



Nebraska Association of Collegiate Registrars and Admissions Officers
BOARD OF DIRECTORS

MINUTES OF WINTER RETREAT MEETING

Thursday January 8th and Friday January 9th, 2009

The Board of Directors met for its scheduled meeting on Thursday January 8th and Friday January 9th, 2009 at Mahoney State Park near Ashland, Nebraska. President Hammond declared the meeting convened at 8:05 p.m.

BOARD MEMBERS

- Amy Hammond, President..... Present
- Jason Blohm, President Elect..... Present
- Kelly Rippen, Past President. Present
- Melinda Stoner, VP Communication..... Present
- Mike Kolker, VP Membership..... Present
- Jennifer Verhein, VP Education and Prof Development..... Present
- Kevin Halle, Secretary..... Present
- Allison Junker, Treasurer..... Present

OTHERS PRESENT

- Nancy Schilz..... Present
- Ed Siffring..... Present



Kevin Halle took a moment to thank Ed Siffring, the nomination committee, and the NACRAO Board for the nomination of Secretary and the opportunity to serve the organization.

The minutes from the two previous meetings were distributed among the members. Jennifer Verhein MOVED and Allison Junker SECONDED to approve the minutes of the following meetings:

1. January 16th, 2008 NACRAO Board Retreat
2. November 6th, 2008 NACRAO Annual Business meeting.

MOTION CARRIED

Allison Junker presented the Treasurer’s Report as of January 9th, 2009 to the board.

Checking:	\$5,326.59
Savings:	\$8,033.10
CD:	<u>\$13,512.39</u>
	\$26,872.08

Allison Junker MOVED and Jennifer Verhein SECONDED to approve the Treasurer’s Report.

MOTION CARRIED

PRESIDENTS REPORT, Amy Hammond – The University of Nebraska Kearney

Amy discussed NACRAO at the national AACRAO conference. Further discussion was held on who may be traveling to AACRAO – Chicago. Mike Kolker asked if there is another male member who might be going. He will post a message on the list serve.

Discussion was held on possible locations in Chicago for the Nebraska delegation to meet while at the national conference. Amy will be making those arrangements accordingly.

Amy and Jason Blohm discussed the AACRAO State and Regional Leadership meeting in Washington D.C. held in December 2008. There was no Nebraska representation at the meeting. The National Association hosts the meeting annually and it is custom that the state associations send someone to participate. Ed Siffring and Kelly Rippen noted that it confirms that at the state level we are a very functional and active organization in comparison to the other state organizations.

NACRAO N.O.W BUS TOUR:

Amy reported on the status of the N.O.W Bus tour, the joint event between NACRAO and The Education Quest Foundation. She noted that Cyndi Schroeder at UNK who is co-chair of the committee, is active planning next summer's event. Updates are being made to the NACRAO website to promote the Bus Tour to Nebraska High School Counselors. Registration for the tour can be done via the website. Amy proposed the budget for review. She noted that there are left over mugs from the fall conference, and said that they can be given to counselors who travel with the Bus tour during the summer 2009. Jason used the opportunity to ask the board that we think outside of bags and mugs for promotional items.

TRANSFER AD-HOC COMMITTEE:

Amy discussed that the committee has continued to be successful and complimented Cindy Cammack for her work with the committee. Kevin Halle said that for his brief time on the committee he thought that both hosts and participating colleges have had an equal voice in event planning.

Past President Report, Kelly Rippen, Mid-Plains Community College

Kelly Rippen reported on the 2008 Fall Conference held in Grand Island in November 2008. She has been in contact with the AACRAO Representative Glen Munson who attended the conference. He told her that while attending he was impressed and encourages our membership to become active at the national level. He had really great conversations with the membership about growing our membership and how we can remain active as a state association and extend that energy to the national level. Jason Blohm noted that we have had a history of connections at the national level, and said that he hopes we continue to do that. Kevin Halle added that the recognition of the N.O.W Bus Tour from AACRAO is proof that NACRAO is recognized at the national level. Kelly continued that conferences always have the challenge of attendance and having a good variety and sufficient amount of session presenters. It was noted that institution budgets also remain a concern for members.

Kelly mentioned that committee chairs may not always be aware that it is expected for someone from each committee to be a presenter at the FALL Conference. The Board encourages committee members to really think about presenting and becoming more active in the association. Jennifer noted that the Board should present as well. Amy Hammond asked that the Vice Presidents touch base with each of their respective committee chairs, and offer any assistance they or the board can give in planning and working with their individual committee budgets. In further discussion about the conference, Amy noted there are concerns on ways we can improve the "hospitality" offering. Discussion on the topic was held, and the Board will recommend to the LAC to review how the hospitality room is offered. The fall 2009 NACRAO Conference will be held in Lincoln, Nebraska Tuesday, Wednesday, and Thursday November 3rd, 4th, 5th 2009.

Vice Presidents Reports**VP Communication, Jason Blohm**

Jason shared that the NACRAO website has addressed many communication problems. The website continues to evolve and be a tool for communication. He will be meeting with the Technology committee soon. There will be a future introductory/demonstration of the website as well. Jason said that Matt Schill, Creighton University has been a great help, and noted that his ideas will continue to improve the site. Jason wished Melinda the best with her new position at VP of Communication. Jennifer Verhein commended Jason for the work and progress that has been made to the website.

VP Education & Prof Development, Jennifer Verhein

Jennifer noted that she worked closely with the Admissions committee this year working to structure the workshop for more of an educational component versus a social event, and after a little guidance the committee has responded accordingly. Kevin Halle added that he has served on the Admissions committee for several years on and off, and the agenda has always been and will continue to be, educational. Some agenda items while elementary or basic to some, is likely the sole training new admissions counselors from around the state will receive.

