

**OACRAO Board of Directors Meeting
April 20, 2007
Columbus, Ohio**

Members Present: Sue Schillings, Linda Young, Don Foster, Treva Hansemann, Laura Ruwe, and Mary Southards

Members Excused: Frank Yanchak and Jack Miner

President Sue Schillings called the meeting to order at 10:00 a.m. and presented an agenda structured to focus on key issues that had to be addressed at the meeting.

Membership Dues

The first item of business for the Board was to approve one of the three options for increasing membership dues developed by Treasurer Jack Miner. The Board confirmed that Scenario 3 was the most equitable option for increasing membership dues based on the ratio of cost and votes. Don Foster confirmed that the Bylaws Committee will draft the necessary language and present it to the Board at the June meeting. The proposed bylaws language will indicate that membership dues will be reviewed every two years for a cost of living increase and that the Board has the authority to raise membership dues. The changes to the bylaws will be presented to the voting membership for approval, prior to the November 2007 annual meeting. Institutions will be able to purchase additional non-voting memberships for \$15.00. If the changes are approved, the new membership dues structure will be effective in 2008.

Insurance Coverage

The Board next considered the matter of insurance for the OACRAO Board of Directors.

President-elect Linda Young reported that she had two quotes; one from Forest T. Jones (endorsed by AACRAO) and one from the Alliance of Nonprofits for Insurance Risk Retention Group.

After a careful discussion of the options available from both providers, the Board agreed that Forest T. Jones was the best policy for OACRAO. One particular advantage is that the professional liability coverage provided by Forest t. Jones includes everyone associated with OACRAO. At the Board's request, Linda will contact Forest T. Jones for a quote that also includes conference cancellation and terrorism coverage.

Website Maintenance

Debra Benton, OACRAO's volunteer webmaster, has submitted her request to resign from this position. The Board agreed that website maintenance has become too much

for a volunteer to manage and that the organization needs to find another way to manage and upgrade the OACRAO website.

The Board discussed the cost advantage of having someone at an OACRAO institution “volunteer” to host and maintain the website, but agreed that it was time to look for a vendor. Sue reported that she had an estimate from the company that maintains the PACRAO website. A quick review of the estimate showed it would be cost prohibitive for OACRAO. All Board members agreed to look for resources or a vendor to support the website.

Cincinnati 2007 Conference Updates

Sue provided the Board with a copy of the minutes from the April 2007 LAC meeting and reviewed several important items including updates on Thursday evening entertainment and Internet charges. The minutes also reflect that LAC reached consensus to use “Cincinnati USA - All together surprising” as the theme for the 2007 conference.

Sue reported that she is finalizing the response to the proposal from Jack Weber at Credentials, Inc. to handle our annual conference registrations and on-line payments. It appears that Credentials, Inc. may also be interested in the Great Lakes 2008 conference. Sue will ask for a one-year contract with Credentials, Inc., that can be renegotiated for 2009. OACRAO does not need conference registration services for 2008 because of the Great Lakes conference that will be held in 2008.

Sue also reported that the event planner/manager at Kingsgate confirmed that we do not have to pay the full Daily Meeting Package (DMP) for extra lunch guests on Thursday, November 1. Extra lunch guests will be charged the meal rate of \$18.45.

Treva Hansemann commented that she will work with Wendy Lambing to arrange the Program Committee planning session that will be held, for the first time, on Friday afternoon immediately following the conference.

Sue advised the Board that there will be a schedule change for Thursday morning that will increase the amount of time for OACRAO members to meet with exhibitors. This will also give the conference center staff more time for breakdown and set up of the meeting space.

Marian Hogue, who is coordinating the vendors for the 2007 Cincinnati conference, made the recommendation that OACRAO increase the fee for exhibitor space to \$400. The Board endorsed this recommendation. With room for up to 33 exhibitors, this increase has the potential to increase revenue. LAC is currently budgeting based on 15 exhibitors.

The Board continued its discussion of the 2007 conference over lunch and agreed to use laptops and jump drives to aggregate the session and workshop topics generated at the Friday afternoon program planning session. This will also facilitate the transition for the new Vice President for Programs.

