



# OACRAO News

Vol. 16 No.3  
Autumn, 2002

Published by the Ohio Association of Collegiate Registrars & Admissions Officers

To My OACRAO Colleagues:

Where has the time flown? A common question that we all ask ourselves at least once every day, but I never do hear anyone that has a good answer to that question. It seems like just last week that I was addressing you for the first time as OACRAO president in the Winter 2002 newsletter, but in fact it has been almost 10 months. And I ask again, where has the time flown?

Actually, a lot has happened and continues to happen this year in our professional organization thanks to the good work of all of you, our membership. An ad hoc committee has been working on revisions from the constitution and bylaws that will pave the way for our incorporation document; the scholarship committee continues to award the best and most-involved students in Ohio, while keeping all of us involved through their fun activities such as the 50/50 raffle and silent auction; the Communications Committee is ready to launch a beautiful brochure all about who we are (OACRAO, that is); and the Membership and Mentoring Committee is in

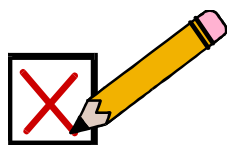
full gear with the start of their mentoring program...pew! And if that's not enough, did you hear about the annual conference just around the corner, November 6-8, that will be sure to ROCK CLEVELAND!

Ah yes, the 2002 Annual OACRAO Meeting. Need I mention that this year's LAC has been working hard to ensure a great visit for all of you to Cleveland, full of professional development, fun and fellowship. Be sure to take a look at all the great updates in this newsletter that will give you a sneak preview of what to expect at the conference this year...from the exciting opening and closing speakers, to the preconference workshops and sessions, to the great array of exhibitors, you are sure to have a great time with me and the rest of our membership this year. Watch for registration materials in the mail, or check out the OACRAO website, but don't wait too long, because the time is flying by...

See you in Cleveland,

Martha Hicks

OACRAO President



See inside for:

Constitution/By-Law Changes

and

2002-2003 Slate of Nominees

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The OACRAO Annual Conference will be here in no time. The Local Arrangements and Program Committees have worked hard all year to ensure a conference full of informative sessions and exciting activities in downtown Cleveland. Our plenary speaker is Ms. Jane Scott, a native Clevelander who worked at the Plain Dealer for 50 years. She has a myriad of stories about her experiences as a music critic. Her life motto is "It's not about age, it's about what you live." Be prepared for an entertaining session.

Don Foster, Vice President of Programs, and his committee have worked long hours on the program sessions. Many of our members are knowledge experts in the fields of recruitment, retention, records management and government regulations and have developed presentations to share their expertise with you. You will have the opportunity to learn about enrollment management, imaging, web grading, outcomes assessment, transfer issues, SEVIS, office safety, customer service and more. New this year is a session entitled, "Wellness in the Workplace." Learn to have a proactive approach to a healthy lifestyle. You won't want to miss any sessions!!

Two pre-conference workshops will be offered Wednesday morning. Workshop #1 is entitled "The FERPA "Doctor" is in..." and Workshop #2 is "You Want to Transfer What to Where?" Come to the conference early and attend one of the two

sessions offered for an additional \$25 fee which includes a continental breakfast and lunch.

Our closing session will be presented by Denise Reading, Dean of Students, Chief Operating Officer of the Student Affairs Division at Baldwin-Wallace College. She will entertain and motivate you with her presentation entitled, "Finding Your Creative Energy."

The Exhibitor Showcase to be held on Thursday, will allow many representatives to share their products with attendees. Exhibitor sessions will be presented throughout the conference and a reception will be held Thursday evening.

New members get ready to be greeted on Wednesday by the Membership and Mentoring Committee at a welcome lunch. A new member orientation will be held later that day. Check your registration packet for more information and sessions that may be of particular interest to newer members.

Let us not forget the entertainment. Wednesday evening will include a welcome reception, dinner at the hotel and a performance by The Absolute Singers from the Baldwin-Wallace College Conservatory. After dinner, enjoy a night in downtown Cleveland or stay at the hotel and attend a special feature film. Thursday evening will include a visit to the Great Lakes Science Center where you will enjoy a delicious buffet dinner and be able to explore hundreds of exciting hands-on exhibits as well as a private show at the Omnimax Theatre. Plus, the downtown Cleveland area offers many other entertainment options outside of the conference. Within walking distance from the hotel is the Rock and Roll Hall of Fame. For a taste of Cleveland's night life, visit the Warehouse District or Flats Entertainment District. If it's shopping you want, the Avenue at Tower City Center and the Galleria at Erieview are nearby.

