

OACRAO Program Planning Meeting
Friday, February 17, 2006
Mount Carmel College of Nursing
Meeting Minutes

Call to Order

The meeting was called to order by OACRAO President Don Foster who thanked Karen Greene for hosting the meeting at Mount Carmel College of Nursing. Karen offered to give a tour of the College's new facilities immediately following the program planning meeting. After a round of introductions by all committee members present, Don turned the meeting over to Vice President for Programs, Treva Hanseman.

Board Updates

Vice President for Programs

Treva Hanseman carefully reviewed the meeting agenda and reminded the program committee chairs to appoint a vice chair for their respective committees and report the names of the vice chairs to her by the end of the meeting. Treva also provided the program committee chairs with a list of sessions from the 2005 annual meeting with attendance information and comments for each session.

Treva reinforced the need for the program committees to identify appropriate new session topics that would entice staff by focusing on "hot" or "leading edge" topics. Treva also requested that the committees consider session topics that could be developed into panel discussions and/or pre-conference workshops.

Treva emphasized the importance of the program committee planning sessions as the building blocks for the annual meeting and charged each committee to return a list of nine possible sessions. Tuesday, May 31, 2006 is the deadline for all committees to finalize their sessions and presenters.

Treasurer

Linda Young provided travel reimbursement and parking passes for meeting participants.

Local Arrangements Committee

Dan Kall reported that the LAC had a very successful first meeting. They toured the recently renovated faculties, assigned committee and subcommittee chairs and enjoyed a good lunch.

Vice President for Workshops

Beth Egan requested that the program committees keep in mind possible workshop topics and reminded everyone that two support staff workshops will take place in the Columbus area. One will take place in the spring and another will be later in the summer.

Membership and Mentoring

Frank Yanchak reported that he was working to identify a meeting time for the M&M committee so that they can plan a recruitment program for non-member institutions and additional members from current member institutions.

Historian

Dave Sauter discussed the OACRAO history imaging project and announced that there are 35 notebooks of hard copy that need to be imaged and stored. Dave is also working on an organization history for the website.

2007 Local Arrangements Committee

Don Foster announced that Dave McGinnis and Wendy Lambing volunteered to serve as the local arrangements chairs and are local for volunteers. The 2007 Annual Meeting will take place in the greater Cincinnati area.

Program Committees Planning Sessions

The program committees adjourned to their meeting spaces to begin their discussions of session/workshop/panel topics and presenters.

Board of Directors Meeting

Members present: Don Foster, Susan Schillings, Connie Goodman, Beth Egan, Treva Hanseman, Linda Young, and Mary Southards

Guests: Dan Kall

President's Report

Don Foster presented a summary of the Board of Director's retreat. Don commented that:

- The 2007 annual meeting is confirmed for Cincinnati and the Board will visit a short list of hotels.
- Jack Miner is working with the 2007 LAC co-chairs on negotiating a site contract.
- OACRAO's insurance policy has been sent to the company used by AACRAO for their comments and recommendations. This information will in turn be sent to our current provider for a response and policy update recommendations.

- Dave Sauter has contacted another vendor for a bid to image the OACRAO archives.

A complete summary of the Board of Directors' decisions on refund policies, honorary memberships, website search engines, services for retired members, and the responsibilities of the Communications and Scholarship committees appears in the minutes of the Board of Directors Retreat, January 29 – 31, 2006.

Don completed his report by requesting that every board member and committee chair create a checklist of major tasks and a corresponding time line to provide continuity and direction in completing key responsibilities.

Secretary's Report

Mary Southards distributed the minutes from the December 8 transition meeting. There were no additions or corrections to the minutes. Connie Goodman moved that the minutes be approved. Beth Egan seconded the motion and the minutes were approved.

Mary distributed a hard copy draft of the January 2006 retreat minutes and asked that any comments or corrections be sent by email. The electronic version of the minutes will be distributed prior to the next meeting.

Membership Report

Frank Yanchak asked two questions for the Board's consideration. Should OACRAO directly solicit non-member institutions? Should OACRAO develop a membership application packet for this purpose?

The Board agreed that a membership application packet should be developed and used to invite non-member institutions to join OACRAO.

