

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

**2007 Annual Conference
General Business Meeting
Friday, November 9, 2007**

MINUTES

Bob Vento, LACRAO President 2006-2007, called the meeting to order at 8:35a.m., at the Best Western of Alexandria Inn in Alexandria, Louisiana. Local arrangements were provided by Louisiana State University-Alexandria.

Item # 1 – 2006 Business Meeting Minutes: Reading & Approval

2006 LACRAO Business Meeting Minutes were read by President Bob Vento. Michelle Forbes moved to accept the minutes, second by Kelly Rodrigue, unanimously approved by all members.

Item # 2 – Honorary Member Recognition

Lisa Miller, LACRAO vice president, recognized Janice Bolden for her years of service to Higher Education. Ms. Bolden has recently retired from the LCTCS system. She also served as an officer of the Association and was a very active member. Lisa also reminded the members that in order to recognize someone at their institution at next year's conference, one needs to notify her or someone on the Executive Committee to be sure that the individual is recognized.

Bob Vento asked if there was a motion or a second motion to put Janice Bolden into the LACRAO Honorary Membership. Lisa Miller moved to accept the motion, second by Robert Doolos. Unanimously approved by all members.

Item # 3 – Treasurer's Report

Treasurer, Susan Elkins delivered the 2007 Treasurer's Report. The report listed all deposits made since September 2006 through October 2007, interest earned and total expenses during this period. A year to date balance was reported. The report also included a list of institutions that are delinquent in payment of institutional membership dues as of November 9, 2007 for membership year 2007-2008. There are a total of eight institutions in delinquent status and six institutions with articulation workshops outstanding balance. Susan reported the balance as of October 9, 2007 is \$35,926.73. Robert Doolos commented that he would not like people to think that LACRAO has a lot of money to spend. He stated that to put together a conference like this one is making a long term commitment to hotels and if something happens at the last minute one may or

may not be obligated for payment of those services that one has signed up for. He requested members to please keep in mind that even though we have a healthy balance on our bank account, we need to maintain a balance of probably 20 to 30 thousand, somewhere in that nature maybe not quite high. Susan also reported that the total revenue collected for the Recruitment Calendar was \$2,175.00. Michelle Forbes moved to accept the minutes, second by Pat Lee, unanimously approved by all members.

Item # 4 – Old Business

Bob Vento recognized Louisiana Delta Community College and South Louisiana Community College for recently attaining institutional membership due to the fact that they are now candidates for SACS accreditation.

Robert Doolos, past president, shared with the members some concerns that he had with TACRAO (Texas Association of Collegiate Registrars and Admissions Officers) meeting dates. TACRAO also meets during November, but they do not have set meeting dates like we do Wednesday, Thursday and Friday during the first week of November. Their meeting dates are upon hotel availability. The reason for the concern is “Exhibitors support”. Robert is asking the Executive Committee to pay attention to that particular issue and to be aware of the issue when we schedule our meetings in the future. Exhibitor support is very crucial to the success of our meeting.

Item # 5 – Committee Report

Robert Doolos reported on the following Committees.

Professional Access and Equity Committee:

The following letter from Carey Stickney was read by Robert Doolos:

The professional Access and Equity Committee was revived at the 2006 LACRAO meeting. Carey Stickney was asked to serve as chairperson and a call was made for volunteers to serve on the committee. Meltida Wilson, South Louisiana Community College, Brenda Williams, Southern University Baton Rouge, Ernie Middleton, University of New Orleans, Ingrid Nelson, Our Lady of the Lake College and Nyetta Meaux volunteered to serve on the committee. The group met briefly during LACRAO and e-mail addresses were exchanged.

In October, contact was made with Milton Griffin, Winston Salem State University regarding the development of CACRAO's PA&E committee. Mr. Griffin responded by directing me to the website and identifying several activities slated for the year. This information was shared with the LACRAO committee via e-mail and discussion took place regarding a future meeting to develop a plan of action.

Robert Doolos and Bob Vento were contacted for advice and input as to the direction they felt the committee should develop. They responded with several recommendations including the suggestion that someone from the LACRAO committee attend the annual SACRAO meeting in Little Rock and attend the SACRAO PA&E breakfast meeting. Unfortunately, no one from the LACRAO committee could attend. So Bob Vento agreed to attend on our behalf.

Conference calls and compressed video meetings were considered as well as a January face to face option. Email response was sporadic and no meeting was ever scheduled. Additional emails went unanswered and the committee activity essentially came to a halt. It was later determined that some committee members had changed jobs without notifying the chairperson of this transition; some e-mails were simply unanswered.

It is my recommendation that a call for new committee membership be made and that better communication be established between members. I have agreed to serve for an additional year and attempt to develop a more active 2007/08 committee.

