

**OACRAO Board of Directors Meeting**  
**Tuesday, November 6, 2007**  
**Cincinnati, Ohio**

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**Members Present:** **President Sue Schillings, President-Elect Linda Young, Past-President Don Foster, Vice President for Membership Development Frank Yanchak, Vice President for Programs Treva Hanseman, Vice President for Workshops Laura Ruwe, Treasurer Jack Miner, Secretary Mary Southards**

**Guests:** **Dan Garcia, Vice President Access and Equity, AACRAO, Wendy Lambing and Lew Rita Moore, Cincinnati LAC Co-Chairs**

President Sue Schillings called the meeting to order and asked the Board of Directors and LAC Co-Chairs to introduce themselves to Dan Garcia, Vice President Access and Equity, AACRAO.

Secretary Mary Southards presented the minutes from the October 19, 2007 Board meeting. Frank Yanchak identified corrections in the spelling of 3 names. There were no other additions or corrections. President Sue Schillings asked for a motion to approve the minutes. Jack Miner moved to approve the minutes. Frank Yanchak seconded the motion and the minutes were approved.

Sue announced that reports would be suspended and the meeting would focus on the conference agenda.

LAC Co-Chair Wendy Lambing informed the Board that with the strong full conference registrations and the record number of exhibitors, the conference should break even and there is the potential to actually make a small profit. Wendy gave the following registration update:

131 full conference registration  
20 Thursday, only  
3 Wednesday, only  
23 Exhibitors

Sue explained to Dan Garcia that the Board had anticipated a deficit on the conference and had started negotiations with Kingsgate after receiving an initial proposal of \$80,000. Treva reminded everyone that it is important for the Board to meet and thank all of the vendors.

The rest of the meeting focused on a review of the scripts for the conference meetings.

Wednesday, November 7, 2007

## Opening Session

Sue will convene the opening session and introduce Wendy who will make the following announcements:

- Tickets remain for the bus to Argosy
- Members should participate in the Town Meeting at 4:30 p.m.
- New members are encouraged to attend the New Member reception at 5:30 p.m.
- Everyone is invited to attend the President's Reception at 6:00 p.m.
- Dinner begins at 7:00 p.m. followed by Bingo to support the Scholarship program.

Following Wendy's announcements, Allen Cole will introduce the Plenary Speaker, Father Michael Graham, S.J., President, Xavier University. Sue will present Fr. Graham with a certificate and card following his presentation.

All members of the Board who are not presenting at 2:00 p.m. will attend Session 1.1 "It's my first, OACRAO, What do I do now?" Dan Garcia will also participate in the session.

The Town Hall Meeting is scheduled at 4:30 p.m. Sue and Jack stated their concerns about presenting the changes in dues and the structure of the scholarship program.

## Dinner

Wendy confirmed that tables are reserved for the Board, LAC Chairs and Dan Garcia. The Board will be first in the buffet line, and Dan will deliver his remarks during dessert. Bingo with celebrity callers will follow dinner. All proceeds will go to the OACRAO Leadership and Service Scholarship.

Thursday, November 8, 2007

Wendy announced that breakfast will be available at break stations on the Salon level. Seating will be available in Salon A. Marian Hogue is finalizing the exhibitors placement in the pre-function space and has signage to appropriately recognize exhibitor sponsorship of receptions and breaks.

The Past-Presidents' Breakfast is scheduled for 7:00 a.m. Stacey Jones, Scholarship Committee Chair, and/or Jack Miner, will attend the breakfast to discuss the future of the Past-Presidents Scholarship.

## Recognition Luncheon

Prior to the Recognition Lunch, the Board will meet outside the Grand Ballroom at 11:50 a.m. Sue reviewed the complete script for the recognitions that need to be made at the luncheon. Sue explained that her goal for the luncheon is to emphasize the importance of service to OACRAO and to acknowledge the many active volunteers. Committee chairs will be recognized by name and committee members will be asked to stand. This includes the following committees:

- Local Arrangements
- Program
- Membership and Mentoring
- Scholarship
- Audit
- Budget
- Communications
- Resolutions

As Vice President for Programs, Treva will recognize Karen Greene and thank her for hosting many past program planning meetings. In addition, Marian Hogue will recognize all of the participating exhibitors.

Individual recognitions will include the:

- Government Relations Liaison
- Historian
- Listserv Manager
- Newsletter Editor
- Webmaster

Sue will present a gift to the outgoing webmaster, Deb Benton, Registrar, Ohio University, and thank Deb for her years of volunteer service. Sue will also introduce Connie Goodman as the new webmaster.

