

87th Annual Business Meeting

April 2001

1. **Call to Order and President's Remarks**

Louise Lonabocker, AACRAO President, called the Business Meeting of AACRAO's 87th Annual Meeting to order, and reviewed the agenda for the meeting.

After thanking, AACRAO Executive Director, Jerry Sullivan for his continued work and commitment to AACRAO, President Lonabocker reviewed the activities of various AACRAO task forces and committees:

- At the behest of the President, AACRAO member Dan Henderson submitted a 2-page proposal for activities relating to the Centennial anniversary of AACRAO and now chairs the task force responsible for planning for the event.
- The Outsourcing Task Force looked at the feasibility of certification of enrollment and financial advisement.
- The Small College Issues Committee meeting discussed the unique needs of smaller schools and future leadership challenges. They also developed an action plan.
- In October, AACRAO leaders met for a Day of Strategic Planning.
- With the increase in the importance of information technology, a change in the bylaws has been implemented to introduce a new position on the Board called VP of Technology.
- Membership Collaborations have been explored with ATEM and AUA
- New Task Forces have been set up on streamlining including voting procedures and academic, transcripts and transfers.
- Surveys on publications revealed increased customer satisfaction and a desire for more online journals and publications.

2. **Executive Director Remarks, Jerry Sullivan, AACRAO Executive Director**

ED Sullivan discussed the health and growth of AACRAO, enumerated some of its many accomplishments, and commented briefly on goals for 2001.

- Membership: Institutional membership grew by nearly 100 and the number of corporate members rose by 44. The annual meeting has grown for the past three years, both in members and exhibitors. Total exhibitors increased by 24% this year and AACRAO expects an increase in the coming year as well.
- Communications: From printed media such as Data Dispenser and C & U to a new online format of Transcript available on the updated website, AACRAO's communications resources now come in a wide variety of multimedia formats.
- Workshops: AACRAO workshops included the SEM and Registrar 101 seminars.
- In the coming year, AACRAO will put more emphasis on teamwork to better facilitate strategic thinking

3. Introduction of Parliamentarian, Brad Myers

President Lonabocker introduced Brad Myers as the parliamentarian for the meeting.

4. Approval of 2000 Business Meeting Minutes

The minutes from the April 2000 Business Meeting were approved and adopted without reservation.

5. Incorporation

The Parliamentarian, Brad Myers, requested the membership to approve the Articles of Incorporation, Bylaws and Member Resolutions.

- Approval of Articles of Incorporation and Bylaws
- Approval of Amendments to Articles of Incorporation
- Approval of Member Resolutions

- **M/S/P by unanimous vote**

6. FY 2002 Budget

VP for Finance, Joe Roof acknowledged AACRAO Executive Director, Jerry Sullivan, and AACRAO Staff Member, Dana Walker, for their help throughout the year and provided a summary of Financial Milestones:

- 20% increased in vendor revenue
 - Increased net assets
 - Reserve account established in excess of \$1M
 - Outsourced the accounting function
 - Updated the accounting software
 - Progress made on salary market adjustments
- Three initiatives got underway this past year in support of the budget:
- EDI Server Project
 - Move TCP Data Collection for Members Only Web Access
 - Investment in new programming as investment funds for VPs

VP Roof noted that AACRAO is on target both on revenue and expenses, and that financial statements from the new accounting software are now used in reporting financial information to the board. He indicated that AACRAO is working to increase income from outside grants and build reserves toward the goal of 50% standard operating budget. Market salary adjustments will also be made.

He indicated that each VP will generate \$5,000 in new revenue through the development of new projects and publications.

He outlined that process that the AACRAO office uses in developing the budgets. He reported that the various AACRAO departments submit recommendations for their budget for the upcoming year. These recommendations are then sent to the finance committee. Adjustments were made based on the departmental recommendations and after speaking with

staff members.

YP Roof then reported that the Audited FY01 total dollar revenue and expenses was \$3.8million. The FY01 operating budget saw a change in net assets of \$10,000, which is well within the \$200,000 expected from the 2001 Annual Meeting.

He then introduced the proposed FY02 Budget. The Board approved proposed budget has a revenue of \$4.595M with matching expenses.

President Lonabocker, on behalf of the board, moved the adoption of the 2001-2002 Budget as presented.

M/S/P

7. Nominations & Elections Committee

The 2000-2001 Nominations & Elections Chairperson, Paul Aucoin, reported to the membership on the 2000-2001 N&E activities over the year. He reported that the Committee held its initial meeting at the annual meeting in New Orleans where Nomination forms were available in paper form.