Treasurer's Report

Linda Young stated that there was no formal Treasurer's Report. However, Linda did confirm a reserve of \$6,780.24 from the 2005 annual meeting. Linda also commented that she had just disbursed the \$500 Past Presidents' Scholarship, and was still waiting to receive the bill from the attorney involved in the 501(c)(3) appeal.

The Board had a brief discussion of the implications of the approved 501(c)(3) status. Specifically, the Scholarship Committee must be able to give auction winners a letter that verifies the value of the item and the amount of their winning bid. Linda will work on a letter that can be used for this purpose.

Linda also reported that the OACRAO mileage rate changed to 0.445 per mile effective January 1 and that the reimbursement form needs to be updated on the website.

Past-President

Connie Goodman reported that she had written proposed changes to the by-laws to reflect the Board's recent recommendations to disband and reassign the duties of the Resolutions Committee and to assign nominations for national awards to the Nominations and Elections Committee. The proposed changes are now in the hands of the Committee.

Connie also asked for additional clarification on the Board's recommendations on the definitions of a "quorum" and "voting members present" at an annual meeting. The Board determined that voting members, as identified by their respective institutions, will receive a voting card to bring to the annual business meeting. A quorum of voting members must be present for a vote at the business meeting.

Connie will come back to the Board with recommended language from the By-Laws Committee on these changes for a vote at the 2006 annual meeting. These changes, if approved, would not take place until 2007.

Connie reported that she is still looking for someone to take her place on the OBR portal committee. Cleveland James at Central State did not respond to the opportunity to participate.

President Elect

Sue Schillings reported that the Ohio dinner at AACRAO will be held on Wednesday, April 19 at 6:30 p.m. at the Rock Bottom Café in San Diego's Gas Lamp Quarter.

Sue also presented information forwarded by Marian Hogue and Barmak Nassirian on the need for OACRAO to respond to the proposed amendments to the Higher Education Reauthorization Act. Specifically, OACRAO members need to write against the proposal to accept credit from non-accredited proprietary schools. Sue indicated that she would draft language that could be used in a letter from OACRAO. Current OACRAO members will be notified before the letter is mailed.

LAC Report

Dan Kall reported that the Toledo LAC held its first meeting on February 10, 2006. Dan stated that he is very concerned about the relatively small number of volunteers (11 total). While this number is adequate to chair all of the necessary committees, it does not provide enough volunteers. Board members will try to do some recruiting for volunteers. Mary Southards will contact Laurie Mayhew to confirm that the publicity piece that is under development by the communications Committee promotes the organization as well as featuring the annual meeting.

Vice President for Programs

Treva Hanseman reported that the program planning sessions are underway and asked Don Foster to reinforce, prior to the meeting's conclusion, the importance of getting a commitment from speakers and presenters by the deadline so that the LAC can move forward.

Treva will email the final program forms to the committee chairs and will provide periodic updates to the Board. The first draft of the annual meeting program will be available at the August 2008 meeting.

Vice President for Workshops

Beth Egan reported that the first staff development workshop is scheduled for April 7, 2006 at Capital University. The topic for the workshop, arranged through Gehlauf and Associates is “Change Masters.”

The Residency Workshop is scheduled for Wednesday, June 14, 2006 at Otterbein College. Pam Reeder was recommended as a possible facilitator.

Membership and Mentoring

Frank Yanchak reported that the committee has two areas on which to focus:

- Recruiting institutions to become members
- Encouraging members to become active members

The Board discussed the new member session at the annual meeting and decided to eliminate the bingo game and associated prize of a free conference registration. The Board will continue developing ideas for the session.

Old Business

There were no items of old business.

New Business

Don Foster distributed information from Helms Briscoe, a conference planning service, and asked if they should be invited to a meeting of the Board. The Board decided to table this discussion until the May 19th meeting.

The Board adjourned at 12:00 p.m. to join the program committees for lunch and the report of their session proposals.

Following lunch, Treva Hanseman called for reports from the program planning committees.

I. Records and Registration

Topic: Course Approval Process
Presenter(s): Jerry Vance, Mel Sevems

Comments: Focus on ways to improve, identify best practices, possible panel discussion.

