



Chronicle

ILLINOIS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

DEKALB, ILLINOIS

SUMMER 2004

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**Ladies and Gentlemen!
Step Right Up!
It's the Greatest Show on Earth!
Celebrating Our Profession Under the Big Top**

**Submitted by Sheri C. Kallembach
President-Elect**

How many of you have read, "If I Ran the Circus" by Dr. Seuss? In this book, young Morris McGurk is a conceptual thinker and creates the Circus McGurkus, "The World's Greatest Show on the face of the earth, or wherever you go!" Just as the workers in young McGurk's circus, members of the Conference Planning Committee and the Local Arrangements Committee have been working up many surprises for you to experience at the 82nd Annual IACRAO Conference, the Greatest Show on Earth! Come join us as we celebrate our profession under the "Big Top" from October 27-29, 2004 at our conference host hotel, the Wyndham Northwest Chicago in Itasca, Illinois.

Going back to Dr. Seuss' book, young McGurk asks Colonel Sneelock to perform the greatest circus feat of all time, i.e., diving four thousand, six hundred and ninety-two feet into a fish bowl. To paraphrase McGurk, "It's your job, not mine. I don't care how you do it, just do it." How many of you have had the same experience as Colonel Sneelock? I invite you to come and learn from other members in our profession how to pull off this trick.

Just as the circus workers employed by young Morris love to work, so have the members of the Conference Planning Committee. They have walked the tightrope to bring you many surprises. Sessions include "So You Want to Run Away and Join the Circus," "If I Ran the Circus," and "Why We Do What We Do." Experience a merry-go-round ride in "Change—What Goes Around, Comes Around." And of course, for those who like daring acts, sessions will be offered on more serious topics such as FERPA and preparing a disaster recovery plan. On Thursday evening, you will be thoroughly entertained by a professional comedian who will bring a sense of wit into our everyday life through his magical wordsmithing. There will be so many sessions offered under the Big Top at the 82nd Annual IACRAO Conference that to quote young Morris McGurk, "You'd never see half if you had forty eyes!"

For those of you who are interested in reserving a seat at the IACRAO circus, held October 27-29, 2004 at the Wyndham Northwest Chicago in Itasca, Illinois, call 1-600-773-4000 and ask for reservations. Be sure to let them know you're with the IACRAO circus! Watch for program updates on the IACRAO website, www.iacrao.org.

Mark Your Calendars!

IACRAO Annual Meeting

October 27-29, 2004

What's Your Bright Idea?

**Submitted by Jonathan Pickering
Vice President for Professional Activities**



Each year at the annual conference your colleagues present their Bright Ideas at a session set aside in honor of Gene Magac, former IACRAO president. Attendees vote to determine which nominee has the brightest idea, and the winner is entitled to free registration at the next annual meeting. If you have an innovative idea, a unique way of doing business, or a clever strategy for anything you do in your professional life, send an email to Jonathan Pickering at jmpickering@noctrl.edu with a brief description of your bright idea. Maybe you will be this year's Bright Idea winner!

Who Governs IACRAO?

The Executive Board is responsible for enforcing the by-laws of the organization while providing services to the membership. These services, providing educational and professional development, are the primary goals of IACRAO.

The membership of IACRAO governs through elected Executive Board members and District Chairs. The organization is also directed by a charter and constitution written and approved by the membership. Members of the Executive Committee are:

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**You don't stop
laughing because
you grow old. You
grow old because
you stop laughing.**

**—Michael
Pritchard**

Chronicle

The *Chronicle* is published three to four times a year by the Illinois Association of Collegiate Registrars and Admissions Officers (IACRAO) as a means to promote educational and professional development of IACRAO members. The *Chronicle* covers organizational activities and individual accomplishments of IACRAO members. Articles spotlight issues affecting the admissions and records functions of educational institutions. The *Chronicle* welcomes ideas, photographs, and articles from our professional membership. Send your contributions or comments to Angie Byrd or Wendy Lawson Raver, *Chronicle* Co-Editors, Northern Illinois University, Registration and Records, DeKalb, IL 60115-2871, Fax 815/753-1908, e-mail abyrd@niu.edu or wraver@niu.edu.

