

Letter from the President

Greetings OACRAO members! I hope you are staying warm and braving one of the most interesting winters Ohio has seen in a while. Several of our member institutions have been forced to close due to inclement weather and subsequent power outages. This is certainly one for the record books!

There are some new faces to welcome into OACRAO leadership roles. New members joining the Board of Directors are Don Foster, President-Elect from Otterbein College; Linda Young, Treasurer from Baldwin Wallace College and Beth Egan, Vice President Workshops from John Carroll University. We also say goodbye and thanks to members leaving the Board: Allen Cole, Past President from Xavier University; Kathy DiFranco, Treasurer from John Carroll University and Amy Adams, Vice President Workshops from Capital University. OACRAO also wishes to acknowledge the following members elected to the Nominating Committee at our 2004 Annual Conference: Past Presidents Brad Myers and Wendy Farnbach-Lambing and At-Large members Mel Severns and Mindy Starcher. Congratulations!



Congratulations are also in order to this year's winner of the Linus J. Ryland Award – Brad Myers from The Ohio State University. Brad's outstanding service to the profession and OACRAO makes him a worthy recipient of this award.

Our 2004 Great Lakes Conference was a huge success. Many thanks go to Lorinda Bishop for all her hard work in coordinating with Indiana to make this a worthwhile time for all those who attended. We are already looking forward to our next joint conference and have contacted other states to measure their interest.

Our past presidents have created a new scholarship, funded totally by contributions from them. This is in addition to the scholarships already awarded by OACRAO. Past President Dave Sauter will be leading this year's selection process in conjunction with the Scholarship Committee. "Paying forward" is certainly a wonderful way for our past presidents to continue their fine tradition of service to OACRAO and our profession.

Your OACRAO Board of Directors has just returned from our annual retreat at the Ohio Northern Nature Center. The annual retreat is an opportunity for us to spend extended time discussing the future goals and challenges that face OACRAO. Marian Hogue has been instrumental in making OACRAO's incorporation a reality and is to be commended for the many hours she has spent on this task. Specific guidelines related to dues and memberships are spelled out in a separate article within this newsletter. The Membership and Mentoring Committee under the direction of Vice President Bob Kubat is researching ways to expand our membership and to address the needs of various populations. We also reviewed our website in order to begin the update process. Very soon, Secretary Steve Midkiff will begin working with the Communications Committee to incorporate the Board's suggestions. Our special thanks go to Past President Dick Carpenter, Ohio Northern University, for coordinating this site for us each year.

Don't forget that the AACRAO Conference will be here very soon, March 28-31, 2005 in New York City. I hope that many of you will be able to attend and that you will use this opportunity to network with your OACRAO colleagues as well as those from other locations.

I have touched very briefly on a number of topics, and you will find more detailed information in the rest of this newsletter. Please take a few minutes to read the articles and don't miss the committee listings in this newsletter. OACRAO continues to be a

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strong and active organization thanks to all those who have volunteered their time and energy on these committees. We couldn't do all we do without the help of so many talented and dedicated members.

One final thought. I want you to know that OACRAO is your organization and that your Board of Directors values your input. If you have thoughts or suggestions, please let us know. You can contact any of us individually or by using the collective Board address on our website: <http://www.oacrao.ohiou.edu/>.

Thank you for allowing me to take a few minutes of your time and I look forward to hearing from you in the future.

Connie Goodman
President

From the President-Elect

Want to go out to dinner with a fellow OACRAOian while attending this spring's AACRAO conference in the Big Apple? If so, please meet in the lobby of the Hilton New York (the conference hotel) at 7pm on Wednesday, March 30. We'll look over menus of some restaurants within walking distance, select a handful of places, break up into small groups and head out. If you have any restaurant suggestions, feel free to email me at dfoster@otterbein.edu. If a link to the restaurant is available, please add it to your note. See you in NYC!