Topic: Federal Relations, Federal Legislation

Presenter(s): Barmak Nassirian

Comments: Possible closing session or general session.

Topic: Transcripts, Diploma Fraud and the 21st Century

Presenter(s): Dick Carpenter, vendor

Comments: Examples of fraudulent documents, possible vendor session.

Topic: Politics of Academic Scheduling

Presenter(s): Dave McGinnis

Comments: Room scheduling, space allocation, work with Edu Astra.

Topic: Creative Courses and Programs

Presenter(s): Wendy Lambing

Comments: For-profit operations within the academic institutions, where do they fit and how are they served.

Topic: 21st Century Registrar's Office

Presenter(s): US

Comments: Describe the physical requirements, space, and personnel required in a state-of-the-art registrar's office.

Workshop: HB 95 and HB 66

II. Professional Development

Topic: FERPA, HIPPA

Presenter(s):

Comments:

Topic: OACRAO for new members

Presenter(s):

Comments: What is the role of an organization like OACRAO, how does OACRAO serve its members?

Topic: Plan and present a great presentation

Presenter(s):

Comments: Focus on more than technology.

Topic: Financial Planning/Retirement

Presenter(s):

Comments: Provide range of information

Topic: Strategic Management

Presenter(s): Jack Miner

Comments: How to implement the strategic plan.

Topic: Proactive or reactive leadership styles

Presenter(s):

Comments:

Topic: Legal Issues from the Soloman Amendment to Electronic Signatures

Presenter(s):

Comments: Repeat from 2005

Topic: Striving for Excellence

Presenter(s):

Comments: Combine with team-building as a possible workshop for support staff.

Topic: Ethical Issues and Dilemmas – Case Studies

Presenter(s): Panel

Comments:

Topic: How to Serve Diverse Populations

Presenter(s): Panel

Comments:

Topic: Building a Healthy Workforce

Presenter(s): Medical University of Ohio

Comments:

Topic: Student Employment Management

Presenter(s): Betty Kost

Comments: How to develop paraprofessionals in admissions, registration, and records.

Topic: Coping with Change

Presenter(s): Panel

Comments:

III. Data Management

Topic: NCAA – New Regulations on Academic Progress

Presenter(s): Michael Shearer

Comments:

Topic: Blog 101, what is it, what are the roles

Presenter(s):

Comments:

Topic: IPEDS

Presenter(s): Amy Adams

Comments: Focus on peer evaluation

Topic: ACT/SAT

Presenter(s):

Comments: Impact of new writing requirements

Topic: AP/CLEP/IB – International Baccalaureate

Presenter(s):

Comments: Conduct a pre-conference survey to determine how these programs are functioning at various types of institutions.

Topic: Institutional Review Board

Presenter(s):

Comments: Live subject research

Topic: PI – Portal Issues

Presenter(s): Alan Cole

Comments:

Topic: CAS

Presenter(s):

Comments: How is it used, by whom, how often, possible workshop.

Topic: Business Continuity Plan

Presenter(s): Possible panel discussion

Comments: Discussion of backup plans.

Topic: Admissions Reports

Presenter(s):

Comments: Reports that are frequently used to inform the admissions process.

IV. Admissions and International Education

Topic: Transfer Trends

Presenter(s):

Comments:

Topic: OBR Portal

Presenter(s):

Comments: Ohio's student access/success agenda

Topic: Home School Issues

Presenter(s): Panel Discussion

Comments: Include range of 2 year and 4 year institutions.

Topic: Retention Begins with Admissions

Presenter(s):

Comments:

Topic: What's New in International Education?
Presenter(s):
Comments: Transfer and compliance issues

Topic: Best Practices in College Orientations
Presenter(s):
Comments:

Topic: New TOFEL
Presenter(s):
Comments: Advantages of new format

Topic: Impact of Financial Aid on a Student's Academic Career
Presenter(s):
Comments:

Topic: Undocumented Students and the Admissions Process
Presenter(s):
Comments: May become part of a workshop on SEVIS

Treva announced that all final program session topics and confirmed presenters are due by May 31, 2006.

Meeting adjourned.