



OACRAO News

Vol. 15 No.3
Autumn, 2001

Published by the Ohio Association of Collegiate Registrars & Admissions Officers

To my OACRAO colleagues,

The year 2001 is almost over. I am not thinking of the first year of the third millennium, but rather the Arthur C. Clarke's book and Stanley Kubrick's 1968 movie **2001: A Space Odyssey**. This came to my mind this morning as I was leaving for work. I was putting some seed in the bird feeder and saw a clear sky, bright stars, and beautiful moon. There are some of us (a few) who remember seeing the movie **2001: A Space Odyssey** in the movie theater in 1968. For me that was quite an experience in sight and sound, let alone the implications of technology, also the first minutes with no dialogue was unusual. HAL may not be the threat to life as he was in 1968, but computers are pervasive in our lives.

For entertainment we now have 'Toy Story I and II', 'Shrek', 'Jurassic Park I, II, and III', 'The Mummy', 'Star Wars I, II, IV, V, ...' where realistic(?) worlds are partially or wholly created, or re-created, by using computers. The mapping of the human DNA has been completed. Doctors can practice surgeries on a virtual patient. Cars, planes, and microwave ovens are designed on computers. We have lap top computers more powerful and with more storage capacity than old mainframe computers that occupied whole rooms. We live in a world of the internet, URLs, email, hyper links, search engines, portals, voice mail, pagers, cell phones, PDAs.

On our campuses we have intranets, firewalls, relational databases, fourth generation reporting systems, and 'smart' systems. Using the web we offer virtual tours of our college campuses, on-line applications, viewing and accepting of financial aid, viewing dorm rooms, meeting the roommate, registration for classes, viewing grades, viewing the transcript, ordering books, and paying bills.

Courses are offered on the internet. Our libraries have books and journals 'on-line'. Faculty can have on-line office hours. Students can meet in course chat rooms. As I was writing this I received an email reminder that my enrollment report is due to the Clearinghouse.

Take some time away from your office and come to the 75th annual OACRAO meeting in Worthington, November 7 to 9. Hear about the technological 'opportunities' we have now and will encounter in the future. Meet colleagues who have faced or are facing technology situations similar to your own. We all can learn from each other how to deal with the challenges we face in our profession. Build that network of professionals who can be called upon when questions arise.

Dick Carpenter
OACRAO President



What's in this Newsletter?

Constitution & By-Laws.....	Page 6
Historian's Corner.....	Page 10
Nominations & Elections.....	Page 4
President's Message.....	Page 1
Scholarship Recipients.....	Page 11
2001 Conference	Page 2
Updates.....	Page 12
Workshops.....	Pages 3 & 13



The OACRAO Annual Conference is fast approaching. The Local Arrangements Committee and the Program Committee have planned many fun activities for you in the Columbus area and a very intriguing program for a variety of interests.

Our plenary speaker, Dr. Dennis Hicks, Registrar at East Indiana University, will speak on "The Evolution of Our Professions". No longer are we the old fuddy duddies locked in dark rooms filled with reams of paper. Our profession is continually evolving and we must change with it. Learn about how far we have come and where we have yet to move in his enlightening and humorous presentation

Bob Myers, Vice President of Programs, and his committee have worked many hours on the program sessions. In addition to our old standbys, such as FERPA and changing to a new student system, there will be new sessions of interest, like "Registrar's Horror Stories - You're Not the Only One" or "Is There Life After OACRAO?". Our Historian, Dave Sauter, will present a session "OACRAO History - What's Dave Got In Those Boxes?". You won't want to miss any sessions!

Workshops provide an opportunity to learn about topics in an extended format. And, for the first time at OACRAO, a post-conference workshop will be offered on Friday afternoon - and it's FREE!! See the next page for more information about the workshop offerings.

Our closing session, "The Zesty Administrator: Cooking Up the Recipe for a Delicious Work Life",

will be presented by Dr. Rich Hollingsworth, Special Assistant - Student Affairs at The Ohio State University. He has often been a speaker at Ohio State functions, including Commencement and new student orientation. His presentation about the many hats we wear in our profession and our personal life will entertain and motivate you.

The Vendor Showcase held on Thursday will allow a large number of representatives to share their products with attendees. Thursday will also feature vendor sessions and the vendor reception.

New members will be greeted on Wednesday by the Membership and Mentoring Committee at an welcome lunch and a new-member session. Check your registration packet for more information and sessions that may be of particular interest to newer members.

And of course, let's not forget the evening entertainment - Wednesday's pizza party with games and the first OACRAO euchre tournament and Thursday's Mystery Dinner Theatre. Plus, the Columbus Area has many fun things to do outside of the conference. Directly across from the hotel is the Worthington Mall and just north on High Street is the Crosswoods Centre, full of many fine eateries. Of course, for those of you with a penchant for shopping, you will need to mark your calendar to visit our newest malls, Easton Town Center and Polaris Fashion Place. New stores to the Columbus area and Ohio will be featured in each location, including Kaufmans, Lord and Taylor, Saks Fifth Avenue, Nordstroms and The Container Store. Surely a shopper's paradise!

Check the OACRAO website for more information and complete your conference registration on-line at <http://www.oacrao.ohiou.edu/oacrao2001.HTML>. Be sure to mention "OACRAO" when contacting the hotel at 614-436-0700 or e-mailing tmedley@alliancehospitalityinc.com to get the special rate of \$73.00 per night.