District Meeting Reports

East Central District

Submitted by Reo Wilhour, District Chair

The East Central District held its 2004 Spring Workshop and Business Meeting March 3 at Parkland College. Thirty-six folks representing Eastern Illinois University, Parkland College, Kankakee Community College, Lakeview College of Nursing, Richland Community College, and the University of Illinois at Urbana-Champaign attended.

Reo Wilhour, District Chair, Parkland College, called the meeting to order at 9:30 am. After welcoming the group and reviewing the agenda for the day, he introduced Rita Pearson, District Secretary/Chair-Elect, who conducted group introductions and an open forum to discuss current topics and issues. Some of the issues discussed included the FERPA guidelines for student workers who grade papers (What would Leroy say?), trends in international student enrollment numbers, electronic signatures, and the concept of “speed vs. soul” which is Dale Wolf’s characterization of the problem of taking the human touch out of student services.

Mike Henry from Parkland reminded the group that Dale Wolf (Eastern Illinois), Thomas Dolliger (Kankakee), and Carol Lyke (University of Illinois-Champaign) will be retiring this year. The group offered their heartfelt congratulations and thanks with a round of applause and best wishes for a happy retirement to each.

The highlight of the morning was Topper Steinman’s presentation on fostering an environment conducive to open communications and understanding in the realm of student services. In his unique and humorous way, he challenged the group to remember “Why we do what we do.” Topper’s personality and sensitivity allows him to get down to the serious nitty gritty with his audiences. Topper will be the keynote speaker at the October Annual Conference.

The committee members for Communication and for Membership were also introduced. Les Cromwell (UIUC) will serve on the Membership Committee and Nancy Herpstreith (UIUC) will serve on the Communications Committee.

The morning went quickly. There was a terrific program presentation, enough coffee, juice and pastries (once they arrived), and plenty of time to visit with colleagues and friends.



Northeast District

Submitted by Bruce Oates, Oakton Community College

Situational Leadership was the topic of discussion at the IACRAO Northeast District meeting held at William Rainey Harper College on Friday, March 12, even though the closure of Route 53 created a “situational headache” for meeting attendees. Despite the traffic, 80 Northeast District members attended the annual professional development activity.

Renita Duncan, a human resources consultant, led the attendees in a spirited discussion of “Situational Leadership” and the how each of the attendees can demonstrate leadership skills at their school. Ms. Duncan outlined the various activities and their component parts that leaders follow in determining the appropriate style of leadership required by the situation and team. Utilizing ideas and comments from the attendees, Ms. Duncan used real life experiences to highlight the leadership concepts and provide a relevant backdrop for the concepts presented.

Following the group training activity, meeting attendees participated in “Birds of a Feather” sessions. Participants shared a variety of topics and questions on issues at their schools and found they are not alone. Attendees shared ideas, or sympathy, with their colleagues in an effort to help each other succeed in their careers.

Thanks to Val Westphal and Viki Cvitkovic from Oakton Community College for their assistance in handling the on-site registration and scheduling of the speaker. Extra special congratulations and thanks to Adrienne McDay and Alice Bloomquist at William Rainey Harper College for all the hard work and coordination they did to make this day possible.

Southern District

Submitted by Phyllis J. Werner, District Chair

March 26 may have been a dreary day in southern Illinois, but at the Southern District spring meeting the 67 attendees had a bright sunny day inside the Rend Lake Resort and Conference Center.

Our keynote speaker was Bill Brown, Staff Development Coordinator at Harper Community College who spoke about “The Challenge of Change.” Bill is a very engaging speaker and involved everyone in the process of change. He shared with us the types of change, modes of reaction and phases of change. He then challenged us to look at our own office staff activities and think about how we can utilize change as an empowerment tool. Topics for “Birds of a Feather” sessions included Truth in Tuition, Enrollment and Degree Verifications, Transfer Student Issues and Imaging. The day concluded with a delicious buffet luncheon and distribution of door prizes.

Everyone had a wonderful, informative day thanks to Tina Collins and Nickie Matheny of SIUC.



PRESIDENT'S CORNER

Submitted by President Dale Wolf

By the time this *Chronicle* is available, the AACRAO Annual Conference in Las Vegas will be history. Based upon advance registration, it was one of the largest in many years. If you were able to attend, we hope you found the experience enlightening and enjoyable. The conference offered a number of sessions to help stay effective in the current economic climate of doing more with less. Hopefully, you were able to attend the Illinois Reception and had a chance to catch up with friends and colleagues.