Laura Finson, Frank Salak  
& Sammie Tyree-Cox  
OACRAO 2002 LAC Co-Chairs



(Editor's Note: See page 11 for more information about this year's program.)



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## “M&M’s” Have Sweet New Program

A number of sweet things are happening with the Membership and Mentoring Committee. The “M&Ms” have a great program planned for new member/first time attendees at the Cleveland 2002 OACRAO Conference. An orientation will be held to include a bingo game for new member/first time attendees. Also in attendance will be the Executive Committee, representatives from AACRAO and the Program Committee Chairs as human Bingo subjects sharing their roles within OACRAO and their favorite OACRAO memory with the new folks. And the lucky bingo winner will receive a free registration for the 2003 OACRAO Conference, Dayton Ohio, home of the 100th anniversary of flight!!

In an effort dubbed “Each One Reach One”, The Membership and Mentoring Committee is making strides in organizing a mentoring program for new OACRAO members/first time attendees. The new mentoring program is designed to foster understanding, commitment and comfort for new member/first time attendees at their first OACRAO conference.

We need seasoned OACRAO members to volunteer as mentors! Mentors are requested to provide the following guidance:

- In advance of the meeting, call/email the new member/first time attendees to promote the organization, going to the conference, how to link up at the conference, help break the ice, etc. Attend the first new member/first time attendees lunch on Wednesday.
- Help the new member/first time attendees feel welcomed at the meals, receptions, etc. by arranging to meet...especially early on in the conference, as there is nothing worse than walking into a room of new faces!
- Help the new member/first time attendees be “immersed” in the conference, including an understanding of how OACRAO is organized (committees, AACRAO relationship, etc.) and how OACRAO operates (annual meeting, workshops, dues, etc.).
- Work with those new member/first time attendees who will not be at the Wednesday lunch so they feel equally welcomed and part of the conference.

Here’s your chance to make a difference in a colleague’s life. Help a colleague feel less intimidated as the “new person”. Encourage a colleague to attend the “new member/first time attendees” orientation session and the “new member/first time attendees” session track. **We’d like to give special thanks to the following individuals who have already volunteered as mentors: Amy Adams (Capital University), Mel Severns (Mt. Vernon Nazarene College) and Tom West (Mt. Vernon Nazarene College).**

If you are willing to take the challenge, please email your name, institution, and current email address to Wendy Lambing (Wendy.Lambing@uc.edu).



## Historian's Corner

# Professional Rapport ... and a High-Touch OACRAO Session

Our personal and professional lives are built on relationships. Before the tasks can be done effectively, we first build rapport, or at least I like to think we should. Part of the “rapport factor” starts with the hiring process at our workplace, and continues through the separation of an employee. Retirement falls into the category of “HAPPY SEPARATION” and so this past summer we saw the retirement of Mary Planeaux, Coordinator of Registration Services, from the Wright State University Office of the Registrar.

I like to think that some of these comments I made at Mary’s retirement celebration (July 30, 2002) would apply to me when my own retirement looms. If you’re familiar with Steven Covey’s “Habits” my favorite is to “Start with the end in mind.” Perhaps these selections are good goals for all of us:

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**THE DAY HAD ARRIVED:** “Good afternoon, and welcome to a day of celebration. This is a day of mixed feelings, a day that while we are happy for Mary, it’s a day we hoped wouldn’t come.”

**THE CROWD WAS HUGE:** “The crowd that has come to visit with you these couple of hours is a testimony to your role in the Wright State University family. 8083 days ago Mary came to town... May 14, 1980...22 years ago. She’s worked 5775 days...give or take holidays, vacation days, and an occasional bad weather closing day.”

**MARY HAD THE RIGHT MIX-**“We’d like to

thank you, Mary, for so many things. Your care for the students, your care for the staff and faculty, your interest and faith in the basketball team, your interest in collaborating with anybody about any topic, your ability to step up to fill the void in the office after all the retirements in 1999.”

