

**Minutes**  
**OACRAO Executive Committee**

Concurrent with Program Planning Meeting  
February 22, 2002 11:30 A.M – 12:30 P.M.  
Location: Mount Carmel School of Nursing, Columbus, Ohio

Committee Members Present: Martha Hicks, President; Richard Carpenter, Past President; Allen Cole, President-Elect; Mindy Starcher, VP/Workshops; Don Foster, VP/Programs, Bob Myers, VP/Membership & Development; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson, Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting and welcomed the LAC Co-Chairs, Laura, Frank & Sammie.

Items of Business

1. Report of the Secretary

- Ray distributed copies of minutes from the Executive Committee meeting held at the Executive Retreat on 2/2/02.
- Minutes were reviewed.
- Minutes were approved (Mindy moved and Allen seconded) as submitted.
- Printed OACRAO Directories were distributed to those in attendance. The remainder will be mailed.

2. LAC Committee

-Laura Finson stated that there was no written report to share at this time. They are currently reviewing last year's LAC manual which has been beneficial. She posed the question to Executive as to what type of budget should initially be proposed. It was suggested that they use the amount spent (final) budget from last year as a starting point. Bob suggested that Program & Physical Arrangements Chairs visit the conference site prior to the conference (August) in order to survey the program facilities. Martha distributed a list of members on LAC. Sammie Tyree-Cox reported on various committees and their chairs. A theme hasn't yet been selected and several were proposed. Group discussed the difficulty of arranging session topics around a program theme.

3. Treasurer

-Sharon reported that there were no updates since the last meeting. Due to economic uncertainty, she suggested we invest the CD for the shortest time frame with the highest yield rate (11-12 month?) and have two separate CDs.

4. President-Elect

-Allen reported that the Tuesday "Night on the Town" at AACRAO is still undecided. The Minnesota representative is to contact him. It's possible that it will be moved to Monday instead.

-Audit Committee will be meeting March 8 at Southern State to review the books. Sally Sikorski will chair.

-He distributed several revised logos that were designed by a Xavier student. Comments from the group were favorable.

5. Vice President/Programs

-Don reported that he would spend the rest of the day working with Program Committee and announced that the deadline for submitting the final program session form was May 1.

6. Vice President/Workshops

-Mindy reported that the date for the Support Staff Workshop has been changed to April 3 (previous date March 20), and the time of the sessions have been reversed. She also reported that the same two sessions will be repeated sometime in July.

- Residency Officers Workshop; no further update.
- REG 201 Workshop; Mindy is continuing to work with Jim Noe and Stu Terrass on the content.

7. Vice President/Membership & Development

-Bob reported on the meeting with his group held earlier in the morning and based on ideas and comments, feel that they will accomplish some good things in the coming year. Some of the items discussed: Distributed the revised Constitution and asked for feedback. Had discussion on better tracking of honorary members. Will be surveying non-member institutions to assess interest. Plans to return to the classic mentoring approach of pairing experienced member with a new member. Will work on goals and objectives with members; possibly in a one-day retreat.

8. Past President

-Dick reported that he still has not heard from Brad Myers on the incorporation document. Martha will follow up on this item. He reviewed the revised Constitution and made further changes. He sat in on the Scholarship Committee meeting earlier in the morning and reported on various items that were discussed.

9. Announcements/Other Business

-Dick reported that he has reserved Ohio Northern's Nature Center for next year's Executive Retreat, February 2-4. There was no other new business.

10. Next Meeting

-Either April 8 or 9 from 10 a.m. – 2:30 p.m. at the Pontifical College Josephinum.

11. Adjournment

-Meeting adjourned at 12:30 p.m.

Respectfully submitted,  
Ray Elash, Secretary  
February 22, 2002

**Minutes**  
**OACRAO Executive Committee**

April 8, 2002 10:00 A.M. – 2:45 P.M.  
Location: Scottie MacBeans, Clintonville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Mindy Starcher, VP/Workshops; Don Foster, VP/Programs; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker;  
Absent: Richard Carpenter, Past President; Bob Myers, VP/Membership & Development

Guests Present: Laura Finson, Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting with a welcome to all and asked if those present felt the location was suitable as a meeting site. All agreed that it was.

Items of Business

1. Report of the Secretary

-Ray reported that the directories not picked up by members at the 2/22/02 meeting have all been mailed to the respective institutions. He submitted a bill to Sharon for \$988.70 which covers the entire cost of production, duplication, and postage.

-Reported that the Communication Committee will meet at Ohio U. on 5/2/02.

2. Report of the Treasurer

-Sharon distributed the Income/Expense Report for January/February/March. Balance in the operating account as of 3/31/02 stands at \$8024.59. Balance in the Scholarship Fund \$5781.47. Interest earned from the \$20,000 CD \$751.48 and was reinvested.

-Reported that the 2001 taxes have been filled out and filed.

-Reported that dues for membership for Muskingum College are still outstanding. Also reported that Myers College notified her that they have changed their name to Myers University.

3. Report of the LAC Committee

-Laura distributed copies of the minutes of their 3/28/02 meeting and highlighted various topics discussed (see attachment). Changes will be made to the food donation process; will list six suggested items and recommend they be donated rather than leave it up to the person donating. Cleveland Food Bank will pick up items.

-The theme selected for this year is OACRAO Rocks .... Cleveland.

-Distributed samples of the proposed conference logo and discussion followed on each. The third sample was selected with suggestion to put letters and numbers in bold for better detail when reproducing the logo on various items. Executive was very pleased with the design.

-Registration Subcommittee questioned whether or not the fee would remain \$160. Plan is to keep it at that cost unless other costs increase significantly.

-Entertainment/Special Events: Evening at the Science Museum was discussed and time for the reception should be either 6 p.m. or 7 p.m.. It was agreed that we needed to finalize the program content before we attempt to determine reception times and activities.

-Looking into the feasibility of providing bus service from Cincinnati/Columbus to Cleveland. Cost involved and other details (parking, pick up sites, etc.) were discussed.

