

OACRAO Program Planning Meeting
Friday, February 9, 2007
Mount Carmel College of Nursing

President Sue Schillings called the meeting to order at 10am, welcomed all present and asked everyone to introduce themselves, giving their name, title, college or university, role in OACRAO and years in higher education. Treva Hanesman and Fran Myers from the University of Cincinnati have careers of 33 years; Karen Greene at Mount Carmel College of Nursing has been in higher education for 35 years, and Sue Schillings has the longest career in higher education with 36 years. This information was collected at the request of OACRAO Historian Dave Sauter.

Vice President for Programs Treva Hanseman reviewed the day's agenda and reminded everyone that the program committees needed to identify nine sessions, two workshops for the 2007 annual meeting, and three additional sessions for the 2008 Great Lakes program. Treva also stressed that any repeat sessions need to be very popular and have significant content updates.

Treasurer Jack Miner announced that he would accept requests for travel reimbursement and that he had parking passes available for anyone parked in the Mount Carmel College garage.

Local Arrangements Committee Co-Chair Wendy Lambing made several announcements about the 2007 annual conference scheduled for November 7-9 at the Kingsgate Mariott on the University of Cincinnati campus and asked everyone to think about possible themes for the conference. Wendy introduced David McGinnis as the LAC Vice Chair and also identified the following LAC members as sub-committee chairs:

Registration – Dave Sauter
Exhibitors – Marian Hogue
Logistics – Lew Rita Moore
Meals & Entertainment - Fran Myers and Debbie Behle
Printing – Doug Burgess
Hospitality - Gail Fredensborg and Ned Donnelly

Vice President for Workshops, Laura Ruwe announced that she is planning two support staff workshops for the summer 2007 in addition to the annual state residency workshop. Laura requested that the program committees develop topics for two pre-conference workshops for the 2007 annual conference.

At the conclusion of Laura's workshop announcements, Treva instructed the program committees to begin their individual meetings. Treva reminded the committee chairs to be prepared to present their committee's session ideas and possible presenters when the meeting reconvened after lunch.

Board of Directors Meeting

Members Present: Sue Schillings, President, Linda Young, President Elect, Don Foster, Past-President, Treva Hanseman, Vice President for Programs, Frank Yanchak, Vice President for Membership Development, Laura Ruwe, Vice President for Workshops, Jack Miner, Treasurer, Mary Southards, Secretary.

President Sue Schillings called the meeting to order at 10:30am and distributed the agenda. As the first order of business, Sue asked Wendy Lambing and Dave Sauter to give the Board for an update on the Cincinnati 2007 annual conference and a review of the conference agenda.

Based on discussions at the Board of Directors retreat and the expectation that the Cincinnati location will bring attendees and pre-conference registrants in on Tuesday evening, Sue asked Wendy if workshops should be three hours instead of two hours in length. This would mean a 9:00am start time. Wendy responded that the rooms would be available per the contract, but the contract did not provide for breakfast. Consequently, breakfast would need to be an “on your own” meal.

The only significant change to the Wednesday agenda is that the M&M session will be held at 2:00pm and take the place of one program session. The Board will attend and participate in this session. The new member reception will be held at 5:30pm.

Sue asked Wendy to explain the breakfast and break arrangements for Thursday. Wendy described the continental breakfast and continuous break stations that will be available on the lower level of the hotel. While this is a different concept than breaks schedule for a specific time period, Sue suggested that LAC should still look for an exhibitor to sponsor or donate toward the Thursday breaks.

There are no changes to the standard conference agenda for Thursday, November 8.

Sue called everyone’s attention to a significant change in the agenda for Friday, November 9; the addition of the program committees immediately following the conference closing session. The Board agreed to this change in order to be prepared to forward sessions to the 2008 Great Lakes program committee. This approach will also eliminate the need for, and expense of, the February program planning meeting. The Board agreed that if the Friday planning meeting proves effective, it could become the model for the future.

In order to make this model work, new program committee members must be identified prior to the conference. This will require attaching the volunteer forms to the information on conference registration. Dave Sauter indicated that he will be sure to reflect this on the conference registration site and in the next historian’s article. Treva reminded the Board and LAC that session evaluations must be returned by session hosts so the evaluations can be tallied, loaded into a spreadsheet, and available to the new program committee chairs by Friday’s planning meeting.

The next item of business was a review of full and partial conference registration fees.

