86th Annual Business Meeting Minutes

April 12, 2000

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

   Bill Haid, AACRAO President, called the 86th annual meeting of the AACRAO business session to order. Haid reflected on his presidency year and thanked the AACRAO members, his Board colleagues, AACRAO staff for their support and work throughout the year.

   Haid commented that AACRAO has been rebuilding for the past two years, after going through some very difficult and challenging times. He said that he appreciated the leadership that preceded him. Because of that previous leadership, this year, AACRAO has been able to focus on rebuilding from a new base of strength. The finances of AACRAO are much more stable now, and the reserves are returning to their former levels.

   Haid then discussed the pledges he made to the members at the beginning of his presidency.

   - Improved and increased communication. During the year, Haid initiated communication to members in the form of the president's journal, the president's corner in Data Dispenser, e-mail blasts about the incorporation process, the establishment of an informal adviser's network and individual communication to members. The AACRAO office initiated several new communication devices that are being well received by members, specifically the weekly federation relations update and the members' only section of the web site.
   - Make AACRAO membership valuable to our members by focusing on the services desired, and investigating ways to make membership meaningful to all members, especially those from small colleges. This year, AACRAO conducted several surveys to discover and evaluate our core services. These have been used to prioritize the services we deliver.
   - Improve the performance of the Board and the office in our work in the delivery of services and programs. The Board was organized into sub-committees and performance standards were set for the Executive Director, as part of his contract and annual evaluation.

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

   Sullivan discussed the health of AACRAO, enumerate a few of AACRAO's accomplishments, and comment briefly on goals for 2000.

   In July 98, Sullivan stated that he had three simple goals: (1) Stop the financial free fall; (2) Hire a small, talented staff that could relate to the membership and was ready to work; and (3) Create and deliver member services quickly.

For this year, Sullivan committed to a series of new goals:

- Incorporation and the corresponding Bylaws.
- Communications and technology - C&U issues, Data Dispensers, renovated web site, electronic broadcast and member surveys represent a strong down payment on improved technological capacities and communication.
- Government relations – AACRAO developed the weekly federal updates and we are working in a variety of ways to build teams of staff and members to maximize AACRAO's impact in this area.
- Financial improvements - the long-term reserve is building, AACRAO is within budget and we are improving our business rules and creating new efficiencies every month.
- Diversity - As an international association with aspirations to contribute to the success of higher education in the larger society, AACRAO needs to reflect through our membership and leadership, the many human experiences that exist. Sullivan stated that we know that such representation does not just occur. It comes about through careful planning and purposeful action. We know that if our committees are not diverse, our Board will not be diverse. We have made progress. I might add that diversity means being inclusive of those with whom you disagree, and listening respectfully to their viewpoints. Bill Haid, this year, was a great model for this very fact.
- Member services - The Strategic Enrollment Management conference in Orlando this year was a huge success. We made a start on Registrar 101 this meeting, and will take a second step this summer. The AACRAO resource center is up and running on aacrao.org. AACRAO initiated a State & Regional Leadership meeting this year.
  Sullivan stated that those were some of the things that were accomplished this year. This year, we have a set of goals that again have come about as a result of a lot of dialogue with leadership. We hope, initially, to use planning and budgeting techniques to question what we are doing to free up resources. AACRAO is always trying to increase its efficiency through using the web and membership database. We have a revamped and improved publications plan in place.

3. **Introduction of Parliamentarian, Stan Henderson**

Bill Haid introduced Stan Henderson, past president, as the parliamentarian for the meeting.

4. **Approval of 1999 Business Meeting Minutes (Bill Haid)**

The minutes from the April 1999 Business Meeting were approved and adopted without revisions.

5. **Incorporation (Bill Haid)**

The membership was asked to approved the Articles of Incorporation, Bylaws, and Member Resolutions.

a) *Approval of Articles of Incorporation and Bylaws*
Be it resolved that the members to approve the actions of the Board of Directors to incorporate AACRAO and to adopt the Articles of Incorporation and Bylaws as AACRAO's governing documents.