Carey C. Stickney
Louisiana Delta Community College

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:

Information Technology Committee:

There was no committee report from DeWayne Bowie (ULL) Chair of the Committee. Robert charged the members of this committee to present a recommendation to the executive committee for creating a "Job Board" so the membership can post jobs on the website. Robert stated that SACRAO does it and this is something that we should develop. He asked the members of this committee to share his request with DeWayne Bowie so they can start working on it and to be able to report at the Hammond meeting that LACRAO has a job board which will be a very good service to the membership.

Constitutional, Government Liaison & Ethics Committee:

Andy Benoit reported that the committee did not meet a lot. The items brought to the committee for review, minor ethical issues from the road involving the National Guard members, there was nothing major and it was resolved relatively quickly. The biggest item that this committee will be working on during the next few months is to have a "NEWSLETTER" that will be distributed electronically relative to what is going on in Baton Rouge. He shared that we will have a new governor, a new administration and

there will probably be some issues that will be affecting us a lot. They will be working on that as a committee.

Robert recommended having a member of the committee to attend every Board of Regents meeting. That is a key thing that the committee needs to do in order to keep the membership abreast of what they are talking about. Also, Robert asked the committee to be our watch dog with regards to the Legislative Session. The Legislation has a website and we need someone in this committee to watch that website and bring to our attention things that are being proposed that will affect the way we do our business. The most recent example is the meningitis bill. If we would have more lead time to react to this bill that was passed a year ago, it would have been a lot easier to implement that particular reform.

Recruitment Services Committee:

Lori McIntosh reported the following:

Overview:

2006-2007 were great years for recruiting services. We made some improvements and successfully redesigned our high school articulation workshops and provided two free workshops to Louisiana high school students 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. We officially launched a guidance counselor listserv which we hope will improve the communication with our counselors throughout the year. We currently have 32 members, 8 are high school counselors.

May meeting:

The Recruiting Services Committee met in Ruston on May 8, 2007 to discuss several issues for the upcoming year. The Fall 2007 recruitment calendar was distributed and dates were set for the 2008 season. The Articulation Workshops were redesigned and we decided to join forces with ACT and deliver a two in one conference. Shelly Kieffer volunteered to do the guidance counselor poster again but due to technical difficulties, we were unable to distribute via poster this year. And, "What's Hot" was turned into a document to be passed out at the workshops.

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 and changing dates on an unexpected whim. 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 -	Blake Winchell, LSU
Zone IV -	Laurie LaRose, Nicholls
Zone V -	Angela Herren, BPCC
Zone VI -	Ashlee Hewitt, Northwestern

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

Articulation Workshops:

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

Zone I -	LA Tech
Zone II -	McNeese
Zone III -	Southern BR
Zone IV -	Tulane
Zone V -	Centenary
Zone VI -	Northwestern

At these workshops, guidance counselors from across the state had the opportunity to network with university representatives and attend several informative sessions. The beginning session was the ACT workshop followed by an information exchange where guidance counselors were able to receive updated materials and information from each college and university. The Board of Regents and LOSFA followed up with updates and a brief admissions requirements panel was presented.

Freshman Fairs:

For the sixth 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 III -	Southeastern
Zone IV -	UNO

Nominations and Recognition Committee:

Robert Doolos reported that the committee conducted their business via e-mail and the following was reported:

1. NOMINATIONS:

a. President

The committee nominates to the membership, Lisa Miller, Associate Provost for Enrollment Management, University of Louisiana at Monroe for the position of president.

b. Vice President

The committee nominates to the membership Bryant Faust, Interim Registrar, Louisiana State University Health Sciences Center, New Orleans for the position of Vice President.

c. Secretary

The committee nominates Maria Cisneros, Registrar, Delgado Community College to serve a second term as Secretary.

2. RECOGNITION

On behalf of the committee, Robert requested that the LACRAO committee chairs nominate a committee member for the LACRAO Outstanding Committee Member Award. After reviewing the nominations, the committee selected Laurie LaRose, Nicholls State University, as the LACRAO outstanding committee member for 2006-2007.

3. RECOMMENDATION

The committee recommends that the new N&R Committee establish guidelines and procedures for selecting the Outstanding Committee Member.

Respectfully submitted by,

Robert Doolos, Immediate Past President.

Professional Development Committee:

There was no report from this committee.

Item # 6 – New Business

Bob Vento congratulated the new LACRAO Queen and King, Becky Durocher and Lee Daigle from Nicholls State University and Duke and Duchess Harold Martin from

Southeastern Louisiana University and Allison Vicknair from River Parishes Community College.

Bob asked for a motion to a resolution for Affiliate Membership. Michelle Forbes moved the motion, second by Janet Davis.

Kelly Rodrigue verified that all we were doing was making a motion to keep our constitution as it is. Bob Vento stated that the constitution is stating the same and that we are going to continue to say NO to those institutions that are not based in Louisiana and are not accredited by SACS. Motion was carried unanimously.