See you in November!

Cheryl Gloege & Connie Goodman
OACRAO LAC Co-Chairs

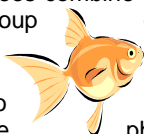


OACRAO 2001 CONFERENCE WORKSHOPS

Believe it or not, it is almost time for our Annual Conference! Your 2001 LAC and Program Committees have been hard at work planning a conference filled with informative sessions and wonderful events. Don't forget to come to the conference early and attend one of the three pre-conference workshops being offered on Wednesday morning or stay on Friday afternoon for our first ever post-conference workshop. To register for any of the workshops listed below, fill out the appropriate section on the registration form in your OACRAO 2001 Registration Packet (or do it on the web at www.oacrao.ohiou.edu). The three pre-conference workshops are available at a cost of \$25, which includes the workshop, all materials, continental breakfast and lunch. The post-conference workshop is free of charge and includes the workshop, all materials and a refreshment break.

Workshop #1 – The FISH! Philosophy of Customer Service

In Seattle, there is a fish market where the employees combine fun, passion, and individual accountability to their work. Their jobs are cold, wet and smelly and yet this group of employees has found a way to make it an enjoyable place to work and an incredible place to visit by choosing the attitudes they bring with them everyday. Inspired by this, ChartHouse Learning made the employees at Pike's Place Fish Market the subject of a corporate learning video called FISH! The video has become a worldwide business phenomenon - - not only is it highly entertaining, but it embraces the philosophy that people must decide for themselves whether or not an organization's vision is worth committing to. Come see the video and listen to Jeff Allen, Director of Organization Development in the Office of Enrollment Services at The Ohio State University, talk about how you can empower your employees to choose their attitude and bring a new level of satisfaction to their work.



Workshop #2 – Records Retention and Recent OBR Audits

With the recent flurry of Ohio Board of Regents audits around the state, it is becoming increasingly important that we examine our records retention policies and ensure we are keeping appropriate records. Come listen to Beverly Farmer from the Ohio Board of Regents talk about the types of documents that will be examined and what specifically the Regents are looking for when they conduct an audit. Also hear from a panel of OACRAO Registrars who have recently undergone audits on their experiences and their advice on how to prepare (including one who was the subject of a surprise audit!).

Workshop #3 – Emerging Trends That Will Impact Your Ability to Recruit Students and Market Your Institution



This session will explore how today's rapidly changing marketplace will impact colleges' and universities' ability to recruit students. It will examine the major demographic and social characteristics of tomorrow's students and review how their educational needs and expectations are evolving. The presentation will outline the college-choice characteristics of most interest to these students, pinpoint the majors most in demand, and highlight the recruiting and marketing strategies—including technology and the Internet—to which students are most likely to respond.

Stick around Friday afternoon and attend OACRAO's first "post-conference" workshop. Not only will this be an informative session, it is also **FREE!** Because AACRAO has agreed to pay all expenses for the workshop, we are able to offer it to you at no charge (workshop materials and a refreshment break are included).

Workshop #4 – IPEDS Triplets – Look What They Want Us to Do Now!

If you are involved in IPEDS reporting, you can't miss this workshop! Sponsored by AACRAO, in collaboration with the Association for Institutional Research (AIR) and the U.S. Department of Education, this workshop will be facilitated by Jim Noe (Mt. Carmel College of Nursing) and Stu Terrass (Mount Union College). Jim and Stu will discuss the final two of the three reporting sequences (the IPEDS Triplets), present information on the new IPEDS winter collection components and provide an overview of the spring components. Featuring new system architecture, the winter collection re-establishes employee reporting, including revised faculty salary and staff data. Winter requirements, including changes, will be covered in detail. Although there are few changes to spring reporting, an overview of the surveys will be given. There will also be a brief update on changes to the Peer Analysis and COOL databases. If available, information will be provided on the new Racial/Ethnic Categories. This workshop will provide detailed information on the IPEDS redesign and its impact on the data submission requirements for colleges and universities. Stay for the closing session, grab some lunch at one of the area restaurants and then join your colleagues for the IPEDS Triplets Session!



Nominees for 2001-2002 Officers

The slate of officers for the 2001-2002 OACRAO Executive Board has been set. The vote will be conducted during our November conference. A brief biography of each follows:

President-Elect: Allen Cole is approaching his third year as Registrar at Xavier University. He has 20 years of work experience in the collegiate environment, with the past 12 in the Office of the Registrar at Xavier University. He is also an adjunct faculty member in Xavier's Mathematics Department. This OACRAO 2001 Conference is Allen's 12th consecutive annual meeting. His OACRAO participation is highlighted by serving as Treasurer, member of the Nominating Committee, Chair of Audit Committee, Chair of Data Management & Research Committee, member of LAC, and presenter at sessions. Allen also actively participates in AACRAO, the Conference of Registrars at Jesuit Colleges, software users groups, and he attended the 1999 Registrars' Summer Institute in Aspen.