Don Foster will acknowledge each member of the Nominating and Elections Committee and announce the newly appointed Board members and members of the Nominating and Election committees.

Sue will conclude the Recognition Luncheon by appointing two honorary members and presenting the Linus J. Ryland Award.

Friday, November 9, 2007

The Board and LAC Co-Chairs reviewed the script for Friday's Business Breakfast. Brad Myers will serve as Parliamentarian for the meeting. Each member of the Board will give their reports. In addition, Amanda Steele will give the Audit Committee report. Sue asked Treva to make a special point of reminding OACRAO members to volunteer for program

and operating committees. Treva will also remind everyone that the Program Planning Meeting for the 2008 Great Lakes Conference will take place at 12 noon on Friday, immediately following the closing session.

Don Foster's Bylaws Committee report will include the explanation of bylaws changes on two important areas; the membership dues, voting members structure, and the new direction of scholarship funds to current students and 2-year and 4-year public and private OACRAO institutions. Both of these issues will have been discussed at the Town Hall Meeting on Wednesday, November 7. As OACRAO Treasurer and Board liaison to the Scholarship committee, Jack Miner is well prepared to explain the processes used and issues considered in arriving at the proposed bylaws changes.

Linda Young will present the 2008 Operating Budget Proposal. Linda commented that her proposed operating budget is based on the redesigned dues structure, and if the bylaw reflecting the new structure is not approved, her budget will need to be withdrawn and revised.

Sue will follow the presentation of the Operating Budget Proposal with recognition of outgoing Board members. Sue will call for any old and/or new business, deliver her remarks and pass the gavel to Linda Young. Linda will deliver her remarks and adjourn the business meeting.

There were no additional questions or comments and the meeting was adjourned.

## Plenary Session

Sue Schillings convened the 81<sup>st</sup> OACRAO Conference and welcomed all members attending the Plenary Session. Sue introduced LAC Co-Chair Wendy Lambing who made several general announcements regarding the conference. Sue followed Wendy's LAC announcements with the introduction of Allen Cole from Xavier University who, in turn, introduced the Plenary speaker, Fr. Michael Graham, S.J., President, Xavier University.

Fr. Graham began his remarks by recognizing the contribution that student affairs professionals make to their respective institutions and how we embody the "brand promise" in our institutional culture. Fr. Graham's formal remarks focused on Cincinnati STRIVE; a collaborative initiative involving educational institutions, non-profit organizations, the business community and faith-based organizations, working together to walk with students from pre-school to college graduation and employment after graduation. STRIVE is, in part, based on the Kalamazoo Promise model. Fr. Graham spoke of STRIVE becoming a national model for reclaiming and revitalizing neighborhoods.

Father Graham concluded his remarks by again thanking OACRAO members for making an impact on students and supporting the institutional mission. Sue closed the Plenary Session by presenting Fr. Graham with a certificate and announcing that a contribution had been made to Xavier University's Women Center in appreciation of his service as the Plenary speaker.

## Town Hall Meeting - Wednesday, November 7, 2007

Sue Schillings called the Town Hall Meeting to order and informed the members present of the need to discuss the following:

- Revisions in existing dues categories for 2008
- Increases in membership dues for 2008
- Changes in OACRAO Scholarship administration
- Changes in the OACRAO Bylaws

Sue called on Jack Miner to present the revisions and increases that the Board is recommending for 2008. Jack informed the meeting participants of several issues that the

Board discussed when deciding to propose a dues increase. Specifically, the Board considered:

- Increasing conference expenses
- Growing need to equitably generate income/revenue to maintain a balanced budget
- Managing a complex due structure
- Minimizing the impact of increasing dues on all institutions
- Normalizing the dues to votes ration.

Jack presented the recommended dues structure and demonstrated how the vote/dues ratio is much more equitable to all OACRAO institutions.

Sue asked for questions from the floor. Deb Benton asked about the cost and status of additional members. Jack clarified that all additional members will be non-voting members at a cost of \$5 per additional member. Jack also stated that non-voting members will pay the regular member rate for conferences, and changing the status of additional members to non-voting would prevent any one institution for purchasing excessive influence on OACRAO issues.

Sue asked Stacey Jones to present the proposed changes in the administration of the OACRAO Leadership and Service Scholarship. Stacey began her presentation by explaining the goals of the committee to:

- recognize outstanding students
- give back more directly to the profession
- make the scholarship program more meaningful to OACRAO members
- increase the dollar amount of the scholarship
- ease the administrative work required to manage the scholarship.

