



Ohio Association of Collegiate Registrars and Admissions Officers

Board of Directors Meeting

November 5-7, 2017
Ohio Northern University Metzger Center

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

November 5, 2017:

Beth began meeting at 4:30PM with introductions and icebreakers.

2017 Annual Meeting Review:

- Overall comments were positive from the feedback survey.
- LAC for next year will have good co-chairs, and will attend BOD meetings.
- Re-evaluation of the timeline for program planning committee and communication:
 - March is still a good time to hold the meeting.
 - Ownership of “sessions” from idea board is difficult – presenters were sometimes unaware they were presenting – communication out to them needs addressed.
 - Clearer expectations need to be set for the communication responsibility from the committee members.
 - Whole committee needs list of ideas prior to their meeting to familiarize themselves and to be able to provide feedback during the conversation.
 - The process of sharing information out to the committee to be assessed.
 - Bob is tentatively planning to have the meeting on March 16, 2018 at Mount Carmel.
- Committee Lists:
 - New chair will need identified to replace Sun as Chair of Information Systems and Data Management Committee.
 - Agreed that LAC Co-Chairs or BOD members should not be program committee chairs due to workload for respective positions.
- LAC and Post-Conference Survey:
 - Evaluate use of current tool versus possibility of using Qualtrics in the future for better analytics, etc.
 - Communication strategy for the post-conference survey should be evaluated.
 - Re-think of questions currently being used; and method of sending out the conference survey and timing of it being sent out.

The group took a break for dinner at 5:55PM.

The group reconvened at 7:05PM.

2017 Annual Meeting Review Continued:

- **Mentor / Mentee Reception:**
 - Re-think the purpose for this.
 - Is it valuable when attendees may be new to OACRAO but are seasoned higher-education professionals?
 - Do we have a separate event for OACRAO BOD?
 - Consideration to returning to Wednesday, during the last session to have more attendance and to have more meaning behind it.
 - Talk about benefits of OACRAO, getting involved, what you can get out of the experience(s), M and M committee.
 - This would also replace lunch on Tuesday.
 - This would add a light reception after the roundtable session – and pair with President’s reception with Meeting your Mentor – collectively would eliminate a duplication of receptions.
 - Overview for 2018 structure:
 - Offer M and M session at the end of the day for new attendees.
 - Combine the BOD and M and M folks into the session to provide roundtable discussion of OACRAO benefits.
 - Immediately after have President’s Reception that would include M and M for mentees to find their mentors.
 - Send an email a week prior to provide new attendees the information.
 - In conference registration form, include questions to get a better idea on: is this your first OACRAO conference?; Are you new to the profession?

2018 Conference Considerations:

- Reconsider time lengths of the concurrent sessions – get rid of the 45 minute fun break on Thursday and add 15 minutes to the first and last sessions on Thursdays.
- It was decided to not reconsider bringing back the “speed dating” exhibitor session due to not enough time with the vendors.
- All sessions on Wednesday and Thursday will be 1-hour in length; Friday sessions will remain 45-minutes in length.
- Vendors had good experience in 2017 – keep the format similar for 2018.
 - Offer to have feedback survey while they’re at the 2018 conference to increase response rate.
 - Consider a laptop / tablet onsite for them to use for completing the survey via the link.
- Overall sessions have been strong – maintain same number of sessions offered.
- Attempt to increase other state school participation with sending staff to OACRAO.

The group took a break at 8:30PM for evening activities.

November 6, 2017:

The group reconvened at 9:10AM.