M/S/P by unanimous vote.

b) *Approval of Amendments to Articles of Incorporation*
Two amendments were proposed and voting on together. The first brings the language of the scope and purpose of AACRAO in line with the current mission statement of AACRAO. The second amends the non-discrimination policy section so it complies with DC regulations, and becomes the working non-discrimination policy for AACRAO.

<u>Amendment 1:</u>
That sections 1-4 of Article Third of the Articles of Incorporation be deleted and Section 1 be rewritten to read: "The mission of the American Association of Collegiate Registrars and Admissions Officers (hereafter referred to as the Association) is to provide professional development, guidelines and voluntary standards to be used by higher education officials regarding the best practices in records management, admissions, enrollment management, administrative information technology and student services. It also provides a forum for discussion regarding policy initiation and development, interpretation and implementation at the institutional level and in the global educational community." And that subsequent sections be renumbered accordingly.

<u>Amendment 2:</u>
That section 5 of Article Seventh of the Articles of Incorporation be amended to read: "The corporation shall not adopt any practice, policy, or procedures which would result in discrimination based upon age, color, handicap or disability, ethnic or national origin, race, religion, religious creed, gender (including discrimination taking the form of sexual harassment), marital, parental or veteran status, or sexual orientation." And that this non-discrimination statement become the non-discrimination statement for the association.

M/S/P by unanimous vote Amendment 1 and 2.

c) *Approval of Member Resolutions*

MR1 Voting Membership and Fees

(a) The institutional members or college or university system offices, shall pay fees based on their total enrollment for the preceding fall, as reported to the U.S. Department of Education's National Center for Educational Statistics or based on valid criteria for institutions outside the United States, which shall entitle them to designate a specified number of voting members, as follows:

1. enrollment under 1,000, or college or university system offices, 2 voting members;
2. enrollment 1,000 to 2,499, 3 voting members;
3. enrollment 2,500 to 4,999, 4 voting members;
4. enrollment 5,000 to 9,999, 5 voting members;
5. enrollment 10,000 to 19,999, 6 voting members;
6. enrollment 20,000 and over, 7 voting members.

(b) Institutions not reporting to the U.S. Department of Education will have voting members and fees determined by the Board of Directors utilizing substantially similar approach.

(c) Additional voting members may be designated by institutional members by paying an additional annual per voting-member fee, for each voting member desired.

(d) A complex institution, with independent divisions, shall pay fees separately for each division.

MR 2 Nonvoting Membership and Fees

There shall be additional classes of nonvoting members as shall be established by the Board of Directors. The fees for nonvoting members, with the exception of retired, student and honorary, shall be not lower than the fees charged per voting member.

MR3 Nonvoting Membership Categories

1. Educational institutions that are ineligible for regular voting institutional membership shall pay annual fees in such amount and for such number of individual members as those paid by voting institutional members.

2. Retired and student members shall pay an annual per member fee equivalent to

one-half of the voting member fee.

3. Honorary members shall be excused from all AACRAO annual membership and Annual Meeting registration fees.

4. All other non-voting members shall pay annual membership fees as determined by the Board of Directors. Such members may include but are not limited to the following:
    - corporate entities;
    - state higher education coordinating Boards;
    - other higher education associations;
    - international ministries of education; or
    - other individuals.

M/S/P by unanimous vote for MR1, MR2 and MR3.

6. **FY 2001 Budget (Gene Schuster)**
Schuster presented the FY01 budget and stated that the AACRAO budget for next year is still targeted at trying to re-energize our association. Schuster went on to discuss that during this year, member support allowed AACRAO to continue with the following:

- fifty percent increase in support for member involvement,
- the February planning meeting,
- retain the current positions,
- Data Dispenser communication
- retain our research element which works with grants and contracts,
- increase our federal relations and OIES efforts
- develop some publications,
- develop new programs like the Registrar 101 and the resource center,
- develop some outside support, and
- allowed a limited budget contingency.

At the end of the year, AACRAO finished the year with roughly $300,000, the Board split the money and put half of it into the reserve fund to try and continue building reserves, and took the other half and invested it in trying to develop more adequate services and better communication which you received this year.