The voting process began in early February with the mailing of 8,524 ballots to voting members. Only 53 ballots were returned due to invalid addresses. A total 1,675 completed ballots were submitted, representing 20% of membership. He reported that 72 ballots of the ballots submitted were marked invalid.

Mr. Aucoin recognized the 2000-2001 N&E Committee for their outstanding service to the association. He then submitted, on behalf of the Nominations & Elections Committee, the following nominations for the 2001-2002 Board of Directors.

- President-elect, Heather Smith, Associate Dean of Enrollment Services, Community College of Rhode Island

• **M/S/P**

- Vice President for Finance, Joe Roof, Dean of Enrollment Development, Daytona Beach Community College, FL

• **M/S/P**

- Vice President for Registration, Records and Information Technology, Mike Allen, Associate Registrar, The University of Texas at Austin

• **M/S/P**

8. Recognition of Service

Seattle LAC

President Lonabocker introduced the co-chairs of the Seattle Local Arrangements Committee (LAC), Janet Ward of Seattle Pacific University and Dannette Sullivan of

Seattle University. Ms. Ward thanked the attendees for coming to Seattle and reported that the attendance at the 87th Annual Meeting totaled 3,050 people. She also recognized the members of the Seattle LAC: Mary Morgan, Seattle University School of Law, Hospitality and Tours; Steve Davis, Ricks College, News and Publications; Ruth Adams, Seattle Pacific University, Physical Arrangements, Julia Pomerenk, Pacific Lutheran University, Publicity; Jolata Kozyra, Gonzaga University, Registration; Richard Backes, Washington State University, Technology; John Finney, University of Puget Sound, PACRAO Representative.

2001 Program Committee

President Lonabocker recognized the contributions of the AM 2001 Program Committee: Program Committee Chair Wanda Simpson, San Jacinto College, Ange Peterson, Pittsburgh State University, Louise Philips, South West Texas State University, Joe Sevigny, New York University, Paul Wiley, University of the South, Doreen Root, Central Michigan University, Richard Yount, University of North Carolina at Charlotte.

Outgoing Board Members

President Lonabocker acknowledged the service of the Outgoing Board Members:

- Bill Haid, President AACRAO
- Valerie Mead, Vice President for Registration, Records and Information Technology, 1998-2000 (Not present)
- Linda Finley, Interim Vice President for Registration, Records and Information Technology 2000-2001
- Gene Schuster, Vice President for Finance

9. Transition

President Lonabocker introduced the incoming AACRAO President, Gene Schuster.

10. 2001-2002 AACRAO President Comments

President Schuster thanked Past President Lonabocker for her dedicated service to AACRAO.

President Schuster outlined his agenda for the upcoming year. He remarked that the Board will continue to advocate fiscal responsibility. He also reported that the Board still faces several difficult issues, including:

- The annual meeting scholarship and the SPEEDE server
 - Articulation of Transfer Credits, and continuing to look at Outsourcing
 - Volunteer activity
 - Provision of information and resources
 - Encouraging and benefiting from the increasing diversity of the profession
- President Schuster then introduced the 2001-2002 Board of Directors.
- Past President Louise Lonabacker, Director of Student Services, Boston College, MA
 - President-elect Heather Smith, Assistant Dean of Enrollment Services, Community College of Rhode Island
 - Vice President for Admissions and Enrollment Management, Paul Taylor, Dean

- for Student Affairs, Lexington Community College, KY
- Vice President for International Education, Gloria Nathanson, Associate Director Undergraduate Admissions and Relations with Schools at UCLA
- Vice President for Registration, Records and Information Technology, Mike Allen, Associate Registrar, University of Texas at Austin
- Vice President for Professional Development and Publications, Will Corprew, Registrar, Broome Community College, Binghamton NY
- Vice President for Association and Institutional Issues, Tom Bilger, Registrar and Director of Registration at Ball State University in IN
- Vice President for Finance, Joe Roof, Dean of Enrollment Development at Daytona Beach Community College in FL

11. Presentation by Minneapolis LAC (Kathy Jones and Sue van Voorhis, Co-Chairs)

Co-Chairs Kathy Jones and Sue van Voorhis invited all members to come to the 2002 AACRAO Annual Meeting in Minneapolis, Minnesota. Co-Chair Van Voorhis described the Twin Cities and what it has to offer attendees. The presentation concluded with a short video of the Twin Cities.

12. Adjournment

President Gene Schuster adjourned the 2001 Business Meeting without objection.