Secretary: Ray Elash is the Director of Registration & Student Records at Sinclair Community College in Dayton, Ohio. Ray's responsibilities at Sinclair include all aspects of the Registration Process, Records Process, Admission Process, & International Student Admissions, as well as serving as FERPA Officer. Ray has worked in higher education for 27 years; all at Sinclair. His experiences include serving in the Office of Financial Aid, Admissions, and as a faculty member in both the Physical Education & the Experienced Based Education Departments. He has worked in Registration & Student Records since 1983 & was named Director in 1994. Ray has presented topics at AACRAO and OACRAO on numerous occasions. He is currently serving his second term as President of the Ohio Two Year Registrar's Group & is a past president of The Greater Dayton Records Managers Association [ARMA].

Vice-President, Programs: Don Foster is in his 10th year as Registrar at Otterbein College. Previous college administrative positions include 6 years as Director of Financial Aid at Otterbein and 2 years as an Admission Officer at Otterbein. OACRAO

experience includes serving on the LAC for the 1995, 1998 and 2001 annual conferences, two years of service with the Records and Registration Committee and as an OACRAO presenter. Don states "I am honored to be considered for this position and will devote the time necessary to assuring that we have quality programs addressing current needs."

Vice-President, Membership and Mentoring (subject to approval of the Constitution and Bylaws at the annual meeting): Bob Myers is Assistant Registrar at Ohio University. He received a BSE Degree from Indiana University and a Master's from Ball State University. Bob first entered into higher-ed work as Part-time Manager of the Indiana University Memorial Student Union while doing his undergraduate studies. Prior to his coming to OU in 1991 Bob was Acting Registrar and Program Director at Colorado Mountain College. Before getting into higher education Bob enjoyed a career in Public Parks and Recreation Administration. Bob has been a member of OACRAO since 1991 and AACRAO since 1986, plus four years in RMACRAO (Rocky Mountain States) while at Colorado Mountain College. He is currently on Executive Committee as Vice President of Programs and has served as Secretary and was an active member of the Local Arrangements Committee in 1999. Bob worked on a sub-committee of Exec' to put together the first Executive Committee Retreat in March, which proved so successful that it's intended to be an annual meeting. Additionally, he has served as a member, Vice Chair and Chair of the Records and Registration Committee and a member of the Nominating Committee.

Nominations and Elections Committee

The Nominations and Elections Committee has 4 openings. Two will be filled from the slate of four Past-President nominees and two from the for at-large nominees.

Past-Presidents (choose 2):

Glenn Davis is the Registrar at The College of Wooster. Prior to assuming this role in 1988, he taught Economics and Business Finance courses in

the School of Business at Georgia College in Milledgeville, GA. He has been active at all levels within OACRAO, having served as Treasurer (92-94) and President (96-97). He also holds active memberships in NAFSA and ARMA. Glenn has also served on several boards and community based committees in the Wooster area and is a past chairman of the Advisory Board for the Wooster Salvation Army.

Wendy Fahrnbach-Lambing is an Associate Registrar and Director of Student Records at the University of Cincinnati. She has been active in OACRAO and AACRAO since 1985, but feels a special closeness with her Ohio Association and enjoys fostering participation from our newest members. Wendy was President of OACRAO in 1993-94, and has served on almost every committee except the Audit Committee. (Wendy's known to be a notorious shopper!)

Brad Myers is the University Registrar at Ohio State. Many of you know him as the OACRAO FERPA expert, a logical off-shoot stemming from his J.D., received at Ohio State. Brad has been very active in OACRAO, serving as VP Programs, President-Elect, President, and Past-President, LAC Chair, Audit Committee chair and a presenter on several occasions. In 1996, Brad received the Garland Parker Award. On the national level, Brad has been active in several AACRAO committees including: Academic Policies, Practices and Facilities Management Committee (chair), Nominations and Elections Committee, and the State/Regional Relations Committee (vice chair).

Dave Sauter is the Registrar at Wright State University. Prior to that, he was the Registrar at Xavier University, Director of Records and Registration at Miami University – Middletown, and Coordinator of Student Life Programs at OSU-Newark/COTC. He has served OACRAO as treasurer, VP Workshops, and President. Committee responsibilities include OACRAO Professional Development and Audit, AACRAO Financial Aid Committee (chair 1993-95, AACRAO Nominations and Elections Committee (vice-chair) and the AACRAO task force for Certification and Credentialing.

At-Large (choose 2):

Cindy Davis is the current chair of the Data Management and Research Committee. She is also on the Constitution Committee and is serving on her third Local Arrangements Committee. Her professional experience covers institutions large and small, public and private, two and four-year and includes positions at Kent State University and Central Ohio Technical College. She currently serves as the Associate Registrar at Otterbein College.

Gail Fredensborg is the Associate Registrar, Director of Registration and Scheduling, at the University of Cincinnati. Prior to this, she served as Assistant Director of Registration and Scheduling for ten years and as Registrar at Southern Ohio College for five years. Her OACRAO involvement includes being newsletter editor for nine years; Registration and Professional Development committees (chair), and has served on the Nominating, Local Arrangements and Scholarship committees. Gail has been a presenter, session chair, and recorder and has attended most of the OACRAO meetings during the past 13 years. She also attends AACRAO and CUMREC regularly.

Sue Lau graduated from The Ohio State University with a B.S. in Home Economics and a major in Consumer Services in 1984. She was an Ohio State staff member of the Office of the University Registrar for 11 years, serving under many titles including Program Coordinator for DARS. In 1996, Sue became the Director of Graduation and Degree Audit at Bowling Green State University where she is currently the Associate Director of Records in the Office of Registration and Records.

