



OACRAO News

Vol. 16 No.3
Autumn, 2002

Published by the Ohio Association of Collegiate Registrars & Admissions Officers

To My OACRAO Colleagues:

Where has the time flown? A common question that we all ask ourselves at least once every day, but I never do hear anyone that has a good answer to that question. It seems like just last week that I was addressing you for the first time as OACRAO president in the Winter 2002 newsletter, but in fact it has been almost 10 months. And I ask again, where has the time flown?

Actually, a lot has happened and continues to happen this year in our professional organization thanks to the good work of all of you, our membership. An ad hoc committee has been working on revisions from the constitution and bylaws that will pave the way for our incorporation document; the scholarship committee continues to award the best and most-involved students in Ohio, while keeping all of us involved through their fun activities such as the 50/50 raffle and silent auction; the Communications Committee is ready to launch a beautiful brochure all about who we are (OACRAO, that is); and the Membership and Mentoring Committee is in

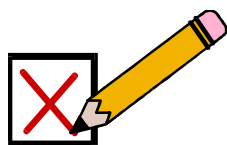
full gear with the start of their mentoring program...pew! And if that's not enough, did you hear about the annual conference just around the corner, November 6-8, that will be sure to ROCK CLEVELAND!

Ah yes, the 2002 Annual OACRAO Meeting. Need I mention that this year's LAC has been working hard to ensure a great visit for all of you to Cleveland, full of professional development, fun and fellowship. Be sure to take a look at all the great updates in this newsletter that will give you a sneak preview of what to expect at the conference this year...from the exciting opening and closing speakers, to the preconference workshops and sessions, to the great array of exhibitors, you are sure to have a great time with me and the rest of our membership this year. Watch for registration materials in the mail, or check out the OACRAO website, but don't wait too long, because the time is flying by...

See you in Cleveland,

Martha Hicks

OACRAO President



See inside for:

Constitution/By-Law Changes

and

2002-2003 Slate of Nominees

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The OACRAO Annual Conference will be here in no time. The Local Arrangements and Program Committees have worked hard all year to ensure a conference full of informative sessions and exciting activities in downtown Cleveland. Our plenary speaker is Ms. Jane Scott, a native Clevelander who worked at the Plain Dealer for 50 years. She has a myriad of stories about her experiences as a music critic. Her life motto is "It's not about age, it's about what you live." Be prepared for an entertaining session.

Don Foster, Vice President of Programs, and his committee have worked long hours on the program sessions. Many of our members are knowledge experts in the fields of recruitment, retention, records management and government regulations and have developed presentations to share their expertise with you. You will have the opportunity to learn about enrollment management, imaging, web grading, outcomes assessment, transfer issues, SEVIS, office safety, customer service and more. New this year is a session entitled, "Wellness in the Workplace." Learn to have a proactive approach to a healthy lifestyle. You won't want to miss any sessions!!

Two pre-conference workshops will be offered Wednesday morning. Workshop #1 is entitled "The FERPA "Doctor" is in..." and Workshop #2 is "You Want to Transfer What to Where?" Come to the conference early and attend one of the two

sessions offered for an additional \$25 fee which includes a continental breakfast and lunch.

Our closing session will be presented by Denise Reading, Dean of Students, Chief Operating Officer of the Student Affairs Division at Baldwin-Wallace College. She will entertain and motivate you with her presentation entitled, "Finding Your Creative Energy."

The Exhibitor Showcase to be held on Thursday, will allow many representatives to share their products with attendees. Exhibitor sessions will be presented throughout the conference and a reception will be held Thursday evening.

New members get ready to be greeted on Wednesday by the Membership and Mentoring Committee at a welcome lunch. A new member orientation will be held later that day. Check your registration packet for more information and sessions that may be of particular interest to newer members.

Let us not forget the entertainment. Wednesday evening will include a welcome reception, dinner at the hotel and a performance by The Absolute Singers from the Baldwin-Wallace College Conservatory. After dinner, enjoy a night in downtown Cleveland or stay at the hotel and attend a special feature film. Thursday evening will include a visit to the Great Lakes Science Center where you will enjoy a delicious buffet dinner and be able to explore hundreds of exciting hands-on exhibits as well as a private show at the Omnimax Theatre. Plus, the downtown Cleveland area offers many other entertainment options outside of the conference. Within walking distance from the hotel is the Rock and Roll Hall of Fame. For a taste of Cleveland's night life, visit the Warehouse District or Flats Entertainment District. If it's shopping you want, the Avenue at Tower City Center and the Galleria at Erieview are nearby.

Laura Finson, Frank Salak
& Sammie Tyree-Cox
OACRAO 2002 LAC Co-Chairs



(Editor's Note: See page 11 for more information about this year's program.)



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“M&M’s” Have Sweet New Program

A number of sweet things are happening with the Membership and Mentoring Committee. The “M&Ms” have a great program planned for new member/first time attendees at the Cleveland 2002 OACRAO Conference. An orientation will be held to include a bingo game for new member/first time attendees. Also in attendance will be the Executive Committee, representatives from AACRAO and the Program Committee Chairs as human Bingo subjects sharing their roles within OACRAO and their favorite OACRAO memory with the new folks. And the lucky bingo winner will receive a free registration for the 2003 OACRAO Conference, Dayton Ohio, home of the 100th anniversary of flight!!

In an effort dubbed “Each One Reach One”, The Membership and Mentoring Committee is making strides in organizing a mentoring program for new OACRAO members/first time attendees. The new mentoring program is designed to foster understanding, commitment and comfort for new member/first time attendees at their first OACRAO conference.

We need seasoned OACRAO members to volunteer as mentors! Mentors are requested to provide the following guidance:

- In advance of the meeting, call/email the new member/first time attendees to promote the organization, going to the conference, how to link up at the conference, help break the ice, etc. Attend the first new member/first time attendees lunch on Wednesday.
- Help the new member/first time attendees feel welcomed at the meals, receptions, etc. by arranging to meet...especially early on in the conference, as there is nothing worse than walking into a room of new faces!
- Help the new member/first time attendees be “immersed” in the conference, including an understanding of how OACRAO is organized (committees, AACRAO relationship, etc.) and how OACRAO operates (annual meeting, workshops, dues, etc.).
- Work with those new member/first time attendees who will not be at the Wednesday lunch so they feel equally welcomed and part of the conference.

Here’s your chance to make a difference in a colleague’s life. Help a colleague feel less intimidated as the “new person”. Encourage a colleague to attend the “new member/first time attendees” orientation session and the “new member/first time attendees” session track. **We’d like to give special thanks to the following individuals who have already volunteered as mentors: Amy Adams (Capital University), Mel Severns (Mt. Vernon Nazarene College) and Tom West (Mt. Vernon Nazarene College).**

If you are willing to take the challenge, please email your name, institution, and current email address to Wendy Lambing (Wendy.Lambing@uc.edu).



Historian's Corner

Professional Rapport ... and a High-Touch OACRAO Session

Our personal and professional lives are built on relationships. Before the tasks can be done effectively, we first build rapport, or at least I like to think we should. Part of the “rapport factor” starts with the hiring process at our workplace, and continues through the separation of an employee. Retirement falls into the category of “HAPPY SEPARATION” and so this past summer we saw the retirement of Mary Planeaux, Coordinator of Registration Services, from the Wright State University Office of the Registrar.

I like to think that some of these comments I made at Mary’s retirement celebration (July 30, 2002) would apply to me when my own retirement looms. If you’re familiar with Steven Covey’s “Habits” my favorite is to “Start with the end in mind.” Perhaps these selections are good goals for all of us:

THE DAY HAD ARRIVED: “Good afternoon, and welcome to a day of celebration. This is a day of mixed feelings, a day that while we are happy for Mary, it’s a day we hoped wouldn’t come.”

