limits, if approved, due to most of this committee's membership exiting the committee this year. Dick Carpenter noted that the term limit was a wording change and that the Executive Committee would be lenient. Deb Benton asked if the web master position would be rotated with the inception of the communications committee. It was explained that this was not the intent of the change to the constitution. The discussion concluded, and a vote to approve the motion was successful.

As a follow up to the report regarding the work of the Constitution Committee, Dick Carpenter shared the rationale and benefits of

the incorporation of the organization.

Report of the Nominations and Elections Committee: By Thorsen introduced the members of the committee and thanked them for their participation. He then presented the nominations for officers. He presented Allen Cole as nominee for President Elect.

A motion to accept Allen Cole as nominee for President Elect was received, seconded, and passed.

A motion that nominations for President Elect be closed and that a unanimous ballot be cast for Allen Cole was received, seconded, and passed.

By presented Ray Elash as nominee for Secretary.

A motion to accept Ray Elash as nominee for Secretary was received, seconded, and passed.

A motion that nominations for Secretary be closed and that a unanimous ballot be cast for Ray Elash was received, seconded, and passed.

By presented Don Foster as nominee for Vice President for Program.

A motion to accept Don Foster as nominee for Vice President for Program was received, seconded, and passed.

A motion that nominations for Vice President for Program be closed and that a unanimous ballot be cast for Don Foster was received, seconded, and passed.

By presented Bob Myers as nominee for Vice President for Membership and Development.

A motion to accept Bob Myers as nominee for Vice President for Membership and Development was received, seconded, and passed.

A motion that nominations for Vice President for Membership and Development be closed and that a unanimous ballot be cast for Bob Myers was received, seconded, and passed.

By shared that the ballot for the Nominations and Elections Committee was included with the registration packets. He reminded all to vote and shared that the results would be announced later.

Announcements: Dick Carpenter made a brief announcement reminding the Executive Committee and Committee Chairs and Vice Chairs of the meeting to be held at 5:00 P.M.

Door Prizes: Drawings for door prizes concluded the Business Luncheon.

Business Breakfast – Friday, November 9

Announcement: President Richard Carpenter made an announcement that brought two clerical errors in the recently passed constitution to the attention of the membership. The Treasurer is to be elected in even years, and the title of the new Vice President position is Membership and Development. Dick asked for a motion for a friendly amendment to the constitution to correct the errors.

A motion to accept the corrections to the constitution as a friendly amendment was received, seconded, and passed.

Recognition of Program Committee Chairs: Bob Myers called the chairs of the program committees to the podium for individual recognition. Each was presented with a certificate of appreciation. While the chair was approaching the podium, each member of the committee was asked to stand and be recognized. Receiving recognition as chairs were David Axsom, Admissions and International Education Committee, Cindy Davis, Data Management and Research Committee, Mary Southards, Professional Development Committee, and Joyce Hail, Registration and Records Committee. Bob expressed his appreciation to each chair and encouraged all members to volunteer for committees.

Recognition of Outgoing Operational Committee Chairs: Dick Carpenter called the outgoing chairs to the podium for recognition. He presented each with a certificate of appreciation. Recognized were Michael George, outgoing Chair of the Membership and Mentoring Committee and the Scholarship Committee, and Margaret Hawkins, outgoing chair of the Audit Committee.

Recognition of Outgoing Executive Committee Members: Dick called the outgoing Executive Committee members to the podium for recognition. He presented each with a certificate of appreciation. Recognized were Bob Myers, outgoing Vice President for Program, By Thorsen, outgoing Past President, and Becky McOmber, outgoing Secretary.

Recognition of Local Arrangements Committee Co-chairs: Dick called the Local Arrangements Committee co-chairs to the podium for recognition. He presented each with a certificate of appreciation. Recognized were Cheryl Gloege and Connie Goodman.

Recognition of Honorary Members: Dick called the new honorary members of OACRAO to the podium for recognition. He presented each with a certificate of appreciation. New honorary members are By Thorsen, Jim Noe, and Jane Pidcock.

Historian: Dave Sauter, OACRAO Historian, called attention to copies distributed on the tables of a printed announcement and agenda from the first annual meeting which was held in 1926. He presented a framed original letter to Gene Schuster in recognition of his AACRAO presidency and his years of service to the organization.

Recognition of Hotel Staff: Dick presented a certificate of appreciation to the management and staff of the Clarion Hotel in appreciation of their efforts on behalf of the organization.

Announcement by 2002 LAC Co-Chair: Laura Finson announced that the location in Cleveland had not been finalized. She encouraged members to attend and called for volunteers from the Cleveland area. She introduced the other co-chairs, who are Frank Salek and Sammy Tyree-Cox. Laura announced that an 8-minute video about the Cleveland area was available.

Announcements by Scholarship Committee: Michael George, Scholarship Committee Chair, asked that the members of the committee stand and be recognized. He described the committee and shared that each of the five areas of the state was represented. Michael asked for new volunteers for the committee. Michael thanked Joe Orndorf and ScripSafe for the \$500.00 donation made to the scholarship fund. He expressed a special thanks to Jane Pidcock who had been on the committee since its inception in 1987. He called the attention of those in attendance to the brochure about the scholarship recipients that was on the tables. He noted that donations from this meeting were \$1367.00. He announced the winner of the Split the Pot prize was Donna Harper from OSU, who won \$220.00. He noted that the silent auction had net the committee over \$400.00 in its first year. He thanked everyone for the support of the committee's efforts.

Recognition of LAC Membership: Dick introduced the members of the Local Arrangements Committee and recognized each.

Outgoing President's Comments: Dick noted that he had been in OACRAO for 24 years and had been a member of a committee each year after the first. He expressed his enjoyment and pleasure in working with the Executive Committee during the last four years. He noted the support received from all committees and the membership in general. He expressed his appreciation to all and turned the gavel over to Martha. Martha thanked Dick and presented him with a gift.

Comments by 2002 President: Martha shared that last year had been a year of watching Dick and learning. She noted that she was excited and nervous to begin the year and that the last time the President had represented the admissions area of the organization was in 1989. She commented about the support provided by the membership and thanked Joe Schindler who encouraged her to get involved with the organization. She also thanked Dave Sauter for initiating the idea of the scholarship, Lorinda Bishop for helping Martha move forward in the organization, Mindy Starcher for being a "sounding board," and Marie Taris for understanding and appreciating the role of professional development. Martha noted the high level of energy of the group and shared that OACRAO is a source of professional rejuvenation and ideas. She noted that September 11 has changed the way we do business and noted the effect of the budget situation on professional development funding. She thanked all members for supporting the new Vice President position within the organization and noted the valuable source of information in the retired members. She shared her goal of recruiting more admissions members. She closed with a reminder of our need for one another and how she values the contributions of the many very busy people who make up the organization.

Adjournment of Annual Meeting: Martha called for a motion to close the annual meeting.

A motion to close the meeting was received, seconded, and passed.

The meeting was followed by drawings for door prizes.

Respectfully Submitted,

Rebecca K. McOmber, Secretary