

90th Annual Business Meeting

April 22, 2004

1. Call to Order and President's Remarks

President Paul Taylor called the Business Meeting of AACRAO's 90th Annual Meeting to order and reviewed the agenda for the meeting. He reported on AACRAO's accomplishments for the year which included in part:

- Involving more members in more leadership opportunities than prior years
- Creating a Diversity and Leadership Task Force and working to see that every recommendation from the task force has been or will be accomplished by the conclusion of the business meeting,
- Creating a Dues Task Force to review current structure.
- Following the recommendations of Task Force 2000, and the member passed motion at the 1999 Chicago Annual Meeting, the Board and the Executive Director took action to build new and diversified Association revenue streams.
- Having the largest number of people in Association history attend an Annual Meeting (Las Vegas), and the largest number of people in the history of the SEM Conference attending that event (Boston)
- Launching a Technology Conference which resulted in more than double the projected attendance, publishing more books than in any single year in the history of the Association and making significant advances with Association technology
- Beginning a program of online professional development courses, and offering new admissions introductory and management workshops

President Taylor apologized for the manner in which the investment in AACRAO Enrollment Services was made. The board has listened to the membership, and has initiated policies to ensure that that we have established guidelines to direct ventures involving third parties.

The board passed the following policy:

Board Policy on AACRAO Service-Delivery Ventures Involving Third Parties

To ensure that the reputation and trademarks of AACRAO receive the utmost protection, the Board has developed the following guidelines. All AACRAO-branded service units that involve third parties through such arrangements as partnerships, joint ventures, or licensing agreements shall comply with these guidelines.

1. The services offered by AACRAO-branded service units must relate to the Association's mission and its members' professions.
2. The Association shall, through appropriate member involvement, develop and impose high quality standards on AACRAO-branded service units.
3. The Association shall assess the membership's views and conduct business and legal due diligence prior to, and periodically after, launching an AACRAO-branded service unit.
4. The President shall appoint an advisory panel of voting members to review such ventures involving AACRAO branded service units.
5. The Association shall develop a communication plan to keep the membership informed of the activities of AACRAO-branded service units.

Taylor extended special thanks to his family, his staff, the AACRAO staff, the former presidents of AACRAO, to Tom Bilger, President-Elect, the AACRAO Board of Directors and the members of the organization who serve on committees, task forces, boards, and presenters who share their expertise.

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

Executive Director Sullivan discussed the challenges facing the association and its professions which included a very difficult higher education public policy environment in Washington brought on by the public aversion to paying taxes and by the costs associated with homeland security and the wars in Iraq and Afghanistan. The resulting record breaking federal deficit has led to Congressional actions intent upon squeezing new value and efficiencies out of higher education through legislation and regulation rather than providing significant new appropriations. In addition, new non-funded mandates such as SEVIS, student voter registration, and federally devised transfer rules either have been or are in pending legislation. Sullivan warned that new mischief in the name of institutional accountability would be part of our world for the foreseeable future. On the bright side Sullivan described the positive role AACRAO has played in attempting to make these rapid changes in public policy more palatable to institutions and AACRAO members.

3. Introduction of Parliamentarian, Brad Myers

President Taylor introduced Brad Myers as Parliamentarian for the meeting.

4. Approval of 2003 Business Meeting Minutes

Joe Roof, Vice President for Finance, moved that the minutes from the April 2003 Business Meeting be approved. The motion was seconded and adopted without reservation.

5. Governance

The Board of Directors in following the recommendations of the Diversity and Leadership Task Force proposed the following bylaw change

BE IT RESOLVED, the bylaws Article III section 1(I) is hereby amended by striking "Vice President for Association and Institutional Issues" and substituting "Vice President for Access and Equity"; and

BE IT FURTHER RESOLVED, that this change shall take effect at the business meeting of the 2005 AACRAO Annual Meeting in New York.

The motion was seconded and approved.

6. Finance and 2005 Budget

Vice President Roof provided a summary of AACRAO's fiscal health and other financial milestones:

- Revenue was 94% of budget,
- Expenses was also 94% of budget
- It was a positive year for AACRAO ending the FY03 in a near break-even position with a net operating income of \$1,213
- Improved investment income which produced a change in net assets of \$121,816

- The financial accomplishments for the 12 months ending September 30, 2003 included the implementation of a Member-at-Large to the Audit Committee, the appointment of the Dues Task Force, the development of five year budget projections, and continued improvement in the integration of the budgeting process into AACRAO's Strategic and Operating Plans.