The new model proposed for the scholarship would address these issues by:

- awarding funds to students who work in a registrar's, admissions or related offices
- requiring applicants to have sophomore standing
- increasing the amount of the scholarship to \$1,000
- awarding one scholarship each to a student at a 4-year public, 2-year public and 4-year private institution
- make the award in the fall after students have returned to classes and enrollment can be verified.

The proposed changes generated a lengthy discussion of issues including possible financial aid implications, if the proposal was equitable to sophomores at 2-year institutions, and what mechanism would be used to evaluate the scholarship applications. Marian Hogue made the recommendation that no action be taken on the proposed

changes until we have clarification on how the changes might impact financial aid eligibility.

Don Foster presented revisions to the OACRAO Bylaws as the final item of discussion at the Town Hall meeting. The changes include modify the bylaws language to reflect that any dues increase recommended by the Board will be brought forward for a vote by the membership. Further, the dues for non-voting, associate and corporate members will be determined by the Board.

Additional changes to the bylaws include:

- adding the new duty of reviewing OACRAO's insurance to the responsibilities of the President-Elect,
- changing the name of the Nominating and Elections Committee to Nominations and Elections Committee in order to be consistent with AACRAO,
- defining the role of the immediate past-president in making committee assignments, and
- removing "Ohio High School" from the language regarding the Leadership and Service Scholarship.

The language related to the scholarship again sparked conversation and questions. Don reminded everyone that the issue would be up for a vote of the membership at the Friday Business Breakfast.

Marian Hogue asked how program committee members could be recruited in time for the Friday program planning meeting. Sue explained that the volunteer form had already gone out via e-mail and respondents notified of the change in the meeting date. Sue and Jack both commented that there would be significant savings by combining the planning meeting with the conference, and that it would give Brad Myers the session topics in time for the next Great Lakes 2008 planning meeting. Lorinda reminded everyone that much will remain to be done after the Friday program planning meeting.

Sue concluded the Town Hall meeting with the following announcements:

- Connie Goodman is the new webmaster
- OACRAO's website will have a new URL
- Salt Fork State Park is the 2009 conference venue.

There were no other comments or questions and the meeting was adjourned.

Wednesday, November 7, 2007

Dinner

Sue Schillings welcomed all in attendance and introduced Wendy Lambing who made several announcements regarding the evening's activities. Sue next introduced Scholarship committee chair, Stacey Jones, who announced the recipients of the 2007 OACRAO Leadership and Service Scholarship. Following Stacey's announcement, Laura Ruwe introduced Katie Rapping, a 2004 OACRAO scholarship recipient, Student Employee of the Year at Xavier University and Ohio's Student Employee of the Year. Katie spoke briefly about the value of the OACRAO Scholarship program.

Immediately following dinner, Sue introduced Linda Young who, in turn, gave a humorous and informative introduction of Dan Garcia, our conference AACRAO representative.

Dan began his brief remarks by complimenting OACRAO on the strength of the organization and the quality of our programs. Dan also spoke about the range of AACRAO service and publications, encouraging OACRAO members to use AACRAO as a resource. Dan concluded his remarks by stressing the importance of volunteer participation in AACRAO.

Recognition Lunch, Thursday, November 8

Sue called the Recognition Lunch to order at 12:35 p.m. and explained the purpose of the luncheon and the importance of each volunteer's commitment to OACRAO

Sue recognized the following past presidents:

Wendy Lambing	1994
Dave Sauter	1996
Glen Davis	1997
Brad Myers	1998
Lorinda Bishop	1999
Dick Carpenter	2001
Allen Cole	2003
Marian Hogue	2004
Connie Goodman	2005
Don Foster	2006

Sue recognized the following retiring OACRAO members:

Gail Fredensborg  
Mindy Starcher  
Steve Midkiff

Sue next recognized Wendy Lambing as an LAC Co-chair and also thanked Doug Burgess, University Registrar at the University of Cincinnati, for allowing many of his staff at UC to be part of LAC.

Wendy Lambing recognized LAC Co-Chair Lew Rita Moore as well as all other members of LAC. Marian Hogue, the LAC Exhibitor coordinator, thanked each exhibitor for their participation and support of OACRAO.

Sue called on Treva Hanseman to announce the names of the four program committee chairs and to recognize all committee members as well as session presenters and session hosts. Treva reminded all hosts to summarize and submit their session evaluation as soon as possible so that it would be available for the Friday planning meeting. Treva also thanked Karen Green from the Mount Carmel College of Nursing for hosting the past planning meetings.