Your IACRAO Board continues to work on various tasks, not the least of which is committee establishment. The two new standing committees of Communication and Membership are finding their way within our structure. In addition, the new "Alumni Club" (i.e., retirees) will begin to map out plans for the coming year.

We wish to continue our quest of student involvement as well as formalizing our board meetings and conference business meetings. Please feel free to direct any thoughts, comments, etc., to your District Chair or directly to my office.

The Fall Conference Committee (headed by President-Elect Sheri Kallembach) continues to move forward on October planning. The session planning is well under way and we have a confirmation from the National office that Joe Roof, current AACRAO Vice President for Finance and 2004-05 President-Elect, has agreed to attend our Fall conference. We welcome the interest from our national headquarters. We believe these contacts help make IACRAO better aligned with our parent organization.

We hope that many of you attended the District Meetings over the past months. This is an excellent way of networking with IACRAO members without traveling great distances. Please continue to work with your districts to support attendance, membership and regional issues.

Visit the website (www.iacrao.org) regularly to read about upcoming events and meetings. Also be sure to subscribe to the list serve where you can get involved in interesting discussions and ask questions of fellow colleagues. If you know of others that are not on the list serve, encourage them to contact us and get aboard.

The Lighter Side Of Success: Humor In The Workplace

You've heard it. "It's a jungle out there." "It's a dog eat dog world." mmmmm.... Have you ever come across a dog who would even consider eating another dog? It doesn't happen in the world of dogs. Only in the world of business.

All our lives we've been told that you have to be so serious to be successful. It's nothing but a myth! According to the business journal, Human Resources Focus, 96% of executives surveyed said people with a sense of humor do better at their jobs than those who have little or no sense of humor.

I was conducting a Keynote Program on Humor In The Workplace at a sales award dinner for Old Kent Bank. Employees were sitting at tables with colleagues from their bank branch. During my program, I noticed that every table was laughing, but one branch was having more fun than any other branch. After I completed my presentation, the winners of the sales awards were honored. Guess which branch came in first? mmmmm....

Would you like to be successful and have fun doing it? Here's how. Turn the bulletin board in your work area into a Belly Laugh Board. Designate half of the board as a spot solely for humorous items such as comic strips, funny greeting cards, etc.... Post this sign on your board— "Budget is a Latin word which means, 'Whatever you need, you can't have.'" A manager had this sign in his office: "Which way did they go? How many were there? How fast were they going? I must find them. I'm their leader!"

Turn your staff meetings into "laff" meetings by starting the meeting with humor. Have each employee tell a funny story about a recent incident at work. Employees vote on which

story is the funniest, and a reward is given to the winner. It could be a candy bar, a dollar, free lunch or the employee gets to leave work 15 minutes early which is a very popular reward. Why do this? Several research studies have shown that after people laugh, they become more creative at problem-solving. And isn't that just what you need in your staff meetings? People who can solve problems. Humor promotes creative thinking.

Host a Positive Attitude Party at your work area. Each time an employee makes a negative remark, he/she has to donate 25 cents to a Positive Attitude jar. Once the jar fills up, throw a party that, ironically, was funded by negative attitudes.

What's the difference between an employee who has fun at work and an employee who doesn't? The employee who has fun at work makes a concerted effort to have fun. That's the difference. It's the self-fulfilling prophecy. If you really want to have fun at work, then you probably will.

The Associated Press printed a story about a 3 year legal battle in Syracuse, New York. The adversaries were Federal Express, the shipping giant, and a little coffee shop. The battle was about copyright infringement. When the coffee shop first opened, it called itself Federal Espresso. The shipping giant said no way. So, the owners agreed to change the name and they came up with Ex-Federal Espresso. The shipping giant didn't think this was funny. Finally, they reached a settlement, and the coffee shop now has a new name: Freedom of Espresso. Humor gives power to the weak and neutralizes the strong.

Make your job fun and look forward to going to work each day!

