

**IACRAO Executive Meeting
June 1, 2012
Illinois State University**

Call to order

Sheree Stilwell called the meeting to order at 9:33 a.m.

Current board members present:

Sheree Stilwell (President), Andy Kindler (President-Elect), Heather Yeager (Secretary), Jennifer McClure (Treasurer), Chris Leopold (*Chronicle* Editor), Pam Walden (Website Manager), Dave Gasparic (Professional Activities Officer), Dan Weber (Northeast District Co-Chair), Jennifer Harbaugh (East Central Chair), Courtney Kohn Sanders (Past President), Pamela Medema (North West District Chair), Evan Stanley (West Central Chair), Katherine Thompson (Northeast District Co-Chair), Deborah Herzog (Southern District Co-Chair), Heidi Scott (Southern District Co-Chair)

Current board members not present:

Jeff McGoy (EEO Officer), Jason Rotzoll (Archivist)

Secretary

Heather Yeager presented the minutes from the last meeting.

Motion: It was moved (Courtney Kohn Sanders) and seconded (Dan Weber) to approve the minutes as adjusted. Motion approved.

The annual report was submitted to the accountant. Everything has been filed with the Secretary of State.

Treasurer

The FY11 financial statement was presented.

Sarah Roehner, the winner of one of last year's IACRAO scholarship, has been paid to SIUE.

Seven clickers were purchased for the annual conference sessions. The total was \$376.17.

Courtney Kohn Sanders suggested a .pdf file of the Treasurer's report to have on file, and for the Secretary to have with the minutes.

Jennifer McClure has made a template for "in kind" donations to be used to report any donations for district meetings. Sheree Stilwell reminded the board to have mileage reported as "in kind" for travel to the Executive Board meeting if the institution reimburses individuals.

***Chronicle* Editor**

Chris Leopold reported that the next edition of the *Chronicle* is due on July 13. She will publish during the week of July 16. She asked that members who are attending the AACRAO conference prepare a section relating to the events in Philadelphia. Courtney Kohn Sanders will coordinate that section. She asked for a "highlight" of the conference from each attendee.

Website Manager

Pam Walden reported that she makes changes to the website and membership pages as people request them.

Archivist

Jason Rotzoll was not present. No report.

District Chair Reports

Northeast District: Katherine Thompson and Dan Weber reported that they just received the invoice for the district meeting lunch last week. The expense report was submitted to Jennifer McClure. Opinions of the district meeting were good. Tracy Morris' and Kristy Peterson's presentations ranked well. The cost of conference was \$830. Each attendee did pay \$15. After fees were collected, the cost of the meeting was \$290.

Northwest District: There is confusion as to who is in the district. A review of the schools that are in the district will be looked at. Lindsay Fender (Blackhawk) is currently the secretary, and she is leaving the district. She is going to West Central into a position outside of Admissions and Registrar. The Northwest district does not technically have a secretary for next year. There is a possibility of joining next year with Northeast district to hold the annual district meeting. Courtney Kohn Sanders made a suggestion to reach out to IVCC to find someone to co-chair. Jennifer McClure suggested contacting people who have been on the board in the past to ask them to promote their staff to join.

A link will be added to the membership search page. The link will be "Membership District." This will include all active paid members.

West Central District: Evan Stanley reported that Donna Bettis is the new district secretary, and she is already working on planning the next district meeting.

East Central District: Jennifer Harbaugh had no report.

Southern District: Heidi Scott reported that the district meeting was good. Pam Wilkins did an amazing job. Courtney Kohn Sanders was also a presenter and received great reviews. There were 42 attendees.

Professional Activities Officer

Dave Gasparic has the email ready to go out to solicit topics for the Bright Ideas session for the annual conference.

He has been researching Minute to Win It games in preparation for Wednesday's game night at the conference. He has picked games that are not messy and do not have many items needed. There are 25 games on the list so far. Sheree Stilwell encouraged Dave Gasparic to ask the board members for items if any are needed.

All vendors have shown interest in attending the ghost tour. 45-50 people can be accommodated on the bus tour. If additional room is needed, the ghost tour company has a bus that is a little larger that will seat more people.

EEO Officer

Jeff McGoy was not present. He is working on breakout sessions, and will be the closing speaker for the conference. Kristy Peterson will be contacted by Andy Kindler for topics related to diversity. Andy Kindler has also contacted Adrienne Kellum-McDay for a diversity breakout session.

