

**LOUISIANA ASSOCIATION
OF
COLLEGIATE REGISTRARS AND ADMISSION OFFICERS**

2004 Annual Conference General Business Meeting
Friday, October 8, 2004

MINUTES OF THE MEETING

Kelly Rodrigue, LACRAO President, called the meeting to order. The general business meeting began at 8:40 am, at the Howard Johnson in Thibodaux, Louisiana. This year's local arrangements were provided by Nicholls State University.

ITEM 1- MINUTES APPROVED

The 2003-2004 LACRAO Business Meeting Minutes were introduced by President Kelly Rodrigue. The General Membership moved to dispense with a complete reading of the minutes; minor changes were made to dates on pages 3, 4, and 5. A motion entered and unanimously approved by the membership to accept the minutes, with corrections, as written.

ITEM 2 – HONARY MEMBERS

Upon recommendation, the assembled membership unanimously approved honorary membership for Barry Delcambre and Samuel Strickland.

ITEM 3 – TREASURER'S REPORT

Treasurer Bob Vento delivered the 2003-2004 Treasurer's Report. The report included a list of institutions that are delinquent in payment of institutional membership dues as of September 29, 2003 for membership year 2003-2004 (8 not paid). It also included a list of those institutions that have not remitted their dues for membership year 2004-2005 (18 not paid). Current year dues must be received by November 15, 2004. Delinquent dues reminder invoices for both the 2003-2004 and 2004-2005 membership years will be mailed later in the month. Zone Coordinators for the Articulation Workshops held this September were reminded to submit their lists of attendees' names who will be invoiced for participation in the workshops. Bob also reminded the coordinators to submit remaining food invoices for payment by LACRAO. The membership accepted and approved the report as presented and was informed the report would be posted on the LACRAO website.

ITEM 5 – COMMITTEE REPORTS

It was agreed that the committees seemed to "fall by the wayside" this year and they will be more active next year.

- a. Budget committee (Janice Bolden, Chairperson): No report.
- b. Constitution Committee (Golda Young, Chairperson): No report, but strategic planning will be done here.

- c. Ethics Committee: No report.
- d. Government Liaison Committee (Barry Delcambre): No report.
- e. Local Arrangements Committee: Refer to program. 140 members registered for the LACRAO conference and right under 150 attended. There were 34 guidance counselors at the forum held on the first day of LACRAO.
- f. Program Committee: Refer to program.
- g. Nominating Committee: Kelly Rodrigue presented the nominees for the 2004-2005 LACRAO Executive Committee:
Immediate Past President: Kelly Rodrigue (Nicholls State University)
President: Robert Doolos (Louisiana State University)
Vice President: Joe Cruse (University of New Orleans)
Secretary: Mobley
Treasurer: Bob Vento (Louisiana Tech University)
Recruitment Chair: Lori McIntosh (Louisiana Tech University)
Newsletter Editor: Janet Davis (University of New Orleans) with committee members
Nominations were accepted and approved by the assembled membership.
- h. Executive Committee Reports/Comments: The Treasurer's report was reviewed again by Bob Vento and institutions were encouraged to check the report for institutions with overdue membership fees. Schools with Articulation Workshop signature lists and invoices for food service were encouraged to submit them as soon as possible.
- i. Professional Development Committee (James Robertson, Chairperson): No report.
- j. Recognition Committee (Janice Bolden, Chairperson): No report.
- k. Recruitment Services Committee (Joe Cruse, Chairperson): Joe reported on a very busy year for the Recruitment Services Committee members. Highlights for the year included an annual meeting in New Orleans in May 2004, hosting another round of high school articulation workshops, production and distribution of the guidance counselor poster, and providing free workshops to over 2,600 young Louisiana students with information about upcoming admission requirements changes through the Freshman Fair initiative. The LACRAO Recruitment Services e-mail distribution list has grown to 141 Louisiana and out-of-state members and has helped generate \$1660 in sales of the Fall 2004 College Fair schedule.

The May meeting provided the published Fall 2004 recruitment calendar and dates were set for the 2005 season. Articulation workshop session topics and agendas were discussed and final arrangements made with the six host sites.

LACRAO thanks the following Zone Coordinators for this year:

- Zone 1 – Lori McIntosh (Louisiana Tech University)
- Zone 2 – Mary Hernandez (University of Louisiana – Lafayette)
- Zone 3 – Candice Hogan (Louisiana State University)
- Zone 4 – Lori LaRose (Nicholls State University)
- Zone 5 – Andrenail Whatley (Louisiana State University – Shreveport)
- Zone 6 – April Jordan (Northwestern State University)

The LACRAO-produced Guidance Counselor Poster remains a huge hit in Louisiana and surrounding states. Again this year ACT provided 100% funding for this project. Special thanks to Chuck Wharton of ACT for the company's continued funding support. A special thanks goes to Shelly Keiffer and Louisiana State University at Alexandria for her hard work and persistence in creating the poster.

Co-sponsored by the Board of Regents and LACRAO, the Freshman Fair had a very successful second season. LACRAO thanks the following institutions for so generously volunteering to host these events:

- Zone 1 – University of Louisiana at Monroe
- Zone 2 – McNeese State University
University of Louisiana – Lafayette
- Zone 3 – Southeastern Louisiana University
Southern University – Baton Rouge
- Zone 4 – University of New Orleans

- l. Distance Learning Committee (James Robertson, Chairperson): No report.
- m. Committee for Communication Initiatives: Members were encouraged to subscribe to the listserv to receive all LACRAO information in a timely manner. Everyone was reminded to check their directory entries for accurate information on the LACRAO website. Guidance counselors will also be included on the listserv.

ITEM 7 – OLD BUSINESS

None.

ITEM 8 – NEW BUSINESS

Question of allowing University of Phoenix to join LACRAO was posed. It was stated that they have no voting power for LACRAO decisions and was agreed by members that they should have an affiliate status such as Sowela Community College and Fletcher Community College do.

Kelly Rodrigue recognized the executive committee with an autographed book.

Kelly Rodrigue then presented Robert Doolos as the 2004-2005 LACRAO president and presented him with the symbolic gavel. Robert Doolos presided over the remainder of the meeting.

Comments by the new president:

- a. Encouraged members to hold clerical workshops.
- b. Encouraged community colleges and private colleges to present more at the annual LACRAO conference.
- c. Committee structures will be looked at and some strategic planning will be done concerning the LACRAO constitution. A new Strategic Planning Committee will be formed to address the need for review and articulation of LACRAO's mission, goals, and objectives for the future of our membership.

ITEM 9 – OTHER BUSINESS

None.

ITEM 10 – NEXT MEETING PLACE AND TIME

The next annual conference will be held October 5, 6, and 7, 2005 in Ruston, Louisiana. The host institution is Louisiana Tech University. The Local Arrangements Committee Chairperson will be named at the November LACRAO Executive Committee Meeting.

ITEM 11 – ANNOUNCEMENTS

No announcements.

There was no further business and the meeting was adjourned at 9:50am.