Jack Miner stated that the proposed fee for Thursday only is too low, because OACRAO must pay the full day meeting package cost for each one-day registration. Jack also informed the Board that there is still a question about the charge for extra guests for Wednesday's dinner and Thursday's lunch. If OACRAO is required to pay the full day package price for extra guests at lunch, exhibitors will not be able to bring guests. Wendy commented that we need to be sure to explain the quality and amenities of Kingsgate in all conference-related materials so members will recognize what they will receive for the higher conference registration fee.

Jack reminded Dave that the registration cancellation policy must be on the registration form and confirmed that there will be no refund of conference registration fees on or after the first day of the conference.

Dave Sauter presented information that he received from Alice Mendenhall at North East Illinois regarding the registration services provided by Credentials, Inc. Alice reported that Credentials did a great job of handling all aspects of the web-based registration process and web payment and made data readily accessible for reports. NE Illinois signed a three-year contract with Credentials. The Board agreed that in return for managing conference registrations and on-line credit card payments, Credentials, Inc., would not be charged the exhibitor registration or exhibitor session fees. Jack suggested that OACRAO negotiate a contract that includes the printing name tags and neck wallets by Credentials, Inc.

The Board unanimously approved the proposal for Credentials, Inc. to manage the 2007 Conference registration website. Jack and Sue will work to develop a three-year contract for this service.

Wendy provided the following conference hotel updates:

- OACRAO, to date, is the only conference in the hotel.
- OACRAO has an assigned event manager who will coordinate exclusively with Wendy.
- OACRAO's event manager will have answers to several cost-related questions by February 14, 2007.

Wendy also distributed the list of LAC assignments. Don Foster confirmed that Laurie Mayhew will do the pocket program and Otterbein will cover the printing costs for the pocket program.

Following Wendy's update the discussion shifted to possible entertainment for Thursday evening. A number of ideas, including a casino night, excursion to Newport on the Levee, and a bus to the Kentucky casinos, were vetted. The trips to the Newport on the Levee or the Kentucky casinos were the most popular. Wendy agreed to do a straw poll of the membership to determine interest in these activities. The Board acknowledged that there needs to be an option that is acceptable to the Christian colleges and that it may be necessary to add a \$20-30 fee for transportation, specifically, a chartered bus that can run a scheduled route from and returning to the hotel. Wendy will get a price on bus transportation.

At Wendy's request, the Board agreed to use the Cincinnati Visitors Bureau logo and theme as the starting point for developing the 2007 annual conference theme. The board also asked Wendy to attend the April 20th meeting to provide another LAC update. This will be the next meeting of the Board based on the revised calendar that eliminated the March 2007 and May 2007 meetings. The other calendar revisions include changing the June meeting to the 15th and the October meeting to the 19th. The Board tabled the discussion of holding one meeting prior to the conference in Cincinnati.

Jack Miner introduced the next item on the agenda; membership dues. The Board initiated the discussion of dues at the retreat and asked Jack to develop some recommendations for the Board's consideration.

Jack provided the Board with three scenarios with revised headcount, voting member categories, and dues and enrollment to votes ratios. After careful consideration, the Board agreed that scenario number three was the most equitable in that no institution would have more than ten votes and even the larger institutions would see no more than a \$35 increase in dues. Jack recommended reviewing the dues structure every two to three years to keep it current and suggested that it might be beneficial to look at another category for those institutions with enrollments in excess of 15,000 students. This would generate more revenue and give the larger institutions a few additional voting members.

Don Foster asked Jack to finalize the information on the new dues structure so that it can be given to the Bylaws Committee to craft draft language for review by the Board and for a vote by the membership.

Jack also presented a draft Institutional Membership Renewal Invoice that pulls in pertinent data from the OACRAO membership database and IPEDS. This Board approved the new invoice and agreed that it should be used in May 2007.

Sue asked Linda Young to give an update on the plans for an Ohio activity at the AACRAO conference. Linda reported that Michigan is no longer interested in a joint event, and the hotel is not interested in working with OACRAO to modify the planned dessert reception. Linda commented that she will continue to look for a location that can accommodate a group for dinner. Frank will assist on getting an estimate of the number of OACRAO members that are going to be at AACRAO and would attend a group event.

Linda also reported that she had not received any information from the IRS on the status of OACRAO's appeal.