Stu Terrass is starting his ninth year as Registrar at Mount Union College. He has completed 44 years in higher education at several institutions, 15 in the Registrar's Office, 25 in Institutional Research, and 4 in Student Personnel. He has served as a member or chairman of several committees in both AACRAO and OACRAO and has often been a presenter at meetings of both organizations.

Proposed Constitution and By-Law Changes

A number of changes to the OACRAO Constitution and By-laws will be voted on at the Annual Conference in November. According to the Constitution, it is required that the membership be given a minimum of two weeks notice of changes to be voted on at the annual meeting. To that end, the changes are summarized below with deletions noted by strike throughs and **additions noted in boldface**. A complete copy of the Constitution may be found at the OACRAO website: (<http://www.OACRAO.ohiou-edu/constit.html>).

OACRAO Constitution:

****NEW**** ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE, SECTION 1, **F**.
The Vice President/Membership Development shall be elected, in odd numbered years, by a majority of those present at an Annual Meeting to hold office for a term of two years and may not succeed himself or herself. The responsibilities of the Vice President/Membership Development are outlined in Bylaws Article VI, Section 6.

****REORDER**** ARTICLE V, SECTION 1, ~~F~~**G**:
The Secretary shall be elected, in odd numbered years, by a majority of those present at an Annual Meeting to hold office for a term of two years and may not succeed himself or herself. The responsibilities of the Secretary are outlined in Bylaws Article VI, Section ~~6~~ **7**.

****REORDER**** ARTICLE V, SECTION 1, ~~G~~**H**: The Treasurer shall be elected, in odd numbered years, by a majority of those present at an Annual Meeting to hold office for a term of two years and may not succeed himself or herself. The responsibilities of the Treasurer are outlined in Bylaws Article VI, Section ~~7~~ **8**.

OACRAO By-Laws:

ARTICLE II, SECTION 2, A – AUDIT COMMITTEE, 3: The President-Elect shall ~~beserve as a~~ **non-voting, ex-officio member of the committee** and the liaison for the Executive Committee.

ARTICLE II, SECTION 2, D – LOCAL ARRANGEMENTS COMMITTEE: The Local Arrangements Committee shall carry out all responsibilities for the Annual Meeting. The Chair(S) shall serve as an **NON-VOTING**, ex-officio member(S) of the Executive Committee.

ARTICLE II, SECTION 2, D, 1: The committee shall consist of a ~~chairperson~~ **the chairs(s)** and additional voting members chosen from the pool of committee volunteers.

ARTICLE II, SECTION 2, D, 2: The scope of responsibility shall generally be defined to include arrangement of physical facilities; **recommendation of a conference theme, if appropriate**; development and printing of materials related to the conference ~~program, meal program, and registration packets~~; arranging meals and social activities; arranging for exhibits and vendors; arranging for equipment needs, in coordination with the ~~Program Committee~~ **Vice President-Programs**; coordinating registration; arranging AACRAO representatives' lodging and transportation ~~at the annual conference~~; reserving lodging for the OACRAO President ~~at the Annual Conference~~ (paid for by OACRAO); developing a conference budget for presentation to the Executive Committee by May 1; preparing a ~~final conference budget no later than January 15~~ **financial report of the conference no later than the end of the calendar year in which the conference is held**.

****NEW**** ARTICLE II, SECTION 2, E – MEMBERSHIP AND MENTORING COMMITTEE, 2: **The Vice President-Membership shall be the liaison for the Executive Committee.**

ARTICLE II, SECTION 2, E, 2, **3**: The scope of responsibility shall be generally defined to include **association membership development such as periodic assessments to ensure that member needs are being met by the association**; identification of prospective new members to the organization; **and** dissemination of information regarding OACRAO and AACRAO to ~~prospective/new members them~~; ~~new member orientation and mentoring activities at the annual conference~~; and

(Con't on page 7)

(“Constitution...”, Con’t from page 6)

~~development and printing of the New Member Handbook.~~ **development and coordination of new member and mentoring sessions/activities at the annual conference; development and dissemination of the New Member Handbook.**

****REORDER**** ARTICLE II, SECTION 2, E, 3, 4: Appointments to this committee shall be for one year with reappointment for no more than two additional years to ensure both reasonable continuity and rotation.

****REORDER**** ARTICLE II, SECTION 2, E, 4, 5: The vice-chairperson shall be appointed by the President and will succeed to the chair after one year.

****REORDER**** ARTICLE II, SECTION 2, E, 5, 6: A significant proportion of the members of the committee shall be reappointments from the preceding year.

****REORDER**** ARTICLE II, SECTION 2, E, 6, 7: The President shall be the liaison from the Executive Committee.

ARTICLE II, SECTION 2, G – PROGRAM COMMITTEE, 1: The Program Committee shall consist of the Vice President/Program, ~~President-Elect and eight members~~—the chairperson and vice-chairperson of each of the four programming committees: The Admissions and International Education Committee, the Data Management and Research Committee, the Professional Development Committee, and the Records and Registration Committee.

ARTICLE II, SECTION 2, H: ~~PUBLICITY AND PUBLICATIONS~~ **Communication** COMMITTEE

ARTICLE II, SECTION 2, H, 1: The ~~Publicity and Publications~~ **Communication** Committee shall consist of a chairperson, **the Newsletter Editor, the Web Master**, and additional voting members will be selected from the pool of committee volunteers.