*MARY TOUCHED MANY PEOPLE: “In keeping with Mary’s wishes, our ceremony today is brief. I speak for all when I say thanks for being a beacon of light for all these years (she loves lighthouses, so that was the party theme), and for all the memories. On a personal note, I will miss your skill, your rapport, our lunches, our coffee time, our conversations...and mostly, I will miss you as a workplace friend.”*



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At the upcoming OACRAO meeting I will once again host a “high-touch” session on our OACRAO history. Come walk through pages of our combined pasts, which really are the sum of the many Mary Planeaux’s in the professional organization, we sometimes refer to as “home.”

Meanwhile, take time to celebrate each other today...so that as each of us leaves our institution and OACRAO, whether it be for other opportunities or for retirement, we would have indeed left our mark and made a better place for the students, faculty, staff, community, and each other.

Dave Sauter  
OACRAO Historian



## ..UPDATES...UPDATES...UPDATES...UPDATES...UPDATES..

### **Bowling Green State University**

- BGSU printed and mailed grade reports to students for the last time in August. In addition, BGSU will cease to print and mail student schedules and will not print faculty class rosters any longer. Both faculty and students will access this information through the campus web portal, MyBG.
- Rachel Schaeffer, Assistant Director of Records for Transfer Evaluations, gave birth to her first child on August 2, 2002. Jarrod Thomas Joel Schaeffer weighed in at 8 lbs, 6 oz and was 20.5" long. Mom and son are doing well.

### **Capital University**

- Zachary Andrew Adams was born on July 9, 2002 to the proud parents of Amy and Williams Adams, along with his big sister Sarah. Amy is the Registrar at Capital University.

### **College of Wooster**

- Glenn Davis has left as Registrar at the College of Wooster to accept the Registrar position at Utah State University in Logan, effective July 8, 2002.

### **Defiance College**

- Dr. James Harris, President of Defiance College, left the College on July 1 to assume the presidency at Widener University in Pennsylvania. On August 1, Dr. Gerald Woods, Vice President for College Advancement at Davis and Elkins College, became the 17th President of Defiance College.

### **Kenyon College**

- John Anderson left Kenyon College on July 1, 2002, to head college counseling at Phillips Andover Academy in Massachusetts. Beverly Morse is serving as the Acting Dean of Admissions and Financial Aid.
- Building updates include an anonymous donation of \$25 million made toward the new athletic complex and the opening of the Psychology building this past winter, completing the new science facilities.

### **Mount Vernon Nazarene University**

- Effective August 1, 2002, the name of Mount Vernon Nazarene College officially changed to Mount Vernon Nazarene University. The new phone number is 740/392/MVNU(6868), and the new toll free number is 866/GO2MVNU (462-6868). Mel Severns new e-mail is mseverns@mvnu.edu. Check out the new website at [www.mvnu.edu](http://www.mvnu.edu).

### **Ohio Northern University**

- Rebecca Stalter and Ranjiv Subramaniam have been hired as Admissions Counselors at Ohio North-

ern.

### **Sinclair Community College**

- Jaton R. Stanford has been promoted to Recruitment Manager.
- S. Dawayne Kirkman has recently been hired as an Admissions Officer at Sinclair Community College.

### **Weatherhead School of Management**

- The Weatherhead School of Management at Case Western Reserve University in Cleveland (site of the 2002 OACRAO State Meeting) is in the process of moving into their new home on the Peter B. Lewis campus. The main academic building is designed by Frank O. Gehry and can be viewed at the following web site: <http://weatherhead.som.cwru.edu/>.

### **Wilmington College**

- Wilmington College inaugurated its first ever graduate program in Spring 2002, offering courses to students interested in pursuing the M.Ed. in reading or special education. Courses include offerings in educational psychology, social and cultural foundations, research methodology, assessment, and a course in conflict resolution in educational settings, reflecting the school's Quaker heritage and concerns for peace and social justice. The program is designed for working teachers or those who already hold certification or licensure. While students who pursue the reading track can obtain endorsement in this area, licensure is not yet available for students concentrating in special education. For more information, contact Terry Miller, Director of the Graduate program ([terry\\_miller@wilmington.edu](mailto:terry_miller@wilmington.edu)).

