

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

---

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

**Call to Order**

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

Board member updates were the first item on the agenda.

**Board Updates**

VP for Workshops

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

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

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

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

President-Elect

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

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

### Past-President

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

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

### Secretary

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

### President

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

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

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

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

#### Vice President for Programs

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

#### Treasurer

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

#### **Agenda Items**

1. 2007 Conference Site

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

2. Google Search Feature on OACRAO Website

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

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

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

### 3. Definition of Quorum for Annual Meeting Votes

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

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

### 4. Imaging

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

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

### 5. Refund of Annual Meeting Registration Fees

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

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

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

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

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

## 6. Honorary Memberships

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

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

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

## 7. Retiree Involvement

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

## 8. Future Roles for Former Board Members

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

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

## 9. Site Selection Committee

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

## 10. Insurance Coverage

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

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

#### 11. Ohio Transfer Council

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

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

#### 12. New Session Topics

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

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

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

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

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

### 13. OACRAO Membership

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

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

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

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

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

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

14. Miscellaneous

National Awards:

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

2006 Board of Directors Retreat:

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

**Meeting Adjourned.**

Draft