THE CROWD WAS HUGE: “The crowd that has come to visit with you these couple of hours is a testimony to your role in the Wright State University family. 8083 days ago Mary came to town... May 14, 1980...22 years ago. She’s worked 5775 days...give or take holidays, vacation days, and an occasional bad weather closing day.”

MARY HAD THE RIGHT MIX-“We’d like to

thank you, Mary, for so many things. Your care for the students, your care for the staff and faculty, your interest and faith in the basketball team, your interest in collaborating with anybody about any topic, your ability to step up to fill the void in the office after all the retirements in 1999.”

MARY TOUCHED MANY PEOPLE: “In keeping with Mary’s wishes, our ceremony today is brief. I speak for all when I say thanks for being a beacon of light for all these years (she loves lighthouses, so that was the party theme), and for all the memories. On a personal note, I will miss your skill, your rapport, our lunches, our coffee time, our conversations...and mostly, I will miss you as a workplace friend.”



At the upcoming OACRAO meeting I will once again host a “high-touch” session on our OACRAO history. Come walk through pages of our combined pasts, which really are the sum of the many Mary Planeaux’s in the professional organization, we sometimes refer to as “home.”

Meanwhile, take time to celebrate each other today...so that as each of us leaves our institution and OACRAO, whether it be for other opportunities or for retirement, we would have indeed left our mark and made a better place for the students, faculty, staff, community, and each other.

Dave Sauter
OACRAO Historian



..UPDATES...UPDATES...UPDATES...UPDATES...UPDATES..

Bowling Green State University

- BGSU printed and mailed grade reports to students for the last time in August. In addition, BGSU will cease to print and mail student schedules and will not print faculty class rosters any longer. Both faculty and students will access this information through the campus web portal, MyBG.
- Rachel Schaeffer, Assistant Director of Records for Transfer Evaluations, gave birth to her first child on August 2, 2002. Jarrod Thomas Joel Schaeffer weighed in at 8 lbs, 6 oz and was 20.5" long. Mom and son are doing well.

Capital University

- Zachary Andrew Adams was born on July 9, 2002 to the proud parents of Amy and Williams Adams, along with his big sister Sarah. Amy is the Registrar at Capital University.

College of Wooster

- Glenn Davis has left as Registrar at the College of Wooster to accept the Registrar position at Utah State University in Logan, effective July 8, 2002.

Defiance College

- Dr. James Harris, President of Defiance College, left the College on July 1 to assume the presidency at Widener University in Pennsylvania. On August 1, Dr. Gerald Woods, Vice President for College Advancement at Davis and Elkins College, became the 17th President of Defiance College.

Kenyon College

- John Anderson left Kenyon College on July 1, 2002, to head college counseling at Phillips Andover Academy in Massachusetts. Beverly Morse is serving as the Acting Dean of Admissions and Financial Aid.
- Building updates include an anonymous donation of \$25 million made toward the new athletic complex and the opening of the Psychology building this past winter, completing the new science facilities.

Mount Vernon Nazarene University

- Effective August 1, 2002, the name of Mount Vernon Nazarene College officially changed to Mount Vernon Nazarene University. The new phone number is 740/392/MVNU(6868), and the new toll free number is 866/GO2MVNU (462-6868). Mel Severns new e-mail is mseverns@mvnu.edu. Check out the new website at www.mvnu.edu.

Ohio Northern University

- Rebecca Stalter and Ranjiv Subramaniam have been hired as Admissions Counselors at Ohio North-

ern.

Sinclair Community College

- Jaton R. Stanford has been promoted to Recruitment Manager.
- S. Dawayne Kirkman has recently been hired as an Admissions Officer at Sinclair Community College.

Weatherhead School of Management

- The Weatherhead School of Management at Case Western Reserve University in Cleveland (site of the 2002 OACRAO State Meeting) is in the process of moving into their new home on the Peter B. Lewis campus. The main academic building is designed by Frank O. Gehry and can be viewed at the following web site: <http://weatherhead.som.cwru.edu/>.

Wilmington College

- Wilmington College inaugurated its first ever graduate program in Spring 2002, offering courses to students interested in pursuing the M.Ed. in reading or special education. Courses include offerings in educational psychology, social and cultural foundations, research methodology, assessment, and a course in conflict resolution in educational settings, reflecting the school's Quaker heritage and concerns for peace and social justice. The program is designed for working teachers or those who already hold certification or licensure. While students who pursue the reading track can obtain endorsement in this area, licensure is not yet available for students concentrating in special education. For more information, contact Terry Miller, Director of the Graduate program (terry_miller@wilmington.edu).

Wright State University

- Following the retirement of 23-year office staff member Mary Planeaux, Registration Services Coordinator, the Wright State University Registrar's Office is trying to fill the void. A short-term office reorganization resulted in the hiring of Amanda Beilharz, Registration Specialist, and Norma Napoles, Administrative Secretary. Diana Atkins, Paula Goodrich, TR Hartrum, and Cherie McCoy are all working above their typical classifications this coming year as we re-group to respond to changing campus needs.
- Projects currently underway include:
 - DARS has approx. 150 audits designed to automate the review of a 50+ degree programs and 100+ specialty academic programs. Specialty programs include an audit of the requirements for

(Con't on page 13)

Proposed Constitution and By-Law Changes

A number of changes to the OACRAO Constitution and By-laws will be voted on at the Annual Conference in November. According to the Constitution, it is required that the membership be given a minimum of two weeks notice of changes to be voted on at the annual meeting. To that end, the changes are summarized below with deletions noted by strike throughs and **additions noted in boldface**. A complete copy of the Constitution may be found at the OACRAO website: (<http://www.OACRAO.ohiou-edu/constit.html>).

ARTICLE II - PURPOSE

The purposes of OACRAO shall be:

- ~~—1. To Provide for the dissemination of information and the interchange of ideas among members.~~
- ~~—2. To foster a spirit of unity and cooperation among our members and others in the higher education community.~~
- ~~—3. To assist Registrars and Admissions Officers of newly created institutions of higher education.~~
- ~~—4. To meet the professional needs of individuals involved in admissions, registrars' services, and other related functions.~~
- ~~—5. To promote a spirit of professional pride.~~
- ~~—6. To promote the advancement of higher education in Ohio.~~
- ~~—7. To promote professional development opportunities for our membership.~~

OACRAO

- **promotes best practices of individuals involved in records management, admissions, enrollment management, administrative information technology and student services,**
- **provides a forum for the exchange of information and ideas among members,**
- **provides mentoring and professional development opportunities for the membership and,**
- **fosters a spirit of unity, cooperation, and professional pride among its members and others in the higher education community.**

ARTICLE III - MEMBERSHIP

~~SECTION 1. Voting membership in OACRAO shall be extended to any recognized institution of~~

~~higher education in Ohio. A recognized institution is one which meets the following criteria:~~

- ~~—A. Offers instruction beyond the secondary level~~
~~= and =~~
- ~~—B. Has received accreditation from the North Central Association of Colleges and Secondary Schools~~ ~~- or -~~
- ~~—C. Has received a charter or certificate of authorization from the Ohio Board of Regents.~~

SECTION 1. Institutional membership in OACRAO shall be extended to collegiate level, degree-granting institutions offering education in Ohio meeting the following criteria:

- **accredited by Commission on Institutions of Higher Education (CIHE) approved accrediting associations, or**
- **governed by the Ohio Board of Regents, and to other institutions of higher education as approved by the Executive Committee.**

The categories of membership are:

~~SECTION 2. Associate (non-voting) membership in OACRAO may be extended, with the approval of the Executive Committee, to:~~

- ~~—A. Retirees from OACRAO.~~
- ~~—B. Graduate students interested in pursuing careers in the profession.~~
- ~~—C. Representatives of associations who have goals similar to OACRAO.~~

SECTION 2. Voting membership in OACRAO shall be extended to:

- A. individuals designated as representing Institutional members.**

B. Honorary (lifetime) individual membership in OACRAO shall be recommended to the Executive Committee by the Resolutions Committee. Such membership shall be granted according to the following guidelines:

- a minimum of ten years active participation as an OACRAO member;
- a minimum of ten years service within an OACRAO member institution;
- outstanding contributions to the profession and OACRAO.