### **Wright State University**

- Following the retirement of 23-year office staff member Mary Planeaux, Registration Services Coordinator, the Wright State University Registrar's Office is trying to fill the void. A short-term office reorganization resulted in the hiring of Amanda Beilharz, Registration Specialist, and Norma Napoles, Administrative Secretary. Diana Atkins, Paula Goodrich, TR Hartrum, and Cherie McCoy are all working above their typical classifications this coming year as we re-group to respond to changing campus needs.
- Projects currently underway include:
  - DARS has approx. 150 audits designed to automate the review of a 50+ degree programs and 100+ specialty academic programs. Specialty programs include an audit of the requirements for

(Con't on page 13)

## 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>).

### ARTICLE II - PURPOSE

The purposes of OACRAO shall be:

- ~~—1. To Provide for the dissemination of information and the interchange of ideas among members.~~
- ~~—2. To foster a spirit of unity and cooperation among our members and others in the higher education community.~~
- ~~—3. To assist Registrars and Admissions Officers of newly created institutions of higher education.~~
- ~~—4. To meet the professional needs of individuals involved in admissions, registrars' services, and other related functions.~~
- ~~—5. To promote a spirit of professional pride.~~
- ~~—6. To promote the advancement of higher education in Ohio.~~
- ~~—7. To promote professional development opportunities for our membership.~~

### OACRAO

- **promotes best practices of individuals involved in records management, admissions, enrollment management, administrative information technology and student services,**
- **provides a forum for the exchange of information and ideas among members,**
- **provides mentoring and professional development opportunities for the membership and,**
- **fosters a spirit of unity, cooperation, and professional pride among its members and others in the higher education community.**

### ARTICLE III - MEMBERSHIP

~~SECTION 1. Voting membership in OACRAO shall be extended to any recognized institution of~~

~~higher education in Ohio. A recognized institution is one which meets the following criteria:~~

- ~~—A. Offers instruction beyond the secondary level~~  
~~= and =~~
- ~~—B. Has received accreditation from the North Central Association of Colleges and Secondary Schools~~ ~~- or -~~
- ~~—C. Has received a charter or certificate of authorization from the Ohio Board of Regents.~~

**SECTION 1. Institutional membership in OACRAO shall be extended to collegiate level, degree-granting institutions offering education in Ohio meeting the following criteria:**

- **accredited by Commission on Institutions of Higher Education (CIHE) approved accrediting associations, or**
- **governed by the Ohio Board of Regents, and to other institutions of higher education as approved by the Executive Committee.**

The categories of membership are:

~~SECTION 2. Associate (non-voting) membership in OACRAO may be extended, with the approval of the Executive Committee, to:~~

- ~~—A. Retirees from OACRAO.~~
- ~~—B. Graduate students interested in pursuing careers in the profession.~~
- ~~—C. Representatives of associations who have goals similar to OACRAO.~~

**SECTION 2. Voting membership in OACRAO shall be extended to:**

- A. individuals designated as representing Institutional members.**

**B. Honorary (lifetime) individual membership in OACRAO shall be recommended to the Executive Committee by the Resolutions Committee. Such membership shall be granted according to the following guidelines:**

- a minimum of ten years active participation as an OACRAO member;
- a minimum of ten years service within an OACRAO member institution;
- outstanding contributions to the profession and OACRAO.

**Honorary members are entitled to all benefits of individual members, including placement on the OACRAO permanent mailing list.**

SECTION 3. Honorary (lifetime) membership in OACRAO shall be recommended to the Executive Committee by the Resolutions Committee. Such membership shall be granted only by the Executive Committee of OACRAO according to the following guidelines:

—A. Honorary members shall have met the following criteria:

—1) A minimum of ten years active participation as an OACRAO member.

—2) A minimum of ten years service within an OACRAO member institution.

—3) Outstanding contributions to the profession and OACRAO.

—B. Honorary members are entitled to all benefits which accrue to members, including placement on the OACRAO permanent mailing list.

SECTION 3. Associate (non-voting) Non-voting membership in OACRAO shall be extended, with approval of the Executive Committee, to:

**A. Associate members who are:**

- retirees from OACRAO;
- students from member institutions who are

interested in pursuing careers in the profession;

- representatives of associations who have goals similar to OACRAO.

B. Corporate membership to an organization or company that is not eligible for institutional membership. Benefits provided to the Corporate Member include:

- access to membership information;
- consultation with the Vice President-Program as a corporate liaison regarding issues and topics;
- inclusion in any official OACRAO membership roster.

SECTION 4. Corporate (non-voting) membership shall be granted to an organization or company that is not eligible for membership as an institution, for an annual corporate fee of \$100.00. Benefits provided to the Corporate member include:

—A. Access to membership information.