Sue Schillings reconvened the Board Meeting following lunch and continued a detailed review of the 2007 Cincinnati conference budget. Even with constant monitoring of expenses, and the increase in exhibitor space, fees and opportunities for exhibitor sponsorships, the conference has the potential to be over budget.

Old Business

Past-President Don Foster updated the Board on meetings of the Nominating Committee and Bylaws Committee. Don will email the Board regarding the Parker and Ryland awards.

President Sue Schillings reported for Vice President for Membership Development Frank Yanchek on the activities of the M&M Committee. The Board turned down a request for additional funds for welcome gifts for new members.

Secretary Mary Southards reported on issues related to updating the website and efforts to update the membership database. Mary reported that approximately forty percent of member institutions responded to the request to update or verify their membership information.

Mary also asked for the Board's approval to have OACRAO's listserv manager, David Schneider, load all member names to the listserv along with an email to everyone on how to access the listserv from the OACRAO website.

Laura Ruwe asked for an update on the status of the recommendations that the Board had made to the Scholarship Committee. Sue reporting for Treasurer Jack Miner confirmed that:

- Jack had talked with Stacey Jones, the 2007 Scholarship Committee chair regarding the Board's recommendation that the scholarship be given to student employees at OACRAO member institutions
- members of the Scholarship Committee differed in their positions on the recommendation
- changes in the scholarship will require a change to Article 6 Section **2g2** of the Bylaws which specifies that the OACRAO scholarship is awarded to an Ohio high school graduating senior attending an OACRAO member institution.

Sue will email Stacey and Jack with a request that they prepare a written recommendation to the Board to award the OACRAO Scholarship to a student employee. It was noted that the change to the Bylaws must be worded so that future changes can be made upon recommendation of the Scholarship Committee and approval of the Board and do not have to be approved by the membership.

This proposed change will need to be a discussion item at the Townhall meeting on Wednesday, November 7, 2007.

President-elect, Linda Young reported that Dan Garcia, Vice President Access and Equity will be our AACRAO representative at the 2007 conference. He is planning to attend the Tuesday Board meeting and is willing to participate in other activities. Linda commented that she has given Dan a copy of the conference schedule. Linda described Dan as an engaging speaker and suggested that he could be the speaker for Wednesday evening.

New Business

Sue Schillings confirmed the January 27-29, 2008 dates of the Board Retreat.

Vice President for Workshops Laura Ruwe reported that she was not able to partner successfully with Capitol University's human resources department to deliver an April 2007 support staff workshop. The Board discussed the need to conduct a survey of the support staff to identify their needs, preferred time of year, topics and locations. Laura will conduct the survey in the Summer 2007.

Laura confirmed that an Ohio residency workshop will be held at Franklin University. Jay Johnson from the Ohio Board of Regents and Dave Axsom from Ohio University will participate. Laura commented that she is having difficulty contacting the recommended representative from the Department of Homeland Security. Sue suggested collecting a list of residency issues facing the state assisted colleges and universities in preparation for the workshop.

Laura reported that she is considering the following pre-conference workshops:

- SEVIS with Ron Cushing from the University of Cincinnati
- Performance Evaluations
- Ohio Articulation and Transfer (TAGs, Clearinghouse, XML transcript)

At this point the Board discussed the request made by Jim Ginzer, Program Manager for Articulation and Transfer at the Ohio Board of Regents, to have his organization be part of the OACRAO annual conference. The Board determined that it would be more appropriate to provide Jim the opportunity to present a session as long as he can demonstrate that he has new/update information to present.

Other pre-conference workshops may include FERPA 101 with some focus on changes stemming from the Virginia Tech and Bluffton University tragedies, and a panel presentation on campus security.

Vice President for Programs Treva Hanseman recommended the cancellation of the program committee transition meeting scheduled for Thursday, November 8, 2007. The Board agreed that this meeting is no longer necessary since the transition will take place on Friday, November 9 at the Program Planning meeting. Treva commented that eliminating this session will give LAC more time to transport conference attendees to the entertainment planned for Thursday evening.

Treva asked if Sue could clarify what Brad Myers needs from the program committee for the 2008 Great Lakes Conference. This would enable Treva to further define the structure and goals for the November 2007 planning meeting.

Sue Schillings confirmed June 15, 2007, as the date of the next Board meeting. There were no additional items of new business.

Meeting adjourned.

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