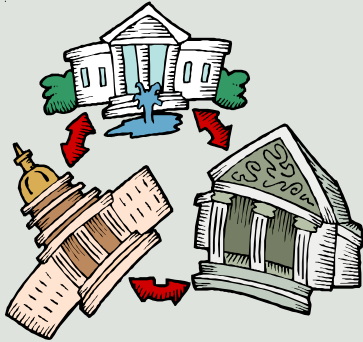
Walt Stasinski, MEd, MPH

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Concerns Regarding the Transfer Credit Provisions of H.R. 3311, the “Affordability in Higher Education Act”

Submitted by Sheri C. Kallembach

Director of Registrar Support Services, Northern Illinois University



The Higher Education Act of 1965 (HEA), like many other federal laws, is not permanent. The current authorization of the HEA will end, and the Act will expire on September 30, 2004. This impending expiration requires that the 108th Congress consider extending, or “reauthorizing,” the HEA in 2003-04. This would be the eighth HEA reauthorization. Each reauthorization offers Congress, the Department of Education, and the higher education community an opportunity to reexamine the purposes of the Act and the programs that serve those purposes.

One of the different aspects of the Department of Education’s role in quality assurance is to facilitate transfer of credit without mandating terms of transfer. At the time of the 1998 reauthorization, representatives of nationally accredited for-profit institutions proposed amendments to the law to require that any credit awarded by an institution accredited by a federally recognized accreditor be accepted for transfer at any other institution. However,

Congress was not prepared to go this far and requested the Department of Education to study the issue of transfer of credit and to determine whether accreditation status was being used inappropriately as a barrier to academic transfer. The Council for Higher Education Accreditation studied the issue and issued a policy advisory to its member institutions and accreditors cautioning them against using either regional or national accreditation status as the sole basis for credit-transfer decisions.

In response to the reauthorization, Representative Howard P. “Buck” McKeon has proposed transfer-related provisions in H.R.3311, Affordability in Higher Education Act of 2003, specifically, Title III-Transfer of Credit, Section 301 (p. 11).

Rep. McKeon recently withdrew the provision of this bill that punishes colleges for raising tuition by too high a level. He did so in the hope that it would shift attention to the other provisions of his affordability bill, including provisions making college costs more transparent, giving parents and students better information about what they’re getting in return for their money, and eliminating unfair barriers to students transferring credits between institutions. The latter is what should be of concern to institutions of higher education.

With recent data showing that more than 50 percent of students attend multiple institutions of higher education, it has become increasingly important that students have the flexibility they need to transfer their credits among institutions. Students who are prohibited from transferring from one eligible institution to another for reasons considered to be territorial or political are faced with the additional costs of repeated course work and extended time to completion. While one might have expected the bill to address the issue of facilitating the transfer of academic credit within higher education, one should be concerned about the intrusiveness and complexity of the exact provisions.

Under this proposal, the Secretary of Education will be afforded for the first time ever, the authority to regulate the transfer of academic credit from one institution to another. While this legislation does NOT mandate what course work must be accepted by any institution, it would disallow any distinctions in institutional credit acceptance policies on the basis of accreditation for schools accredited by a federally recognized agency or association. It states that the agency or association that accredited the institution must not be the sole reason course work is not accepted for transfer. The course work must be evaluated on its own merits, and not based simply on the accreditor. This may undermine an institution’s ability to safeguard the integrity of its own credentials. The three considerations of transferability, i.e., quality, comparability, and applicability, would be reduced to comparability and applicability. Quality, assured through the accreditation process, would no longer be a part of the standards used for evaluation.

More importantly, the bill imposes an exceptionally detailed and costly list of new reporting requirements on colleges as outlined in Section (a)C. Reporting this type of data creates a resource problem for institutions since most of us could not automate the necessary data collection processes.

This is a new issue, i.e., the federal government regulating the transfer of credit. Campus officials may not be aware of this and need to measure its likely impact on their institutions’ credit transfer policies. I strongly encourage you to discuss this provision with your chief academic officer and registrar. You may choose to register your concern toward the transfer-related provisions of this proposal to your Congressional member.

For a full text of the provision, see <http://thomas.loc.gov/>, and enter Bill Number H.R.3311.

Also see letter from Jerome H. Sullivan, AACRAO Executive Director to Rep. McKeon regarding transfer of credit at http://www.aacrao.org/federal_relations/position/McKeon_Letter.pdf



Spotlight on the Board

Submitted by Deb Michelini, Eastern Illinois University

This new *Chronicle* feature will provide members with a “personal view” into the life of current board members. We hope this will better acquaint the IACRAO membership with the board.