Don Foster, Otterbein College



From the Vice President-Programs

ANNUAL PLANNING MEETING - FEBRUARY 25th

The planning committees will meet with the Executive Board on Friday, February 25th at Mount Carmel College of Nursing to develop ideas for our fall conference presentations and workshops. Members from each of the four planning committees are asked to attend. These include:

- Admissions and International Education Committee
- Data Management and Research Committee
- Professional Development Committee
- Records and Registration Committee

The day begins with coffee and refreshments at 9:30am. Lunch is provided. The day should end by 2:30-3:00 pm. Any questions concerning the day or committee responsibilities should be directed to Sue Schillings, VP for Programs at susan.schillings@tri-c.edu; or 216-987-5156.

From the Vice President-Workshops

Watch for news regarding the support staff workshop in April at Capital University. Also, be looking for information on the 9th annual Residency Officers Update, which will be held in Columbus in June.

Ideas for a workshop? Please email them to me at began@jcu.edu

Beth Egan, John Carroll University

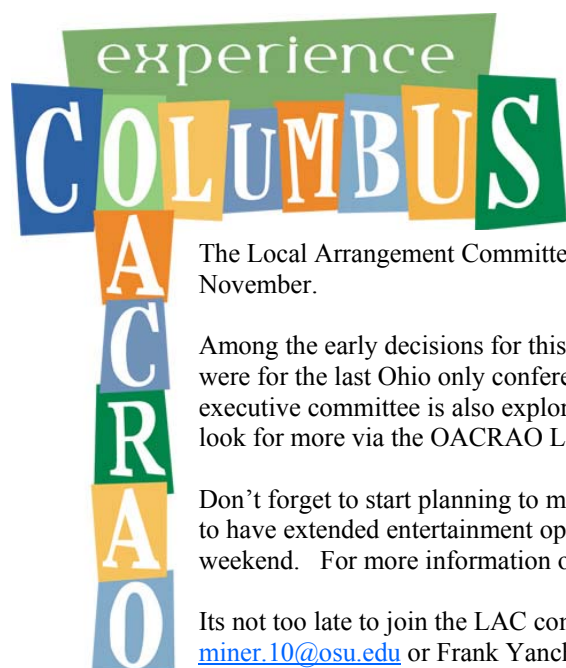
Updated Membership and Dues Information

At the annual retreat, your Board of Directors addressed membership issues specifically as they relate to the newly adopted Articles of Incorporation. We felt it necessary to provide some guidelines as the Articles go into effect.

Regarding membership and dues, the Articles specify the number of voting members per institution based on headcount enrollment in the prior fall of each year. Institutional members may designate additional voting members by paying an additional annual membership fee of \$5.00 per person. Only voting members are eligible for committee and task force appointments and to vote at the Annual Meeting.

Effective in 2006, statements for annual dues will be mailed in early July and will be due September 1st. The treasurer will contact institutions with unpaid dues as of September 1st and if dues remain unpaid as of October 1st, the institution will be dropped from the list of members and will not receive membership benefits. Annual Conference registrants from non-member institutions will be charged an additional \$50.00 per person when registering.

The move to "voting members" makes it even more important that the Secretary has an accurate list of members for each institution. *Institutional representatives* should be sure to notify the secretary of any member updates in a timely manner and specify who in their institution is designated as a voting member.



Planning Continues for OACRAO 2005

The Local Arrangement Committee for OACRAO 2005 has begun planning the conference for this November.

Among the early decisions for this year's conference, Registration fees will remain the same as they were for the last Ohio only conference in Dayton (2003). Full conference registration will be \$185. The executive committee is also exploring the option of accepting credit card payments for registration... look for more via the OACRAO Listserve on this.

Don't forget to start planning to make this a family weekend. In addition to a great conference, we plan to have extended entertainment options for families that want to come into town and stay through the weekend. For more information on all Columbus has to offer, visit www.experiencecolumbus.com.

Its not too late to join the LAC committee. If you are interested, please contact Jack Miner at miner.10@osu.edu or Frank Yanchak at yanchakf@franklin.edu.

Don't forget to mark your calendars for the conference...November 2nd through 4th, 2005.

