

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

**2006 Annual Conference
General Business Meeting
Friday, October 6, 2006**

MINUTES

Robert Doolos, LACRAO President 2004-2006, called the meeting to order at 8:39a.m., at the Howard Johnson in Ruston, Louisiana. Local arrangements were provided by Louisiana Tech University.

Item # 1 – Minutes Approved

2004 LACRAO Business Meeting Minutes were presented by President Robert Doolos. The General Membership moved to dispense with a complete reading of the minutes. Kelly Rodrigue moved to accept the minutes, second by Michelle Forbes, unanimously approved by all members.

Item # 2 – Honorary Member Recognition

Upon recommendation, three former members were honored: Tanya Crump, former Registrar at Nunez Community College, is now in the same position at Oglethorpe University in Atlanta, Georgia, James Robertson, former Registrar at University of Louisiana at Monroe, now at Texas A&M, and Jewel Wiley who was awarded posthumously, she served 33 years as Registrar at Grambling University. Also for the first time an "Outstanding Committee Member" award was given to Shelly Kieffer of Louisiana State University at Alexandria. Bob Vento, Kelly Rodrigue, Lisa Miller, Joe Cruse, Allen Mobley and Lori McIntosh were recognized for their hard work during the past two years.

Item # 3 – Treasurer's Report

Treasurer Bob Vento delivered the 2004 – 2006 Treasurer's Report. The report listed all deposits made since October 2004 through September 2006, interest earned and total expenses during this period. A year to day balance was reported. The report also included a list of institutions that are delinquent in payment of institutional membership dues as of September 20, 2006 for membership year 2006-2007. There are a total of 7 institutions in delinquent status. Bob Vento also reported that ten institutions did not pay the 2005-2006 institutional memberships by the due date; eight of those institutions were affected by Hurricane Katrina; however, two institutions affected by Katrina have now paid their membership dues for that year. He also reported the expenses made were to cover the Zone Articulation, Recruiting and FERPA workshops as well as to pay for

printing and postage. The report was accepted and approved by the members as presented. The report will be posted on the LACRAO website.

Item # 4 – Announcement and Comments

Robert Doolos reported the following:

153 members registered for the conference

146 members attended the conference

16 members attended only one day

He also commended the Hospitality Committee for a Job well done.

Item # 5 – Committee Report

Robert Doolos informed the members due to the 2005 unprecedented events of Hurricane Katrina and Rita there will be no reports from the following committees: Constitutional, Government Liaison & Ethics, Information Technology, Nominations and Recognition, Professional Access and Equity, and Professional Development. Robert asked Lori McIntosh to report on the Recruitment Services Committee. Lori reported the following:

2005 was an extremely eventful year for the Recruiting Services Committee. Due to Hurricanes Katrina & Rita, the college fair recruitment schedule came to an abrupt halt with exception to the central and northern zones that were still difficult to recruit in due to lack of hotel space and our southern colleges not being able to attend. Travel budgets were frozen and many high school students were forced to find information on their own. But, we hung in there and we started over for 2006.

We offered two free “drive-in” workshops for Admissions and Recruiting personnel to gain professional knowledge about the Board of Regents, EPAS and ethical reminders in “on the road” recruiting.

We have successfully completed another round of high school articulation workshops, produced and distributed the guidance counselor poster at no expense to LACRAO and provided six free workshops to Louisiana high school students with information about the upcoming admission requirement changes through the Freshman Fair initiative.

Communication continues to improve within the committee with close to 200 Louisiana and out-of-state members now on the LACRAO Recruiting Services listserv. Over \$2000 in generated income was from calendar sales. We have just launched a guidance counselor listserv which we hope will improve the communication with our counselors throughout the year.

May meeting:

The Recruiting Services Committee met in Ruston on May 9, 2006 to discuss several issues for the upcoming year. The Fall 2006 recruitment calendar was distributed and dates were set for the 2007 season. The committee proposed to move the LACRAO conference to the first week in November. The Articulation Workshops will have general sessions on STS and LOSFA. LACRAO will reimburse \$10/ person for lunch. Sign in

sheets and receipts must be provided and are due no later than October 5. Shelly Kieffer volunteered to do the guidance counselor poster. The listserv for LACRAO and guidance counselors was discussed.

Zone Coordinators:

LACRAO Zone Coordinators are responsible for working with the Recruiting Services Chair and all high school guidance counselors in their geographic zone to ensure a successful yearly college fair schedule. This includes the communication of zone dates, the construction of the actual schedule and informing the LACRAO community of any changes that occur after schedule publication. This is often a tedious and thankless job with many guidance counselors vying for the same program dates. LACRAO thanks the following individuals for serving as zone coordinators these past two years:

Zone I -	Lisa Miller, ULM
Zone II -	Roger Schieferecke, ULL
Zone III -	Jean Gilman, LSU
Zone IV -	Laurie LaRose, Nicholls
Zone V -	Angela Herren, BPCC
Zone VI -	Ashlee Crooks Hewitt, Northwestern

Their hard work and dedication in coordinating the recruitment activities in their zones are invaluable to the LACRAO organization and to the state of Louisiana.