Bob also opened the nominations for President and Vice President, as follows:

Lisa Miller was nominated as President. A motion was moved by Andy Benoit, second by Lillie Bell; unanimously approved by all members.

Bryant Faust was nominated as Vice President. A motion was moved by Anthony Ranatza, second by Michelle Forbes; unanimously approved by all members.

All nominations were closed.

Bob announced the new Recruitment Service Chair and asked Lori McIntosh to announce her replacement. Lori passed the Recruitment's SOAR and a huge binder with tons of information to Shelly Kieffer, who will serve for three years.

Bob brought to the floor a resolution in regards to Script-Safe electronic transfer transcripts information. He asked Lisa Miller to address the membership.

Lisa Miller stated that many of us have heard the conversation throughout the conference about us making a resolution and presenting it to the Board of Regents to support all of us using and utilizing Script-Safe. Mark Strickland and Janet Davis worked on a resolution for us to present next week at the SEM meeting and hopefully they would embrace it and we would move forward.

Lisa Miller read the following resolution to the members:

"Whereas the higher education institutions of the State of Louisiana seek a state-wide, Regent funded initiative to develop and implement an electronic data exchange between said institutions.

Whereas these higher education institutions realize that a successful solution to this initiative is best accomplished through a phased approach.

Whereas an effective, economical first phase available and usable by all institutions is the exchange of PDF academic transcripts through a secure network.

Whereas SCRIP-SAFE International has developed and implemented eSCRIP-SAFE, the electronic global transcript delivery network currently operational at the University of New Orleans.

Therefore, be it resolved that the membership of the Louisiana Association of Collegiate Registrars and Admissions Officers (LACRAO) requests the Louisiana Board of Regents to enter into an agreement with SCRIP-SAFE International to implement and deploy eSCRIP-SAFE in all institutions of higher education in the state and for the BOR to fully fund the installation costs and yearly network fees for these institutions.

Therefore, be it further resolved that this initiative is to be Phase I of electronic data exchange and that following successful implementation and deployment to all institutions the BOR will undertake the continued leadership with LACRAO in Phase II which will encompass planning, development, implementation, deployment and funding of a comprehensive data exchange system utilizing features such as EDI or XML.

Presented and approved this 9th day of November by the LACRAO membership present and voting at the LACRAO Annual meeting, Alexandria, Louisiana.”

November 15, 2007

Robert Doolos supported the resolution. Andy Benoit moved to accept the resolution, second by Kelly Rodrigue. Motion carried unanimously.

Item # 7 – Recognition of Executive Committee Members

Bob recognized and thanked the 2006-2007 Executive Committee: Lisa Miller, Maria Cisneros, Susan Elkins, Robert Doolos, Lori McIntosh, Janet Davis and the LAC LACRAO 2007 Shelly Kieffer and Patti Beste for the commitment and dedication to the Association. He also thanked Janet Davis and Mark Strickland for an outstanding resolution.

Item # 8 – Comments from President

Bob Vento asked the members to get involved. He thanked Janice Bolden for the support she gave him during his first year as Treasurer. He also thanked Lillie Bell for all her support. They were good mentors and thank them for the opportunity.

Item # 9 – Passing the Gavel

Bob Vento presented Lisa Miller as the 2007-2008 LACRAO president and presented her with the symbolic gavel. Lisa Miller presided over the remainder of the meeting.

Item # 10 – Comments from President Elect

Lisa Miller thanked Bob for his dedicated services and for all that he has done for us and especially for her. Keeping her abreast of what she is supposed to be doing and out of trouble when she does not do the things that she is supposed to do. She stated that Bob has served us well and he will continue to be a great mentor not only to her but to all of the members. She looks forward to the continued support of all of us.

Item # 11 – Other Business

Robert Doolos presented Bob Vento with a plaque in recognition for his year of service as president of the organization.

Lisa reiterated to the members to become involved and to use the committees and the organization for the purpose it is set up for. She welcomed the newcomers and she wished to see them again next year.

She thanked the following exhibitors for their support: Mark Strickland from E-Script-Safe, Jerry Smith from the National Student Clearinghouse, Chuck Worthon from ACT, Elizabeth McKenzie from the College Board and our representatives from City Bank, Lela, Informa and Capital One. Without their support we would not be able to have the conference that we have.

She also requested that we mark our calendars for next year's meeting November 5- 7, 2008 in Hammond.

Lisa thanked the people who helped her with planning this year's conference. She also requested the membership fill out the conference evaluation so we can plan a better conference.

Robert Doolos recognized Patti Beste, Senior Associate Registrar, LSU who worked very hard in getting all of the exhibitors but could not attend the conference.

Lisa thanked all of the presenters and moderators, without them we would not have a conference.

Item # 12 – 2008 Local Arrangements Announcements

Anthony Ranatza; member of the Hammond's Local Arrangements Committee handed out invitations to LACRAO 2008 on November 5-7 in Hammond.

Meeting adjourned at 9:35a.m.