Historian's Corner

PUDDLES AND PROGRESS

Have you reviewed and/or cleaned out your office records lately...whether it be critical academic records or individual office memos? I share this in light of Sauter household "Puddles"...a New Years Eve drain pipe backup, and the subsequent "Progress"...the cleanup of our finished basement.

Our offices contain valuable history, as well as lots of now-useless information, and so I would encourage you to have the Records Retention Plan, Disaster Recovery, and good humor all lined up so that when (not if!) the occasional issue occurs you know how best to react.

Fortunately for our household we were home when the "puddles" started, and the insurance company (less a \$500 deductible) will help with the "progress" of the recovery. That progress path has included taking a few moments to look through photo albums of our family and ancestors, as well as my record collection (for those of you of my era, thanks for not chuckling at our interest in keeping all of those!). While it's been a laborious task, with many more hours to go to sort and sift what to keep and what to toss, it has reminded me that it's good to take stock of our office and institutional records. As a repository for

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OACRAO COMMITTEES 2005

(Membership expires at the annual meeting in the year indicated)

BOARD OF DIRECTORS

Connie Goodman, President	205	The Ohio State University
Don Foster, President Elect	2005	Otterbein College
Marian Hogue, Past President	2005	Weatherhead School of Management, CWRU
Stephen Midkiff, Secretary	2005	Shawnee State University
Linda Young, Treasurer	2006	Baldwin Wallace College
Sue Schillings, Vice-President, Programs	2005	Cuyahoga Community College Western Campus
Bob Kubat, Vice-President, Membership Development	2005	Miami University
Beth Egan, Vice President, Workshops	2006	John Carroll University

PROGRAM COMMITTEES

Admissions and International Education Committee

Joyce Steffan, Chair	2005	The Ohio State University
Kelly Czack	2005	Cuyahoga Community College, Western Campus
Jennifer Calhoun	2006	Lake Erie College
Brad Myers	2007	The Ohio State University
Robert Reeder	2006	Lake Erie College
Misty Singer	2007	Columbus State Community College
Cindy Suter	2007	Med Central College of Nursing

Data Management and Research Committee

Marian Sofish, Chair	2006	Cleveland State University
Amy Adams	2007	Capital University
Jack Campbell	2007	Wittenberg University
Donna Evans	2007	Antioch College
Becky Jolly	2007	Miami University
Fran Meyer	2007	University of Cincinnati
Dave Sauter	2006	Wright State University
Michael Shearer	2007	The Ohio State University
Doug Wamer	2006	Antioch College

Professional Development Committee

Stacey Jones, Chair	2006	Capital University
Meri Linn Emerson	2007	Muskingum College
Cheryl Ferguson Britt	2005	Columbus State Community College
Betty Kost	2007	Xavier University
Tamara Parson	2007	Mount Vernon Nazarene University
Aimee Pfeifer	2007	Capital University
Beata Sestito	2007	Franklin University
Jeannie Shambaugh	2007	Aultman College
Sue Shepherd	2007	Aultman College
Joyce Steffan	2006	The Ohio State University
Jennifer York	2007	Owens Community College

Records and Registration Committee

Lucille Hautau, Chair	2005	Miami University
David McGinnis, Vice-Chair	2006	Xavier University
Fran Campbell	2007	Cedarville College
Janet Duber	2006	Baldwin Wallace College
Joyce Hail	2007	Wright State University
Heather Hoppe	2007	Mercy College of NW Ohio
Wendy Lambing	2007	University of Cincinnati
Julie Quinonez	2005	University of Toledo
Mel Severns	2005	Mount Vernon Nazarene University
Stu Terrass	2007	Mount Union College
Jerry Vance	2006	The Ohio State University
Patricia Whitehead	2006	Good Samaritan College of Nursing

OPERATING COMMITTEES

Audit Committee

Sally Sikorski, Chair	2005	Ohio Wesleyan University
Don Foster, BOD Liaison	2005	Otterbein College
Stephen Midkiff	2005	Shawnee State University
Jerry Vance	2006	The Ohio State University

