



# for the RECORD

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## Social Media!



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Hope to see many OACRAO members in  
Phoenix, especially at Cibo's Tuesday night!

## BYLAWS COMMITTEE

*By Debra M. Benton, OACRAO Immediate Past-President; Chair, Bylaws Committee; University Registrar, Ohio University*

Have you read the OACRAO Bylaws lately? The Bylaws are conveniently located on the OACRAO website (<http://www.ohioaacrao.org>) and can be found on the Documents and Forms page under the About Us heading.

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**Newsletter Editors** - Mollie Miller, Union Institute & University ([mollie.miller@myunion.edu](mailto:mollie.miller@myunion.edu)) & Cindy Suter, Heidelberg University ([csuter@heidelberg.edu](mailto:csuter@heidelberg.edu))

**Call for UPDATES!** Submit news to Donna Evans ([devans@antiochcollege.org](mailto:devans@antiochcollege.org)) by the end of the first week of the month for that month's publication.

## SMALL COLLEGE REGISTRAR'S MEETING

*By Cindy Suter, Registrar  
Heidelberg University  
Chair, Professional Development Committee*

For several years, registrars in Ohio meet in late spring to discuss small school challenges. The great State of Ohio continues to be great in our profession too, as colleagues are comfortable in sharing ideas and offering solutions, or at least



suggestions for how to move forward. The group isn't about taking ideas from others and using as their own but rather, "Please take, and I hope our time troubleshooting will lessen your burden."



This year, [Heidelberg University](http://Heidelberg University) will host the one-day meeting from 10am-3pm on Friday, April 8 in Tiffin, Ohio. Two announcements were sent through the OACRAO list serve and interested participants are being emailed directly. If this article is just now catching your attention, email [csuter@heidelberg.edu](mailto:csuter@heidelberg.edu) for more details. So far, each hosting institution has covered meeting costs so a reservation is necessary no later than Monday, March 21<sup>st</sup>. The group is about 30 participants so far!

## BYLAWS COMMITTEE CONTINUED

*~ Continued from Page 1 : Bylaws ~*

If you ever wondered about all of the Board positions and committees, the Bylaws provides great details about the expectations for the positions and committees. Think of the Bylaws as our Business Continuity Plan (BCP) for OACRAO! Just as your BCP changes as your office changes, the Bylaws should be reviewed and updated as the association changes. So, if you have a suggestion for a change or are interested in serving on the Bylaws committee, please do not hesitate to contact me at [bentond@ohio.edu](mailto:bentond@ohio.edu) or better yet, give me a call at [740-593-4260](tel:740-593-4260).

See the Bylaws [HERE](#) on the OACRAO website. Meet you current Bylaws Committee [HERE](#) on the OACRAO website.

### *What do you do at Zane State College?*

I am Assistant Dean for Curriculum & Alignment/Registrar, which is too long of a title! I currently oversee the management of the Registrar's Office and Veterans Affairs, which includes registration, scheduling, program degree audits, veterans' certifications, transcript processing, transfer equivalencies, data management, records management, grades, commencement, and diploma processing. I also manage the college's curriculum development, revision, and approval processes and college catalog. I am responsible for assisting with articulation agreements and serve as the institutional coordinator with ODHE for statewide transfer initiatives. Our office has two other full time employees (Assistant Registrar and Academic Records Specialist) and several student workers.

### *How did you come to your current position?*

I began at Zane State College in 2009 as Director of the Transfer Program and part of my duties included serving as institutional coordinator for our statewide transfer equivalencies for the college, evaluating all general education transfer work, and managing our articulation agreements. This morphed into an assistant dean role, where I also took on the duties of managing our curriculum processes and overseeing our college catalog. Due to restructuring last year, I was asked to take on the additional role of Registrar. It's been quite a learning process and I am grateful to have had the OACRAO listserv and conference to help me along the way!

### *You attended the October 2015 OACRAO Conference at Maumee Bay State Park in October.*

#### *Any highlights about the conference?*

My first OACRAO conference was a wonderful learning experience! I learned a great deal from everyone and am grateful to my mentor, Brad Myers from Ohio State University, as well as my "unofficial" mentor, Sun Jamerson from Lorain County Community College. This was clearly the most useful conference I have ever attended and am looking forward to the next one.

### *Outside of work, what do you like to do?*

I enjoy travel and have had wonderful opportunities to travel throughout the USA and abroad. One of my most memorable experiences was being selected to teach a six week Summer Intensive English program conducted by Ohio State University at Wuhan University in China (where this photo was taken) and to travel throughout China during my stay. I formerly taught ESL at Ohio University and one thing I miss is interacting with international students.

