



## Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

May 24, 2019  
The Ohio State University

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

Guests: Molly McDermott and Carol Jones (both called in for LAC update)

Not present: Sun Jamerson

Sue called the meeting to order at 10:15am.

- Welcome
- Approval of April Board meeting minutes:
  - Motion to review meeting minutes made by Chris, seconded by Beth. Unanimous approval of minutes.

### **LAC Update:**

- Closing speaker confirmed; opening speaker is still in limbo due to lack of reply from the speaker. Closing speaker is Aultman President.
- Questions and discussion:
  - Registration will be processed via MemberClicks, not 123SignUp
  - Conference fees:
    - Full conference \$275
    - Wednesday-only \$135
    - Thursday-only \$160
    - Friday-only \$60
    - Pre-Conference workshops \$60
  - Concern with projected budget and the food costs – worried about going over the budget due to what appears to be elevated cost of food overall. Chris pointed out to be cognizant of potential automatic gratuity charges to be applied to all events relative to the overall budget. Suggestion was there might be cost savings in other budget lines.
  - Did choose a conference theme – Run for the Roses (area is known for horses). One of the night's themes may be a Kentucky Derby style theme night with hats/roses. Will try to reach out to one of the schools to come up with a logo.
  - There are no changes to the overall structure of the conference, including the new member session leading immediately into President's reception.

- Recommended to keep in mind people may eat more appetizers and then not eat as much dinner when it is immediately after the reception.
- Next LAC meeting will be July 26, 2019 – Friday. Salt Fork will also be doing a meals tasting for the food committee.
- Board is meeting at Salt Fork on June 14 with LAC co-chairs.
- Board will continue to subsidize the Tuesday pizza dinner for those who register – cost still \$10 per person.
- Scholarship silent auction questions:
  - How much space do they have? Carol/Molly report it will be somewhere smaller.
  - Scholarship was thinking of having fewer silent auction items, but have bigger/large items that draw more interest; will still do wine grab; and may do some type of game.
- Activities: possible horseback riding dependent on overall cost per person. Lower participation may be likely, but people will be enthusiastic about it. Board recommends pursuing this activity.
  - If the payment is funneled through OACRAO, there may be a potential need for our own OACRAO liability waiver in addition to liability waiver via the vendor. Molly/Carol will follow-up with the vendor to determine cost, how payment is processed, and liability waivers.
  - Fallback plan would be pontoon boats.
- Conference swag bag would be soft-lined cooler and tumbler.
- Cindy Suter will be exhibitor contact.
- Chris' staff member within his office can put together the conference booklet, and David Schneider can have Otterbein print them. Frank will do nametag stuffing and printing, and Jeannine will be handling signage.
- Try to determine if any vendors need pre-paid prior to the conference and coordinate payment with Aftan.
- Hope is to get registration live before June 7:
  - Bob will work on registration page on the website and will need help for building out the pre-conference activities page.
  - Will figure out if there is access that can be granted to Carol/Molly via MemberClicks to be able to pull their own reporting.

### **Board Reports:**

President – Sue Shepherd:

- Insurance updates:
  - Going back/forth providing information to the insurance contact.
  - Brad thought we needed liability insurance for locations.
- Job description of the EA role for OACRAO:
  - Have reached out to presumed interested candidate, but have not spoken. Has left several voicemails but no return call.
  - Aftan mentioned the person who did the taxes may be interested.
  - Compensation – we should be stingy to come up with an amount we're comfortable with paying, and not open to negotiation.

- **Action item:** look at PD from your perspective, remove and edit what you think it should say relative to your role. We don't want to take away from the current Board roles that would make them less worthwhile.
- Reverse Transfer Legislation:
  - William Gill wants us to back this legislation. It has support from other states. They would include state organizational information as a reference to back this.
  - In short – this would be language to help initiative of reverse transfer eligible students to earn an associate degree when attending a 4-year school.
  - Board is supportive of signing off on it.
  - Sue will send out email template sample.