Budget Committee

Don Foster, Chair	2005	Otterbein College
Linda Young	2006	Baldwin Wallace College
Connie Goodman	2005	The Ohio State University

By-Laws Committee

Marian Hogue, Chair	2005	Weatherhead School of Management, CWRU
Bev Harrington	2005	Defiance College
Sally Ann Sikorski	2005	Ohio Wesleyan University
Stu Terrass	2005	Mount Union College

Membership and Mentoring Committee

Bob Kubat, VP Membership Development	2005	Miami University
Wendy Fahrnbach-Lambing	2005	University of Cincinnati
Jane Wyman	2005	Good Samaritan College of Nursing
Frank Yanchak	2005	Franklin University
Donna Evans	2005	Antioch College
Mark Frys	2005	Cuyahoga Community College
Jack Miner	2005	The Ohio State University
Jennifer Calhoun	2006	Lake Erie College
Carissa Uhlman	2006	DeVry University
Tara McCormick	2007	Central State University
Jeannine Shambaugh	2007	Aultman College
Cindy Suter	2007	Central College of Nursing
Laura Waggoner	2007	Bowling Green State University

Nominating Committee

Marian Hogue, Chair	2005	Weatherhead School of Management, CWRU
Wendy Fahrnbach-Lambing	2005	University of Cincinnati
Brad Myers	2005	The Ohio State University
Mel Severns	2005	Mount Vernon University
Mindy Starcher	2005	The Ohio State University

Resolutions Committee

Marian Hogue, Chair	2005	Weatherhead School of Management, CWRU
Lorinda Bishop	2005	University of Toledo
Jerry Vance	2006	The Ohio State University

Communication Committee

Cindy Davis, Chair	2005	Otterbein College
Stephen Midkiff, BOD Liaison	2005	Shawnee State University
Debra Benton (WebMaster)	2006	Ohio University
Cheryl Gloege (Newsletter)	2006	Otterbein College
John Clark	2006	Bowling Green State University
Laurie Mayhew	2006	Otterbein College
Dick Carpenter	2006	Ohio Northern University
Stu Terrass	2007	Mount Union College

Historian

Dave Sauter	Wright State University
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Government Relations Liaison

Brad Myers	The Ohio State University
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Scholarship Committee

Linda Young, BOD Liaison	2006	Baldwin Wallace College
Central Region		
Jackie Stewart, Chair	2005	Columbus State Community College
Stacey Jones, Team Leader	2006	Capital University
Karen Greene	2007	Mount Carmel College of Nursing
Jon Jump	2007	Methodist Theological School in Ohio
Jack Miner	2005	The Ohio State University
Christy Murray	2007	Wittenberg University
David Schneider	2006	The Ohio State University
Joyce Steffan	2006	The Ohio State University
Northeast Region		
Mary Southards, Team Leader	2005	Kent State University, Stark Campus
Susan Shepherd	2007	Aultman College of Nursing and Health Sciences
Julie Spotts	2005	Kent State University, Stark Campus
Northwest Region		
Daniel Kall, Team Leader	2007	The University of Toledo
Tracey Cooper	2005	Lakeland Community College
Janet Stimple	2006	Lake Erie College
Southeast Region		
Patrick Beatty, Team Leader	2006	Ohio University
Michael Whitnable	2007	Washington State Community College
Daniel Wilson	2006	Muskingum College
Southwest Region		
Gail Fredensborg, Team Leader	2005	University of Cincinnati
LaTonya Branham	2006	Central State University
Wendy Johnson	2005	Southern State Community College
Betty Kost	2007	Xavier University
Sue Leach	2005	Southern State Community College
Dave Sauter	2007	Wright State University

Local Arrangements Committee (2005 Conference)