-Speaker options: Jane Scott, retired Plain Dealer Rock Critic/Historian, is being considered. Cleveland Area College Consortium agreed to donate \$1500 to cover various costs.

4. Report of VP/Programs

-Don distributed two handouts: First was a summary of the program tracks and topics that were proposed at the 2/22 planning meeting. He indicated that the four Program Chairs are to have topic outlines ready by May 1.

-Second handout dealt with selection of an AACRAO speaker. He suggested either Heather Smith or Ange Peterson and, if possible, plan to ask the speaker to also present a program topic. Ange Peterson was recommended for international admissions expertise and could provide INS updates.

5. Report of VP Workshops

-Mindy reported that the staff workshop on 4/3 held at the Younkin Center attracted 78 attendees. The next workshop is scheduled for late July. Workshop feedback was very positive and participants indicated that they would like to become more involved with OACRAO and network with people in similar positions. Discussion followed as to how we can accommodate them.

-Residency Officers update is scheduled for 6/26 from 10-3 at the Younkin Center. Topics to include establishing an appeals process, required documentation, and Selective Service.

-Planning a workshop or program at the Conference related to INS procedures after 9/11 and the SEVIS Tracking system. Mindy will contact Darin Bakst to get further details.

-Pre-conference workshops—Possible topics include: INS Best Practices (Mel Severns), FERPA & A Sandwich (Brad Myers), Data Security and Access in a Web Environment (Steve Midkiff), Communication Skills (Beth Egan).

6. Report of VP for Membership

-No report; Bob was ill and did not attend.

7. Report of President Elect

-Allen reported that he has received 30 RSVPs for the “Ohio Night Out” at AACRAO. He requested that OACRAO contribute \$150 to be used for appetizers for the group. Executive Committee approved the request.

-Reported on the Audit Committee meeting held at Southern State C.C. on March 8 and distributed the report from Committee Chair Sally Sikorsky. Summary report showed the books, finances, and fiscal procedures to all be in order. Question was raised that we might need to change the terminology to Financial Review. Still waiting on the results of the incorporation process to determine how it will affect procedures.

8. Report on Constitution Revisions

-Martha reviewed the constitution changes and discussion followed. It was determined that the version on the www is the final version approved at the November meeting by vote of members. Subsequent changes are proposed only and need to be approved next November. Since there are different versions, the Executive Committee proposed that the Constitution Committee come up with a new draft of the constitution/bylaws that incorporates the current approved version with the proposed revised format in the directory and the suggested changes from the Retreat. Timeframe for responding to Executive with a working draft would be the June meeting.

9. Other Items

-Advertising on the OACRAO website. Consensus of the committee is that there isn't a current financial need for the revenue generated by advertising. It may pose issues once OACRAO is incorporated.. We can consider putting a link directly to Corporate Membership. Membership and Mentoring Committee should investigate the ramifications of doing this as well as how advertising revenue would get distributed if it becomes a reality.

-Scholarship Committee Report: Major items from the 2/22 meeting centered around fund raising initiatives, corporate gifts, solicitation of funds, etc. A contact list of corporations/organizations to be contacted for gifts is being developed for May 17. These gifts are to be used for the auction held at OACRAO conference. We need to be sensitive to any possible conflict of interest or competition issues with individual schools who also solicit funds from the same source. Executive has asked the Scholarship Committee to develop a formal response to the proposed funding decrease.

-Site of 2005 OACRAO: Discussed various possibilities and decided to poll membership in the next newsletter as to what geographical area would like to host it.

10. Adjournment

Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Ray Elash, Secretary  
April 8, 2002

ATTACHMENT:

**OACRAO State Conference  
LAC Committee Meeting  
Thursday, March 28, 2002, 12:00 noon  
Cuyahoga Community College - Eastern Campus**

**Meeting Notes**

**Present:** Tracey Cooper, Janet Duber, Beth Egan, Laura Finson, Mark Frys, Marian Hogue, Jerry Kiel, Karen Kopp, Sue Lindsey, Frank Salak, Sammie Tyree-Cox, Linda Young

1. Door Prizes

Letters to businesses asking for donations of door prizes need to go out. There are two versions of the letter, one to request gift certificates and one to request other kinds of prizes. The Entertainment and Special Events Committee, chaired by Janet Duber, agreed to take over the task of requesting door prizes.

It was suggested that the committee contact the Greater Cleveland Growth Association for a list of possible contacts. Donations from the colleges should also be requested. Laura Finson will e-mail Janet Duber copies of the letters used last year, and a template for the letterhead. The letters should be sent in May asking for donations to be made in September. (This was done.)

2. Non-Perishable Food Donations

Food donations that are collected at the conference will be donated to the Cleveland Food Bank. The committee members present liked the idea of a specialized collection of just those items in most need, such as peanut butter and jelly. However, since jelly comes in glass jars, this could be problematic. A list of the six most needed items will be suggested to members who are planning to bring a donation. Laura Finson will contact the Cleveland Food Bank to ask if they can pick up the donated items from the conference.

3. Selection of Theme for 2002 Conference

The LAC is responsible for choosing a theme for the conference. There was no theme last year, but the logo was the Columbus skyline.

Discussion of themes applicable to Cleveland included: rock and roll, sports, and cultural events. Use of the term "North Coast," rather than Cleveland, was also considered. The members present voted on theme #3: "OACRAO Rocks.....in Cleveland". The members thought the pause indicated by the ..... was similar to the popular Huey Lewis and The News song, The Heart of Rock and Roll (is still beating.....in Cleveland).

Drafts of possible logos for the conference were also reviewed. After much discussion, and several votes, the committee decided to send draft "D" back to the artist for revision. Using "D" as a base, revisions requested include using stars instead of dots, retaining the guitar but making it more defined, and adding waves (from another draft) to the bottom of the guitar. The words "OACRAO 2002" should also be added.

Mark Frys will work with the artist to request revisions to the design.