ARTICLE II, SECTION 2, H, 2: This committee shall **be responsible for publicizing all** items of interest regarding the business of the Association ~~and assist the Newsletter Editor and the Web Master.~~ **This committee shall also be responsible for maintaining the association’s web site.**

ARTICLE II, SECTION 2, H, 3: ~~The Newsletter Editor and the Web Master shall serve as members of the committee; however, they may not chair the committee.~~ **Appointments to this committee shall be three years in length (with option for renewal upon recommendation of the Executive Committee).**

ARTICLE II, SECTION 2, H, 4: The Secretary shall be the liaison from the Executive Committee ~~to~~ **and shall assist the committee in** ~~coordinate the production the dissemination of all printed materials, including the newsletter, web site and new member orientation packets.~~

ARTICLE II, SECTION 2, J – SCHOLARSHIP COMMITTEE, 3: Appointments to this committee shall be for ~~one year with reappointment possible for no more than two additional~~ **no longer than three consecutive** years to ensure both reasonable continuity and rotation.

ARTICLE II, SECTION 3, A – ADMISSIONS AND INTERNATIONAL EDUCATION COMMITTEE, 3: Appointments to this committee shall be for ~~one year with reappointment for no more than two additional~~ **no longer than three consecutive** years to ensure both reasonable continuity and rotation.

ARTICLE II, SECTION 3, B – DATA MANAGEMENT AND RESEARCH COMMITTEE, 3: Appointments to this committee shall be for ~~one year with reappointment for no more than two additional~~ **no longer than three consecutive** years to ensure both reasonable continuity and rotation.

ARTICLE II, SECTION 3, C – PROFESSIONAL DEVELOPMENT COMMITTEE, 3: Appointments to this committee shall be for ~~one year with reap-~~

(Con’t on page 8)

("Constitution...", Con't from page 7)

pointment for no more than two additional **no longer than three consecutive** years to ensure both reasonable continuity and rotation.

ARTICLE II, SECTION 3, D – RECORDS AND REGISTRATION COMMITTEE, 3: Appointments to this committee shall be for ~~one year with reapp~~ **pointment for no more than two additional no longer than three consecutive** years to ensure both reasonable continuity and rotation.

ARTICLE VI, SECTION 1-RESPONSIBILITIES OF THE PRESIDENT, D: Prepare a charge and appointment letter with specific objectives for each OACRAO standing and ad-hoc committee **member** to be forwarded ~~by December 15 from the Past-President~~ **within 45 days of the end of the annual conference.**

ARTICLE VI, SECTION 1, G: ~~Serve as Executive Committee liaison for the Membership and Mentoring Committee.~~

ARTICLE VI, SECTION 2- RESPONSIBILITIES OF THE PRESIDENT-ELECT, B: ~~Establish program theme for the Annual Conference in conjunction with Vice President/Program.~~

****Reorder**** ARTICLE VI, SECTION 2, C B: Chair the Budget Committee.

**** (Move to VP Programs [Article VI, Section 4]) **** ARTICLE VI, SECTION 2, D: ~~Develop calendar of additional planning sessions, date for tentative program deadline (advise newsletter editor), and other deadlines.~~

****Reorder**** ARTICLE VI, SECTION 2, E C: Arrange an OACRAO and/or regional function for the AACRAO conference.

ARTICLE VI, SECTION 2, D: ~~Explore/develop annual continuing activities~~ **Maintain contact with the Vice Presidents to ensure ongoing membership development through** workshops, seminars, and other regional meetings ~~in conjunction with both Vice Presidents.~~

**** (Move to Membership & Mentoring Committee [Article II, Section 2, E.]) **** ARTICLE VI, SECTION 2, G: ~~Examine/evaluate questionnaire on association membership involvement.~~

ARTICLE VI, SECTION 2, E: ~~Develop information exchange (forms, policies, procedures).~~ **Coordinate dissemination of all information distributed under the association name.**

****Reorder**** ARTICLE VI, SECTION 2, F F: Serve as the Executive Committee Liaison for the Audit Committee.

ARTICLE VI, SECTION 3 - RESPONSIBILITIES OF THE IMMEDIATE PAST-PRESIDENT, E: Develop the Committee membership list and submit to the Executive Committee no later than ~~December 15.~~ **30 days after the end of the annual conference.**

ARTICLE VI, SECTION 3, F: ~~Monitor committees to assure regular meetings are held and progress established, especially during the Annual Meeting.~~

ARTICLE VI, SECTION 4 - RESPONSIBILITIES OF THE VICE PRESIDENT/PROGRAM, A: ~~Develop program sessions, speakers, recorders~~ **Coordinate the development of program sessions for the annual conference in conjunction with the chairs and vice-chairs of the Program Committees and include corporate members that may address current topics and issues.**

**** (Move revised statement to LAC Committee [Article II, Section 2, D.]) **** ARTICLE VI, SECTION 4, B: ~~Establish program theme for annual conference with President-Elect and other members of the Executive Committee.~~

****NEW**** ARTICLE VI, SECTION 4, C B. **Develop calendar of additional planning sessions, date for tentative program deadline (advise Newsletter Editor), and other deadlines.**

(Con't on page 9)

("Constitution...", Con't from page 8)

****REORDER**** ARTICLE VI, SECTION 4, DC. Identify conference room and special equipment needs (advise Local Arrangements Committee [LAC]).