Roof introduced the budget for FY2005, which included a member dues increase of \$3.00 per member resulting in a new member dues rate of \$178 per member. The FY05 budget will continue AACRAO's efforts to reduce reliance on member dues, continue to build reserves toward the goal of 50% of operating expenses and continue to expand the content offerings and add value for the AACRAO membership. Roof moved that the FY 2005 proposed budget and member dues increase be approved. The motion was seconded and approved

Roof extended appreciation for the support he received from the members of AACRAO while he served as Vice President of Finance.

7. Nominations & Elections Committee

The 2003-2004 Nominations & Elections Chairperson, Rick Skeel, reported to the membership on the 2003-2004 N&E activities over the last year. Skeel expressed appreciation for the opportunity to serve as chair of the committee and thanked the 2003-2004 Nominations & Elections Committee members for their outstanding service to the association.

The Nominations & Elections committee received 157 nominations for the three board positions: President-Elect, Vice President for Finance, and Vice President for Records and Academic Services. The N&E also received 213 nominations for the N&E Committee.

He then submitted, on behalf of the 2003-2004 Nominations & Elections Committee, the following nominations for the 2004-2005 Board of Directors:

- President-Elect, Joseph Roof, Dean of Enrollment Development at Daytona Beach Community College FL.
- Vice President for Finance, Paul Wiley, University Registrar and Director of Institutional Research at the University of the South TN.
- Vice President for Records and Academic Services, Luz Diaz Barreras, University Registrar at New Mexico Institute of Mining and Technology, NM.

The motion to elect Joseph Roof as President-elect of the association was seconded and approved.

With the election of Roof as President-elect, the Vice President for Finance position, which expires at the end of September 2004, is now vacant until the new nominee for that position begins. On behalf of the N&E Committee, Skeel nominated Paul Wiley to fulfill the remaining term of the Vice President for Finance position. The nomination was accepted following no nominations from the floor. The motion was seconded and approved

The motion to elect Paul Wiley for Vice President for Finance for the regular term was seconded and approved.

The motion to elect Luz Diaz Barreras as Vice president for Records and Academic Services was seconded and approved.

8. Recognition of Service

President Taylor recognized Rick Skeel's outstanding service to the association as chair of the 2003-2004 Nominations & Elections Committee.

Las Vegas Co-Chair of Volunteers for their outstanding service:

Co-chairs: Jennifer McCarty of University of Nevada, Las Vegas, and Arlie Stops of the Community College of Southern Nevada.

2004 Program Committee

Taylor recognized Program Chair Dorene Root of Central Michigan University. The other members of the 2004 program committee were recognized for their diligent work over the last year:

Outgoing Board members

President Taylor acknowledged the service of the three outgoing Board members:

- Heather Smith, President AACRAO
- Michael Allen, Vice President for Records and Academic Services
- Joseph Roof, Vice President for Finance

9. Transition

Thomas A. Bilger was introduced as incoming AACRAO President.

10. 2004-2005 AACRAO President Comments

President Bilger extended thanks and appreciation to Past President Paul Taylor for his dedicated service as AACRAO President over the last year. Bilger also thanked his colleagues at Ball State University.

Bilger mentioned the good and bad events over the past year noting that the highlights included working with 2004 Program Chair and the Program Committee members and the lowlights were his health problems.

Bilger introduced the 2004-2005 Board of Directors:

- Past President, Paul Taylor, Lexington Community College KY
- President-Elect, Joseph Roof, Daytona Beach Community College FL
- Vice President for Finance, Paul Wiley, Sewanee: The University of the South TN
- Vice President for Admissions and Enrollment Management, Ange Peterson, Pittsburg State University, KS
- Vice President for International Education, Eric Staab, Grinnell College IA
- Vice President for Records and Academic Service, Luz Diaz Barreras, New Mexico Institute of Mining and Technology NM
- Vice President for Leadership and Management Development, Betty Huff, University of California—Santa Barbara
- Vice President for Association and Institutional Issues, Paul Aucoin, Samford

University AL

- Vice President for Information Technology, Robert Morley, University of Southern California

11. Video of New York City, NY, venue for the 2005 Annual Meeting

12. Adjournment

President Bilger adjourned the 2004 Business Meeting without objection.