Honorary members are entitled to all benefits of individual members, including placement on the OACRAO permanent mailing list.

SECTION 3. Honorary (lifetime) membership in OACRAO shall be recommended to the Executive Committee by the Resolutions Committee. Such membership shall be granted only by the Executive Committee of OACRAO according to the following guidelines:

—A. Honorary members shall have met the following criteria:

—1) A minimum of ten years active participation as an OACRAO member.

—2) A minimum of ten years service within an OACRAO member institution.

—3) Outstanding contributions to the profession and OACRAO.

—B. Honorary members are entitled to all benefits which accrue to members, including placement on the OACRAO permanent mailing list.

SECTION 3. Associate (non-voting) Non-voting membership in OACRAO shall be extended, with approval of the Executive Committee, to:

A. Associate members who are:

- retirees from OACRAO;
- students from member institutions who are

interested in pursuing careers in the profession;

- representatives of associations who have goals similar to OACRAO.

B. Corporate membership to an organization or company that is not eligible for institutional membership. Benefits provided to the Corporate Member include:

- access to membership information;
- consultation with the Vice President-Program as a corporate liaison regarding issues and topics;
- inclusion in any official OACRAO membership roster.

SECTION 4. Corporate (non-voting) membership shall be granted to an organization or company that is not eligible for membership as an institution, for an annual corporate fee of \$100.00. Benefits provided to the Corporate member include:

—A. Access to membership information.

—B. Copies of the Association's newsletter.

—C. Consultation with Vice President/Program as a corporate liaison regarding issues and topics.

—D. Inclusion in any official OACRAO membership roster.

SECTION 5 4. Any member, Institutional or corporate, failing to pay the annual dues will receive written notice from the Treasurer and if the account is not resolved after one year, will be dropped from the list of members and will not receive membership benefits.

SECTION 6 5. The Executive Committee is empowered to investigate the fitness of an applicant for membership and to review, at any time, a member's right to hold membership as outlined in Article III, SECTION 1.

SECTION 7 6. OACRAO does not discriminate against any individual or group of individuals and adheres to policies of non-discrimination and equity

with its membership programs and activities.

ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The officers of the Association shall be the President, the President-Elect, the Immediate Past-President, the Vice President/Program, the Vice President/Workshops, **Vice President/Membership Development**, the Secretary, and the Treasurer. Their duties shall be:

SECTION 3. The Executive Committee shall consist of the current officers of the Association and the Chair(s) of the Local Arrangements Committee as an ex-officio member(s).

BYLAWS

ARTICLE I - DUES

SECTION 3. Corporate dues are \$100 per year.

SECTION 3 4. The membership year will be October 1 through September 30.

ARTICLE II - COMMITTEES

SECTION 2. OPERATIONAL COMMITTEES

D. LOCAL ARRANGEMENTS COMMITTEE

1. The committee shall consist of the chair(s) and additional voting members chosen from the pool of committee volunteers.

E. MEMBERSHIP AND MENTORING COMMITTEE

1. The committee shall consist of **the Vice President/Membership Development as the a chairperson, vice-chairperson and liaison for the Executive Committee** and additional voting members chosen from the pool of committee volunteers.

~~2. The Vice President/Membership shall be the liaison for the Executive Committee.~~

2 3. The scope of responsibility shall be generally defined to include association membership development such as periodic assessments to ensure that member needs are being met by the association; identification of prospective new members to the organization; and dissemination of information regarding OACRAO and AACRAO to them; development and coordination of new member and mentoring sessions/activities at the annual conference; development and dissemination of the New Member Handbook.

~~3 4. Appointments to this committee shall be for one year with reappointment for no more than two additional years no longer than three consecutive years to ensure both reasonable continuity and rotation.~~

~~5. The vice-chairperson shall be appointed by the President and will succeed to the chair after one year.~~

~~6. A significant proportion of the members of the committee shall be reappointments from the preceding year.~~

~~7. The President shall be the liaison from the Executive Committee.~~

~~8. Examine/evaluate questionnaire on association membership involvement.~~

I. RESOLUTIONS COMMITTEE

1. The Resolutions Committee shall consist of the Immediate Past-President as chairperson, and additional voting members will be selected from the pool of committee volunteers.

SECTION 3. PROGRAM COMMITTEES

A. ADMISSIONS AND INTERNATIONAL EDUCATION COMMITTEE

~~5. A significant proportion of the members of the committee shall be reappointments from the preceding year.~~

B. DATA MANAGEMENT AND RESEARCH COMMITTEE

~~5. A significant proportion of the members of~~

the committee shall be reappointments from the preceding year.

C. PROFESSIONAL DEVELOPMENT COMMITTEE

3. Appointments to this committee shall be for no longer than three consecutive years to ensure both reasonable continuity and rotation.

4. The vice-chairperson will be appointed by the President and will succeed to the chair after one year.

— 5. A significant proportion of the members of the committee shall be reappointments from the preceding year.

D. RECORDS AND REGISTRATION COMMITTEE

3. Appointments to this committee shall be for one year with reappointment for no longer than three consecutive years to ensure both reasonable continuity and rotation.

4. The vice-chairperson will be appointed by the President and will succeed to the chair after one year.

— 5. A significant proportion of the members of the committee shall be reappointments from the preceding year.

SECTION 3. NEWSLETTER EDITOR

The President, with approval of the Executive Committee, shall appoint a newsletter editor to publish a newsletter to communicate information of interest to the members. This individual will serve on the ~~Publicity and Publications~~ **Communications Committee**.

SECTION 4. WEB MASTER

The President, with the approval of the Executive Committee, shall appoint a web master to coordinate information for and maintenance to OACRAO's World Wide Web site. This individual will serve on the ~~Publicity and Publications~~ **Communications Committee**.

ARTICLE VI - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

SECTION 1. RESPONSIBILITIES OF THE PRESIDENT

D. Prepare a charge and appointment letter with specific objectives for each OACRAO standing and ad-hoc committee to be forwarded from the **Immediate** Past-President within 45 days of the end of the annual conference.

SECTION 5. RESPONSIBILITIES OF THE VICE PRESIDENT/WORKSHOPS

C. In conjunction with the **Communications Committee**, Newsletter Editor, Web Master and Secretary, coordinate mailings to advertise workshops.

2002 OACRAO Program Offers Something for Everyone!

This year's Cleveland conference should prove to be outstanding! The Program Committee has worked long hours in assembling an array of timely sessions pertaining to our four standard areas of interest: Admissions and International Education, Data Management and Research, Professional Development, and Records and Registration. Among *new* topics are home schooling laws and admission, SEVIS, web grading, electronic signatures, scorecards, wellness in the workplace, and an introduction to the registrar's profession for those new to the student services career. In addition, the Wednesday morning *Pre-Conference Workshops* (two in number) will zero in on (1) FERPA and (2) several processes dealing with students transferring from one institution to another. This latter workshop will be a joint presentation by the Northern and Southern Ohio Transfer Councils, a group new to us and one we hope will play a permanent role in our annual conference. Finally, many fine exhibitors are joining us and five will offer presentations demonstrating the value of their products or services. Indeed, Cleveland rocks! We hope to see you there!!