**Committee Reports**

1. Publicity, Printing and Mailing

Mark Frys has recently taken over as Chairperson of this committee, since Karen Kopp has accepted a new position as Director of Student Financial Assistance at Tri-C East.

## 2. Physical Arrangements

Mark Frys was the committee chair, but has agreed to be the chair of Publicity, Printing and Mailing instead. He requested and received a floor plan of the meeting rooms from the hotel, along with their recommendations for set-up. He will forward the documents to Tom Steffen, who has agreed to take on the chair responsibilities for Physical Arrangements.

## 2. Registration and Hospitality

This committee met on March 13th, and sent the following questions that they need answered:

Q: When will the conference fee be finalized?

A: It will probably stay the same as last year (\$160.00), but we will ask at the next Executive Committee meeting on April 8th.

Q: What hours should registration be open?

A: Dave Sauter from Wright State will handle registration until the day before the conference. At the conference, registration will probably be open the same hours as last year – see attached schedule.

Q: How will the hotel reservations be handled? Will there be a card in the packet? Will there be a special code for OACRAO members? What are the options for making reservations (i.e. phone, fax, email)?

A: This should be discussed with Jackie Smith at the hotel. Laura Finson will e-mail Jackie's contact information to Marian Hogue.

Q: When and where will registration packets be put together?

A: It will be done the day before the conference, at the hotel.

Q: When will session topics and schedule be determined?

A: We will ask at the April 8th meeting.

Q: Who is responsible for collecting nametags for drawing? Collecting evaluations?

A: Laura Finson will give Karen Kopp the name of a contact person who can answer these questions.

Q: Is it possible to have a drawing on last day of conference to encourage evaluation return and attendance at closing speech?

A: Yes. We will collect nametags of those present for a door prize drawing; a nice prize will be saved for this final drawing.

Q: When should registration materials be sent?

A: Second week in September, with a reminder sent possibly two weeks prior on e-mail.

The Publicity and Registration Committees will need to work closely together to prevent an overlap of tasks. Rena Mason, member of the Publicity Committee, is in charge of the nametags. Marian Hogue will send out a list of last year's attendees and vendors. A sign-up form for staffing is available, but we need to have the conference schedule before asking members to sign up, to prevent schedule conflicts.

## 3. Entertainment and Special Events

This committee has met twice. They report that they tried very hard to work with the Rock and Roll Hall of Fame to schedule a reception there. However, the Rock Hall is not open on Thursday nights, and the cost of renting the Hall after-hours is \$4,500. This cost is too high.

The Entertainment Committee recommended that the reception be held at the Great Lakes Science Museum instead. With a non-profit discount, the cost of renting the facility is \$3,200. This price includes use of the second floor reception area, access to the second floor exhibits, and a film of our choice in the Omnimax Theatre. The facilities will be available from 6:00 - 10:00 p.m. on Thursday evening.

The cost of catering for the reception is \$14.95/person for a buffet with various stations. There will be a cash bar, and we will need to hire the bartender. Donations from the Cleveland Area College Consortium may be used to cover the difference in price from last year's costs.

LAC members voted on the location for the Thursday night reception. The vote was to hold the reception at the Great Lakes Science Museum. Janet will send the contract to Laura Finson to take to the April 8th Executive Committee meeting. Janet Duber will check with the Museum to see if a time of 7:00 - 10:00 p.m. would be possible instead, and whether this would lower the price.

Entertainment for Wednesday evening will be at the hotel. Attendees will be provided with information on other entertainment options available (i.e. Rock Hall, Playhouse Square, University Circle area). This information can be put into the registration packets.

The Committee is also looking into the possibility of providing bus service from Cincinnati to Cleveland and return for members who wish to attend the conference but do not want to drive. The bus would make two or three stops along the way (at the University of Cincinnati, OSU and perhaps Ashland). The bus, from Precious Cargo, would seat 47 people and cost \$42/person round-trip. Tracey Cooper will send Laura Finson information on this option.

The Committee discussed plenary speaker options. Some suggestions included University of Akron President, Cleveland Mayor Jane Campbell, Mike Benz (former CEO United Way), and Allen DiPetro (local media personality). Other suggestions included: Michael Stanley (Cleveland musician and d.j.), Jane Scott (Plain Dealer Rock Critic), Brian and Joe (106.5 morning d.j.s), and Mary Faulkner (who does a one-woman comedy on balancing life). The committee asked Tracy to investigate this last possibility. Mary Faulkner's fee is about \$800. Tracey Cooper stated the Cleveland Area College Consortium might be able to pick up the additional \$500 fee.

The budget for the speaker last year was only \$300; the group felt this might need to be increased to get a quality speaker. For instance, Dick Feagler (another suggestion) requests \$1,200 per presentation.

#### 4. Exhibitors (Vendors)

It was reported that vendors now prefer to be called "exhibitors."

Beth Egan reports that letters were mailed on March 21st to 43 potential local exhibitors. Committee members are encouraged to forward information on other possible exhibitors to Beth. Beth will e-mail the list of invited exhibitors to Laura Finson.

A follow-up letter will be sent out at the end of April. A minimum of 12 exhibitors is needed; fifteen would be better.

It is hoped that the exhibitors can be approached about sponsoring the afternoon break on Thursday, the exhibitor's reception, and possibly the president's reception.

Give-away items would also be something that the exhibitors could pay for. Last year's give-away items included bags, coffee mugs and calculators. Laura Finson will put Beth Egan and Sue Lindsey in touch with a local company who can assist them in choosing give-away items.

#### **Next Meetings**

The LAC will need to meet monthly for now, on the fourth Thursday of the month, from 2:00 - 4:00 p.m. It was agreed that the meetings should be held at various campuses. The next meeting will be held at Cuyahoga Community College, Western Campus. Frank Salak will schedule the room. The schedule of the next four meetings is as follows:

Thursday, April 25th, 2:00 - 4:00 p.m., Tri-C West  
Thursday, May 23rd, 2:00 - 4:00 p.m., location TBD  
Thursday, June 27th, 2:00 - 4:00 p.m., location TBD  
Thursday, July 25th, 2:00 - 4:00 p.m., location TBD



**Minutes**  
**OACRAO Executive Committee**

May 6, 2002 9:50 A.M. – 2:45 P.M.  
Location: Scottie MacBeans, Clintonville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past President; Mindy Starcher, VP/Workshops; Don Foster, VP/Programs; Bob Myers, VP/Membership & Development; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker.