—B. Copies of the Association's newsletter.

—C. Consultation with Vice President/Program as a corporate liaison regarding issues and topics.

—D. Inclusion in any official OACRAO membership roster.

SECTION 5 4. Any member, Institutional or corporate, failing to pay the annual dues will receive written notice from the Treasurer and if the account is not resolved after one year, will be dropped from the list of members and will not receive membership benefits.

SECTION 6 5. The Executive Committee is empowered to investigate the fitness of an applicant for membership and to review, at any time, a member's right to hold membership as outlined in Article III, SECTION 1.

SECTION 7 6. OACRAO does not discriminate against any individual or group of individuals and adheres to policies of non-discrimination and equity

with its membership programs and activities.

*ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE*

SECTION 1. The officers of the Association shall be the President, the President-Elect, the Immediate Past-President, the Vice President/Program, the Vice President/Workshops, **Vice President/Membership Development**, the Secretary, and the Treasurer. Their duties shall be:

SECTION 3. The Executive Committee shall consist of the current officers of the Association and the Chair(s) of the Local Arrangements Committee as an ex-officio member(s).

BYLAWS

ARTICLE I - DUES

SECTION 3. Corporate dues are \$100 per year.

SECTION 3 4. The membership year will be October 1 through September 30.

ARTICLE II - COMMITTEES

SECTION 2. OPERATIONAL COMMITTEES

D. LOCAL ARRANGEMENTS COMMITTEE

1. The committee shall consist of the chair(s) and additional voting members chosen from the pool of committee volunteers.

E. MEMBERSHIP AND MENTORING COMMITTEE

1. The committee shall consist of **the Vice President/Membership Development as the a chairperson, vice-chairperson and liaison for the Executive Committee** and additional voting members chosen from the pool of committee volunteers.

~~2. The Vice President/Membership shall be the liaison for the Executive Committee.~~

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

~~3 4. Appointments to this committee shall be for one year with reappointment for no more than two additional years no longer than three consecutive years to ensure both reasonable continuity and rotation.~~

~~5. The vice-chairperson shall be appointed by the President and will succeed to the chair after one year.~~

~~6. A significant proportion of the members of the committee shall be reappointments from the preceding year.~~

~~7. The President shall be the liaison from the Executive Committee.~~

~~8. Examine/evaluate questionnaire on association membership involvement.~~

I. RESOLUTIONS COMMITTEE

1. The Resolutions Committee shall consist of the Immediate Past-President as chairperson, and additional voting members will be selected from the pool of committee volunteers.

SECTION 3. PROGRAM COMMITTEES

A. ADMISSIONS AND INTERNATIONAL EDUCATION COMMITTEE

~~5. A significant proportion of the members of the committee shall be reappointments from the preceding year.~~

B. DATA MANAGEMENT AND RESEARCH COMMITTEE

~~5. A significant proportion of the members of~~

the committee shall be reappointments from the preceding year.

### C. PROFESSIONAL DEVELOPMENT COMMITTEE

3. Appointments to this committee shall be for no longer than three consecutive years to ensure both reasonable continuity and rotation.

4. The vice-chairperson will be appointed by the President and will succeed to the chair after one year.

— 5. A significant proportion of the members of the committee shall be reappointments from the preceding year.

### D. RECORDS AND REGISTRATION COMMITTEE

3. Appointments to this committee shall be for one year with reappointment for no longer than three consecutive years to ensure both reasonable continuity and rotation.

4. The vice-chairperson will be appointed by the President and will succeed to the chair after one year.

— 5. A significant proportion of the members of the committee shall be reappointments from the preceding year.

### SECTION 3. NEWSLETTER EDITOR

The President, with approval of the Executive Committee, shall appoint a newsletter editor to publish a newsletter to communicate information of interest to the members. This individual will serve on the ~~Publicity and Publications~~ **Communications Committee**.

### SECTION 4. WEB MASTER

The President, with the approval of the Executive Committee, shall appoint a web master to coordinate information for and maintenance to OACRAO's World Wide Web site. This individual will serve on the ~~Publicity and Publications~~ **Communications Committee**.

## ARTICLE VI - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

### SECTION 1. RESPONSIBILITIES OF THE PRESIDENT

D. Prepare a charge and appointment letter with specific objectives for each OACRAO standing and ad-hoc committee to be forwarded from the **Immediate** Past-President within 45 days of the end of the annual conference.