BOARD MEMBER – PRESIDENT, Dale Wolf

Dale was born and raised in Chicago. He clarifies “right in the city, not the suburbs!” He received a BA in Speech Communication from Illinois College, and then a Master’s in Counseling Education from Illinois State University.

Dale soon became the first-ever Chicago Regional Admission’s Rep for Illinois College. “I had planned on taking a job working for the Springfield Chamber of Commerce, but accepted the IC position instead. I decided that I’d work in higher education for just a year or two.” After a few years with Illinois College, Dale became Assistant Director of Admissions at Illinois Wesleyan where he stayed for ten years. Finally, Dale moved into his current position as Director of Admissions at Eastern Illinois University where he has been for the past twenty years. So much for his plan to stay in education for a year or two...

Dale is married to Debby, who is a Professor of physical education at EIU. They reside on 20 acres just outside of Charleston with their dogs, Alf and Molly, and their horses, Spirit and Hondo.

Together Dale and Debby have raised five children. According to Dale this is “proof that things can be better the second time around!” Chris, the oldest, will finish medical school this June. Sarah lives in Kentucky with her husband, and runs the Aquatic’s program at Northern Kentucky University. Tim is married and in graduate school at Washington University. Adam is a recent graduate of EIU, and Amanda is due to graduate soon from Missouri’s Truman State.

Dale and Debby love to travel (they’ve been to Europe three times). “We are planning to head to Las Vegas this summer with ALL the kids/spouses. Boy, I hope I win BIG to help pay for this trip!”

In his free time Dale said he enjoys horseback riding and the CUBS, racquetball and the CUBS, gardening and the CUBS, movies and the CUBS, and dancing and the CUBS. Guess he likes, no, loves the CUBS?!

He attended his first Cubs game with his father in 1956 and was hooked. He said he is getting a bit tired of the “just wait until next year” scenario. But this die-hard fan won’t give up and plans to “be at Wrigley Field when the Cubs finally win the World Series.”

Although Dale is counting down the days until his June 2004 retirement from EIU (there’s no more “wait until next year” for him), he still plans to be actively involved with IACRAO. “My involvement throughout the years with IACRAO has certainly been special. I have established lifelong friends and gained valuable professional advice. My favorite IACRAO memory, although there are many, has to be receiving the HUGE get-well card signed by everyone attending the annual conference, during my 1998 bout with cancer. It really meant a lot to me.”



Longtime IACRAO Member Retires from Profession

Dear Fellow IACRAOans:

After nearly 20 years as a member of IACRAO and 36 years in education, it is time to bid farewell to this chapter of my career. I have truly enjoyed my active association with our organization of dedicated and untiring professionals.

As a former district chairperson and presenter at annual meetings, I truly grew in this organization. I even rose to the position of President-Elect, only to have to put a hold on this endeavor due to professional and personal priorities. For a while I felt I let the organization down, but thanks to Mike Henry at Parkland College, he helped me save face and IACRAO was better because of his leadership. This is just one example of how our statewide organization is really made up of true professionals.

It certainly is a truism that when you volunteer your time, you get much more out of the experience than what you put into it. My

time as an officer and presenter challenged me to not only do my best, but to go beyond what I thought was my best.

During this time, I have also become the proud grandparent of seven beautiful grandchildren ranging in age from 11 years to a newborn. What a wonderful experience this phase of my life is. Just having the opportunity to make a difference in a young grandchild’s life is so precious.

Since I will soon join the ranks of the unemployed on June 30, I hope to take a short time off before starting on another career. Who knows where this may lead?

Thank you fellow IACRAOans for allowing me to be part of this organization.

Sincerely,

Thomas Dolliger, Director
Admissions and Registration
Kankakee Community College

SURS -- What's In It For You?

Submitted by Deb Michelini, Eastern Illinois University

Marlys Johnson, SURS Benefits Counselor, presented a session at the October 2003 IACRAO Conference in Collinsville. The following is a recap of some of the current information which she shared with attendees about the State University Retirement System (SURS).

Retirement Eligibility – or “when can I leave all of this behind for the “good life?”