At the Board's request, Linda contacted Dan Garcia with an invitation to attend the 2007 conference as our AACRAO representative. Linda confirmed that he is very interested in the opportunity, but the request must be approved by AACRAO.

Sue asked Linda to update the Board on OACRAO insurance coverage. Linda responded that we have no commercial general liability or directors and officers' coverage. In short, the Board is not protected from becoming personally liable for accidents, personal injury

or OACRAO debts. Linda recommended that we let the current policy lapse and then take steps to find a provider who could write a policy including:

Directors and Officers Liability
Commercial General Liability
Volunteers Accident and Injury
Convention Cancellation

Linda will contact the central Ohio representative of the Alliance of Nonprofits for Insurance and ask for assistance in finding a provider. Linda will also get some proposal and quotes for discussion at the April meeting.

The meeting adjourned at 12:45pm

Sue called the Planning Committee meeting back into session at 1:30pm and announced the changes that will take place in the program planning process for the 2008 Great Lakes conference. Sue also commented that OACRAO will see significant cost savings by eliminating the February planning meeting.

Treva followed by saying that there is an advantage to scheduling the planning meeting at a time when the conference is still fresh in our minds. Treva also asked the program committee chairs to communicate the new format for program planning to their vice chairs and committee members.

Treva called on Cindy Suter to present the program session topics for the Admissions and International Education Committee. Cindy provided the following list of session topics:

- Challenges of managing on-line applications
- Targeted recruiting for diverse populations
- Working with cultural differences
- Ohio Board of Regents transfer and articulation
- Transition issues for transfer students
- Non-traditional recruiting methods
- Targeting adult students
- The “other” population: home-schooled and on-line educated students
- PSEO – Have we lost our focus
- Residency – the basics
- Evaluation of international credentials

The Admissions Committee identified a workshop topic on international students and immigration.

Allen Cole presented the following session topic ideas generated by the Data Management and Research Committee:

- The people aspect of a Business Continuity Plan
- DARS as a tool
- Ohio Board of Regents transfer and articulation update

- Data Stewardship in a Self-Service Environment (panel)
- Registrar's role in research, assessment and decision-making
- IPEDS: Peer analysis
- Distance education administration
- Portal environment and self-service demonstration
- User group break out sessions

Allen stated that the Data Management Committee proposed a workshop on SEVIS facilitated by Ron Cushing at the University of Cincinnati.

Jennifer York, chair of the Professional Development Committee, reported that the committee chose "leadership" as their theme and identified the following as potential session topics:

- Job interviews from all sides
- Dealing with office drama (panel)
- Sexual harassment
- Leadership 101 for women and men
- Staff development
- Communication across cultures and generations
- Say "no" and mean it
- Emotional Intelligence
- Conflict Management
- Performance Evaluations – determining your own destiny

The committee also suggested the following sessions for Great Lakes 2008:

- Sexual Harassment in the Workplace
- Diversity – A to Z
- FERPA Compliance.

The Records and Registration Committee chaired by Janet Duber developed the following session topics:

- Strategic and Assessment Planning
- CBE, AP, CLEP and IB
- Transfer Issues for Private Institutions
- Hello, is Anyone at Home? – Communicating with students
- Who's in charge here?
- Managing Classroom Bottlenecks
- Managing Change in the Registrar's Office
- SSN as the identifier
- Delivery of Web Services (panel)

The committee made the following recommendations for Great Lakes 2008:

- Web Processing Best practices
- Records Retention

- Hello, is Anyone Home?

The committee suggested that the topic of Records Retention in a Paperless Environment would be a good choice for a workshop.

Following the presentation by the Records and Registration committee, Treva asked everyone to assist her in reviewing the composite list of session topics to eliminate duplicate session. The program planning committees next reviewed the list of workshop topics and possible sessions for Great Lakes 2008. The following represents the final lists of workshop and 2008 session topics.

Workshops

Performance Evaluations
Conflict Management
SEVIS
Records Retention
International Students and Immigration
FERPA

2008 Great Lakes Sessions

OBR Articulation and Transfer
Recruitment Boundaries
Business Continuity Plans
– Staff and Communications
Data Stewardship
Sexual Harassment
Web Processing
Records Retention
Hello, is Anyone Home?

Treva thanked the committees for their hard work and great ideas and reminded the chairs that they need to send in finalized program information, including exact titles and presenters by May 30, 2007.

The meeting adjourned at 2:30pm.