Guests Present: Laura Finson, Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting with a welcome and reminded all on Executive to submit info and reports to Connie Goodman for the upcoming newsletter.

Items of Business

1. Report of the Secretary:

-Ray distributed copies of the 4/8/02 Executive Committee Meeting Minutes. The minutes were reviewed and a motion was made by Sharon to accept and Dick seconded. The minutes were approved as submitted.

-Ray reported that the Communications Committee met May 2 at Ohio University; as of yet, no report has been sent.

2. Report of the Treasurer:

-Sharon distributed copies of the Summary of Operating Accounts for April. Balance in the account as of 4/30/02 was \$3200.77. Income for the month was primarily from the spring workshop (about \$600 is still outstanding). Assets as of 5/1/02 were \$32,233.72 (sum of operating account, scholarship fund, and CD interest).

3. Report of LAC:

-Laura reported that the LAC met 4/25/02 at the CCC-West Campus, distributed copies of the report (attached), and highlighted various items.

-Shared the revised logo and design with Executive—comments were all very positive towards it. It was decided that this new logo should be sent to Connie Goodman for use in all future publicity. It was agreed that OACRAO would formally recognize the CCC student who created/designed the logo; possibly with a conference shirt and an invitation to the evening entertainment.

-Frank will have a proposed budget report for the next meeting. Discussion ensued as to last year's actual vs. estimated per person cost in relation to the proposed \$160/person registration fee.

4. Report of the Program Committee:

-Don distributed a draft of the revised 2002 conference program and reviewed it with Executive item-by-item. The format follows last years'. Lunch on Wednesday is only scheduled for new/first-time members and suggestion was made to give out lunch tickets in order to control who attends. The new member orientation will be moved to Wednesday lunch so that there will be two separate groups: new members and workshop attendees.

-Discussion on whether or not to continue the "breakfast roundtables". Decision to come at a later time.

-It was agreed to eliminate breaks on Friday and have back-to-back sessions from 9-11 a.m.

-LAC needs to check the hotel contract in order to clarify technical requirements and determine facilities are available.

5. Report from VP/Workshops:

-Mindy reported on the upcoming Residency Officers Update (6/26), FERPA, and Registrar 201 workshops.

-Possibly will offer additional workshop on evaluating foreign credentials and detecting fraudulent records.

-Any suggestions for possible "hot topics" should be directed to Mindy.

6. Report from VP/Membership:

-Bob distributed a listing of Ohio educational institutions that are eligible for OACRAO membership.

-Discussion followed as to how we can best reach the non NCA accredited institution constituencies in order to compile a list of "potential" participants/members.

-Proposed a plan to establish mentors for members based on functional and geographical region similarities. Will begin to promote more participation to become mentors and also to recognize current mentors at the annual conference.

-Much discussion centered around what needs to be done with (1) current members, (2) identify potential new members and institutions, (3) increasing attendance at the annual conference.

-A welcome letter will be sent to new employees at each institution notifying them of opportunities within OACRAO.

-Recommended that Registrar 101 session be included in the annual conference.

-Will schedule an all day meeting in June in order to better clarify goals and actions for the coming year.

-Will survey member institutions as to direction OACRAO should take.

-Will survey non-active membership to find out why they aren't participating and what it would take to increase their active participation. This group, along with the group who only attend one conference and did not return for another, will become a focus of initial efforts.

-Need to develop a long range action plan as to the committees' goals and initiatives.

-Executive recommended that members of the M&M Committee hook up with LAC Committee to recruit annual conference attendees from surrounding locations outside of Ohio.

7. Report of the Past President:

-Dick indicated that Brad Myers is still working on the incorporation documents.

-Dick has begun work on three items related to the constitution: (1) developing one document that incorporates all proposed changes; (2) establish term limits for serving on Executive Committee; (3) determine what constitutes membership, voting membership, how many voting members are allowed per institution, and roles of individual members.

8. Report of President-Elect:

-Allan reported on the following: AACRAO "Ohio Nightout" was attended by 30 members and bill for appetizers was \$181. Asked for reimbursement from Executive. It was approved.

-State and Regional Officers Workshop: Reported on activities and info obtained. Ockerman Award went Texas for a project involving archiving documents. Further info in next newsletter.

-Great Lakes 2004 Conference: Reported that Indiana and Ohio are committed to doing a joint conference. Michigan, Illinois, and Wisconsin were absent and haven't committed to it yet.

-Reported that AACRAO is developing a proposal for web services for state organizations.

9. Other Reports Announcements:

-Discussed whether or not OACRAO should fund its president's attendance at AACRAO National Conference each year rather than leaving it up the president's own school to approve. No decision was reached.

10. Next Executive Meeting Date/Location:

-Next meeting June 24 at Scottie MacBean's

-Meeting adjourned at 3:05 p.m.

Respectfully submitted,

Ray Elash, Secretary

May 6, 2002

**OACRAO Conference  
LAC Meeting  
Thursday, April 25, 2002, 2:00 p.m.  
Cuyahoga Community College - Western Campus**

**Meeting Notes**

**Present:** Tracey Cooper, Beth Egan, Laura Finson, Mark Frys, Sue Lindsey, Julia Ruane, Frank Salak, Tom Steffan

**Report from Executive Committee Meeting**

The LAC Co-Chairpersons had a meeting with the OACRAO Executive Committee in Columbus on April 8th. The Executive Committee reviewed the notes from the March 28th LAC meeting. A copy of the proposed session topics was given to the LAC Co-Chairpersons; the session topics were compiled at a program-planning meeting at Mt. Carmel on February 22nd. Copies of proposed session topics were distributed.