Sue asked all first-time OACRAO conference attendees to stand and be recognized and then asked Frank Yanchak to introduce the members of the Membership and Mentoring Committee. Frank also recognized all individuals who served as volunteer mentors.

Sue introduced Stacey Jones, Scholarship Committee chair, who in turn recognized the five regional team leaders, Board liaison Jack Miner, and all members of the Scholarship committee. Stacey requested that anyone with a winning bid on a silent auction item pay for and claim their items between 5:00 and 6:00 p.m. on Thursday.

Sue recognized the members of the OACRAO operating committees (Audit, Budget, Bylaws, Communications, Resolutions) as well as the individuals appointed as the Government Relations Liaison, Historian, Listserv Manager and Newsletter Editor. A gift was given to Deb Benton for her ten years as OACRAO webmaster. Following the presentation of the gift, Sue introduced Connie Goodman as the new webmaster. Connie announced on behalf of the Communication Committee, that the new URL for the OACRAO website would be announced in the next few weeks through a message on the listserv.

Sue asked immediate Past-President Don Foster to report for the Nominating and Elections Committee. Don announced that the following individuals had been elected to the Board of Directors:

Frank Yanchak – President Elect  
Cindy Suter – Vice President for Programs  
Jackie Stewart – Secretary

Don also announced that Lorinda Bishop and Allen Cole would serve on the Nominating and Elections Committee as Past Presidents, and Patrick Beatty and Misty Singer Mahefky were selected as Members-at-Large.

Sue announced that this year the Board was privileged to award three special recognitions; an Honorary Membership to Gail Fredensborg and to Mindy Starcher. In recognition of their years of service to the profession and OACRAO, Gail and Mindy received a framed resolution designating their status as life members. Sue then

announced Wendy Lambing as the recipient of the Linus V. Ryland Award. Sue read the resolution recognizing Wendy's many past contributions to the profession and OACRAO and presented Wendy with the engraved award. Sue commented that a printed announcement of the Ryland Award will be available at the Friday, November 9, Business Breakfast.

Sue thanked everyone present for their participation in OACRAO and the Recognition Luncheon. LAC C-Chair Wendy Lambing concluded the luncheon with a few announcements and door prizes.

Annual Business Breakfast, Friday, November 9, 2007

President Sue Schillings called the meeting to order and appointed Brad Myers as Parliamentarian.

#### Secretary's Report

Mary Southards presented the minutes from the 2006 Annual Business Breakfast and asked for a motion to approve the minutes. Frank Yanchak moved to approve the minutes. Dave Sauter seconded the motion. There were no additional comments or questions and the minutes were approved by the voting membership.

#### Treasurer's Report

Jack Miner presented the 2006-07 budget. Jack commented that with the outstanding exhibitor support and strong conference participation, the 2007 Conference would break even and that he anticipated a balanced budget for 2006-07. Jack asked for questions from the floor and received several positive comments on the balance sheet format of his budget presentation. Gail Fredensborg moved to approve the budget. Connie Goodman seconded the motion. There were no further comments or questions and the Treasurer's Report was approved by the voting members.

#### Audit Committee Report

Amanda Steele reported that the Audit Committee reviewed the OACRAO financial records and found them to be in good order.

#### Vice President for Programs Report

Treva Hanseman introduced the following new program committee chairs:

Pam Reeder  
Donna Evans  
Joyce Steffen  
Chris Clark

Treva also reminded every one of the program planning at 12 noon, and encouraged all members to submit their volunteer forms.

#### Vice President for Workshop's Report

Laura Ruwe reported on the success of the two pre-conference workshops. \_\_\_\_\_OACRAO members participated in the panel-format FERPA workshop and \_\_\_\_\_OACRAO members participated in the SEVIS workshop.

Laura also reported that the Summer 2006 residency workshop had 44 participants and that as a Registrar's Office staff from a private university, she had a new perspective on the complexity of state residency issues. Laura also mentioned that she had received a good response to the workshop survey and would be acting on it in the coming year.

#### Vice President for Membership Development

Frank Yanchak reported that the M&M Committee had an active 2006-07. A letter sent to all post-secondary institutions in Ohio resulted in three new member institutions. The M&M Committee also decided on the OACRAO mug as the "official" new member gift. This decision allowed for a quantity purchase that will in turn reduce 2007-08 M&M Committee expenses. Frank concluded his report by thanking Laurie Mayhew, Jerry Vance and Becky Jolly for their special contributions to the M&M committee.