- 5 years of service – retire with full benefits at age 62
- 8 years of service – retire with full benefits at age 55
- 30 years of service – retire with full benefits at any age

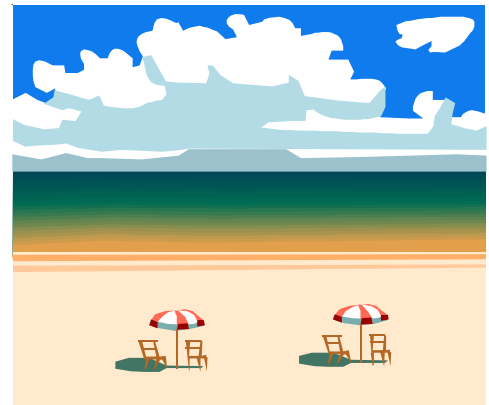
Service credit – or “how can I get older faster?”

The following, or combination of the following, can be used to determine years of service:

- Years of actual accumulated service/employment (part and full time)
- Unused sick leave – maximum of 1 yr. of service (180 days)
- Other public accumulated employment/reciprocal retirement system service

Reciprocal Retirement Systems include:

County Employees Annuity/Benefit Fund of Cook County
Forest Preserve District Employees Annuity/Benefit Fund of Cook County
General Assembly Retirement System
Illinois Municipal Retirement System
Judges Retirement System
Laborers Annuity/Benefit Fund
Metropolitan Water Reclamation District Retirement Fund
Municipal Employees Annuity/Benefit Fund of Chicago
Park Employees Annuity/Benefit Fund of Chicago
Public School Teachers Pension & Retirement Fund of Chicago
State Employees Retirement System of Illinois
State Teachers Retirement System



General Calculation Formula for Traditional/Portable Benefits – or “how much \$\$\$ will I get?”

- $2.2\% \times \text{yrs. of service} = \text{Eligible PERCENTAGE}$
- $\text{Final average earnings} * \text{PERCENTAGE} = \text{Annual Benefit}$
- $\text{Annual Benefit divided by 12} = \text{Monthly Benefit}$

(*Unused vacation time – up to 56 days can be added to your final average earnings).

(*Final earnings determined by comparing the average of the 4 highest-paid consecutive years of employment, and the average of the last 48 months of employment – whichever is higher will be used).

EXAMPLE:

$2.2 \times 30 \text{ yrs.} = 66\%$

$\$45,112 \times 66\% = \$29,774$

$\$29,774 \text{ divided by } 12 \text{ months} = \$2,481 \text{ (monthly retirement check)}$

Monthly retirement benefit checks are not subject to Illinois state income tax, but federal taxes do apply.

Insurance Eligibility at Retirement – or “will I be able to afford a hip replacement?”

State Group Health Plan

- Minimum 5 yrs. of service required for eligibility
- State pays 5% of premium for each year of service
- Premium free after 20 years of service
- Dental benefits are also included

For the most recent information about retirement benefits, calculation forms, checklists, etc. contact SURS at 1-800-275-7877 or www.surs.org

CLHE/IACRAO Report

Recent CLHE Stories of Interest For IACRAO Members-May 2004

Prepared by: Daren Bakst, President and General Counsel

Council on Law in Higher Education

IACRAO members can join thousands of colleagues for the 2004-2005 CLHE membership year at a drastically reduced rate—the rate is available until June 30, 2004. You will receive CLHE's biweekly Memo for Members, American Higher Education Report, E-Books, CLHE Alerts, Student Affairs Law and Policy Quarterly, and a major discount on our new book *Privacy in the 21st Century*, among many other things! To join: <http://www.clhe.org/join>

S. 2206

Title: Pell Grants Plus Act

Purpose: To provide enhanced Pell Grants for State Scholars

Sponsor: Senator Bunning (R-KY)

Status: Referred to the Senate Committee on Health, Education, Labor, and Pensions

The legislation would award an additional \$1,000 grant each year to state scholar students for their first year of undergraduate education (a student may be eligible for a second year as well). Eligible students include students who (from the legislation):

(1) have successfully completed a rigorous secondary school program of study established by a State or local educational agency in consultation with a State coalition assisted with funds from the Center for State Scholars; (2) are enrolled full-time in the first academic year of undergraduate education, and have not been previously enrolled in a program of undergraduate education; and (3) are eligible to receive Federal Pell Grants for the year in which the grant is awarded.

Legislation: <http://thomas.loc.gov/cgi-bin/query/z?c108:S.2206>:

H.R. 3894

Title: Pell Grants Plus Act

Purpose: To provide enhanced Pell Grants for State Scholars

Sponsor: Rep. Burns (R-GA)

Status: Referred to the House Committee on Education and the Workforce

This is the same legislation as S. 2206 (above)—it is the House version of the bill.