Membership Committee

Jennifer McClure accessed a list from regional accreditation to rectify the membership list. Currently, there are 79 accredited institutions that are not members of IACRAO. The Membership Committee will reach out to these institutions to encourage joining.

A Membership drive will occur in the future. Jennifer McClure and Pam Walden will work on an electronic message to these institutions.

Technology Committee

Pam Walden has been researching companies to set up electronic membership registration. To date, no company has the capability to accommodate our fee structure (\$125 for first person, \$15 for each additional person).

Courtney Kohn Sanders suggested changing fee structure. An example was setting one price for first member, 2-5 members another price, and 6+ members at a higher price. Jennifer McClure suggested each school designating an "institutional member" to oversee membership registration. Change in fee structure will need to be researched soon, as any change will need to be presented and voted on by membership at the conference. Courtney Kohn Sanders indicated that an investigation of an average of members per institution could be figured, and a breakdown of fees per segment could be calculated. Pam Walden will ask questions of 123Research to see if this fee structure can be set up. Questions were asked regarding membership registration. It was questioned that if 123SignUp is not used for membership through Credentials, since they are partnered together, does IACRAO run the risk of a contract breach for 123SignUp. Andy reported that IACRAO is currently in a three year contract with Credentials. Pam Walden asked if 123SignUp can be used for membership registration, and not just conference registration if fee schedule can be calculated and assessed accurately. Andy Kindler suggested that the membership use 123SignUp now and stay with it, or if necessary, go with another company and not change in three years to avoid confusion and another change in registration procedures. Pam Walden suggested that adjustments be made to 123SignUp and use it for membership registration or delay making any changes altogether until the three year contract is over. That time could be used to research other resources. Pam Walden spoke with a representative who said that she would get back with Pam regarding fee structure. Pam Walden feels that if the commitment is there for the next year or two, that the program can be learned on our own. 123SignUp indicated that they will work with members of the board to figure out the fee structure and payment. Pamela Medema asked to have a demonstration for the board, as several members already sat in on a webinar demonstration. Jennifer McClure said that if 123SignUp can capture the membership information electronically, she can calculate how much is owed by the institution and then bill the school. Courtney Kohn Sanders accessed SACRAO's website for membership registration fees. That organization charges \$100 for first five registrants and \$20 for each additional member added. Andy Kindler stated there is a tab on 123SignUp that is for membership. Pam Walden said that those who have access to 123SignUp can test it. She will research the membership tab and procedures to register, and will also contact SACRAO on the fee structure and set-up. Courtney Kohn Sanders also accessed the website for NEACRAO, and the fees are \$225 for first three members, and \$15 for each additional member.

Dan Weber asked if anyone had feedback regarding registration using 123SignUp. Sheree Stilwell indicated that registration was easy. Andy Kindler indicated that 123SignUp is working great for conference registration.

Jess Ray approved the hotel fee for one tech person from ISU to attend the conference. The conference fee will be waived. The tech person will provide the tech needs throughout the conference. Sheree Stilwell asked to have that person register and indicate that payment will be made by check. No check will need to be submitted. Andy Kindler will process an override to ignore the payment for that individual in 123Signup.

One extra laptop and projector will be available in case it is needed. Projection screens will be rented from the hotel. Pam Walden will ask the presenters to email her their presentations, and all presentations will be loaded on the laptops prior to the conference. Jump drives will also be loaded with the presentations in the event a laptop needs to be moved. Presenters will be notified that laptops are provided and that the presentation is loaded on those laptops.

Past-President

Courtney Kohn Sanders reported that the scholarship applications have been distributed. She asked that board members remind institution staff to encourage students to apply for scholarships. Sheree Stilwell stated that she will remind transfer counselors. Courtney Kohn Sanders has received 5 applications to date. Jennifer McClure will have ICCAROO send out notification of scholarships. While there are two scholarships available, one for leadership and one for minorities, several people have applied for both. It was questioned whether the scholarships should remain the same, or if only one scholarship should be offered for \$1000 to increase interest among students. Last year there were no minority applicants, and two applicants applied for the leadership scholarship. Both scholarships were awarded to the two leadership students. Dan Weber stated that there should be objectives for the scholarships and advantages listed. When the scholarships were created, there were original ideals set in place. It doesn't seem as though those ideals are being conveyed to increase interest in scholarship opportunities. Andy Kindler wondered if there is much publicity of the availability of the scholarships among the schools. The consensus of the Board was no. Community colleges should be promoting them more, while the four year schools should be promoting it through transfer coordinators. All Board members should notify their financial aid departments to add the IACRAO scholarships to their scholarship listings.