ARTICLE VI, SECTION 4, E. ~~Consult with Corporate members regarding current topics and issues as needed.~~

ARTICLE VI, SECTION 5 - RESPONSIBILITIES OF THE VICE PRESIDENT/WORKSHOPS, A: ~~Develop workshop topics, speakers, and site planning in conjunction with OACRAO program committees.~~ **Coordinate the development of workshops.**

ARTICLE VI, SECTION 5, C. In conjunction with Newsletter Editor, Web Master **Communication Committee** and Secretary, coordinate mailings to advertise workshops **workshop publicity.**

****NEW**** ARTICLE VI, SECTION 6 – RESPONSIBILITIES OF THE VICE PRESIDENT/MEMBERSHIP DEVELOPMENT, A. **Responsible for recruitment of new members and new member institutions to the Association. In coordination with the membership and mentoring committee and the program committees, develops programs for the annual conference with specific emphasis on new members.**

****NEW**** ARTICLE VI, SECTION 6, B. **Develop needs assessment mechanisms to ensure that the association is meeting the needs of it's membership.**

****NEW**** ARTICLE VI, SECTION 6, C. **Act as liaison for the Executive Committee to the Membership and Mentoring Committee.**

****NEW**** ARTICLE VI, SECTION 6, D. **Review institutional membership paid/unpaid dues on an annual basis.**

****REORDER**** ARTICLE VI, SECTION 6 7, RESPONSIBILITIES OF THE SECRETARY

ARTICLE VI, SECTION 6 7, A: Attend all meetings of the Executive Committee, keep a record of decisions made, and ~~mail~~ **DISTRIBUTE** copies of minutes to all members of the committee.

ARTICLE VI, SECTION 6 7, B. Attend Annual Conference, write a brief summary of the entire proceedings including the business meeting and ~~send~~ **distribute** copies to members of the Executive Committee and the ~~editor of the newsletter~~ **Web Master.**

ARTICLE VI, SECTION 6 7, C. Print the Membership ~~Handbook~~ **Directory** and distribute **two copies to each member institution** in January in a cost effective manner **at the annual program planning meeting and mail copies of the directory to those institutions not represented at the meeting.**

ARTICLE VI, SECTION 6 7, D. ~~Mail out~~ **distribute** mentor/welcome packets (developed by the Membership and Mentoring Committee) to new members of the association, **in coordination with the Membership and Mentoring Committee.**

ARTICLE VI, SECTION 6 7, E. Serve as the Executive Committee liaison with the ~~Publicity and Publications~~ **Communication** Committee.

****NEW**** ARTICLE VI, SECTION 7, F. **Maintain the organization's database of members.**

****NEW**** ARTICLE VI, SECTION 7, G. **Maintain the organization's listproc.**

****REORDER**** ARTICLE VI, SECTION 7, 8, RESPONSIBILITIES OF THE TREASURER



Historian's Corner

The Making of a President... Moored and Moving

I have been asked to lead a session at the OACRAO 2001 Annual Meeting this November, and so in the months ahead I will be "digging in the boxes" to take a new look at just what historical files we have. In the meantime, this month's article is a different interpretation of a "work in progress," as it traces an early letter to an AACRAO presidency. The next article (a pre-conference newsletter) will focus on the beginnings of what we currently call the Membership and Mentoring Committee.

If you re-read the title of this article, "The Making of a President" coupled with "Moored and Moving," you are probably wondering what they have in common. Editor's privilege enables me to weave them together, like this (complete with editor's notes!):

September 10, 1976

*Mr. Howard Baldwin
Registrar
University of Akron
Akron, Ohio 44325*

Dear Mr. Baldwin (Historian's note: former OACRAO President)

For the past several years, I've become keenly interested in increasing my activity in OACRAO. I realize there are many well-qualified persons to serve on the committees of the Association and that the opportunities for committee work are limited. Unless one points out that he is more than willing, indeed even desirous, of a committee membership, the chance will never be available. It is the reason I write to you.

Historian's Note: The writer of the letter was a relatively new professional MOORED in place at Miami University as Assistant Registrar during Ken Bogard's long and outstanding tenure as University Registrar. While MOORED, clearly the writer was looking to be MOVING ahead, both as a registrar and within the organization.

I have submitted, as in the past, a Professional Background and Participation Form to Wealthie Prince. Quite frankly, it is almost blank even though I have availed myself of every opportunity for professional development which has presented itself.

Historian's Note: The writer was making himself available...OACRAO needed to make the next move, which fortunately did occur. Slowly but ever so surely, the writer acquired both the registrar skills and the professional development skills, and the rest, as they say, is "history!"

Would you and the Executive Committee please keep in mind my name when considering the committee appointments and/or vacancies during the upcoming year. I'm sure Ken would serve as a reference for me if one is needed or desired.

Sincerely,

X

"Moored and Moving"

Assistant Registrar

Historian's note: The Queen Elizabeth III, permanently docked in California, is "MOORED and MOVING." She is indeed "permanently MOORED, held by virtually unbreakable rope...yet at the same time she can be MOVING as the captain imposes some ballast adjustments or the tide comes and goes. Might we describe a successful professional and personal life the same way?