Don Foster

Vice President, Programs



Nominees for 2002-2003 Officers

The slate of officers for the 2001-2002 OACRAO Executive Board has been set. The vote will be conducted during our November conference. A brief biography of each follows:

President-Elect: Marian Hogue is currently Assistant Dean for Academic Affairs at the Weatherhead School of Management, Case Western Reserve University. She came to CWRU in 1978, working in an academic department, executive education, and then as the Registrar/Financial Aid Administrator prior to her current position. She holds an MBA from CWRU and a BS from Springfield College, majoring in physical education/health education. Marian has been a member of OACRAO/AACRAO since 1985/86 and has presented at conferences on a variety of topics, such as TQM, Commencement, Early Financial Aid Awards, Building Liaisons across Campus, and How to have Fun at Work (which was the most fun!). She has also been active with the Graduate Management Admissions Council, serving on their financial aid advisory and conference committees as well as serving as conference chair for the Access Group, Inc. annual meeting for graduate and professional financial aid administrators.

Treasurer: Kathy Difranco has worked at John Carroll University for 21 years, the first 5 years as supervisor of the Student Service Center where she was responsible for registration and the last 16 as registrar. She has been a member of OACRAO and AACRAO since 1986. Kathy has served on the OACRAO Records and Registration, Professional Development, Nominations and Elections, and Scholarship Committees and has presented at OACRAO conferences. In Summer 2001, she presented at the Registrar 101 Workshop that was held in Cleveland. She has also served as Secretary and then Chair of CORE, the Conference of Registrars in Jesuit Institutions.

Vice President/Workshops: Amy Adams graduated from The Ohio State University in 1990 with a B.S. in Social Studies Education. She then graduated with a Master's Degree of Education in Counseling with an emphasis in Student Personnel from Northern Arizona University in Flagstaff, Arizona.

She started as a Program Coordinator in the Office of the Registrar for Northern Arizona University. She was then an Assistant Registrar for Xavier University before becoming the University Registrar at Capital University, the position she has held since June of 2000. She is married to Bill Adams and has two children, Sarah and Zachary.

The following two persons are being recommended by the Nominating Committee for appointment by the Executive Committee to fill the indicated vacancies on the Executive Committee in 2003, in accordance with the OACRAO Constitution (Article V, Section 4).

VP Membership Development: Mindy Starcher has been in the Registrar's Office of the Ohio State University since 1982 and is currently an Assistant to the Registrar responsible for many of the fiscal functions of the office. A member of OACRAO since 1989, she is the outgoing Vice President of Workshops and has served on various committees including: the Program Committee, the Professional Development Committee (chair), the Local Arrangements Committee (co-chair), and the Membership & Mentoring Committee (chair).

Past-President: Dick Carpenter has been Registrar at Ohio Northern University since 1991. From 1985 to 1991 Dick was Registrar at Adrian College and a member of MACRAO. He started as Assistant Registrar at ONU and joined OACRAO in 1977. He has been a member of AACRAO Institutional Research committee (1997 to 2000), the OACRAO Data Management Committee and the Records and Registration committee. Dick has also served as VP/Programs (1998 to 1999), President Elect (2000), President (2001), and is currently the Immediate Past President.

Nominations and Elections Committee

The Nominations and Elections Committee has 4 openings. Two will be filled from the slate of four Past-President nominees and two from the four at-large nominees.

Past-Presidents (choose 2):

Lorinda Bishop became Registrar at the University of Toledo in October, 2002. Previously, she was Registrar at Owens Community college. Lorinda was President of OACRAO in 1999. At AACRAO, her presentations include a workshop on Records Fraud and several sessions on Systems conversions and Academic Policy. She has also served on the AACRAO membership committee and was Co-Chair of LAC for the Great Lakes 2000 meeting.

Wendy Fahrnbach-Lambing is currently an Associate Registrar and the Director of StudentRecords at the University of Cincinnati. Wendy's been an active member of OACRAO since 1984, serving as President in 1993-94. She currently serves on the Records and Registration and the Membership and Mentoring Committees.

Brad Myers is the University Registrar at Ohio State. Many of you know him as the OACRAO FERPA expert, a logical off-shoot stemming from his J.D., received at Ohio State. Brad has been very active in OACRAO, serving as VP Programs, President-Elect, President, and Past-President, LAC Chair, Audit Committee chair and a presenter on several occasions. In 1996, Brad received the Garland Parker Award. On the national level, Brad has been active in several AACRAO committees including: Academic Policies, Practices and Facilities Management Committee (chair), Nominations and Elections Committee, and the State/Regional Relations Committee (vice chair, currently chair).

Gene Schuster is Director of Student Information Systems Development in the Office of the CIO at The Ohio State University. He holds a B.S. in Education and an M.S. in Student Personnel Services and Administration from Miami University. Gene was President of AACRAO in 2001-02, previously served as Secretary-Treasurer/VP Finance and is still on the Board of Directors. At the OACRAO level, he has served on various committees, including Nominations and Elections, Enrollment Students (chair '88 & '89), and has served as president of OACRAO. He was the 1999 recipient of the Garland Parker Award.

At-Large (choose 2):

Deb Benton is Registrar at Ohio University. She graduated from Ohio University with her bachelor's degree in mathematics and her master's degree in Educational Leadership - College Student Personnel. Debra serves on the Student Academic Records Committee for the American Association of Collegiate Registrars and Admissions Officers (AACRAO) professional organization and is very involved in the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) organization. She currently maintains the OACRAO website and in November 2000, was awarded the Linus J. Ryland Award for her distinguished service to OACRAO and the profession. Deb has made numerous presentations at OACRAO.

Bev Harrington has been employed at Defiance College since August 1970 and has been in the position of registrar for the past 25 years. She has been a member of OACRAO for those 25 years and has served on the Professional Development, Records and Registration, Membership and Mentoring, and Nominating Committees and also served on a Local Arrangements Committee. She was chair of the Professional Development Committee and has been a presenter and recorder at OACRAO meetings. Bev also organized the first meeting of registrars from private colleges about 15 years ago, which meets annually in March to share ideas and concerns.

Margaret Hawkins is Associate Registrar at Columbus State Community College. She is a regular attendee at OACRAO annual conferences and has been a member of the LAC and Audit Committees as well as a session recorder. She also regularly attends AACRAO conferences regularly.

Steve Midkiff is the Registrar at Shawnee State University. Prior to this, he was Shawnee's Director of Records and Admission Representative. Steve holds a B.A. in Education from the University of Kentucky, a Master of Education in Educational Psychology from Harvard University and a PhD in Higher Education Administration from Ohio University. He has been a member of OACRAO since 1984. Steve has served on and chaired many program planning committees and was a member of LAC for the annual conference in Athens.

Workshop Update

by Mindy Starcher, Vice-President/Workshops

Hard to believe summer is over and the OACRAO 2002 conference is right around the corner. I hope that Autumn Quarter start-up went well for everyone!

Summer Workshop Update:

On June 26th, 48 people attended the 6th Annual Residency Officers Update at the Younkin Success Center on the Ohio State University campus. Jay Johnson from the Ohio Board of Regents and Allen Vanscoy from the Immigration and Naturalization Services spent the morning answering questions from the participants regarding application of the residency rules and immigration statuses and how they apply to the current residency guidelines. In the afternoon, Dave Axsom (Ohio University) and Michael George (The Ohio State University) shared information regarding the appeals processes in place on their campuses. Later in the afternoon, Melanie Caugherty (The Ohio State University) facilitated a discussion of residency cases that were submitted by participants prior to the workshop. Participants also brought copies of their institutions' residency applications to share with their colleagues. It was a day well spent with a lot of good information exchanged!