The Executive Committee also reviewed a draft of the proposed logo, which was revised by the student artist prior to the meeting. They approved the logo, with a few revisions. They left the color optional, depending on the color chosen for the shirts.

LAC members reviewed the revised logo, and decided to use maroon lettering on a tan/khaki shirt. The Executive Committee left the style of shirt up to the LAC, but prefers a button-down. LAC members debated whether to order long or short sleeves, or some of each. A price quote will be obtained for both, for comparison. Last year, 40 shirts were ordered (30 for the committee and 10 extra to sell.) LAC members questioned the need to order 10 extra this year. Julia Ruane will check on the price for the denim shirts purchased for staff members in her department. Before a decision can be made regarding the shirts, the LAC needs to review the budget and discuss with the Executive Committee.

The next meeting with the Executive Committee will be held in Columbus on May 6th.

**Committee Reports**

1. Meals and Refreshments

Planning for the meals is on hold until the entertainment is scheduled. The Thursday night meal will be served at the Science Center as part of the reception there. A meal will need to be planned for Wednesday evening. Based on the signed contract, it will probably be a sit-down meal at the hotel, beginning at 5:30 or 6:00 p.m.

## 2. Publicity, Printing and Mailing

This committee will meet in May to begin work on the timeline and responsibilities.

LAC members discussed the conference budget. Last year, the total cost per person was approximately \$100, leaving \$60/person to pay for general expenses. There were 112 full registrations last year, at \$160/each; 31 registrations of \$100/each; and 11 registrations of \$40/each (total \$21,460). Other income was received from the 13 exhibitors, who paid \$250/each for space (total \$3,250).

It was agreed that the LAC should start an expense report to make sure that we stay within the budget. Frank Salak will compile a list of estimated expenditures.

## 3. Registration and Hospitality

Dave Sauter from Wright State will handle registrations until the week before the conference, when he will turn it over to the LAC. Staffing for the on-site registration will be planned one month prior to the conference, when schedules are firm. People will start arriving at the hotel on Tuesday night.

Julia Ruane was given a copy of the registration form from last year. A list of attendees from last year is being updated for current addresses.

Laura Finson will check with Jackie Smith from the Sheraton to determine when room reservations can be made. Since the meeting, Laura received confirmation from Jackie that room reservations can be made now since the rooms have been blocked off for the conference.

## 4. Entertainment and Special Events

The reception at the Science Center on Thursday evening has been approved. The cost of this reception will be \$5,422, less a \$1,000 donation that has been received. This is \$873 less than last year's cost of \$5,295.

Inquires were made from Cleveland Speaks into the possibility of hiring Jane Scott, Plain Dealer Rock Critic, as a speaker. The cost of hiring Jane Scott is \$800, with half being paid up-front. In the event of a cancellation by the speaker, Cleveland Speaks will do their best to replace your speaker with a similar one. In this case, it would probably be Michael Stanley (musician and local d.j.). The LAC co-chairpersons will check with the Executive Committee on May 6th and, if approved, will request a check for \$400 as the down payment for Jane Scott. Tracey Cooper will check with Cleveland Speaks to see if she can preview Jane Scott's presentation.

Entertainment for Wednesday evening was discussed. Dr. Simpson, President of Tri-C's Eastern Campus, may be able to obtain discount tickets to the Rock and Roll Hall of Fame for OACRAO members who wish to visit. Laura Finson will check into this.

For those who wish to stay at the hotel, movies and games are being planned. Four to five different movies can be shown in the conference rooms. A euchre tournament and board games can be planned. Letters soliciting door prizes will be sent out in early May.

## 5. Physical Arrangements

A floor plan has been obtained from the hotel. Tom Steffan and Sue Lindsey will schedule a visit to look at the space. The exhibitors want a larger space than last year; the open area near the ballrooms will be examined for this.

## 6. Exhibitors

Three confirmations have been received. Five letters of invitation were returned because the contact person is no longer with the firm. They were sent out again without the contact person's name. A minimum of 12 exhibitors is hoped for. Exhibitors have until the end of the month to respond. Reminders will be sent out. Jack Webber from Prudential has indicated an interest in sponsoring something for the conference; name badge holders are a possibility.

The following give-away items from Kondik Advertising were reviewed:

- Tote bags (3 kinds)
- Plastic and paper bags
- Small and large folios (with and without zippers)

Price quotations were distributed. After much discussion, the group liked the inexpensive tote bag best (others were too large or too feminine), and the small folios with pad, pen and zipper. The preferred color on the bags was red, and on the folios it was black. These items should come in under budget. Both items can be imprinted with the conference logo and/or the logo of a sponsoring exhibitor. The committee needs to know how many items to order. Instead of ordering pens, it was proposed that pens be donated from the various schools represented on the LAC.

Name badge holders were also reviewed; the group preferred the color red for these holders. The Publicity, Printing and Mailing Committee will be in charge of making the nametags to go in the holders.

Sue Lindsey inquired whether the food for the afternoon break and exhibitor reception should be ordered by the Exhibitor Committee, or whether it would be ordered with the rest of the meals. It was agreed that all the food would be ordered together by the Meals and Refreshments Committee. A preliminary cost estimate for the afternoon break is \$600 and \$1,000 for the exhibitor reception. Last year's costs were \$618.75 (\$3.75 x 165) for the morning exhibitor break and \$866.25 (\$5.25 x 165) for the exhibitor reception.

Donations from exhibitors last year included \$400 for tote bags and 4 donations of \$200 each for food. Sue Lindsey will provide exhibitors with options for sponsorship. In return for sponsoring something, the exhibitor should be offered signage and announcement of the donation. Julie Ruane will contact Keith Miles of SCT to request a donation.

## Next Meeting

The next OACRAO Conference LAC meeting will be held on **Thursday, May 23rd, from 2:00 - 4:00 p.m., at Cuyahoga Community College, Metropolitan Campus.** A reminder will be sent out containing the building and room location.