#### Scholarship Committee Report

David Schneider, reporting for Stacey Jones, thanked everyone for supporting the Scholarship Committee. David announced that the Silent Auction raised \$2,697. Brad Myers held the winning ticket in the 50/50 raffle and won \$200. David concluded his report by encouraging OACRAO members to join the Scholarship Committee.

#### Bylaws Committee Report

Past-President Don Foster informed all present that under Article V of the OACRAO bylaws, the voting members present in person at any meeting of the members constitutes a quorum for purposes of the meeting. With a quorum present, Don continued his report on proposed changes to the OACRAO Bylaws.

Don called everyone's attention to Article II, Section 2, Voting Membership and Dues, and credited Jack Miner with the revision that significantly simplifies the headcount categories, and provides for equity in the number of voting memberships. Don also clarified that while the bylaws do not specify when dues will be raised, or the percentage increase that dues can be raised in any given year, the bylaws clearly state that dues must be approved by the membership.

Don explained the other minor proposed changes to the bylaws, and informed the members that the proposed bylaws changes related to the Scholarship Committee were withdrawn. This action was taken in response to the discussion and questions raised at the Townhall meeting.

When Don called for final questions or discussion, Lorinda Bishop stated that she thought the language on dues should read . . . “recommended by the Board and approved by the membership . . .” After clarification by Parliamentarian Brad Myers, Lorinda offered her recommendation as a friendly amendment to the proposed bylaws language. Don called for a motion to approve the bylaws as amended. Dick Carpenter moved for approval. The motion was seconded by Dave Sauter and approved by the membership.

#### President-Elect’s Report

Linda Young reported on the activity of the Budget Committee and gave a detailed explanation of the proposed operating budget for 2008. Linda remarked that reduction in committee and board expenses will be offset by new expenses in web support and insurance.

Linda called for a motion to approve the 2008 budget. The motion was made by Dan Wilson, seconded by Dick Carpenter and the budget was approved by the membership.

Sue Schillings thanked Linda for her report and reminded everyone that the budget was the key concern of the board and that it would be necessary to be more creative in conducting OACRAO business with less expense.

#### Recognition of Outgoing Board Members

President Sue Schillings recognized the following outgoing board members for their contributions to OACRAO:

Don Foster – Past President  
Trevia Hanseman – Vice President for Program  
Frank Yanchak – Vice President for Membership Development  
Mary Southards – Secretary

Each outgoing board member received a certificate of appreciation from OACRAO.

#### Old Business

There were no items of old business.

#### New Business

There were no items of new business.

Outgoing Remarks – Sue Schillings gave very brief remarks focused on the importance of member involvement and the mentoring of new professionals. Following her remarks, Sue passed the gavel to Linda Young.

#### President's Remarks

Linda Young shared the story of her personal journey into the profession and OACRAO. Linda asked everyone to reflect on how much the profession has changed from the pre-computer days of registration in the gymnasium to the current web environment. Linda described how her level of involvement had changed from anonymous annual conference attendee to committee volunteer to presenter to board member to president. Linda concluded her remarks by encouraging all members to get involved and contribute to OACRAO.

President Linda Young called on Great Lakes Local Arrangements Committee members Brad Myers and Lorinda Bishop to report on the 2008 Great Lakes Conference.

Brad and Lorinda announced the following details on the 2008 Great Lakes Conference.

Location: Dearborn, Michigan  
Dates: November 12-14, 2008  
Hotel: Hyatt Regency Dearborn  
Conference Registration Fee: \$200  
Room Rate: \$120 per night

Brad commented that the conference format is very similar to the OACRAO conference, but there will be a larger number of sessions from which to choose. Lorinda stated that Michigan's organization has more of an admissions focus and encouraged everyone to share information on Great Lakes 2008 with their admissions colleagues.

Linda thanked Brad and Lorinda for their Great Lakes LAC update and called on Wendy Lambing, the Cincinnati LAC chair for final announcement and door prizes.

The meeting was adjourned.

#### Closing Session

**Dr. Nancy Zimpher, President, University of Cincinnati, delivered the closing remarks. Dr. Zimpher, like the Plenary Session speaker, focused on the southern Ohio and northern Kentucky STRIVE initiative. Dr. Zimpher illustrated how OACRAO members, as higher education professionals, have a role in our own communities and "spheres of influence" to foster student success.**