### *Are you originally from Ohio?*

I am originally from a suburb of Cleveland, but our family moved to a small farm in beautiful southeastern Ohio when I was young. I have also lived in Athens and am now settled in Zanesville. I lived briefly in Florida (they said no snow, but didn't tell you about the brutal heat and humidity of summer); I decided Ohio was more for me in the end!



### MEMBER SPOTLIGHT:

**Theresa Kolk-Conner**

Assistant Dean for Curriculum  
& Alignment/Registrar  
Zane State College



Tom Westendorf began his career at University of Dayton in 1982 working in Athletics and Human Resources. It was the summer of 1997 when the Registrar's Office at the UD was in a self-proclaimed 'stuck in the past' situation, when Tom Westendorf stepped up to the plate and took the opportunity to lead his staff/team to what would prove to be many victorious seasons and semesters.

Under Tom's guidance, UD led the way in the transition to a paperless (or at least a much-less-paper) world. No easy fete for an office whose mere title conjures thoughts of stacks of grade reports, registration forms, drop/add forms, academic transcripts and graduation applications.

Serving during the turn of the millennium and beyond, Tom spearheaded the coming of the electronic age to campus. Under his leadership, the university became one of the first universities in the nation to pilot web registration, and university catalogs went online. An in-house degree audit system was developed as well, all in the midst of two major campus-wide software conversions.

Sixty-four graduation ceremonies later, Tom says he credits his "really great staff" for all he was able to accomplish in his years as UD's Registrar. Tom's retirement date is March 31, 2016.



## Happy St. Patrick's Day from OACRAO!

### Grammar Quiz - Is it Patrick's, Patty's, or Paddy's Day?

## OACRAO PLANNING MEETING

*By Mary Holland, Associate Registrar  
Wright State University  
Vice President of Programs*

On Friday, April 1, the Program Committees will meet in Columbus to plan the sessions for the OACRAO Conference at Deer Creek State Park, October 5-7. We will come together bringing ideas from last year's conference, from current committee members, and from many of you!

Collectively we as an organization create the content of the sessions that are the heart and soul of our annual meetings. Our talented colleagues generously share innovations and best practices. We teach and learn from each other and our quality programs make us all better. Did you know that this year AACRAO recognized a 2015 OACRAO presentation as the "Best of the Best"?

~ Continued on Page 5 : Planning Meeting

## OACRAO PLANNING MEETING CONTINUED

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Our Miami University colleagues, Tim Kuykendoll and Dave Sauter, were invited to present their outstanding session “Why You Need a Data Wizard in the Registrar’s Office” at the AACRAO Annual Meeting in Phoenix. What an honor! Let their collaboration inspire us to continue to enrich the long tradition of excellent content in our OACRAO program sessions.

The April meeting is coming soon. Great sessions start with great ideas and are supported through quality presenters with a strong knowledge base and presentation skills. Brainstorm with your colleagues. What would you like to learn? Who do you love to learn from? What can you share with your colleagues? What are the innovations or procedures you have refined over the years that make your office so successful? And don’t forget the great faculty and professionals at your institution. Deer Creek is only an hour’s drive from many of our campuses. Can you enlist the skills of your faculty to spend an hour with us sharing their expertise on leadership, project management, staffing, data management, data analysis, etc???

We want to hear from you. Share your great ideas for sessions and presenters with me (Mary Holland—[Mary.Holland@wright.edu](mailto:Mary.Holland@wright.edu)) and with the Program Committees ([HERE](#)). Help us to provide you with substantive and relevant sessions. Let’s strive to make our annual meeting the Best of the Best in 2016!

Committee Chairs and Members can be found by visiting the following link to the [OACRAO website](#).

**SCENE ON CAMPUS:** Otterbein Towers on Otterbein campus in Westerville, Ohio  
*Photo Submitted by David Schneider, University Registrar*





## APRIL - SAVE THE DATE

**Friday, April 1**

OACRAO Conference Planning Meeting at Mount Carmel College of Nursing, Columbus, Ohio. Committee Chairs will send additional information to committee members.

## JUNE - SAVE THE DATE

**Tuesday, June 28**

Residency Workshop at The Ohio State University.



## JULY - SAVE THE DATE

**Friday, July 29**

OACRAO Support Staff Workshop at The Ohio State University, Columbus, Ohio

## AUGUST - SAVE THE DATE

**Wednesday-Friday, August 3-5**

OACRAO Summer Institute (OSI) at Mohican State Park, Loudonville, Ohio. Applications will be available soon, space is limited.



## OCTOBER - SAVE THE DATE

**Wednesday-Friday, October 5-7**

90th Annual OACRAO Conference at Deer Creek State Park, Mt. Sterling, Ohio