**Minutes**  
**OACRAO Executive Committee**

June 24, 2002 9:55 A.M. – 3:15 P.M.  
Location: Scottie MacBeans, Clintonville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past-President; Mindy Starcher, VP/workshops; Don Foster, VP/Programs; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson; Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC; Brad Myers, GRL

President Martha Hicks opened the meeting with a welcome and shared a Columbus Dispatch newspaper article about Jane Scott, Cleveland Rock Critic, who will speak at our Fall Conference.

Items of Business

1. Report of the Secretary:

-Ray distributed copies of the 5/6/02 Executive Committee Meeting Minutes. The minutes were reviewed and a motion was made by Dick to accept and seconded by Mindy. The minutes were approved as submitted.

-Ray reported on the Communications Committee. Progress has been made on updating the website and dividing the state into regions in order to collect information for the newsletter. Committee requested clarification on their role in developing the handbook. Executive agreed that it should be a small brochure with general info suitable to give to anyone, school or person, thinking of joining. It should contain things like our mission, objectives, eligibility for membership, etc. Timeline for a first draft is the November meeting.

2. Report of the Treasurer:

-Sharon distributed copies of the Summary of Operating Accounts for May. Balance in the account as of 5/31/02 was \$2,417.95. Assets as of 6/1/02 (sum of operating account, scholarship fund and CD interest) was \$31,450.90.

-Announced that reimbursement rate for mileage increased to 36.5 cents/mile (up from 34.5 cents) as of January 1. Sharon will e-mail members who are eligible for reimbursement and only reimburse those who request it.

-Frank questioned an \$800 expense for the Fall Conference and Sharon indicated that it was the deposit for the Great Lakes Hospitality Event.

-Sharon sent \$50 in memory of Brenda Ashford (AACRAO Executive) to the Leukemia/Lymphoma Research Society.

3. Report of the President-Elect:

-Allen reported that there was no update on the Great Lakes Conference. He expects to get commitments from the other states in the next two months; Ohio and Indiana are already participating.

-Discussed the funding of current president to attend AACRAO. Allen surveyed other states for current practices and received 25 responses—15 do pay expenses (5 100%/10 partial). Ray made a motion to fund both the president and president-elect's registration fee to AACRAO. Don seconded.

-Allen suggested that we make available a certificate recognizing that individual schools are members of OACRAO. Sharon volunteered to come up with a draft statement and will share with Executive.

4. Report of the LAC committee: (copy attached)

-Laura asked about the possibility of moving the Wednesday dinner to an earlier time in order to give participants a chance to spend time at the Rock & Roll Hall of Fame. Suggestion was made to determine if the tickets are valid for all day and then just encourage attendees to go on their own time.

-Discussion on the "technology room" and the significant cost increase over last year. Suggestion

was made by Don to utilize the hotel's "business center" facilities instead of paying extra for a technology center. Will check with the hotel to determine the standard package available and then proceed accordingly.

5. Report of the V.P. for Programs:

-Don distributed the latest proposed program with tentative sessions listed.

-Discussion on the Ohio Transfer Council and Linda Wahn offering a pre-conference workshop. Long term we would like to incorporate the group into existing OACRAO activities.

-Don indicated that Chapel Studios will underwrite the cost of the reception (\$900) in lieu of waiving their \$350 membership fee. Much discussion ensued as to the future implications of doing this.

Don will contact Phillip Henry about presenting at the conference. Sharon recommended that we pay him a presenter fee in lieu of waiving his registration.

6. Report of the V.P. for Workshops:

-Mindy reported that 50 people have signed up for the Residency Workshop, which has the same format as last year.

-Support Staff Workshop in August will be a combo FERPA & FISH/Customer Service Workshop. Paul Taylor has not responded to follow up request from Mindy; she will try once more.

-Pre-Conference Workshops: Mindy indicated that they are trying to stay with only four but could offer five. Tentative ones are: "FERPA and a Sandwich"/Brad M, "Communication Styles"/Anthony Zupanic, "Fraudulent Records", and "SEVIS/INS".

7. Report of Government Liaison:

-Brad Myers discussed the organizational structure of AACRAO including the articles of incorporation and bylaws. Along with the incorporation guideline put out by AACRAO, these would serve as a basis for creating a draft of our OACRAO incorporation document. He indicated that OACRAO's current constitution formed the basis for the draft document and asked for feedback from Executive. A revised draft of the current constitution was given to Brad and he will incorporate the revised constitution into the incorporation draft. He will then get back to the Executive taskforce and set up a formal review.

8. Report of V.P. Membership Development:

-Mindy reported for Bob and indicated that they are scheduled to meet at Brad Myers' on 6/7/02.

There

will be two priority items: (1) sessions to be held at the Fall Conference; (2) reaching out to new members and determining who should be included. Mindy will report back to executive with further info.

9. Report of the President:

-Martha reported on the Scholarship Committee and their reply to Executive's request to prepare a proposal on future funding initiatives. Much discussion followed as to the specifics of fund raising activities, amount and number of scholarships awarded. Martha has agreed to respond to the items raised in the document in a way that summarizes Executive's current philosophy in regards to these issues. Executive needs to clarify its expectations and/or decisions so that the Scholarship Committee can proceed accordingly or change plans as needed.

-Shared name changes for two institutions: (1) Lima State to James A. Rhodes and (2) Mt. Vernon Nazarene College to Mount Vernon Nazarene University.

10. Next Executive Meeting Date/Location:

-Next meeting August 5 at Scottie MacBeans

-Meeting adjourned at 3:15 P.M.

Respectfully submitted,

Ray Elash, Secretary

6/24/02





**Minutes**  
**OACRAO Executive Committee**

August 5, 2002 10:00 A.M. – 3:00 P.M.  
Location: Westerville Public Library, Westerville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past-President; Mindy Starcher, VP Workshops; Don Foster, VP Programs; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Absent: Bob Myers, VP Membership & Development

Guests Present: Laura Finson, Frank Salak, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting with a welcome and explained the need for a change of meeting venue on short notice (Scottie MacBean's was closed this week and their alternate location was too small).