On August 14th, the Younkin Success Center was once again host to an OACRAO Workshop. 76 people attended our 3rd OACRAO Support Staff Day. In the morning the participants listened to a presentation by Brad Myers (The Ohio State University) on FERPA.



Fun with bubbles during the FISH! presentation

Brad provided lots of valuable information and the group especially enjoyed the case studies discussion at the end of the morning. In the afternoon, I co-facilitated a session with Jack Miner (The Ohio State University) on the FISH! Philosophy of Customer Service. Lots of wonderful ideas on how to make work more fun were

generated during the group exercise, so be ready for lots of new ideas from your support staff (and don't be surprised if you see bubbles floating through your office)!



Brad Myers,
OACRAO's
FERPA Doctor

Pre-Conference Workshop Update:

Come to the conference early and attend one of the two pre-conference workshops being offered on Wednesday morning (November 6th). The cost of the workshops are \$25.00 and includes the workshop, all materials, continental breakfast and lunch.



Workshop #1 (W.1) The FERPA "Doctor" is in...

What steps should you take to ensure that the campus community is properly informed and educated on FERPA issues? What are the basics of FERPA that you want to make sure you and your office are comfortable with? Brad Myers, Registrar at The Ohio State University and OACRAO's FERPA "Doctor," will provide an update on the federal regulations regarding student privacy. In addition, he will also provide some valuable insight on how you can train your campus to be FERPA friendly and provide a "prescription" for keeping your own office FERPA compliant.



Workshop #2 (W.2) You Want to Transfer WHAT to WHERE??

Understanding the transfer process can be very confusing for anyone who is involved—from student to staff member. NOTC/SOTC (Northern and Southern Ohio Transfer Councils) are statewide/regional organizations whose membership is comprised of college and university colleagues working in the areas of transfer and articulation. Linda Wahn from the Ohio Learning Network will facilitate a panel discussion with members from various Ohio colleges and universities on a variety of issues students face when transferring between Ohio institutions, including applicability of transfer courses and credits and how these issues challenge us in our work. Topics discussed in this workshop will include:

- Understanding the Differences Between Transferability of AA and AS Degrees
- The Ohio Transfer Module
- Articulation Agreements – What Do They Really Mean?
- Off-Site Partnership & Degree Completion Programs
- Distance Learning & Available On-Line Tools

Scholarship Committee Announces Winners for 2002

The Scholarship Committee is pleased to announce the selection of five outstanding Ohio high school graduates as the winners of the OACRAO 2002 Leadership and Service Scholarship. The 2002 winners are:

- Karissa L. Bell, a graduate of Loveland High School. Karissa is enrolled at The Ohio State University.
- Billie E. Childers, a graduate of Waverly High School. Billie is attending Ohio University.
- John T. Fetherolf, a graduate of Bloom-Carroll High School. John is enrolled at the University of Cincinnati.
- Roseann E. Holmes, a graduate of Champion High School. Roseann is attending the University of

Akron.

- Lindsey M. Risner, a graduate of Arcadia High School. Lindsey is attending the University of Findlay.

These five intelligent, talented and motivated teens were selected after the Scholarship Committee reviewed more than 900 applications. The Leadership and Service Scholarship winners – and they are truly winners – will each receive \$500 toward their educational expenses.

The five scholarships awarded this year were made possible through the continued commitment of the OACRAO Executive Committee and the generous contributions of the OACRAO membership. On behalf of the Scholarship Committee, please accept my thanks for your support of the scholarship initiative.

Mary Southards
Chair, OACRAO Scholarship Committee



(“Updates”, Con’t from page 5)

the Ohio Transfer Module, University College exit and Latin honors. Fifty percent of all undergraduate degree seeking students have an audit available to them through their advisor and the number is rising rapidly. Work is in progress to make the audits available to students via ROX (Raider Online eXpress) services.

- Diploma Printing: A project to print diplomas in the Registrar’s Office is underway in an effort to reduce costs by 50%, reduce vendor errors, and increase printing flexibility.
- Preparation is underway for moving to an “Early Quarter” in Fall 2003, starting classes and ending final exams by Thanksgiving.
- Conversion to a new timeblock grid (including eliminating 8:00 a.m. classes in favor of 8:30) for Fall 2003 to accommodate 3 or 4 credit classes and the new General Education requirement.
- Plans are underway for an office renovation to create a “Service Center” concept from what are currently registration window and receptionist areas.
- Plans are also underway to consolidate Veterans Affairs and Residency into one service area, connected to the main Service Center.

OACRAO Newsletter

Published three or four times a year
by the Ohio Association of Collegiate
Registrars and Admissions Officers

Connie M. Goodman, Editor
The Ohio State University
1200 Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210-1230
Phone: (614) 292-7685
Fax: (614) 292-7199
Email: Goodman.7@osu.edu



OACRAO News

Vol. 16 No.1
Winter, 2002

Published by the Ohio Association of Collegiate Registrars & Admissions Officers

Happy New Year! The holidays are such a busy time of year at home and at work that I hope you all had an opportunity to relax and enjoy time with your families and friends.

In starting my first newsletter article, I'd like to take a moment to reflect back on the 2001 OACRAO Conference in Columbus. The November conference was full of insightful

sessions and presenters, generous vendor participation, networking with colleagues – and of course, great food, fun, and laughter! From the Wednesday morning pre-conference workshops all the way through to the Friday afternoon post-conference workshop, the feedback throughout was very positive. One last HUGE thanks to LAC chairs Connie Goodman and Cheryl Gloege and their committee, for a job well done. Please be sure to read related articles in this newsletter about conference happenings.

OACRAO is ringing in the New Year with a number of priorities already in the works.

Your vote of approval for the new position of VP for Membership Development in November is a sign of our organization's commitment to membership maintenance, growth, and mentoring opportunities between veteran and new members. This position will be pivotal to the organization's future as our institutions are faced with budgetary constraints and professional development dollars continue to shrink. I look forward to the work of Bob Myers and the Membership and Mentoring Committee to establish a long-term membership plan for the organization,



and in particular I hope to help them address a component for a stronger admissions presence.

Plans for incorporation of our organization this year are also under way. While OACRAO has always run itself as a non-profit organization, we have yet to consider incorporating our organization until just recently. As one of Dick Carpenter's last acts as president, he appointed a task force that has already

started working on the steps to incorporation. Chaired by Dick, the task force also includes Brad Myers, Dave Sauter, Louise Ditchey, Allen Cole and Lorinda Bishop. Watch for more information on this effort in the next newsletter.

(Con't on page 2)

What's in this Newsletter?

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("Hicks", Con't from page 1)

We also welcomed a renewal of our first corporate-sponsored scholarship for the second year! While the fundraising efforts of the Scholarship Committee and membership donations have been overwhelming, how exciting it is to accept corporate sponsorships! The Scholarship Committee will be working this year on a marketing plan to attract additional corporate sponsorships as well as a plan for it's own self-sufficiency.

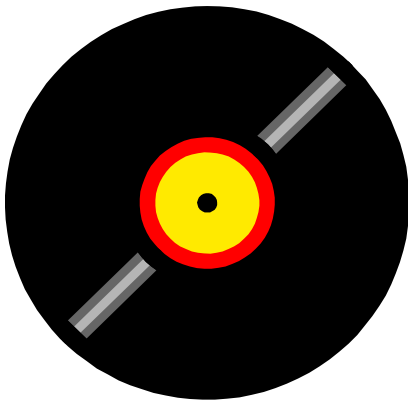
From just the few initiatives I have shared above (and there are many more too numerous to mention) it is clear to see that our organization is full of wonderfully committed volunteers. And that commitment is evident not just within our state organization, but at the national level as well, with a number of our members in AACRAO committee and presenter roles. All of you have multiple tasks and responsibilities in your "day jobs" yet you still have time to volunteer for a committee, presentation, or as a resource for a specific project. I encourage you to stay connected with OACRAO in the next year. If

you are a new member to the group, take that small first step and call a fellow-colleague to see how you can get involved. It truly opens the door to a whole new world of professional growth and development!