2017– Registration and Fees Summary

- Michelle reported a \$5000 loss to expenses for previous fiscal year.
- A rethink for when the membership dues email should go out – should be timed to be sent just before or during the annual conference.
- 2017 Conference rates were: \$250 for full conference; \$110 for one-day; \$50 for workshops.
- Membership dues payments are an issue – need to be synced up with when people are registering for the conference and due by September so that communication can be sent out before the conference.
- Workshops:
 - Pre-conference workshop attendance rates – dependent on the content itself and how well they're promoted.
 - With promotion, a deadline to register by should be included.
 - Content of workshops comes from planning day.
 - For 2018 – pre-identify some topics to be flushed out during the conference session planning discussions, specifically sessions that people can really benefit from.
- 7 Thursday only registrants; 8 Wednesday only registrants; 104 full conference registrants; 17 Transfer workshops registrants; 27 Excel Workshop registrants.
- It was determined free registration for the pre-conference workshops did encourage ideas for conference session suggestions.
- Similar pre-conference workshops to the Excel one offered are sought after due to hands-on training that is at that “next level.”

Proposed 2018 Fees:

- 2018 Conference Registration = \$275
- 2018 Conference One-Day Registration = \$135
- Workshops = \$60
- Michelle moved proposal to discussion; Molly seconded. BOD unanimously voted “yes” to approve proposed fees for 2018.
- LAC Co-Chairs will be informed of fees; OACRAO webmasters will update the website to reflect 2018 fees.

Committee Member Lists:

- Decision made for BOD members to not be chairs of program committee.
- Committee list suggestions and/or changes:
 - David will reach out to ask Amanda Means about chairing Admissions and International Education.
 - David will reach out to Mark Frys for chairing Information Systems and Data Management.

- David will reach out to Michelle Blanton for vice chairing Professional Development; and will remove Sue Shepherd from the committee.
- David will ask Aftan Dewese about chairing Records and Registration; possible vice chairs could be Dan Kall or Lisa Delaney.
- LAC, Fiscal, and Bylaws committees all deemed reasonable.
- Communications committee will retain Bob as a webmaster; and added Whitney Ellwood as newsletter editor.
- Government Relations Committee:
 - Committee needs leadership who is interested in this area, and can push to get more involved with state / regional government initiatives.
 - Sue will coordinate a meeting for this group to gather expectations for this committee and to identify a chair.
- Scholarships Committee:
 - Recommendations from outgoing chair were: need for more collaboration between LAC and Scholarships; less door prizes and more basket items for auction; consider splitting the committee up between application reading and donation solicitation.
 - Volunteers overall are down for this group.
 - A co-chair and vice chair are needed.
 - Consideration if the silent auction is worth doing, and to lessen the amounts of paper versus no physical items on display during the silent auction. Focus on more quality items rather than a higher volume. Lessen the region-specific items due to limited amount of bids on these items.
 - Consider adding back the “thermometer” in the monthly newsletter to show membership where the committee is on fundraising.
 - Consider deleting the wine bottle grab; 50/50 is still effective.
 - Figure out ways to increase small dollar donations throughout the entire year.
 - This group may need some reinvigoration to keep it focused. Michelle will coordinate this.
- Membership and Mentoring:
 - This group has been disjointed over the past two years.
 - May need a “rally” meeting coordinated by Sun to focus the group and raise the energy level to increase volunteers.
- Overall, a good idea to reach out to all chairs to ensure they do not feel isolated in their roles and know that the BOD is there to support them throughout the year. David will email all chairs once they’ve been identified of their roles.
- Newsletter:
 - The current monthly schedule is effective and will be maintained.
 - This is the most visible piece that engages our membership and is consistently well-received. It is also the most important piece of communication that goes out to the membership.

- The timeline of this coming out will be switched around to come out a week after the monthly BOD meetings to provide an opportunity to send out BOD updates each month.
- Focus on the newsletter will be succinct and not “add pages” for the sake of adding content.
- Transition and Succession:
 - For those who are on their last year of the BOD, consider what you wish would’ve happened when you onboarded in relation to how you offload your duties onto the next BOD member.
 - Discussion focused on providing more documentation and transitional items on each position’s Google Drive.
 - Be more thoughtful of face-to-face meetings for the on/off-boarding member for succession and transition.
 - Ensured everyone has gotten Google usernames / passwords from previous BOD member, has access to everything; and received all physical materials, if any were to be received.
 - The group will do a short tutorial of Google Drive after lunch.

The group broke for lunch and afternoon activities at 1:02PM.

The group reconvened at 7:03PM.