Legislation: <http://thomas.loc.gov/cgi-bin/query/z?c108:H.R.3894>:

Press Release: <http://edworkforce.house.gov/press/press108/second/march/pellintro030404.htm>

Solomon Amendment and H.R. 3966

The House of Representatives just passed legislation (by a vote of 343-81), the ROTC and Military Recruiter Equal Access to Campus Act of 2004 (H.R. 3966) that would amend the Solomon Amendment (a current law that requires institutions to allow military recruiters to have access to campuses as well as some student information). According to the bill's sponsor, Rep. Rogers (R-AL), this new legislation was introduced as a result of a recent lawsuit challenging the Solomon Amendment. The bill would ensure that the military has the same type of access to campuses as other employers (this was specified in the regulations but now there would be codification of this requirement in the legislation). It also would require institutions that receive federal funding to allow the military to have ROTC units on campus. Institutions that do not comply with the law would risk losing more federal funds than before, however, the bill does clarify that all financial aid

funding is exempt.

Legislation: <http://thomas.loc.gov/cgi-bin/query/z?c108:H.R.3966>:

House Vote: <http://clerk.house.gov/evs/2004/roll101.xml>

Press Release (after Committee passage of the Bill): <http://edworkforce.house.gov/press/press108/second/march/recruiters031704.htm>

Congressional Record Statements: <http://thomas.loc.gov/cgi-bin/query/R?r108:FLD001:H51704>

New FPCO Opinion Letter on Degree Verify Service

The Family Policy Compliance Office issued an important opinion letter clarifying how FERPA applies to institutions that use the National Student Clearinghouse's Degree Verify Service.

From the Letter: If a requester enters a student's SSN into NSC's Degree Verify website, and NSC uses the SSN to identify the student and find matching enrollment or degree information, than NSC may not release the enrollment or degree information unless the student has provided prior written consent for the disclosure. Even though enrollment and degree information may be designated and disclosed as directory information, the use of personally identifiable non-directory information (the SSN) to identify the student constitutes an impermissible disclosure of the SSN when NSC returns matching directory information to the requester. Therefore, absent prior written consent of the student, NSC may only use "directory information," such as name and date of birth (not the student's SSN) to identify the student and search its database for matching information for purposes of providing degree or enrollment verification and only for those students who did not opt out of the disclosure of directory information.

Opinion Letter: <http://www.ed.gov/policy/gen/guid/fpc/ferpa/library/fullerltr.html>

FERPA Electronic Signature Regulations are Released

Agency: Department of Education

Action: Final Regulations

Summary: The Secretary amends 34 CFR part 99 to implement the Department's interpretation of the Family Educational Rights and Privacy Act (FERPA) identified through administrative experience as necessary for proper program operation. These final regulations provide general guidelines for accepting "signed and dated written consent" under FERPA in electronic format.

Regulations: <http://www.ed.gov/legislation/FedRegister/finrule/2004-2/042104a.html>

H.R. 4136

Title: Education Tax Credit Simplification Act of 2004

Purpose: To amend the Internal Revenue Code of 1986 to combine the Hope and Lifetime Learning credits and to provide a uniform definition of qualifying higher education expenses.

Sponsor: Rep. Houghton (R-NY)

Status: Referred to the House Committee on Ways and Means

This proposed legislation would create one education tax credit for 50% of the first \$3,000 of qualified expenses. Unlike the current restriction on Hope Scholarships, this bill would allow taxpayers to take the credit for more than two years.

Legislation: <http://thomas.loc.gov/cgi-bin/query/z?c108:H.R.4136>:

Selecting AACRAO's Leaders: The Nominations and Election Process

Submitted by Kathie Beaty, Bradley University and Cynthia Ridle, Western Illinois University

AACRAO April 21, 2004 Session T6.215

Presenters: Nominations and Elections Committee Members — Rick Skeel, University of Oklahoma, 2003-2004 Chair; Kathie Beaty, Bradley University, 2003-2004 Vice Chair; Georgeanne Porter, University of Missouri, Columbia, 2002-03 Chair; Paul Wiley, The University of the South, 2002-03 Vice Chair.

