

IACRAO Executive Board
June 4, 2010 Meeting Minutes
Illinois State University, Normal, Illinois

Call to Order

Tracy Morris called the meeting to order at 9:33 a.m.

Current board members present: Tracy Morris (President), Courtney Kohn Sanders (President Elect), Jess Ray (Past President), Andy Kindler (Secretary), Adam Julian (for Pam Walden, Website Editor), Eric Campbell (West Central District Chair), Daniel Cullen (East Central District Chair), Heather Yeager (Southern District Chair), Stacy Ehmen via conference telephone (Professional Activities Officer).

All Executive Board members introduced themselves.

Secretary

Andy Kindler presented the minutes from the February 19, 2010 IACRAO Executive Board meeting.

Motion: It was moved (Courtney Kohn Sanders) and seconded (Daniel Cullen) to accept the minutes as presented. Motion passed.

Chronicle Editor

Becky Lundgren was not present. Tracy stated that the next Chronicle edition will be published in early October before the annual IACRAO conference.

Website Manager

Adam Julian was present in lieu of Pam Walden. He acknowledged that email addresses of new members are being forwarded to him by Carol DiCola. He then adds the new email addresses to the IACRAO listserv.

Jess mentioned that we should add a compliance section to the IACRAO website, like Social Security, Veterans Affairs...etc. Tracy added that future Past Presidents could update the compliance section with new policies concerning state or federal topics.

Archivist

Ron Gregoire was not present. Tracy stated that we are having challenges moving the archive from the University of Illinois to Illinois State University. Peter Hood informed Ron Gregoire that the University of Illinois did invest time and money to set up the IACRAO collection, but Peter will get in the touch with the Archivist and see what he has to say about the move. Peter also acknowledged that he still needs to finish up the copying and transfer of some of the Journal articles pertaining to the history of IACRAO. He asked Ron whether or not it would be possible to delay the transfer for eight to ten months. The board agreed that the transfer of the IACRAO archive can wait until further notice from Ron.

District Chairs Reports

North East

Ashley Skidmore was not present, but she submitted a written report to Tracy. The workshop was held on April 9 at DePaul University's Lincoln Park campus. The event was a success and brought together 80 staff members from colleges around the Chicagoland area. The workshop included a panel discussion regarding the recession's impact on higher education. LeRoy Rooker gave an overview of FERPA updates and how staff in registrar and admission offices can use these guidelines to protect student information. The session was followed by a Birds of a Feather group discussion. The last session was a cost saving one-stop shop model presentation in which ideas were shared on how to create a one stop office for students.

North West

Michelle Rothmeyer was not present, but she submitted a report to Tracy. The workshop was held on March 12 at Rock Valley College in Rockford, Illinois. The meeting was attended by 40 school representatives of IACRAO's North West District. The agenda began with a presentation on "Workplace conflict, internal and external", followed by "Understanding the working with undocumented students at the community college and sharing best practices in working with the student veterans". The day ended with a Birds of a Feather group discussion.

Jeremy Bradt has volunteered to be the Northwest District Chair for 2010-11. A request for a Northwest District Chair elect 2010-11 has been advertised in the IACRAO newsletter and will go out to the Northwest District group at this year's annual IACRAO conference.

West Central & East Central

Eric Campbell stated the combined workshop was very successful. The workshop took place on Friday, March 19, with about 50 participants. Daniel added that topics included Veterans Affairs, IPEDS, race ethnic reporting, using social media for prospective students, iTransfer, and a Q&A session. Daniel confirmed that the workshop expenses were way under budget.

Courtney added that LeRoy Rooker got sponsored for the North East District's workshop, so this kept the fees low for all workshop participants.

Southern

The workshop was held on March 26, with 45 participants from four different schools. Heather questioned why there were no community colleges attending. Tracy stated that this could be due to the ICCAROO workshop, which was held on March 22. Other possibilities were also mentioned by the board, such as timing and school financials.

Treasurer

Carol DiCola was not present, but she submitted a report to Tracy. The total cash on hand as of April 30, 2010 was \$92,664.27. Carol spoke to Jack Weber in late May regarding our request to process membership forms electronically. Jack indicated that only one person from each institution will be able to key in data. Otherwise it might be too confusing. The board will need to determine what needs to be collected on the membership form, so Jack

can bring the information back to his IT staff. Once reviewed, a proposal will be sent to the board.

The board reviewed the IACRAO membership form, which was projected on the screen during this board meeting. It was determined to remove the optional race reporting items, because the designated person filling out the form will most likely not be the actual applicant. The board will survey the membership directly about race rather than asking that question on the membership form. It was also determined to change the year as well as Dan Weber's name and school address and replace it with Carol DiCola's information. Adam Julian will go ahead and make those changes, including the new treasurer information.

Professional Activities Officer

Stacy Ehmen noticed on IACRAO's website that her title has not yet been changed. The board determined that the title will also need to be changed in the By-Laws.

"Bright Ideas" has not received a big response yet. Tracy stated that we will need to highlight the fact that next year's conference registration will be free for this year's "Bright Idea" winner. Courtney added that we need to start promoting the "Bright Ideas" theme as soon as possible.

EEO Officer

Terry Montgomery was not present, but she submitted a report to Tracy. There have been no responses from our membership so far to the short survey that was included in the spring 2010 edition of The Chronicle newsletter. The board suggested to utilize Survey Monkey for the survey, or to approach the membership directly via a listserv survey.

Past President

Jess Ray has not received anything yet regarding nominations for EEO Officer, Secretary, President-Elect, and Treasurer-Elect.

The By-laws will need to be reviewed by the board, so it can be approved by the IACRAO membership in October. The review will need to be finalized over summer.

The scholarship review has been completed. We have received eight scholarship applications for the IACRAO Leadership and Service Scholarship, but only one application for the IACRAO Leadership and Service Scholarship for Underrepresented Students. According to Jess both winners had outstanding submissions. Courtney questions why the scholarship applications are so low. Tracy replied that we might need to further discuss this at our annual conference. The board also considered an increase of the scholarship amounts to approximately \$1,000 per scholarship, and by adding a possible third scholarship.

President-Elect

Courtney Kohn Sanders has 21 sessions booked so far. She will need at least ten more sessions, including vendors, to book all rooms. She also posted the question to the board whether or not Friday morning sessions should be held, since the attendance has been very low in the last few years.

Dale Wolf asked Courtney about the Retirees and Past Presidents Dinner. According to Tracy the participants should be charged half of the total costs.

Jess suggested a session regarding teacher certification. He suggested to conduct a roundtable discussion for this topic. He also suggested a panel or roundtable discussion pertaining Transfer Articulation.

The Hotel information was sent out on the listserv. Courtney added that rooms can be reserved anytime. She also informed the board that the conference opening and closing speakers are being arranged.

President

Tracy will be responsible for vendors at this year's conference. There has been discussion that vendors would like to attend only one full day. Tracy will continue finalizing the vendor arrangements over the summer.

Old Business

No old business to discuss.

New Business

Jess asked about our future conference sites. Conferences are scheduled to be held in Bloomington in 2011 and 2013. The 2012 site has not been determined yet. Jess will look into it and report back to the board with his findings.

The next board meeting will be held at ISU on September 10th, 2010.

Adjournment

Motion: It was moved (Andy Kindler) and seconded (Courtney Kohn Sanders) to adjourn the meeting at 11:52 a.m. Motion passed.

Respectfully submitted,

Andy Kindler
IACRAO Secretary