- Big Ideas 2018:
 - Purpose of this is for us to all have a big idea to move the BOD and organization forward.
 - Goals for these are meant to be a year-long project to accomplish.
 - Last year’s ideas were reviewed and progress on those ideas were accounted for.
 - The goal will be to keep this as a topic of conversation and these big ideas as goals for the following years for the President to oversee.
 - 2018 goals:
 - Justin – update newsletter template and continue to focus on more social media presence and a better, updated web presence.
 - Molly – offer a workshop that is WebEx to alleviate travel/budget restraints to increase participation.
 - Bob – expand on previous year’s goal of being involved with a transcript with “grades” – allocate badges for those who’ve continued to serve OACRAO and develop method of “designations” for all levels of participation.
 - David – will build a form for call for nominations to provide more substance behind when the call for nominations are made.
 - Sun – will oversee new Membership and Mentoring activity for the conference for the last session of Wednesday.
 - Overall – if the organization moves in the direction of last year’s goal of hiring a part-time staff member, this one goal would conceivably be a huge task to operationalize and implement for the entire BOD.

- As Big Ideas are thought of, they can be added throughout the year.
- President-Elect has been in charge of finding summer leadership speaker and locating AACRAO dinner night.
- Beth will loop Heather in to discuss what's important for LAC and big picture ideas for the conference.

The group broke for the evening at 8:32PM.

Tuesday, November 7, 2017:

Note, David Schneider ran the Tuesday meeting due to Beth DaLonzo required to return to her office.

The group reconvened at 9:05AM.

- Website:
 - Bob presented overview of new website template that OACRAO would migrate to using the new web content management system that AACRAO is adopting.
 - Bob provided overview of some of its features. A demo will be set-up for the January BOD meeting.
- Workshops:
 - Realignment or residency workshop to occur in April/May so “weird” cases can be discussed prior to busy season.
 - Could pull the last 2 years’ worth of registrants to poll on when is the best time for this workshop to occur.
 - Rebrand the support staff workshop the Staff Development Seminar.
 - Same type of content / topics, and provide a description / topics out to membership so those who attend know what to expect.
 - Potential topics: dealing with difficult people / conflict resolution; finding resources for being “stuck”; work / life balance; fitness in the workplace; changing technology; electronic portfolio; best practices for social media; data informed decision making.
 - Timing can still be early July.
 - Parking will no longer be covered by OACRAO – up to participants to pay for parking costs and for their institutions to reimburse them. Justin will provide parking details to Molly when needed.
 - Summer Leadership Series:
 - Timing in July.
 - Worthwhile information – series should keep going.
 - Does not necessarily have to be AACRAO representatives.
 - Potential interesting topics would be: Hot topics in higher ed; co-curricular transcripts.
 - If we bring in someone other than AACRAO representatives, OACRAO will need to reimburse for travel expenses, etc.
 - Rethink format to include refreshments or breaks.

- Branding of this will be important to ensure that membership doesn't think of this as just "upper-level."
- Future announcements for when this year's is schedule should include information on the target audience of attendance. Molly will send the BOD a draft of the email prior to it being sent out to membership.
- Molly will send an email draft out to the BOD for all workshops prior to sending them out to the membership.
- A future newsletter article will include details of the workshops and the dates that they'll fall on.
- Post-workshop surveys will be used to collect feedback.
- Justin will ask for a list of AACRAO speakers and topics.
- Sue will put together list of topics so we have a way to discuss and rank them.
- OSI Planning:
 - Reuse the general agenda for structure of the schedule for 2018.
 - Look at the fitness of all of the topics on the schedule:
 - For role of the registrar, include information about admissions.
 - Try to include more admissions topics to be more inclusive.
 - Faculty options were discussed and narrowed down for David to contact.
 - Faculty will decide on the topics they want to present on.
 - David will send out the agenda to the BOD and will update as the year rolls on.
- Wrap-Up:
 - Meeting wrap-up of key points of discussion.

Meeting adjourned at 11:45AM.

Next Meeting: January 19, 2018 at The Ohio State University