Articulation Workshops:

The annual articulation workshops were held in the first two weeks of September. LACRAO recognizes and thanks the following host institutions for volunteering to host these important programs:

Zone I -	2005 – ULM/ 2006 – Grambling
Zone II -	2005 & 2006 – ULL
Zone III -	2005 – BRCC/ 2006 – LSU
Zone IV -	2005 – Nunez CC/ 2006 – Nicholls
Zone V -	2005 – LSUS/ 2006 – BPCC
Zone VI -	2005 – LSUA/ 2006 – Louisiana College

At these workshops, guidance counselors from across the state had the opportunity to network with university representatives and attend several informative sessions. General session topics included: *EPAS and Board of Regents Update*, *Community Colleges: Hidden Gems That Offer Excellent Opportunities*, *NCAA*, *Getting a Head Start on College Planning*, *Counselor to Counselor Panel Discussion*, *LOSFA* and *LA Gear Up*. Each workshop concluded with an information exchange where guidance counselors were able to receive updated materials and information from each college and university.

Guidance Counselor Poster:

The annual poster, which LACRAO produces with the latest college and university information, continues to be a big hit with guidance counselors. Due to the hurricanes, our volunteer **Ana Wilson** at Delgado was unable to produce the 2005 poster and all her hard work was washed away. This year, Shelly Kieffer from LSUA volunteered her services for her third time to produce this poster. Special thanks to Chuck Wharton and the ACT organization for 100% funding!

Freshman Fairs:

For the fifth year, the Recruiting Services Committee and the Louisiana Board of Regents hosted another season of Freshman Fairs with the purpose of reaching younger Louisiana students to inform and prepare them for the changes in college and university admission standards. LACRAO thanks the following institutions for generously hosting these important events:

Zone I -	ULM
Zone II -	ULL & McNeese
Zone III -	Southeastern
Zone IV -	UNO
Zone VI -	LSUA

Item # 6 – Old Business

None.

Item # 7 – New Business

Robert Doolos congratulated the new LACRAO Queen and King, Erica Callais, Coordinator of Minority Recruiting at Nicholls and Tony Tranchina Assistant Director of Admissions for Recruitment at UNO. He also opened the nominations for President, Vice President, Treasurer, and Secretary as follows:

Maria Cisneros, College Registrar at Delgado Community College was nominated to replace Allan Mobley as Secretary. A motion was moved by Pat Lee, second by Michelle Forbes; unanimously approved by all members.

Susan Elkins, Associate Registrar at Louisiana Tech was nominated as Treasurer. A motion was moved by Bob Vento, second by Nyetta Meaux; unanimously approved by all members.

Lisa Miller, Director of Recruitment/Admissions at University of Louisiana at Monroe was nominated as Vice President. A motion was moved by LeAnn Detillier, second by Dan Rosenfeld; unanimously approved by all members.

Bob Vento was nominated as President. A motion was moved by Lisa Miller, second by Tony Tranchina; unanimously approved by all members. All nominations were closed.

Item # 8 – Recognition of Executive Committee Members

Robert Doolos commended the Executive Committee for keeping the Association going during the past year under the unforeseeable circumstances. He also commended the Local Arrangement Committee for a wonderful conference. Lori McIntosh was also commended for all her efforts during the past two years.

Item # 9 – Comments from President

Robert Doolos stated that he has been the only LACRAO president that has served for two consecutive years due to Hurricanes Katrina and Rita. He thanked the Executive Committee for all the support during the past two years.

Item # 10 – Passing the Gavel

Robert Doolos presented Bob Vento as the 2006-2007 LACRAO president and presented him with the symbolic gavel. Bob Vento presided over the remainder of the meeting.

Item # 11 – Comments from President Elect

Bob Vento reinforced the importance of becoming a strong organization and encourages professional development. He welcomed the Newcomers to the organization. Bob also thanked all the new committee members for their participation and asked the old members to re-engage in the organization and the newcomers to get involved. He also thanked Robert Dunning, Regional Director, National Student Clearinghouse, and Jim Wager, Vice President SCRIP-SAFE® Security Products Inc., for their support.

Bob Vento announced the 2007 conference will be in Alexandria, Louisiana at the Best Western of Alexandria, Inn & Suites Convention Center. He stated the facilities are great. He encouraged everyone to attend the conference next year.

Item # 12 – Other Business

Kelly Rodrigue presented Robert Doolos with a plaque in recognition for his two years of service as president for the organization.

Item # 13 – 2005.75 Local Arrangements Announcements

Bob Vento recognized the committee for their great work during the conference as well as coordinating the conference. He also recognized and thanked Jerry Bracken, a representative from AACRAO, Michelle Forbes, a representative from SACRAO and Janet Davis, LACRAO News Letter editor. He also thanked Lori McIntosh for all her recruiting efforts.

Bob Vento announced Patti Beste and Shelly Kieffer are the co-chairs for the 2007 LACRAO conference at Alexandria. He also mentioned the conference will be during the first week of November instead of the first week of October. The conference was moved due to the numerous activities recruiters have during the first week of October.

Special thanks were given to MITCHAM Farms for donating the Jams that were given to all members as souvenirs.

Bob Vento informed the members that a Corporate Sponsor donated \$250.00 that will be used for professional development. The money will be split between a newcomer and an old member to offset the cost to attend a regional or national conference. Darla Wilford, from Northwestern State University was the newcomer winner of \$125.00 and Maria Cisneros from Delgado Community College was the old member winner of \$125.00.

There was no further business. Meeting was adjourned at 9:25a.m.