In this 1976 letter came a sense of stability, yet some yearning...all it took was a receptive OACRAO to play "matchmaker." So my "Historian's challenge" is this: If you are a newcomer to the profession, I

(Con't on page 11)

Scholarship Committee Announces Recipients for 2001

The Scholarship Committee is pleased to announce the selection of five outstanding recipients for the OACRAO 2001 Leadership and Service Scholarship. The five recipients were chosen after an intensive review of over 900+ applications. Each scholarship recipient will receive \$500.00.

The 2001 scholarship recipients are:

- **Jonathan Kissell** who is a graduate of La Salle High School. He plans to attend the University of Dayton.
- **Katrina Nienberg** who is a graduate of Mc Comb High School. She plans to attend Miami University.
- **Rebecca Payne** who is a graduate of Danville High School. She plans to attend Youngstown State University.
- **Thomas Rupe** who is a graduate of Struthers High School. He plans to attend Youngstown State University.
- **Mark Waller** who is a graduate of Waterford High School. He plans to attend Muskingum College.

I wish to thank the OACRAO Executive Committee and the OACRAO membership for their sup-

port. As a result of the Executive Committee's commitment and the generous contributions from the OACRAO membership the Scholarship Committee was able to offer five scholarships this year. I would also like to salute the members of this year's scholarship committee who worked very hard to distribute and review the scholarship applications. The scholarship committee requires a lot of time commitment; however, it is also very rewarding. Thanks!

On behalf of the entire OACRAO Executive Committee and the OACRAO membership I also want to thank Mr. Joe Orndorf, President, Script-Safe Security Products, Inc., Cincinnati, Ohio. Script-Safe is our first corporate sponsor. Joe —Thank you very much!

This year, we will again offer the popular "Split the Pot" tickets at the 2001 Conference in Columbus. If you're planning on attending the conference this year please stop by the Scholarship Committee table and purchase some chances. You may also want to consider making a contribution to the scholarship fund. With your help the scholarship program will continue to grow.

Our committee looks forward to seeing you in Columbus.

Michael George
Chair, OACRAO Scholarship Committee



("Historian's Corner...", Con't from page 10)

would challenge you to be MOORED and MOVING as you strengthen your professional life and seek to expand. If you are a more seasoned professional, I would challenge you to help others...and yourself, of course...remain both MOORED yet MOVING, as was done for the writer of this 1976 letter, paying attention to your own life's journey as well.

From OACRAO's professional commitment, who

knows...yet another AACRAO President may emerge!

(If you haven't guessed the name of the writer, you'll find his picture on the last page of this newsletter.)

Dave Sauter
OACRAO Historian



..UPDATES...UPDATES...UPDATES...UPDATES...UPDATES..

Kent State University

- Brian Pekarek has been appointed Assistant Registrar effective August 27, 2001. He has a B.A. from Bucknell University and recently completed his MBA from KSU. Brian was a Graduate Assistant in the Registrar's Office and has several years of corporate management experience.
- Former Assistant University Registrar, Leslit Nicotera, is now the Assistant Director, Records and Registration at Johns Hopkins University, Bloomberg School of Public Health.
- Fall Semester 2001 will see the implementation of our Web for Faculty and Advisors product, a companion piece to the Web for Students product that was implemented last fall. Preparations are being made to be the pilot for the university's document management system - with the first application to be the "student record".

Miami University

- Becky Jolly is now the Associate Registrar at Miami University. She replaces Jan Williamson who left June 1st to accept a position at Indiana University Southeast.

Ohio State University

- Terri Childers is the new Assistant Registrar in the Office of Testing.
- Ben Lewis has been hired as the Staff Assistant in the Scheduling Office. Ben is a '99 graduate of Ohio State's Journalism program. Previously, he was the Director Of Media Relations for the Columbus Clippers baseball team.
- Ryan McHenry has been hired as the Manager of Survey and Scanning Services in the Office of Testing. He will be responsible for designing paper and web-based surveys for departments and individuals as well as reporting the data back to the customers. Ryan is a recent graduate of Ohio State with a degree in Business/Marketing.
- Doug Torrance is the Director of Course and Program Access in the Registrar's Office. Previously, he was the Assistant Dean and College Secretary in University College at Ohio State. Prior to that, he worked on Ohio State's Lima Campus for 11 years as Assistant Director in charge of student affairs, which included admissions, orientation, athletics, student activities, and developmental education.
- Jerry Vance was quoted extensively in an article on classroom scheduling in a relatively new publication,

"The Successful Registrar". Nice job, Jerry!

Ohio University

- Bill Jones was promoted to Assistant Vice President for Academic Services effective Sept 1. In his new position, Jones will codify the policies and procedures that relate to the Registrar's Office and address academic services provided to the university's academic departments as requested by Vice President for Administration Gary North.
- Debra Benton was promoted to University Registrar effective Sept 1. Benton will oversee all functions of the Registrar's Office including academic reporting, athletic eligibility certification, class scheduling and curriculum file management, degree audit, graduation, re-enrollment processing, registration, SIS security and management, student records, transcript processing, tuition and course fee assessment, and veterans education certification.
- Shari Nogrady accepted a new position in the Registrar's Office, Reporting, Encoding, and Security Manager, effective August 20. Nogrady will be responsible for providing ad-hoc reports to academic departments, encoding and maintaining prerequisites, SIS security, and will serve as backup for the tuition and course fee assessment process.
- Ruth VanSchoor transferred to one of our Registrar Services Window positions from the College of Arts and Sciences. VanSchoor will be responsible for servicing students who need permission to register for classes and other registrar services.
- Janice Blower retired in August from Graduate Student Services after 25 years of service.
- Anne Walker joined the staff as a Records Management Assistant in Graduate Appointments.
- Betty Kincade is a new Records Management Assistant in Graduate Student Services.
- OU Eastern has recently hired Jennifer Kellner as Recruitment Coordinator.