Items of Business

1. Report of Secretary

-Ray distributed minutes from the 6/24 meeting. The minutes were reviewed and a motion was made by Martha and seconded by Dick. The minutes were approved as submitted.

2. Report of the Treasurer

-Sharon distributed copies of the summary of operating accounts for June and July. All accounts are up-to-date. The balance in the following accounts as of August 1: Operating Account \$4,272.19, Scholarship Fund \$8,281.47, Certificate of Deposit \$20,751.48. Current OACRAO assets stand at \$33,305.14. One membership has already been paid for next year (Davis College). Sharon will send out billing notices for next year later this month due to the fact that she will be on vacation for the next two weeks. Sharon also noted that we have received a \$1500 check from the Cleveland Consortium to be used for expenses at November's conference.

-Membership certificate discussion: Sharon developed a draft of a certificate that could be made available to members. Allen suggested that we refer it to a committee in order to work out details and distribution logistics. M&M committee was suggested as a good starting point for development.

3. Report of VP Programs

-Don distributed a draft of the sessions to be offered in November. He especially attempted to offer an interesting session on Friday in order to entice more members to stay rather than to leave early. Discussion followed as to the best days and times to offer the various sessions planned. It was proposed that an attempt be made to move certain sessions in an effort to maximize one-day attendance for those interested in attending only one day.

-Mindy asked about the new member orientation and suggested a realignment of the Wednesday afternoon sessions in order to accommodate the orientation (need one hour from 5-6 p.m.). Plan is to reduce the OACRAO town meeting to 30 minutes instead of 60 and the AACRAO reps report will be given during the dinner.

-Michael McKee, Psychologist at the Cleveland Clinic was proposed as a speaker for the closing session on Friday. Topic – Job Burnout/Multi Tasking.

-Don distributed a proposal from a group from North Carolina (Mentor) to determine if there would be interest in having them do an exhibitor session on student access.

-Need to finalize session topics and titles by August 20 to LAC. Final sessions with descriptions of each can come later.

4. Report of VP Workshops

-Mindy stated that the Residency Workshop had 47 attendees; she distributed evaluation sheets which

show a very favorable response. The upcoming FERPA/Fish Staff Workshop currently has 40 attendees confirmed.

-Mindy reported that there would only be two pre-conference workshops in November instead of the four that were planned. Workshops on SEVIS and Communication Styles were cancelled. She will get more detailed info to LAC in time to publish the program. The noon luncheon on Wednesday will be a box lunch so as to allow attendees for FERPA time for discussion.

5. Report of LAC Committee (copy attached)

-Laura reported that the committee met August 1 and the next meeting is scheduled for September 5. Martha volunteered to send out a motivational message to LAC members encouraging them to apply extra efforts in the next few months since much work remains to be done and all members need to do their fair share of work.

-Laura received a letter from Mary Southards concerning their role and duties at the conference. Question raised as to when scholarship recipients will be recognized? Winners will be announced at the Wednesday dinner.

-Frank reviewed the proposed menu for each of the days' meals and the cost associated with each. Total conference meal costs are expected to be about \$17,000. Frank also provided a summary expenditure list detailing current itemized costs and estimated income from the various categories.

-Sammy listed a summary of action items required from Executive along with deadline dates items are to be provided by. Executive agreed to provide items in time to meet the printer's deadline. Packets are expected to be mailed to members by 9/13.

6. Report of the President-Elect

-Allen has attempted to contact the Indiana Rep about the Great Lakes Conference and hasn't received any response as of yet.

-Reported on the Budget committee and indicated that they will prepare a proposed budget for the OACRAO conference. A draft of the budget is expected by 9/30.

7. Report of the VP Membership & Mentoring (copy attached)

-Mindy (subbing for Bob) reported that the main discussion topic at the meeting was the mentoring program and how it will be promoted and administered. Discussed various activities scheduled for the new member orientation. Mindy proposed that Executive provide a gift to a new member as recognition/participation in activities. Dick made a motion to offer one free OACRAO registration fee to the new member winner of "OACRAO bingo". Martha seconded. A certificate will be given to the winner to be sent in/redeemed with their registration.

8. Report from the Past President

-Dick distributed a draft of the Constitution that was proposed at the February Retreat. He reviewed each of the proposed revisions contained in the articles. Discussion on the items were tabled until a later date so as to allow Executive time to study the document.

The incorporation document prepared by Brad Myers was also discussed. It was agreed that these are constantly changing documents and as such, the first step is to revise the Constitution sufficiently that it can be rolled into the incorporation document if membership votes to incorporate.

-Dick reported on the progress of the Nominations Committee. They are actively soliciting nominations from members for President Elect, Treasurer, and VP Workshops. Dick will submit further info on this process in the September Newsletter.

9. Report from this President

-Martha has no report.

10. Next Executive Meeting Date/Location

-Next meeting September 30 at Westerville Public Library.

-Meeting adjourned at 3:00 p.m.

Respectfully submitted,  
Ray Elash, Secretary



**Minutes**  
**OACRAO Executive Committee**

September 30, 2002 10:00 A.M. – 3:00 P.M.  
Location: Westerville Public Library, Westerville, Ohio

Committee Members Present: Martha Hicks, President; Allen Cole, President-Elect; Richard Carpenter, Past-President; Mindy Starcher, VP Workshops; Don Foster, VP Programs; Sharon Purvis, Treasurer; Ray Elash, Secretary/Note Taker

Guests Present: Laura Finson, Sammie Tyree-Cox, Co-Chairs LAC

President Martha Hicks opened the meeting with a welcome and a reminder that this will be the last meeting before the state conference. She then asked for any announcements. Allen mentioned that he returned from a consulting visit to Utah State where Glen Davis is now the Registrar. Glen sends his greetings to all his Ohio friends. Larry Terrell is retiring from Northern Kentucky University on October 28. Mindy announced that Lorinda Bishop is leaving Owens to become Registrar at University of Toledo.

