Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

February 15, 2019
The Ohio State University

Participants: Justin Weimer, Bob Bulow, Chris Dorsten, Aftan Dewese, Dan Kall, Sue Shepherd, Beth DaLonzo

Not present: Sun Jamerson

Sue called the meeting to order at 10:26AM.
- Welcome
- Approval of January Board meeting minutes:
  ➢ Motion to review minutes made by Dan, seconded by Bob. Unanimous approval of minutes.

MemberClicks Update:
- No major website updates.
- Form for Ohio dinner at AACRAO was created for Chris – overall is handling registration well.
- Have many members that are lapsed – 37 institutions that are lapsed.
  ➢ Will need to do outreach to these institutions to see if they can become paid-active.
- Dan/Bob will work on the workshop registration in the coming weeks.
- Bob/Aftan will work with Sun on process for indicating check payments received.
- Suggested we revisit responsibilities and who does what tasks within MemberClicks.

Board Reports:
President – Sue Shepherd:
- GLACRAO Update:
  ➢ For now, Ohio and Indiana are going to do their own conference. The idea to have their members attend one of our conference was not felt to be viable at this time. We may revisit later.
- AACRAO Award:
  ➢ Chris/Sue put together what they needed for the award presentation for OSI at AACRAO, which will also involve Deb/Dan. Chris will serve as point of contact at the conference.
- Scholarship:

- ➢ Kimberly is working with co-chair to put process in place of applications to review and a timeline. Sue reminded Kimberly that because we're volunteers, firm timelines may need to be flexible at times.
  - ➢ Aftan will follow up with Kimberly regarding her responsibilities on committee and payments for recipients.
- Talked to Carol Jones about the OACRAO transcript:
  - ➢ The transcript should be up to date and is located on the Google Drive.
  - ➢ Carol volunteered to continue to maintain and serve as archivist.
- Google Drive – discussion revolved around Google Drive access issues and what can be done to alleviate ability to log-in under separate accounts.
  - ➢ Discussion regarding who may be able to manage this over the long run.
  - ➢ Simplest thing moving forward – each person goes into their drive to make sure they're shared.
  - ➢ Chris will do LAC to make sure it's shared, and will decide for next year what may work best for him.

Past-President – Beth DaLonzo:
- Will reach out to COTC to make sure they're paid in full, or if they can make payment.
  - ➢ Beth can check with committee list to make sure they're all paid in order to be able to serve.
- David signed most recent contracts for state-parks. Unsure of when and who should be the next person to work on new contracts past 2021 to get things reserved.
- All committees are up to date for master file that will be used to populate website.
- Question from Bob:
  - ➢ if you can't attend program planning committee, and are 50/50 on being able to participate in general, what should our expectation be?
  - ➢ If, ahead of time, someone can't come to the planning committee and the Association is able to reimburse, it's difficult to let them serve and have them on the committee. It's not required for people from program planning to attend the conference – it's more critical for them to be engaged on the program planning committees and on the follow-up to presenters.

President-Elect – Chris Dorsten:
- Ohio AACRAO dinner is setup. 6 people are registered so far. Chris will do follow up to the list-serve. It's within walking distance from conference hotel.
- Chris will work on finalizing the menu a few weeks before the conference.

Vice President, Program – Bob Bulow:
- Call for proposals form is up for members to submit ideas for program planning.
- Bob will follow-up specifically with the list-serve about the submission of topics.
- Bob will inform committee members on the expectation of submitting ideas.

Vice President, Workshops – Dan Kall:
- Dates and venues set for workshops: residency is June 4; staff development and OACRAO 101 is July 16.
- Possible dates for OACAC collaboration: June 24 or June 26 hosting at Ohio State.
  - ➢ What kind of high-profile speakers would be good to have at this workshop?
  - ➢ This workshop could serve as the summer leadership series due to joint participation of admissions/registrar at a higher-level.
  - ➢ Admission people would care about presenters like at higher level and breadth for topics like national updates and/or enrollment management.
- Summer Leadership Series – historically in July/August. Need to pin down dates for that.
  - ➢ Discussion on the types of people we're looking for.
  - ➢ Discussion on funding for bringing a presenter, if needed. If via AACRAO, it may not be necessary.
- Discussion with regarding collaboration and Megan from Tri-C:
  - ➢ Discussion on location, dates, timeline for when things would need to be completed by.
  - ➢ Biggest unsure items – registration coordination and who manages it; went through session evaluations for topic ideas.

Treasurer – Aftan Dewese:
- Working with Bob/Sun on MemberClicks data cleanup.

Secretary – Justin Weimer:
- No real updates.
- Reminder – if you have newsletter topic ideas, let Justin know.

The group broke for lunch at 12:05PM.

The group reconvened the meeting at 1:16PM.

Part-Time Role:
- OACAC adding conference planning to the new contract for their part-time employee in addition to the other job responsibilities already listed.
- Propose to use an OACRAO member so that you have someone from a consistency perspective. Could be a former OACRAO member, but someone who is still young and would do this role for several years.
  - ➢ Use the job description from OACAC – figure out what responsibilities we think would be worthwhile to retain, and what responsibilities would we want from each role for this role to perform. Pull together for next meeting, and put together a PD to send out to the list-serve to gauge interest from members.
  - ➢ One thing to keep in mind would be possibility of someone centrally located to Columbus.

➢ One thing to also keep in mind – we need to ensure we're not giving them full Board roles to minimize the Board roles.

Hardship Scholarship for conference:
- Regrouping this conversation to revisit idea of possible retirees sponsoring this.
- Criteria to be considered for this would need to be stringent; as well as proof of level of involvement.
- Determination between this or part-time role – both couldn't be funded from OACRAO.
- First step – figure out funding.
- Discuss at past-president's breakfast to see if they're supportive and solicit possible donations from; perhaps add in scholarship committee component to add this as a part of what they're fundraising for.

Webinar software:
- Overview of the research for different options OACRAO can purchase.
- Depends on cost and structure for how many people we want to be hosts.
- Feasibility of using and paying for software that we use twice a year is not worthwhile.
- Perhaps move forward with assessing if one of our institutions could support via their purchased webinar system.
- Other possibility would be to video-record sessions from annual conference and release a few of those video streams throughout the year after to assess the viewership – then move forward with further assessing webinar programming and offering more consistently.
- Throw up a form online for members to submit ideas for webinar topics.
- Key things – investigate possible solutions at our schools; topics; presenters.

Justin motioned to adjourn; seconded by Chris. The meeting ended at 2:19PM.

Next meeting: March 15, 2019 at Mount Carmel College of Nursing