Jennifer also noted that the Diversity & Multiculturalism Committee remains strong and it is evolving into an all inclusive committee. Kelly Rippen shared her appreciation for the committee and encourages everyone to see the benefits of having such a committee.

Administrative Staff Committee – does a great job providing opportunities and the feedback remains positive from their activities.

Registrar Professional Development Committee – is working on what has become its annual summer workshop for Registrars.

Vice President Membership, Mike Kolker

Mike Kolker discussed the Research Committee's most recent work. He mentioned that Sarah Malsbury, Director of Enrollment Mgt at Bryan LGH College of Health Sciences, did a great job administering the conference evaluation and general NACRAO membership survey utilizing surveymonkey.com Mike said that the survey was very comprehensive and addressed great questions from both the Board and the Local Arrangements committee. Mike was pleased with the responses received. Mike shared portions of the survey results with the board. He will work with Jason to share the results with the Local Arrangements committee as well.

The meeting was adjourned at 10:30 p.m. for the evening and will reconvene in the morning.

The NACRAO Board Winter Retreat Meeting reconvened at 8:35 a.m.

The board discussed future dates for meetings. Amy Hammond opened discussion as to what would be best for everyone's schedule and the best time of the academic year. The following schedule was established:

NACRAO Board Meeting Schedule

February - No meeting	March 18 th - Metro CC
April 29 th - Email Update	May 27 - UNK
June 24 th - Email Update	July 22 nd - Jason's Home
August - No Meeting	September 30 - Wayne
October 21 - Lincoln	Fall Conference (Lincoln) November 3, 4, 5 th
December - No Meeting	

NEW BUSINESS:

Committee Budgets:

Amy Hammond inquired about the Vice Presidents' receiving budget requests for their respective committees for the coming months. Jason mentioned that he has received inquiry from the Local Arrangements Committee (LAC) at this time. Discussion was held on the annual conference expenses and how the budgets are requested. A look at the budget form and discussion was held on possible revisions of those forms.

Ed Siffring suggested identifying committee chairs prior to the Fall Conference. Then, at the Board Retreat the annual budget and all respective committee budgets can be set. Further discussion was held on setting a specific deadline for submitting budget requests. Amy Hammond appointed Ed Siffring as "budget coordinator". He will oversee the establishment of a budget request timeline and processes for the Board and all respective committees.

Presentation ideas for the fall conference will be on the agenda until the July meeting. The board will notify the LAC that the Board will commit to at least one session. Jason Blohm will notify the LAC accordingly.

Discussion was held on shirts for board members. Jason Blohm is in favor of something that is identifying and looks professional. He believes it sends a positive image. Nametags and other options for board members were also discussed. Ideas will be presented at the March meeting.

Nebraska Endorsement for Professional Admissions and Registrar Officers:

Amy Hammond discussed that Joe Head from Georgia Association of Collegiate Registrar and Admissions Officers, recently presented ideas for a “professional endorsement” by the state organization. This is in recognition of individuals who have at least a minimum of 5 years of service. Individuals complete training and attend conference sessions. Discussion was held on the pros and cons of the recognition and the processes of governing the endorsement for individuals in our state organization. It was noted that it has been unsustainable at the National level however, very successful in the state Georgia. Logistically, it may be difficult to track. Additional discussion was held on utilizing parts of the program like the site (various campuses) visits. The Registrars committee will look at those items and discuss what might work for them.

Jennifer Verhein made a motion to decline the implementation of a professional endorsement program by NACRAO at this time.

MOTION CARRIED

NACRAO Website Developments

Discussion was held on the benefits of posting the meeting minutes of the NACRAO board to the website. It will continue to improve communication to the membership. Also committee updates is an option to use to update the board and the membership on committee activities. Amy Hammond suggested a welcome to be posted on the website annually by the current NACRAO President. Brief discussion was held about the list-serve and the editing rights by NACRAO Board.

Jason Blohm presented ideas for updating the website. Specifically, communicating to committees and the membership about the space available to them about posting information updates for their purposes. Jason mentioned that the website is progressing and should be used as a tool. He talked about the possibilities of a message board that members could use. Jason shared about the possibility to have a round table discussion “on-line” via the website. The tech committee will be purchasing “head sets” allowing them to meet and be able to talk over the web. Mike mentioned taking pictures of the Board members and adding them to the website as well. Amy complimented Jason for the work that is being done to further develop the website.

Kevin Halle opened discussion and proposed the purchasing of a laptop for the use of the Secretary to the Board as well as being a point of storing documents so they are easily found in one location. Concerns were made about making updates accordingly and keeping the system current. Kevin and Jason will research on pricing for a lap top computer and will present details at the March meeting.

Amy Hammond discussed the Amtrak trip to Chicago to attend the annual AACRAO conference. Anyone who is interested could post a message to the list serve to see who might be attending.

Mike Kolker presented the idea of promotional items for NACRAO. Discussion was held on what items we would like to use and how they might be used for the fall conference. Mike suggested maybe instead of one items several different items might be good. Mike will order more NACRAO membership pins with the state of Nebraska and the NACRAO logo inside. He will also research the pricing of pens. Mike also presented a NACRAO tri-fold brochure that needs updating. He gave options of either updating the brochure or create a general business card that has NACRAO contact information.

At 10:30 a.m. President Amy Hammond, adjourned the 2009 Winter Board Retreat meeting.

Minutes prepared by Kevin Halle, NACRAO Board Secretary.

Kevin Halle, Secretary
NACRAO Board of Directors

Amy Hammond, President
NACRAO Board of Directors