Items of Business

1. Report of the Secretary

-Ray distributed minutes from the 8/5 meeting. The minutes were reviewed and a motion was made by Dick to accept and seconded by Don. The minutes were approved. Ray then distributed a copy of the OACRAO Brochure designed by the Communications Committee. Comments from Executive members were all favorable and it was agreed that the brochure would be distributed at the conference in November.

2. Report of the Treasurer

-Sharon distributed copies of the summary of operating accounts for August and September. All accounts are up-to-date. The balance in the following accounts as of October 1: Operating Account \$8202.75; Scholarship Fund \$6081.47, Certificate of Deposit \$20,751.48. Current OACRAO assets stand at \$35,035.70. A detailed report of the scholarship fund reflected the five \$500 scholarships awarded for 2002 and a balance currently of \$6081.47. Question was raised as to the amount earmarked for scholarships in 2003 from the Executive Committee. It was confirmed that the amount was to be \$1500.00.

-Sharon submitted a proposed budget for 2003 that will be presented at the November conference. Laura asked how the figure of \$23,000 was determined for the 2003 conference saying that the amount appeared to be low. Sharon explained that the estimate was based on the 2001 conference in Columbus. Cleveland expenses are expected to be higher and that this budget is just an estimate of expenses/income used for planning purposes. Budget discussion is scheduled for 11/7 with approval 11/8.

-Sharon indicated that approximately 50% of the dues for next year have been submitted. Approximately 50% of expenses have been spent and all bills are up-to-date. All scholarship notifications and checks have been sent.

3. Report of VP-Programs

-Don distributed the proposed program with revisions and summary sheet. He related the proposed changes to the program and asked for a listing of computer vendors who would be listed in the "Birds of a Feather" session.

-Don asked for an update on the possibility of Phillip Henry from the University of Belfast presenting a session or participating in multiple sessions as a way of enriching the conference with an international perspective. It was decided to slot him into existing sessions rather than as a new one.

-Procedure for Certificates of Appreciation were discussed. David Axsom of Ohio University will print them and Dick will do the awarding. He clarified who will receive them—Executive members leaving their position, honorary members (if any) and awards (if any).

-Don reminded everyone of our project to redo the OACRAO logo and proposed that we announce this at the conference and solicit schools to participate.

-Martha will review the summary sheet over the next month and e-mail other committee members as to their duties and responsibilities.

4. Report of VP – Workshops

-Mindy reported that the Support Staff Workshop held on 8/14/02 at Younkin Success Center on the Ohio State University campus was a success with 73 participants and positive feedback.

-Pre-conference workshops; only two scheduled: Brad Myers/FERPA and Linda Wahn/Transfer Issues.

-Summer workshops generated \$4100 and the FISH workshop generated positive feedback with several schools implementing it in their offices.

5. Report of the LAC Committee (copy attached)

-Laura reported that the shirts and logo ordered for the conference will be distributed Tuesday evening. Some expenses such as postage, copies, etc. will be absorbed by Laura's school, so the budget isn't accurate since expenses will be less.

-Breakout rooms – Five will be needed for each session.

-Vendors/Exhibitors: 14 have signed up.

6. Report of Membership & Mentoring Committee

-Mindy indicated that the M&M Committee is currently working on putting together all the details for the New Member Orientation session at OACRAO '02. LAC will be notifying the committee of all new members/first-time attendees as they register so that the committee can put them together with a mentor prior to the conference. We have only had two people outside of the Executive Committee and M&M Committee volunteer as mentors, but the committee feels that will be plenty for this first year. Expectations of the mentors include contacting (either via email or phone call) their mentee prior to the conference to "introduce" themselves and to encourage the mentee to attend the Wednesday lunch and New Member Orientation session. The mentor will then be expected to attend both of these events with their assigned mentee and to be available throughout the conference to provide assistance. After the conference is over, the M&M Committee will develop a conference evaluation form specifically geared for the new folks and will ask the mentors to email it to their mentees to solicit feedback.

7. Report of President-Elect

-Allen reported that Marian Hogue accepted the nomination as President-Elect. He indicated that he has briefed her on the upcoming activities and the Executive retreat scheduled for January/February.

-Corresponded with Indiana and Michigan reps about the proposed joint conference in 2004. Indiana is participating, Michigan is not. Wisconsin and Illinois have yet to respond and appear not to be interested.

-Allen plans to attend the Indiana conference in October.

-Allen solicited feedback on future sites for the 2005 conference. Cincinnati and Columbus have indicated an interest in hosting it.

8. Report of Past President

-Dick presented the list of new officers from the Nominations Committee. They are:

President-Elect Marian Hogue

Treasurer Kathy DiFranco

Vice President/Workshops Amy Adams

Vice President/Membership Development Mindy Starcher

Past President Dick Carpenter

-Discussion on appointed vs. elected members: Consensus is that Executive doesn't violate Constitution bylaws by appointing replacements: The Nominating Committee will propose all of the candidates for election by the members.

-Dick will check on available dates for the retreat so as to accommodate the new members and will e-mail everyone the final date as well as the date for the annual Planning Meeting.

-Incorporation document: much discussion on the proposed changes being made, communication to the membership-at-large, proposed dues structure, and the number of voting members per institution. Executive doesn't feel prepared to answer all the issues related to the incorporation proposal at this time.

As a result, the Incorporation Taskforce will go back and draft a document of reasons for incorporation which will then be presented to the members at the Town Meeting in November.

9. Report of the President

-Martha reminded everyone of the newsletter deadline and encouraged members of Executive to submit articles.

-Martha proposed that, in an effort to improve communications, a meeting should be held between members of Executive and the committee chairs shortly after the February retreat and the Program Planning meeting.

10. Next Executive meeting date/location

-Tuesday, November 5, 6:00 P.M. OACRAO Conference – Cleveland

-Meeting adjourned at 3:00 P.M.

Respectfully submitted,  
Ray Elash, Secretary