Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

April 13, 2018
The Ohio State University

Participants: Bob Bulow, Beth DaLonzo, Sun Jamerson, Michelle Rable, David Schneider, Sue Sherpherd, Justin Weimer

Beth called meeting to order at 10:07AM.
- Welcome
- Approval of March Board meeting minutes:
  - ➢ Motion to review minutes made by Justin; David seconded. No edits. Unanimous vote to approve minutes made.

Board Reports:
President – Beth DaLonzo:
- All old business, so defer until that portion of the agenda.

Past-President – David Schneider:
- OSI:
  - ➢ Molly and David met at AACRAO to plan OSI. Michelle has registration setup and ready. Molly will be contacting Mohican to plan catering.
  - ➢ OSI faculty meeting on April 24th via conference call to plan presentations and structure for the meeting. Also will discuss possible entertainment ideas.
- Next month will start to work on the Nominations and Elections committee meeting.

President-Elect – Sue Shepherd:
- Ohio dinner at AACRAO went really well. Positive comments on food and venue selected.
- Governance Committee regroup is on to-do list.

Vice President, Programs – Bob Bulow:
- Working on finalizing the conference sessions. Not many drop-outs for the session presentation submissions so far.
- Plan to have content posted on the website by early-May, which will include session descriptions / outcomes.
- Committees still need to work on combining similar presentation topics.
- Questions:

- ➢ Confirmed that we're going to do 2 sessions for AACRAO, including the town hall meeting. Will do the 11AM and 1:45PM sessions on Thursday.
- ➢ Will plan for Thursday for AACRAO rep presentations to allow for travel flexibility.
- ➢ Workshops will be CCP and GDPR. Plan to check with Molly to confirm.

Vice-President, Membership – Sun Jamerson:
- Membership database categorization ideas:
  - ➢ Active/inactive/retiree categories are currently being used. Important to have an institutional membership categorization to drill-down.
  - ➢ Discussion for the setup for the membership database management.
  - ➢ Sun will send the column list for what we have currently to collect suggestions to making sure our database management is what we want it to be.
- Membership dues:
  - ➢ Indicate a specific size of institution.
  - ➢ Dues are lower than what they should be because of IPEDS and the institutions not necessarily aligning with what they should be selecting.
  - ➢ Include specific instructions for what they are looking at to drill-down to the correct number to ensure that they are selecting the correct enrollment figure to align their membership due.
  - ➢ We need to be clear on the amount due on our invoice and assign the amount due to remove guesswork from the institutions paying.
  - ➢ Bylaw change could include wording of "total enrollment for fall" for determining institutional membership rates. Need to determine if definition is including FTE / GRAD / etc. Wording may need to convert to "total headcount at the time of invoices generated from your most-recent fall enrollment."
  - ➢ Wording of invoice should say "total headcount."
  - ➢ Sun will draft new invoice and send to BOD to review.
  - ➢ Think about mimicking what AACRAO does on the top of their invoice if it aligns with our goals.

Treasurer – Michelle Rable:
- Operations / scholarship account balances were provided.
- Insurance has been paid.
- Taxes are being completed.

Secretary – Justin Weimer:
- Will ask Sun for some new members to do spotlight on for newsletter.
- Reminder – newsletter article ideas are always welcome.

Old Business:
- MemberClicks:
  - ➢ We need to provide revenue accounts to be created. If using QuickBooks, need an account name for each account.

- ➢ 123SignUp processes the money, with the current money automatically going into the Huntington accounts. Michelle has to log into 123SignUp to download payment history to track back to what was transferred into Huntington account.
- ➢ Discussion to strategize next steps for Michelle / Sun / Bob.
  - o Suggestion would be to setup conference call with MemberClicks to go over what they are looking for.
  - o During next BOD meeting, Sun/Michelle may have a separate conference call during our meeting with MemberClicks to strategize next steps to assess the time commitment for the work involved.
- ➢ How clean of a file do we provide MemberClicks?
  - o Doesn't have to be perfect; they'll help guide us to the correct format after we send them to the first file. Decision is ultimately is just determining member-types.
- ➢ Once ironed out, Bob will get the call scheduled for him, Michelle, and Sun.
- ➢ Bob wants to revisit forms that we're going to send them since some of the items have since passed.
  - o Annual dues, conference registration (maybe vendors too), workshop registration template, membership update form, OSI registration, other conference-related activities; committee sign-ups.
  - o Better to think of the forms not by chronological order, but by "type" since we can copy templates.
  - o Makes more sense to do different types of forms – Bob will find the versions of the forms to send to them.
- ➢ Bob informed MemberClicks we're not quite there with our automated membership due process and notifications.
  - o We wanted it to be setup correctly so that in the future it's done.
  - o Need to clarify the institutional representative and also the person who actually submits payment for that institution.
- ➢ AACRAO is cautious to committing funding 100% of everything to everyone – they want to roll this out to more groups, but may not be able to afford to pay for everyone if everyone converts to this new site. They do not have an end-game of pulling funding for the pilots.
- • LAC Update:
  - ➢ Full LAC at Sawmill Creek today for meeting – no update.
  - ➢ Chris / Heather will begin coming to our meetings soon.

Meeting break for lunch at 11:37AM. Meeting reconvened at 12:14PM.

- • Dues Increase Decision:
  - ➢ Provided budget model information to Michelle to use to run numbers.
  - ➢ Michelle advocated for a 20% overall increase across the entire membership. That would be $90, $120, $150, $210.
  - ➢ Model – 20% one-time increase; and then a CPI increase annually.

- David moved to do a flat $50 increase at all levels; and then determine a potential by-laws change. Bob seconded the motion.
- Discussion:
  - Michelle does not believe it is equitable to the smaller institutions with this large of an increase to all sizes of institutions.
  - Explaining a percentage increase will be more difficult to explain versus an overall flat rate.
  - AACRAO is essentially a $250 increase over each bracket, but they have more brackets for the membership price structure versus OACRAO's.
  - Motion to vote: 6 Yes, 1 abstain. Motion passes.
  - A newsletter article about the membership due increase at least 2-weeks prior to the annual conference in October, 2018.
  - Finalize numbers and what will be said in the September newsletter by the July meeting; present the information to the membership for the September edition of the newsletter. Use total headcount for wording and structure.
- Revitalization of Scholarship Committee:
  - Will write a newsletter article on Scholarship Committee. Michelle is meeting with Kimberly next week to cover expectations for moving forward, what to be thinking about for the conference.
  - Everything within the Scholarship Committee for the annual conference is up for consideration to revamp or change.
- Summer Leadership Workshop Ideas:
  - Discussion on the intended audience for this meeting – focus on seasoned staff that are looking for professional development opportunity.
  - Higher level conversation but open to everyone to attend.
  - Idea from last year was John Gardner Institute but would require some expenses.
  - GDPR presentation would be huge if someone could come in and know what they're talking about; or focused on something retention-based.
    - Idea from EDUCAUSE: Andrew Cormack – Chief Regulatory Advisor – spoke about GDPR.
  - Need strong speakers to engage the room / audience.

New Business:
- Staff Development Session brainstorming:
  - FERPA case studies; Positioning Yourself for Promotion; Big Picture of Why Am I Doing My Job?; Goal Setting and Developing a Performance Plan for Yourself; What Does Your Boss Expect?
  - Some of these may have been conference sessions – see who those presenters were and see if they may present.
- Social Media – tabled for next meeting.

Justin motioned meeting to adjourn; Sun seconded. Meeting adjourned at 2:25PM.

Next Meeting: May 23, 2018 at The Ohio State University.