### SECTION 5. RESPONSIBILITIES OF THE VICE PRESIDENT/WORKSHOPS

C. In conjunction with the **Communications Committee**, Newsletter Editor, Web Master and Secretary, coordinate mailings to advertise workshops.

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## 2002 OACRAO Program Offers Something for Everyone!

This year's Cleveland conference should prove to be outstanding! The Program Committee has worked long hours in assembling an array of timely sessions pertaining to our four standard areas of interest: Admissions and International Education, Data Management and Research, Professional Development, and Records and Registration. Among *new* topics are home schooling laws and admission, SEVIS, web grading, electronic signatures, scorecards, wellness in the workplace, and an introduction to the registrar's profession for those new to the student services career. In addition, the Wednesday morning *Pre-Conference Workshops* (two in number) will zero in on (1) FERPA and (2) several processes dealing with students transferring from one institution to another. This latter workshop will be a joint presentation by the Northern and Southern Ohio Transfer Councils, a group new to us and one we hope will play a permanent role in our annual conference. Finally, many fine exhibitors are joining us and five will offer presentations demonstrating the value of their products or services. Indeed, Cleveland rocks! We hope to see you there!!

Don Foster

Vice President, Programs



## Nominees for 2002-2003 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: Marian Hogue** is currently Assistant Dean for Academic Affairs at the Weatherhead School of Management, Case Western Reserve University. She came to CWRU in 1978, working in an academic department, executive education, and then as the Registrar/Financial Aid Administrator prior to her current position. She holds an MBA from CWRU and a BS from Springfield College, majoring in physical education/health education. Marian has been a member of OACRAO/AACRAO since 1985/86 and has presented at conferences on a variety of topics, such as TQM, Commencement, Early Financial Aid Awards, Building Liaisons across Campus, and How to have Fun at Work (which was the most fun!). She has also been active with the Graduate Management Admissions Council, serving on their financial aid advisory and conference committees as well as serving as conference chair for the Access Group, Inc. annual meeting for graduate and professional financial aid administrators.

**Treasurer: Kathy Difranco** has worked at John Carroll University for 21 years, the first 5 years as supervisor of the Student Service Center where she was responsible for registration and the last 16 as registrar. She has been a member of OACRAO and AACRAO since 1986. Kathy has served on the OACRAO Records and Registration, Professional Development, Nominations and Elections, and Scholarship Committees and has presented at OACRAO conferences. In Summer 2001, she presented at the Registrar 101 Workshop that was held in Cleveland. She has also served as Secretary and then Chair of CORE, the Conference of Registrars in Jesuit Institutions.

**Vice President/Workshops: Amy Adams** graduated from The Ohio State University in 1990 with a B.S. in Social Studies Education. She then graduated with a Master's Degree of Education in Counseling with an emphasis in Student Personnel from Northern Arizona University in Flagstaff, Arizona.

She started as a Program Coordinator in the Office of the Registrar for Northern Arizona University. She was then an Assistant Registrar for Xavier University before becoming the University Registrar at Capital University, the position she has held since June of 2000. She is married to Bill Adams and has two children, Sarah and Zachary.

The following two persons are being recommended by the Nominating Committee for appointment by the Executive Committee to fill the indicated vacancies on the Executive Committee in 2003, in accordance with the OACRAO Constitution (Article V, Section 4).

**VP Membership Development: Mindy Starcher** has been in the Registrar's Office of the Ohio State University since 1982 and is currently an Assistant to the Registrar responsible for many of the fiscal functions of the office. A member of OACRAO since 1989, she is the outgoing Vice President of Workshops and has served on various committees including: the Program Committee, the Professional Development Committee (chair), the Local Arrangements Committee (co-chair), and the Membership & Mentoring Committee (chair).

**Past-President: Dick Carpenter** has been Registrar at Ohio Northern University since 1991. From 1985 to 1991 Dick was Registrar at Adrian College and a member of MACRAO. He started as Assistant Registrar at ONU and joined OACRAO in 1977. He has been a member of AACRAO Institutional Research committee (1997 to 2000), the OACRAO Data Management Committee and the Records and Registration committee. Dick has also served as VP/Programs (1998 to 1999), President Elect (2000), President (2001), and is currently the Immediate Past President.