The AACRAO candidate selection process is the joint responsibility of the AACRAO members who nominate those they feel are qualified and the Nominations and Elections Committee who deliberate and discuss the nominees for the open positions.

Typically, nominations can be made beginning in early April using the on-line nominations system. During May, June and July the Vice Chair reviews the nominations, distributes the list to the committee and sends additional notices to the membership encouraging nominations. The committee reviews the list and encourages nominations in any under-represented areas of the membership.

Nominations are closed in August. Those who have been nominated must accept or decline by mid-September. Those who accept nominations are required to provide an Activity Report and photo to the Vice-Chair who distributes these to the committee members for review in October. In November, the Nominations and Elections Committee meets, deliberates and selects a slate of candidates for the Board and a slate of fourteen individuals for the Nominations and Elections ballot. The list of N&E certified candidates are sent to the AACRAO President and Executive Director.

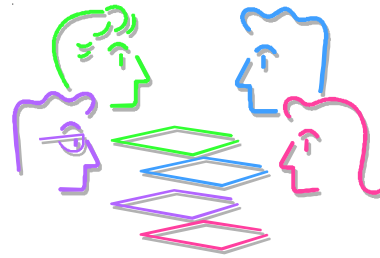
On-line voting occurs during February and early March. AACRAO members are urged to cast their votes for seven of the fourteen candidates for the Nominations and Elections Committee. Ballots are tabulated in March and the elected are notified and announced to the AACRAO membership. During the business meeting at the Annual Meeting the leadership slate is introduced and members vote on Board nominees.

It is important to remember that the nine members who make up the Nominations and Elections Committee, seven who serve one-year terms and the Chair and Vice Chair who serve two-year terms, are elected by the membership and report to the membership, not the AACRAO Board or staff. AACRAO members are entirely responsible for the nominations and voting.

When the committee is deliberating over the nominees they look for people with leadership ability, experience, participation at the state, regional and national levels and diversity in race/ethnicity, gender, school size, type of school (2 year, 4 year, professional, etc.), geographic representation, and professional responsibility.

The nominations for 2004-05 included 370 nominations by 43 individuals. Less than one-third of those were willing to be considered for a position. Of the 9,258 AACRAO members, only 815 voted. We need more participation by the AACRAO members in the nomination of and voting for our leaders. AACRAO members are encouraged to use the convenient electronic nomination and voting processes to participate in selecting AACRAO's leaders.

The PowerPoint presentation and more data on nominations and voting appear on the Resource Center page on the AACRAO web site.



Ethical Situations in the Workplace — What Do You Do?

Submitted by Kathie Beaty, Bradley University and Cynthia Ridle, Western Illinois University

AACRAO April 20, 2004 Session W1.281

Presenters: Kathie Beaty, Bradley University; Cherie Hatlem, Albion College; Bruce Oates, Oakton Community College; and Anita Satterlee, U.S. Army War College.

Do you sometimes struggle to find a balance between enforcing policy and providing quality service, between one policy and another, between policy and your personal philosophy, or between your philosophy and your superior's philosophy? This session was an interactive exchange of how presenters and participants have, or would, handle everyday challenges as presented in actual cases.

Cases reviewed by the participants included

- inconsistent handling of requests for exceptions to university policies
- academic dishonesty noted on transcript based upon an inconsistent definition of "when appropriate"
- a dean's request for an advisor's user name and password (Social Security Number) to access files while the advisor is away
- a VP's request to find ways to inflate actual enrollment numbers so as not to fall short of enrollment goals and possibly lose funding
- alternatives for a student who falls short of total hours for degree requirements due to an advising error
- the president is supporting Alumni and Institutional Advancement in seeking nondirectory information in order to pursue large gifts to the university
- releasing names of students called to active military duty for use in a college ceremony when military affiliation and reason for withdrawal are not directory information
- verifying that a student is enrolled full time when she is only completing a course from a previous term
- a company's request for data on fall semester grade distribution by class and professor
- a student who obtained permission to take a prerequisite as a co-requisite and subsequently drops the prerequisite course

Participants were encouraged to review the "Professional Practices and Ethical Standards" printed in the AACRAO Member Guide and use it to help find the balance between policy and service. We should "Believe and be loyal to the philosophy and goals of the profession and the institutions we serve," and "Assert ourselves when policies or practices are proposed that seem to be contrary to the philosophy and goals of our professions and our institutions."