Jack Miner, Co-Chair	2005	The Ohio State University
Frank Yanchak, Co-Chair	2005	Franklin University
Patrick Beatty	2005	Ohio University
Cindy Davis	2005	Otterbein College
Meri Linn Emerson	2005	Muskingum College
Cheryl Ferguson-Britt	2005	Columbus State Community College
Cheryl Gloege	2005	Otterbein College
Karen Greene	2005	Mount Carmel College of Nursing
Becky Jolly	2005	Miami University
Stacey Jones	2005	Capital University
Daniel Kall	2005	University of Toledo
Laurie Mayhew	2005	Otterbein College
Christy Murray	2005	Wittenberg University
Bob Mick	2005	The Ohio State University
Brad Myers	2005	The Ohio State University
Jennifer O'Brien	2005	The Ohio State University
Tamara Parson	2005	Mount Vernon Nazarene University
Pam Reeder	2005	Cuyahoga Community College, Western Campus
Michelle Repede	2005	Franklin University
Laura Ruwe	2005	Xavier University
Beata Sestito	2005	Franklin University
Misty Singer	2005	Columbus State Community College
Michael Shearer	2005	The Ohio State University
Mary Southards	2005	Kent State University, Stark Campus
Mindy Starcher	2005	The Ohio State University
Joyce Steffan	2005	The Ohio State University
Jerry Vance	2005	The Ohio State University
Michael Wright	2005	The Ohio State University

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WSU Faculty Senate minutes, Board of Trustees minutes, Veterans Affairs information, as well as the typical Registrar Office information, it's a 24/7 task for this University Registrar.

Keep "progressing" on reviewing and preserving your history so that if the occasional "puddle" comes along you're in good shape.

PS: If you do not have sewer/drain backup on your homeowner's insurance, be sure to get some...it's the best \$55 annual "add-on fee" we've been spending!

Updates from around the state....

From Capital University:

Aimee Pfeifer has become an Assistant Registrar for Capital University. She was previously a member of the staff in a different capacity. She oversees transfer evaluations for our adult student population, as well as other credit postings. She assists in many other functions within the office, such as producing lists and labels, overseeing the registration process for the adult students and representing the office on different university-wide committees.

From Case Western Reserve University:

The University Registrar's Office at Case is seeking qualified candidates for the newly created position of Associate Registrar. More details are available at: <http://www.cwru.edu/finadmin/humres/emp/administrative.html>. The university recently went live with PeopleSoft Financials (July 2004), PeopleSoft HCM (January 2005) and is in the very early stages of planning for a student system conversion.

From Xavier University:

The Banner administrative software continues to be developed and implemented, with the Student system beginning its first official use for the students and staff come April 1 (no kidding) for registration of classes for Summer and Fall 2005. Then the complete transition to Banner Student will occur over the Summer and Fall months ahead.

From Ohio Northern University:

Ohio Northern University welcomes Ms. Lisa Nicole Smith as Coordinator of Multicultural Recruitment and Admissions Counselor. Ms. Smith is a graduate of DePauw University in Greencastle, Indiana and hails from Chicago. Lisa will be working with diverse students and can be reached at l-smith.4@onu.edu.

From Weatherhead School of Management, CWRU

Effective November 1, Myron Roomkin became Dean of the Weatherhead School. Dean Roomkin was most recently at American University, where he was Dean of their business school. Prior to serving as Dean, Professor Roomkin held various administrative positions at the Kellogg School of Northwestern University, where he was a Professor of Human Resources Management. We are also pleased to announce two promotions: Toni May is now Registrar and Nikki Ford has been promoted to the position of Manager, Academic Affairs. We are indeed fortunate to have them all!

From The University of Toledo

Goodbyes were said to Joan Bunch, Assistant Registrar, on January 7, 2005. After 12 years of working in the Office of the Registrar, Joan accepted an offer outside of the academic world. Joan will be missed a bunch!

The University of Toledo is proceeding with implementing a new system---SCT Banner. The HR module will go live January 2006, the Finance module will go live July 2006, and the Student module will go live January 2008 for registration. Lorinda Bishop and Kathy Page will co-lead the student implementation.

**Hope to see you at AACRAO
March 28-31, 2005
New York City**

The OACRAO Newsletter is published three or four times a year by the Ohio Association of Collegiate Registrars and Admissions Officers.

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