I can't end this note without mention of the 2002 OACRAO Conference. Have you heard that it's in downtown Cleveland this year? My hometown! And that the dates are November 6-8? Mark it on your calendar if you haven't done so already. Stay tuned for more details in the next newsletter from our three Co-Chairs: Laura Finson, Frank Salak, and Sammie Tyree-Cox. This year's conference is sure to ROCK!!!

Best wishes to all of you as you start the New Year at your respective institutions. I look forward to meeting up with many of you at events in the months to come. Take care for now.

Matha Hicks
OACRAO President



Mark Your Calendars Now For OACRAO 2002 in Cleveland!

The 2002 OACRAO Conference will be held November 6-8 at the Sheraton Cleveland City Centre located at 777 St. Clair Avenue, which is located within walking distance of the Rock and Roll Hall of Fame and Museum and the Great Lakes Science Center. It is also within close proximity to the Flats entertainment district. Cleveland has been awarded the "All America City" designation a record five times. We can promise you a good time at next year's conference. Please plan to attend and encourage others at your institution to attend as well.

Laura Finson, Frank Salak
& Sammie Tyree-Cox
OACRAO 2002 LAC Co-Chairs



Scholarship Committee Sets New Record for Donations

The Scholarship Committee is pleased to announce that applications for the OACRAO 2002 Leadership and Service Scholarship have been distributed to more than 900 Ohio high schools. The committee will begin its review of this year's applicants immediately after the February 16 application deadline, and the winners will be announced in May 2002.

Thanks to the continuing commitment of the Executive Committee and the generous support of the OACRAO membership, the Scholarship Committee will again be able to offer five, \$500.00 scholarships to a select group of outstanding Ohio high school seniors. Anyone who has served on the Scholarship Committee will confirm that reading the scholarship applications is an affirming experience. There is no question that there are some absolutely terrific kids in our state, who make a difference in their schools and their communities, everyday!

Fund raising continues to be a top priority for the Scholarship Committee, and I want to thank the committee members who gathered items for a very successful silent auction and sold all those Split-the-Pot tickets. At the 2001 Conference in Columbus,

the committee raised \$1,367.00. This includes \$465.00 in donations from the OACRAO membership. We also received a \$500.00 donation from Script-Safe, our first corporate sponsor. Script-Safe has already pledged to support the Leadership and Service Scholarship with another \$500.00 donation in 2002. The challenge facing the Scholarship Committee is to identify and implement strategies that will expand the corporate sponsorship base and guarantee the future of the OACRAO Leadership and Service Scholarship. I know I speak for the committee is saying that we would welcome and suggestions that you might have for corporate sponsors.

Thank you for your continued support of the OACRAO Leadership and Service Scholarship program.

Mary Southards
Chair, OACRAO Scholarship Committee



Lorinda Bishop Receives Linus B. Ryland Award

Congratulations to Lorinda Bishop, this year's recipient of the Linus B. Ryland Award. Lorinda's dedication to OACRAO through both her personal and professional commitments were recognized at the Conference Business Lunch. Lorinda has been Registrar at Owens Community college since 1988. She was President of OACRAO in 1999 and has served on various committees throughout her membership years. At AACRAO, her presentations include a workshop on Records Fraud and several sessions on Systems conversions and Academic Policy. She has also served on the AACRAO membership committee.

Well deserved, Lorinda!



Election Results for 2001-2002

Elections were held at the annual conference for positions becoming vacant due to term expirations. Here's the results:

New members to the Executive Committee include President-Elect, Allen Cole, Secretary, Ray Elash, Vice-President, Programs, Don Foster and Vice-President of Membership Development: Bob Myers.

The Nominations and Elections Committee will include Past-Presidents, Brad Myers and Dave Sauter. At-Large members are Cindy Davis and Stu Terrass.

Congratulations to each of you!





Historian's Corner

SOS: Send OACRAO Stuff!

It was my privilege at OACRAO in November to present a “high-touch” (certainly not high-tech) session involving our seventy-five year history. The eighteen notebooks represented the combined resources of boxes, notebooks, and file folders of information dating back to 1926...gathered together for perhaps the first time in our history. As one attendee at the session commented, “This is awesome!”

It was remarkable to see the migration over the years:

- We’ve become much less formal over the years...particularly in the structure of what we say in our communications.
- We’ve changed entirely the way we communicate, from “snail mail” to the Internet, from one general office phone number to individually published phone numbers and voice mail.
- We’ve migrated from onionskin to electronic...no longer utilizing the “secretary” sitting outside our office door, and in many cases no longer even a “secretary” position!
- We’ve evolved from “Normal Schools” to colleges...and in most cases, to universities. Community colleges have emerged as well!

Upon returning from the conference, all the materials have found a more appropriate home than in boxes in basements or attics...the notebooks reside on a shelf in our office hallway, awaiting some additional work. Toward that end, I’m sending out an “SOS”

for you to consider forwarding to me your OACRAO information you no longer need. You don’t even have to sort it out...I’ll take ANYTHING and search the existing files for duplicates. As you “dig” through your hard copy materials, don’t forget to peruse your e-files for items that might be appropriate.

Contact me via any of these methods:

Dave Sauter
Registrar, Wright State University
3640 Colonel Glenn Hwy
Dayton, Ohio 45435-0001

937-775-5595 (5597 fax)
dave.sauter@wright.edu

Dave Sauter
OACRAO Historian



Editor’s Note: How times have changed! To get a glimpse of how OACRAO has evolved into the organization it is today, see what our historian, Dave Sauter dug out of those boxes of OACRAO history. At this year’s conference, Dave shared some of his findings in a session and provided a picture of OACRAO’s first conference via a handout at one of our meals. Click here

<http://www.oacrao.ohiou.edu/historian/announcement.jpg>
to view the 1926 conference.

AACRAO Reaches Out to State and Regionals

Shortly after our November conference, President-Elect Allen Cole and I were off to Washington DC, for a weekend meeting sponsored by AACRAO for state and regional officers. The AACRAO staff spent much time planning and then facilitating what turned out to be a great weekend full of networking, idea-sharing, and helpful perspectives on issues we struggle with in our local organization related to cost-effective conference planning, AACRAO's financial future, strategic planning, and more.

As the AACRAO staff were our hosts, Allen and I and the other 20 or so state/regional officers attending the meeting had an opportunity to talk with Jerry Sullivan (AACRAO Exec Director), Barmak Nassirian (Assoc Exec Director/Govt Relations) throughout the weekend. The AACRAO Executive Committee members also in attendance included President Gene Schuster, Pres-Elect Heather Smith, VP for Assoc and Institutional Issues Tom Bilger, VP for Finance Joe Roof, and Past-President Louise Lonabocker. Planned sessions with those folks were very productive because AACRAO was most anxious to learn about our needs and how they can assist the state/regional AACRAO organizations and our respective goals and initiatives.

The weekend also included sessions with outside consultants speaking on very relevant topics. First, James Dalton, a consultant for strategic planning, shared some of his work with AACRAO's strategic issues, and he was able to weave those issues into a great conversation about our own overlapping state/regional strategic issues. We also met with presenters on Risk Management, Conference Planning, and Audit/Accounting Services.

I just can't say enough about the success of this annual AACRAO weekend meeting. I hope AACRAO will continue to send representation from our executive committee every year it is offered. Many thanks to our AACRAO Headquarters staff and the AACRAO Executive Committee for such a worthwhile weekend.