Courtney Kohn Sanders announced that Dan Weber is the nomination for President-Elect.

Courtney Kohn Sanders reported that in registering for the conference, there is a "see info" link for the Ghost Tour. She clicked on it, and it re-routes to the IACRAO homepage. Andy will go into 123SignUp to add the link to the Ghost Tour. He will also change the cost for Ghost Tour from \$0.00 to "Included" or "Free." The description of the Ghost Tour will also include "free of charge."

President-Elect

Andy Kindler stated that online registration is up and running. Six members are signed up. Five vendors signed up with three attending the conference. The vendors are NSC, ACT, Scriptsafe, College Scheduler, and Credentials. Digital Architecture is a new vendor, and has requested a breakout session and a table.

Dale Wolf is helping get past presidents set up for a session.

The Ghost Tour is free of charge based on the closing speaker being free, and as a thank you to members.

Andy Kindler asked if anyone has Bright Ideas for that session, please submit them.

Andy Kindler has been in touch with the Lieutenant Governor's office for the opening session. The Lieutenant Governor cannot confirm participation prior to 30 days before conference. If notification of the availability for the opening session hasn't been received by mid-June, other options will be explored. Andy Kindler is considering the AACRAO representative for the opening session.

A Kindle Fire is going to be the raffle prize, and it will be loaded with a book involving management.

There will also be a 50/50 drawing at the conference.

There will be a silent auction with baskets full of prizes. Each district will donate a basket. Some individuals will donate a basket. The executive board will prepare a basket. It is encouraged that districts ask for donations for the basket from community businesses before buying items. The Executive Board will consider creating a Leadership basket, including a desk calendar, business card holder, candy dish, desk clock, funny desk items, coffee mug, leather planner, etc.

Andy Kindler will put a call-out to all institutions for door prizes.

He will also check with Jess Ray for iTransfer items for giveaways.

Sheree Stilwell will contact NSC to sponsor the bags. If they won't sponsor the bag, then bags may be ordered with the IACRAO logo.

Pamela Medema suggested asking Ellucian be asked to come in as a vendor. She asked that a representative be available at the conference, and they be asked to sponsor the bag. Sheree Stilwell will contact the company.

Andy Kindler stated that the operating systems roundtables will be on Friday morning.

A list of sessions excluding Birds of a Feather and Bright Ideas were announced. They included:

LinkedIn

Transfer student session

Navigating campus politics

Vendors

Ethics in the Registrar's Office

Strategies to manage the search for veterans' services

Veterans' education, including State and Federal updates

Having fun at work

College success and advising

Early warning grades

Possible sessions include:

Collaboration on campus

Communications management

FBI session
Campus assessment and accreditation
Transgender students and academic records
History of the Registrar
HLC or Pathways
ISAC and changes in lifetime Pell
Admission Office ethics
AACRAO roundtable

Dan Weber asked how many new members does IACRAO have that attend the conference, and are those members a part of the Admissions or Registrar's Offices? He also asked if a general FERPA session would be beneficial. Jennifer McClure reported that there are approximately 12-15 new attendees per year.

Sheree Stilwell stated that in the program and on the room signs, a designation will be made if the session is of Registrar or Admissions interest.

Andy Kindler stated that there is still a need for 10 remaining sessions to date. Courtney Kohn Sanders proposed that the tentative agenda be put on the website so people can preview the sessions.

Chris Leopold asked if a sample of each publication offered at AACRAO be brought to display. Members may want to preview the publication prior to purchasing.

The Thursday night costume party is themed as "Favorite Decade."

The 2013 conference is in Bloomington, and the 2014 conference contract has been signed and is in Alsip. Alsip is offering a hold in rates for a multi-year deal. 2015 is open, but the Board is waiting to hear about a potential regional conference. If IACRAO held the annual conference in 2015, and participated in the regional conference with neighboring states, most schools would be able to attend only one. Additionally, IACRAO representatives would be responsible for sessions at the regional conference and at the state conference. If Alsip is considered for 2015, and the membership questions returning to Alsip two years in a row, the Board could propose an increase in conference fees to move to a more expensive venue.

Unfinished Business

None

New Business

None

Adjournment

Motion: It was moved (Dan Weber) and seconded (Jennifer McClure) to adjourn the meeting at 11:57 a.m. Motion approved.

Respectfully submitted,
Heather Yeager
IACRAO Secretary