### 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 four at-large nominees.

### Past-Presidents (choose 2):

**Lorinda Bishop** became Registrar at the University of Toledo in October, 2002. Previously, she was Registrar at Owens Community college. Lorinda was President of OACRAO in 1999. At AACRAO, her presentations include a workshop on Records Fraud and several sessions on Systems conversions and Academic Policy. She has also served on the AACRAO membership committee and was Co-Chair of LAC for the Great Lakes 2000 meeting.

**Wendy Fahrnbach-Lambing** is currently an Associate Registrar and the Director of StudentRecords at the University of Cincinnati. Wendy's been an active member of OACRAO since 1984, serving as President in 1993-94. She currently serves on the Records and Registration and the Membership and Mentoring Committees.

**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, currently chair).

**Gene Schuster** is Director of Student Information Systems Development in the Office of the CIO at The Ohio State University. He holds a B.S. in Education and an M.S. in Student Personnel Services and Administration from Miami University. Gene was President of AACRAO in 2001-02, previously served as Secretary-Treasurer/VP Finance and is still on the Board of Directors. At the OACRAO level, he has served on various committees, including Nominations and Elections, Enrollment Students (chair '88 & '89), and has served as president of OACRAO. He was the 1999 recipient of the Garland Parker Award.

**At-Large (choose 2):**

**Deb Benton** is Registrar at Ohio University. She graduated from Ohio University with her bachelor's degree in mathematics and her master's degree in Educational Leadership - College Student Personnel. Debra serves on the Student Academic Records Committee for the American Association of Collegiate Registrars and Admissions Officers (AACRAO) professional organization and is very involved in the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) organization. She currently maintains the OACRAO website and in November 2000, was awarded the Linus J. Ryland Award for her distinguished service to OACRAO and the profession. Deb has made numerous presentations at OACRAO.

**Bev Harrington** has been employed at Defiance College since August 1970 and has been in the position of registrar for the past 25 years. She has been a member of OACRAO for those 25 years and has served on the Professional Development, Records and Registration, Membership and Mentoring, and Nominating Committees and also served on a Local Arrangements Committee. She was chair of the Professional Development Committee and has been a presenter and recorder at OACRAO meetings. Bev also organized the first meeting of registrars from private colleges about 15 years ago, which meets annually in March to share ideas and concerns.

**Margaret Hawkins** is Associate Registrar at Columbus State Community College. She is a regular attendee at OACRAO annual conferences and has been a member of the LAC and Audit Committees as well as a session recorder. She also regularly attends AACRAO conferences regularly.

**Steve Midkiff** is the Registrar at Shawnee State University. Prior to this, he was Shawnee's Director of Records and Admission Representative. Steve holds a B.A. in Education from the University of Kentucky, a Master of Education in Educational Psychology from Harvard University and a PhD in Higher Education Administration from Ohio University. He has been a member of OACRAO since 1984. Steve has served on and chaired many program planning committees and was a member of LAC for the annual conference in Athens.

## Workshop Update

by Mindy Starcher, Vice-President/Workshops

Hard to believe summer is over and the OACRAO 2002 conference is right around the corner. I hope that Autumn Quarter start-up went well for everyone!

### *Summer Workshop Update:*

On June 26<sup>th</sup>, 48 people attended the 6<sup>th</sup> Annual Residency Officers Update at the Younkin Success Center on the Ohio State University campus. Jay Johnson from the Ohio Board of Regents and Allen Vanscoy from the Immigration and Naturalization Services spent the morning answering questions from the participants regarding application of the residency rules and immigration statuses and how they apply to the current residency guidelines. In the afternoon, Dave Axsom (Ohio University) and Michael George (The Ohio State University) shared information regarding the appeals processes in place on their campuses. Later in the afternoon, Melanie Caugherty (The Ohio State University) facilitated a discussion of residency cases that were submitted by participants prior to the workshop. Participants also brought copies of their institutions' residency applications to share with their colleagues. It was a day well spent with a lot of good information exchanged!

On August 14<sup>th</sup>, the Younkin Success Center was once again host to an OACRAO Workshop. 76 people attended our 3<sup>rd</sup> OACRAO Support Staff Day. In the morning the participants listened to a presentation by Brad Myers (The Ohio State University) on FERPA.