Our AACRAO Executive Committee is planning their second annual retreat the weekend of February 3-5. Allen and I plan to share more details about certain topics from the AACRAO meeting at the upcoming retreat related to strategic planning and the organization's financial future.

Matha Hicks
AACRAO President



..UPDATES...UPDATES...UPDATES...UPDATES...UPDATES..

Bowling Green State University

- Dr. John Clark joined the Office of Registration and Records at BGSU this past September. John is serving as Assistant Registrar and manages the service staff of the office, is responsible for the preparation of the Undergraduate Catalog, and maintains course inventory information.
- Congratulations to Sue Lau, Director of Graduation and Degree Audit, on the birth of a baby daughter. The baby, Emma Margaret, was born on November 27th to Sue and her husband, Ted.

Cleveland State University

- Dr. Jerry Kiel was named Vice President of Enrollment Management at Cleveland State University this

past fall, 2001. Jerry returns to his home state of Ohio after working in a similar position at Edinboro University of Pennsylvania.

College of Wooster

- Stacey T. Jones, has joined the office staff as Assistant Registrar. She is a May 2001 graduate of Muskinham College.
- Chemeli Kipkorir, Wooster Class of 2000, joined the Admissions Staff as an Admissions Counselor. A native of Kenya, Chemeli most recently worked as Program Assistant at McDonough School of Business in Georgetown. Her duties will include the planning and implementation of on-campus programs, overnight visits and class visits for prospective students;

(Con't on page 15)

2001 Annual Conference is a Success!!

The 76th annual conference was held in Worthington, Ohio, on November 7th-9th. Over 150 persons were registered to attend.

Our plenary speaker, Dennis Hicks, Associate Registrar at Indiana University East, shared with attendees the significance of humor in the workplace. His unique style and extensive collection of props, reminded each of us about the importance of keeping things in perspective. By appropriately interjecting humor, situations often become less stressful for all parties involved. After all, it's pretty difficult not to smile at someone wearing oversized sunglasses and "Billy Bob" teeth!

In addition to many stimulating sessions, the group had several opportunities to socialize. Game night proved to be a great deal of fun with Jerry Vance being the best euchre player of the evening in our first-ever euchre tournament. Runners up were Shari Nogrady (second place) and Jackie Quigley (third place). Many others participated in interactive games facilitated by Dr. Teri Walter of Otterbein University's Health and Physical Education department. Thursday evening's Mystery Dinner Theatre was very interesting, with our own Brad Myers getting the most votes for being the perpetrator! No, he didn't do it, it was the football player.

This year's program committee changed Friday a bit

by adding a closing speaker. Dr. Richard Hollingsworth, Associate Vice Provost for Student Affairs at the Ohio State University, spoke to the group about "The Zesty Administrator: Cooking Up the Recipe for a Delicious Worklife". No doubt, the interactive presentation gave many some new ideas about how to approach their work situations. Overall, program sessions were well-attended with the compliments to the committee for providing a well-rounded program.

For the first time ever, the commuter room also provided a technology center, allowing attendees to access their e-mail. Also available was a copier to accommodate sessions with above anticipated attendance. Special thanks go to Jack Miner and Rob Singer from Ohio State for coordinating this.

The charity selected for donations this year was Choices, a group dedicated to eliminating domestic violence. Lots of items were collected from our attendees. For more details about this, see the article below.

Thanks to those of you who attended for helping to make this year's conference a success. We hope to see many of you in Northeast Ohio next year!

Cheryl Gloege & Connie Goodman
OACRAO LAC Co-Chairs 


Choices Donations Provide Needed Assistance

The charity selected for our annual conference was Choices, a Central Ohio group dedicated to eliminating domestic violence. The generosity of our attendees was very much appreciated, as noted in the letter from Gail M. Heller, Executive Director of Choices. The following are excerpts from her thank you letter.

"Thank you so much for your generous donation. It is greatly appreciated by the women and children residing at the shelter. It is important that we can provide these essentials when our clients and their children must flee their homes. Thank you for making that possible."

Ohio women, children and families continue to receive emergency hotline, shelter, counseling, advocacy, outreach and education services over the next year. It's the best way we know to interrupt the cycle of family violence in our community and to help increase the odds of children living without abuse as adults."

"Thank you for the understanding and hope your contribution brings to the future of families affected by domestic violence."

As you can see by Ms. Heller's letter, the generosity of OACRAO members is sincerely appreciated. Thanks to all who donated. 

"CHOICES will help more than 10,000 central

Workshop Update

Happy New Year! Hard to believe that it is 2002 already! For those of you who were unable to attend OACRAO 2001 in November, you missed a great conference filled with interesting sessions and fun entertainment. Kudos to Cheryl Gloege, Connie Goodman and their Local Arrangements Committee for the fine job they did in organizing the conference. There were three conference workshops at OACRAO 2001: two pre-conference and one post-conference. Below is a brief synopsis of the workshops:

Workshop #1 - The FISH! Philosophy of Customer Service



27 people attended this enjoyable presentation led by Jeff Allen, Director of Organizational Development at The Ohio State University. Inspired by a unique fish market in Seattle, the FISH! Philosophy of Customer Service embraces the idea that people must decide for themselves whether or not an organization's vision is worth committing to. Attendees enjoyed watching the ChartHouse Learning video about the employees at Pike Place Fish Market and their unique customer service approach. Jeff also led the group in a number of activities that illustrated how you can empower your employees to choose their attitude and bring a new level of satisfaction to their work.

Workshop #2 – Records Retention and Recent OBR Audits

25 people attended the Wednesday morning workshop on Records Retention and OBR Audits. The workshop was facilitated by Lorinda Bishop, Registrar at Owens Community College and included a panel discussion with Registrars who have recently undergone an Ohio Board of Regents Audit. In addition, staff from the Ohio Board of Regents were on hand to discuss how to best prepare for an audit. Special thanks to Joe DeCristoforo, University Registrar at the University of Toledo; Ray Elash, Director of Registration and Student Records at Sinclair Community College; and Sharon Purvis, Registrar at Southern State Community College for sharing their experiences with the group.



Workshop #3 – IPEDS Triplets...Look What They Want Us To Do Now!



21 people attended OACRAO's first post conference workshop sponsored by AACRAO, in collaboration with the Association for Institutional Research (AIR) and the U.S. Department of Education. The workshop was facilitated by Jim Noe, Dean of Student Affairs at Mount Carmel College of Nursing; and Stu Terrass, Registrar at Mount Union College. Jim and Stu discussed the final two of the three reporting sequences (the IPEDS Triplets), presented information on the new IPEDS winter collection components and provided an overview of the spring components. Thanks to all who stuck around after the conference for this informative workshop!

What's Coming Up...

There are a lot of workshop activities already in the planning stages. Keep your eyes peeled for information about another Support Staff Day in mid-March. Although I don't have the entire day planned yet, Paul Taylor, our AACRAO representative for the 2001 conference, has agreed to present half a day on Dealing with Difficult Students. Late June will be the time for the 6th Annual Residency Officers Update, which will again include representatives from the Ohio Board of Regents and the Immigration and Naturalization Services. A Professional Development Workshop is currently being planned for sometime in July and a potential Registrar 201 workshop sometime in August (the Registrar 201 is in the "brainchild" stage right now so not a lot of definite information on content for this one). In addition, I am also working closely with our OACRAO President, Martha Hicks, on planning a workshop for our colleagues on the Admissions side of the "shop" sometime in the coming year. More information on that later!

As you can tell, we have a busy year coming up! As always, I would appreciate any comments/suggestions on workshops...give me a call at 614/292-5872 or email me at starcher.9@osu.edu and let me know what you think!

Mindy Starcher
Vice President Workshops



2001-2002 Committee Assignments

The following committees have been established for the Year 2002. Terms end November of the year indicated. Thanks to each of you for volunteering. Your commitment of time and resources is what makes OACRAO great!

