

Minutes
OACRAO Executive Committee

June 26, 2003 10:00 A.M. – 3:00 P.M.
Otterbein College, Westerville, Ohio

Committee Members Present: Allen Cole, President; Dick Carpenter, Past President; Marian Hogue, President Elect; Mindy Starcher, VP/Membership & Mentoring; Don Foster, VP/Programs; Amy Adams, VP/Workshops; Ray Elash, Secretary/Note Taker

Not Attending: Kathleen DiFranco, Treasurer

Guests Present: Dave Sauter and Bob Kubat, LAC Co-Chairs

Marian opened the meeting in Allen's absence, since he was delayed, and preceded to move to committee reports.

Items of Business:

1. Report of the VP/Workshops

-Amy Adams reported on the first summer workshop, Residency Officers Update, held at Capital University on 6/25/03—44 members attended. Jay Johnson (OBOR) and Kenneth Teiche (Homeland Security Department) presented. The second workshop is for support staff. Currently 64 are confirmed and will be held at Capital on 7/1/03. Presenters will be John Ropar—"The Millennial Generation" and Dave Sauter—"Customer Service Plan". Amy is putting together a 3rd workshop on a day TBD. Presenter will be Cea Elliott and topic "Stress Management". She asked Executive to approve paying the presenter out of revenues from the first two workshops. Executive approved funding.

-Two pre-conference workshops are planned for November 5. A SEVIS workshop with one rep from large schools, 1 rep from a small school, and someone from the Department of Homeland Security. The second pre-conference workshop will be on the topic of E-commerce Customer Service.

2. Report of VP/Membership & Mentoring

-Mindy Starcher reported that she has been doing outreach to other Ohio organizations similar to OACRAO; either by sending pamphlets, talking with leadership, or attending meetings/conferences. Northern/Southern Ohio Transfer Council and Southern Ohio Council on Higher Education as examples.

-Currently working with Deb Benton to incorporate a website link to promote membership development; to be finished sometime before state conference in November.

-There has been little response to Mindy's call for members to serve as mentors. She will put out another notice on the list serve since she wants to get volunteers before November.

-Will send out a reminder to 2002 first-time conference attendees to encourage continued attendance.

-Mindy plans to meet with the M&M Committee in August in Columbus to do pre-conference planning.

3. Report of VP/Programs

-Don Foster reported on programs planned for the conference and distributed a list of topics proposed by each group. The plan is to offer seven sessions in all four tracks. Sessions are currently being developed and next step is to determine how to best group and promote them.

4. Report of the Past President

-Dick Carpenter reported that the Nominating Committee met May 15 at Ohio Northern and they are currently working on identifying potential Executive and Committee Chair members for next year. He hopes to have the final list by the end of July.

-The nominees for the Linus Ryland & Garland Parker awards are being reviewed. He hopes to have this completed by the start of the Fall term.

-Dick discussed a proposed plan to establish a database of members and the officers/committees that they've held. This will help to identify potential candidates for leadership as well as potential award winners. Discussion followed among Executive members as to characteristics needed for those serving

leadership roles in OACRAO.

5. Report of the Secretary

-Ray Elash distributed the minutes from the 4/24/03 meeting held at the Westerville Library. Minutes were reviewed, revised, and accepted.

-Ray distributed a sample brochure created by the Communications Committee that describes the Linus Ryland & Garland Parker awards. These will be put out at the Registration Table at the November Conference.

6. Report of the President Elect

-Marian Hogue asked Executive for feedback prior to building next year's budget. In lieu of limited revenue services, she indicated that the budget should reflect good fiscal management and developed based on an itemized listing of all costs associated with every facet of our operation. Marian will contact Kathy and ask that she put together a more detailed analysis.

7. Report of the Treasurer

-Allen Cole gave the report in the absence of Katherine DiFranco who was unable to attend. Summary of Operating Accounts for May and June 2003. The balance in the following accounts as of June 1: (1) Operating Account \$7,184.56; (2) Scholarship Fund \$7,540.76; (3) Certificate of Deposit \$10,627.87. Current OACRAO assets stand at \$25,353.19.

8. Report of the President

-Allen Cole reported on a meeting that he attended at OBOR, June 4 (as OACRAO's representative). This was a planning session to determine feasibility/issues involved in creating statewide college portal that would link all Ohio schools and provide various Student Services mostly related to Admissions/Financial Aid. Consensus of those attending was that it was a worthwhile project but more discussion was needed. A revised draft is expected by August 15. OACRAO agrees in principle with the concept and will provide avenues (www links, conference sessions, etc.) to inform membership.

-Allen shared with Executive several letters regarding AACRAO's new joint initiative with EdVerify. Other exhibitors who offer the same service are upset at how this was handled. Since OACRAO has a good working relationship with them, Executive felt that we would respond in some way. Allen will draft a letter representing OACRAO.

9. Report of LAC Committee:

-Dave Sauter and Bob Kubat gave a detailed report of progress on the Fall Conference to date. On Wednesday afternoon, there's a possibility of only having three breakout rooms instead of the usual five. Dave indicated that facilities for the exhibitors were excellent. In order to reach a "break even" cost figure, they estimated that we would need the following: 120 full pay registrants @ \$185 (\$22,200); 40 partial registrants @ \$115 (\$4,600); exhibitors 12 @ \$250 (\$3,000). This includes a proposed increase of \$25 per person on the conference fee. Executive voted to approve this increase.

-The group then proceeded to review the day-to-day planning grid provided by Dave and offered suggestions as to facilities, equipment needed, and menu items. It was agreed that our next meeting would be in Dayton to tour the Crowne's facilities and finalize plans.

10. Announcements/Other Business

-There were no other announcements or other new business.

11. Next Meeting

-Planned for August 14 at Sinclair Community College.

12. Adjournment

Meeting adjourned at 3:15 p.m.

Respectfully submitted,
Ray Elash, Secretary
June 26, 2003