Past-President – Beth DaLonzo:

- Won't be at the June meeting at Salt Fork.
- Nominations and Elections: have nominations and are covered well. Meeting on June 6.
- By-Laws meeting – June 28. Questions relative to these:
  - Got information from Justin / newsletter to begin prepping.
  - For the part-time role – just making sure we were OK with presenting this to the membership without having provided them specific information of our intention to hire and budget for a part-time role.
  - The information is out there via the website and prior board meeting minutes, so consensus was this is OK.
  - Grace period clarifications:
    - 90 day grace period when you lost employment but still able to be connected to the organization.
    - Individual membership could be purchased to stay connected during a job search, but the cap would be one-and-done where you can only extend your individual membership for a full calendar year due to intention we want membership to still be professionally employed within our state's industry.

President-Elect – Chris Dorsten:

- Got a response from AACRAO – Tina Falkner will be our AACRAO rep. Will work with folks for session presentations / registration / hotel reservations.
- Will be attending Hill Day at the end of this month and will write a newsletter article.
- AACRAO Webinar:
  - Webinar regarding level of memberships that the state/regionals will sign-up for.
  - Wants Jack to come discuss this in depth with us in the July meeting.
  - Depending on our decision, there are tiers of items that we need to share with AACRAO. For example with the content coordinators, if we have a great session at a conference, the content coordinators may reach out to those presenters to do a larger session for the membership, etc.

Vice President, Membership – Sun Jamerson:

- Update via email to Sue Shepherd.
- M&M Committee:
  - Met April 25<sup>th</sup>
  - 30 or so lapsed dues institutions were divided amongst the committee members to contact
  - Several lapsed institutions were inquiring how to register for the Residency Workshop, which led to dues conversations
  - Amanda Steele-Middleton found many options for the business card case for the new attendee gift ideas
  - Will meet on June 12<sup>th</sup> to discuss the business card case and updates from contacting lapsed institutions

Vice President, Program – Bob Bulow:

- Sent out emails to folks confirming conference presenters and sent out early-bird workshop codes to idea generators.
- Not confirmed on FERPA deep-dive session, but unsure about Amanda Steele-Middleton ability to present. Will know more soon.
- Will take a stab at the tags for topics for the agenda, and will send out to the Board for feedback.
- Justin will send word doc of overall conference schedule to Sue.
- Unsure of what to do with Admissions committee – we're fine with content, but have received no response from chair of the committee.
  - She's not engaged at all and is not sending out information to the committee.
  - Bob will reach out to inform chair that she's not the chair after Beth makes one last outreach attempt to Deb.

The group broke for lunch at 12:02pm.

The group reconvened the meeting at 1:12pm.

Vice President, Workshops – Dan Kall:

- Residency workshop:
  - 42 registrants as of yesterday.
  - Will follow-up with registrants after today's deadline regarding confirmation.
  - Will follow-up with presenters early next week for time commitments.
  - Food – will order assortment of boxed lunches.
- Joint workshop:
  - Email information and registration went out.
  - Cap of 95 people.
  - Emailed back/forth with Megan – OACRAO will take care paying for lunch up front and then will figure out the rest.

- Luisa's travel – will check to see if AACRAO can front costs, and then us reimburse AACRAO.
- Staff Development workshop:
  - Lisa Duffy from OSU is confirmed; awaiting others to confirm. Have a few other sessions listed as back-ups so still should be in good shape.
  - OACRAO 101 cap would be 25; and if co-mingling there would be a cap for staff development of 70 people.
  - OACRAO 101 – consensus is to nix the idea but overall good idea that needs more thought behind it. Will reconsider for next year.
  - Confirming that there will be a 95 cap and \$10 fee to help cover breakfast/lunch. Bob will include a footnote that parking isn't covered, as well.
  - Will work with Bob to open up registration soon.
- Pre-conference workshops:
  - Gen Z flamed out so will go with Student Success.
  - Will need to figure out who presenters are.
  - Just need to focus on overall message between research-based with trends or more hands on how to accomplish success.

Treasurer – Aftan Dewese:

- Taxes are completed.
- LAC has folks doing a lot of driving – costs have escalated. Suggests Sue to follow-up with Molly/Carol to only have “needed” members attend the next meeting to help keep costs down.

Secretary – Justin Weimer:

- In workshop support mode. Will be having someone from the office assist with Residency Workshop so that she can provide support during joint workshop when Justin is out on vacation.
- Newsletter is going well; will write AACRAO content coordinator article.
- Bob will coordinate the blog posting for the website with government relations and possible other topics.

Justin motioned to adjourn meeting, seconded by Bob. The meeting ended at 1:59pm.

**Next meeting: June 14, 2019 at Salt Fork State Park**