Fun with bubbles during the FISH! presentation

Brad provided lots of valuable information and the group especially enjoyed the case studies discussion at the end of the morning. In the afternoon, I co-facilitated a session with Jack Miner (The Ohio State University) on the FISH! Philosophy of Customer Service. Lots of wonderful ideas on how to make work more fun were

generated during the group exercise, so be ready for lots of new ideas from your support staff (and don't be surprised if you see bubbles floating through your office)!



Brad Myers,  
OACRAO's  
FERPA Doctor

### *Pre-Conference Workshop Update:*

Come to the conference early and attend one of the two pre-conference workshops being offered on Wednesday morning (November 6<sup>th</sup>). The cost of the workshops are \$25.00 and includes the workshop, all materials, continental breakfast and lunch.



#### **Workshop #1 (W.1) The FERPA "Doctor" is in...**

What steps should you take to ensure that the campus community is properly informed and educated on FERPA issues? What are the basics of FERPA that you want to make sure you and your office are comfortable with? Brad Myers, Registrar at The Ohio State University and OACRAO's FERPA "Doctor," will provide an update on the federal regulations regarding student privacy. In addition, he will also provide some valuable insight on how you can train your campus to be FERPA friendly and provide a "prescription" for keeping your own office FERPA compliant.



#### **Workshop #2 (W.2) You Want to Transfer WHAT to WHERE??**

Understanding the transfer process can be very confusing for anyone who is involved—from student to staff member. NOTC/SOTC (Northern and Southern Ohio Transfer Councils) are statewide/regional organizations whose membership is comprised of college and university colleagues working in the areas of transfer and articulation. Linda Wahn from the Ohio Learning Network will facilitate a panel discussion with members from various Ohio colleges and universities on a variety of issues students face when transferring between Ohio institutions, including applicability of transfer courses and credits and how these issues challenge us in our work. Topics discussed in this workshop will include:

- Understanding the Differences Between Transferability of AA and AS Degrees
- The Ohio Transfer Module
- Articulation Agreements – What Do They Really Mean?
- Off-Site Partnership & Degree Completion Programs
- Distance Learning & Available On-Line Tools

## Scholarship Committee Announces Winners for 2002

The Scholarship Committee is pleased to announce the selection of five outstanding Ohio high school graduates as the winners of the OACRAO 2002 Leadership and Service Scholarship. The 2002 winners are:

- Karissa L. Bell, a graduate of Loveland High School. Karissa is enrolled at The Ohio State University.
- Billie E. Childers, a graduate of Waverly High School. Billie is attending Ohio University.
- John T. Fetherolf, a graduate of Bloom-Carroll High School. John is enrolled at the University of Cincinnati.
- Roseann E. Holmes, a graduate of Champion High School. Roseann is attending the University of

Akron.

- Lindsey M. Risner, a graduate of Arcadia High School. Lindsey is attending the University of Findlay.

These five intelligent, talented and motivated teens were selected after the Scholarship Committee reviewed more than 900 applications. The Leadership and Service Scholarship winners – and they are truly winners – will each receive \$500 toward their educational expenses.

The five scholarships awarded this year were made possible through the continued commitment of the OACRAO Executive Committee and the generous contributions of the OACRAO membership. On behalf of the Scholarship Committee, please accept my thanks for your support of the scholarship initiative.

Mary Southards

Chair, OACRAO Scholarship Committee



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(“Updates”, Con’t from page 5)

the Ohio Transfer Module, University College exit and Latin honors. Fifty percent of all undergraduate degree seeking students have an audit available to them through their advisor and the number is rising rapidly. Work is in progress to make the audits available to students via ROX (Raider Online eXpress) services.

- **Diploma Printing:** A project to print diplomas in the Registrar’s Office is underway in an effort to reduce costs by 50%, reduce vendor errors, and increase printing flexibility.
- Preparation is underway for moving to an “Early Quarter” in Fall 2003, starting classes and ending final exams by Thanksgiving.
- Conversion to a new timeblock grid (including eliminating 8:00 a.m. classes in favor of 8:30) for Fall 2003 to accommodate 3 or 4 credit classes and the new General Education requirement.
- Plans are underway for an office renovation to create a “Service Center” concept from what are currently registration window and receptionist areas.
- Plans are also underway to consolidate Veterans Affairs and Residency into one service area, connected to the main Service Center.

### OACRAO Newsletter

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

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