Executive Committee

Martha Hicks, President	2003
Allen Cole, President-Elect	2004
Dick Carpenter, Past-President	2002
Ray Elash, Secretary	2003
Don Foster, Vice-President, Programs	2003
Bob Myers, Vice-President of Membership Development	2003
Sharon Purvis, Treasurer	2002
Mindy Starcher, Vice-President, Workshops	2002

Admissions and International Education Committee

Jean Lewis, Chair	2002
Gary Schickler, Vice Chair	2003

Data Management and Research Committee

Steve Midkiff, Chair	2002
Sue Lindsay, Vice Chair	2003
Debra Benton	2003
Marge Mowery	2003
Jerry Vance	2002
Wendy Welday	2003
Stuart Terrass	2004
DouglasTorrance	2004

Professional Development Committee

Amy Adams, Chair	2002
Beth Egan, Vice Chair	2003
Dave Sauter	2003
Sammie Tyree-Cox	2002
Brad Myers	2004
Jackie Quigley	2004
Joyce Hail	2004
Shari Nogrady	2004
Michael Shearer	2004
Naomi Theye	2004
Becky Jolly	2004
B.J. Hobler	2004
Heather Hoppe	2004

Records and Registration Committee

Mel Severns, Chair	2003
Pam Faber, Vice Chair	2004
Fran Campbell	2003
Michael George	2003
Bill Jones	2002
Wendy Lambing	2003
Carol Jones	2002
Alisa McGregor	2003
Joe DeCristoforo	2004
Lucille Hautau	2004

Audit Committee

Allen Cole, Exec Liaison	2002
Ray Elash	2003
Stephen Midkiff	2002
Laurie Mayhew	2004
Sally Sikorski	2004

Budget Committee

Allen Cole, Chair	2002
Martha Hicks	2002
Sharon Purvis	2002

Constitution Committee

Dick Carpenter, Chair	2002
Frank Salak	2002

Membership and Mentoring Committee

Bob Myers, Chair	2004
Angela Fuerst	2002
Melanie Caugherty	2003
Brad Myers	2002
Mary Alyce Orahood	2003
Jill Russell	2002
Laura Ruwe	2003
Dave Sauter	2003
B. J. Surovjak	2002
Lorinda Bishop	2004
Wendy Fahrnbach-Lambing	2004

2002 Nominating Committee

Dick Carpenter, Chair	2002
Dave Sauter	2002
Brad Myers	2002
Cindy Davis	2002
Stuart Terrass	2002

Communication Committee

Ray Elash, Exec Liaison	2003
Cheryl Gloege, Chair	2004
Debra Benton	2002
Connie Goodman	2002
Sue Lau	2003
Cindy Davis	2004
David McGinnis	2004
Ron Bowman	2004

Resolutions Committee

Dick Carpenter, Chair	2002
David Axsom	2002

Scholarship Committee**Central Region**

Jackie Stewart, Leader	2002
Michael George	2002
Krista Pfeifer	2004
Michael Shearer	2004
Karen Green	2004

Northeast Region

Mary Southards, Chair and Leader	2002
Tracey Cooper	2002
Debra Hayes	2003
Denise Walters Dobson	2003
Diane Hoffman	2004

Northwest Region

Pam Curavo	2002
Kathy DiFranco	2003
Daniel Kall	2004
B.J. Surovjak	2004

Southeast Region

Jane Pidcock, Leader	2002
Sylvia Cunningham	2003
Michael Whitnable	2004

Southwest Region

Treva Hanseman, Leader	2003
Sam Carter	2003
Gail Fredensborg	2002
Carol Jones	2002
David McGinnis	2004

Historian

Dave Sauter

Government Relations Liaison

Brad Myers

Local Arrangements Committee

Laura Finson, Co-Chair
 Sammie Tyree-Cox, Co-Chair
 Frank Salak, Co-Chair
 Iris Brooks
 Tracey Cooper
 Glenn Davis
 Janet Duber
 Beth Egan
 Mark Frys
 Kelly Gienger
 Anne Jorgensen
 Jerry Kiel
 Sue Lindsey
 Julia Ruane
 Ann Marie Siclare
 Tom Steffan
 BJ Surovjak
 Stu Terrass
 Rena Waghani-Mason
 Linda Young

OACRAO Plans Second Annual Retreat

The OACRAO Executive Committee will hold it's second annual retreat on February 3-5 at the Ohio Northern University Nature Center in Stone Creek, Ohio. We have been very fortunate that Past-President Dick Carpenter has been able to reserve the retreat facility for a second year at a very, very nominal cost.

The first retreat last year served as a way to discuss issues and make plans for projects that were difficult to cover at any length in the regularly scheduled exec meetings through the year. Most of the time spent at last year's retreat was devoted to team-building activities, reworking of the OACRAO constitution and bylaws, and development of the new VP for Membership idea. Be sure to watch for feedback on the Feb 3-5 retreat in the next OACRAO newsletter.



AACRAO's 88th Annual Meeting Coming Soon!



The Annual Meeting of the American Association of Collegiate Registrars and Admissions Officers will be held in Minneapolis, Minnesota, April 14-17, 2002. Over 200 interesting and informative sessions, workshops and roundtables are planned. In addition to numerous social activities, the North Star State has many recreational activities to offer and for you shoppers - The Mall of America! See

("Updates", Con't) on page 5)

recruiting and training of tour guides; travel territory.

- Joining the Staff as Assistant Director is Catherine Finks. Cathy received her B.S. from Miami University of Ohio and her Certificate of major in Biology from the University of North Carolina Asheville. In addition to recruiting and travel territories, she will have significant responsibilities in planning strategy and tactics and implementing policy and procedures. Previously, Cathy was the Management Associates Program/Officer at bank of America in Charlotte, North Carolina.

Miami University

- Amanda Euen joined Miami University as a new Assistant Registrar on September 24th. She is responsible for the Processing Team.

Mount Vernon Nazarene College

- Effective August 1, 2002, Mount Vernon Nazarene College will become Mount Vernon Nazarene University. The anticipation is for more globalization in recruiting international students and the addition of more degree programs.

Ohio State University

- Congratulations to Marie Tavis, Director of Graduate, International and Professional Admissions and to James Mager, Associate Vice President for Enrollment Services. Both Marie and Jim were recognized

why Money Magazine named Minneapolis the "Best City to Live In".

An educational program designed by the Program Committee and other AACRAO Professional Activities Committees will address the important topics affecting the educational administrators today. The opening reception will offer entertainment and delicious local fare - true hometown flavors of the Upper Midwest. Exhibitors will be available to discuss how your institution can reach its maximum potential.

President-elect, Allen Cole, will be coordinating a get-together for Ohio AACRAO members. He will be sending information about this event as plans are confirmed.

Visit the AACRAO website at www.aacrao.org for more information and updates about the conference.

for their respective 30-year anniversaries of employment at Ohio State.

Ohio University

- Raymie McKerrow was named interim Associate Provost for Graduate Studies in July, after Gary Schumacher, Associate Provost for Graduate Studies, was named Interim Provost for Ohio University.
- Janice Blower retired in August after 25 years as a records maintenance clerk in Graduate Student Services. Betty Kincade has joined the staff of Graduate Student Services as a records maintenance clerk.
- Anne Walker has joined the staff of Graduate Appointments as a Records Management Assistant.

OACRAO Newsletter

Published three or four times a year by the Ohio Association of Collegiate Registrars and Admissions Officers

Connie M. Goodman, Editor

The Ohio State University

1200 Lincoln Tower

1800 Cannon Drive

Columbus, OH 43210-1230

Phone: (614) 292-7685

Fax: (614) 292-7199

Email: Goodman.7@osu.edu