Terra Community College

- Chris Michael will be leaving her position as Registrar after 6 years and a total of 18 years of service at Terra Community College. Due to state budget cuts, the college implemented a reduction in workforce that eliminated 10 positions, including the Registrar's position.



Summer 2001 Workshop Review

Hard to believe that summer is over and fall quarters/semesters are underway again! And what a busy summer it was, with two very successful workshops: the 5th Annual Residency Officers Update on June 27th and our first ever Support Staff Day on July 25th. Below is a brief synopsis of each of the summer workshops:

5th Annual Residency Officers Update – June 27th Younkin Success Center at The Ohio State University

51 people attended the Residency Officers Update, including 5 representatives from the Ohio Board of Regents and an Immigration Inspector with the Immigration and Naturalization Services. In the morning, attendees received information from Jay Johnson, Manager of the Enrollment Data Area at the Ohio Board of Regents, about a number of “hot” issues for residency officers such as:

- Residency guidelines as they apply to Distance Learning coursework
- Consortium agreements with institutions outside the State of Ohio
- Residency guidelines for prison inmates
- An update on Senate Bill 53
- National Guard residency eligibility update

We were also fortunate to have Allen Vanscoy, an Immigration Inspector from the Immigration and Naturalization Services at the meeting to provide detailed information on the processes that immigrants go through in order to obtain permanent resident, political asylee and refugee statuses. Allen also spent time answering questions about various visa statuses. The afternoon was spent with Dave Axsom (Ohio University), Susan Cole (Kent State University) and Ray Elash (Sinclair Community College). Each shared the processes that they use at their institutions to determine residency status.

Support Staff Day – July 25th Younkin Success Center at The Ohio State University

Intended for staff that typically do not attend OACRAO functions, our first ever Support Staff Day was a resounding success! 66 people were in attendance for a fun and informative day. The morning session was



spent with Dr. Jephtha Hostetler, who is quickly becoming an OACRAO favorite (he was the highly rated keynote speaker at OACRAO '98 in Columbus and again at the Great Lakes conference in 2000). Dr. Jep provided a highly entertaining session on the “humor umbrella” and “joy factor” and threw in some amazing magic tricks throughout the morning...ask your staff how to make a chicken out of a napkin!!

Later in the afternoon, the group heard a presentation from Kelly Koren (The Ohio State University) and Megan Webb (Capitol University) on Job Burnout. Kelly and Megan provided great tips for recognizing burnout in yourself and some suggestions on ways to deal with it. The day wound up with an informative presentation by OACRAO's “FERPA Doctor”, Brad Myers. Brad's group study exercise (using real FERPA cases) was an eye opener to many and offered a chance for the group to mingle with those from other institutions.



For those of you who did not send staff to this wonderful event, keep your eyes peeled for information on a second Support Staff Day late winter or early spring!

Mindy Starcher
VP for Workshops



AACRAOs Newest Publication Now Available

AACRAO's newest publication, "The Strategic Enrollment Management Revolution," is your definitive guide to the fundamental elements of a mature SEM operation. This invaluable resource clarifies the theories behind enrollment management, considers their practical application, examines the architectural design of a SEM enterprise and explores the world of technology, the mainstay of any SEM operation.

It discusses:

- * Factors influencing the demand for higher education.
- * Various models of change management.
- * Common enrollment organizational models including the advantages and disadvantages of each.
- * Strategies for garnering resources necessary to successfully implement a SEM plan.
- * The different options to consider when implementing a student information system.
- * Opportunities for one-to-one marketing, recruitment, retention, and service using technology.

- * How to develop a strategic enrollment management plan
- * How to manage information and enhance intellectual capital

How to Order:

TITLE: The Strategic Enrollment Management Revolution

ITEM# 0102

PRICE: \$77 nonmembers/\$55 members

TO ORDER THIS OR OTHER AACRAO PUBLICATIONS, GO TO https://web.aacrao.org/asp_lib/forms/order.asp or call (301) 490-7651.

To access AACRAO's publications catalog, visit the publications page at <http://www.aacrao.org/publications/catalog.htm>

Please contact AACRAO directly at (202) 263-0292 with questions about publications or by e-mail at pubs@aacrao.org.

Did you correctly guess the author of the "Moored and Moving" letter?

It's Gene Schuster, President of AACRAO.



OACRAO Newsletter

Published three or four times a year
by the Ohio Association of Collegiate
Registrars and Admissions Officers

Connie M. Goodman, Editor

The Ohio State University

1200 Lincoln Tower

1800 Cannon Drive

Columbus, OH 43210-1230

Phone: (614) 292-7685

Fax: (614) 292-7199

Email: Goodman.7@osu.edu