Last year, the Board announced a number of strategies in trying to build a budget, and maintained all of these strategies. The Board has adopted three new strategies. The first is to provide for an adequate contingency in the budget. Second, is to grow in number of institutions as well as in number of members. Finally, to encourage member patronage of our corporate partners and those that support AACRAO.

What the Board proposes in the FY01 budget, is a continuing budget, but with a strategic investment of ten extra dollars from the members. These ten extra dollars are targeted at three specific things. 1.) Transfer credit practice development; 2.) To support and sponsor the EDI server; 3.) The third item is a small amount of money to be invested in programmatic support to build programs or publications that might have a potential to provide service and information to members.

Schuster, on behalf of the Board, moved the adoption of the 2000-2001 budget as presented, with voting member dues not to exceed a hundred and seventy-five dollars.

M/S/P

7. **Nominations & Elections (Beverly Lewis)**

Beverly Lewis, chair of the 1999-2000 Nominations and Elections Committee, gave the N&E report and conducted the election of new officers.

Lewis stated that the 1999-2000 Nominations and Elections Committee held its initial meeting at the annual meeting in Charlotte. Nomination forms were distributed in member registration packets, and at the AACRAO booth. Forms were also distributed at committee meetings, at the town meeting and at the business meeting. State and regional presidents, presidents-elect and newsletter editors were given nomination forms. Sixty-seven nominations were received for the three Board of Directors positions of President-Elect, Vice President for International Education and Vice President for Professional Development and Publications. One hundred nominations were received for the 2000-2001 Nominations and Elections Committee. Only fifty individual members and three state and regional executive committees made nominations out of a total member of 8,129.

The N&E Committee's mission was to select the most qualified candidates for leadership. The committee worked with a broad range of qualifications for the candidates. They included characteristics of the institution, such as size, type and location and characteristics of the nominee, such as area of responsibility, gender, ethnicity, experience and personal statement.

On February 5th, 8,129 ballots were mailed to members. A total of 1,851 were received by the deadline, which represents 23% of the membership. 77% of the membership did not vote.

Lewis recognized the 1999-2000 N&E Committee for their outstanding service to the association and introduced the 2000-2001 Nominations and Elections Committee. Lewis then submitted, on behalf of the Nominations & Elections Committee, the following nominations for the Board of Directors.

President-Elect, Gene Schuster, Director of the SIS Development and University Registrar at the Ohio State University.

M/S/P

Vice President for International Education, Gloria Nathanson, Associate Director, Undergraduate Admissions and Relations with Schools, UCLA.

M/S/P

Vice President for Professional Development and Publications, Wilbert Corprew, Registrar, Broome Community College, New York.

M/S/P

Vice President for Finance, Joe Roof, Dean of Enrollment Management, Daytona Beach Community College, Florida.

M/S/P

8. **Recognition of Service (Bill Haid)**

New Orleans LAC

Haid introduced the New Orleans LAC Co-Chairs Mark Strickland and Linda Finley to come to the platform and introduced the rest of the New Orleans LAC: Dennis Hicks, Co-Chair of Exhibits. Theresa Hay, Co-Chair of Exhibits. Jan Albritton, Hospitality. Michele Forbes, News and Publications. Al Thibideaux, Physical Arrangements. Kathy Plante, Publicity and Secretary. Robert Doolos, Registration. Roslyn Sheley, Meals and Special Events, Janet Davis, Technology. Janice Bolden, Tours. Toya Barnes-Teamer, Scholarships. Haid thanked the LAC for all their hard work and for Strickland and Finley's excellent leadership of the LAC this year.

AM 2000 Program Committee

Haid then asked Joe Roof to come to the podium to thank the work of the Program committee. The annual meeting this year had 200+ sessions, workshops and meetings. Haid recognized the program committee members and thanked them for their hard work over the last year: Ange Peterson. Louise Phillips. Eric Staab. Wanda Simpson, Paul Wiley and Joe Roof, chair.

Exiting Board Members

Haid thanked the three Board of Directors whose terms came to an end. Each has contributed significantly to the restoration of AACRAO today.

Johnny Johnson – Vice President for International Education

Heather Smith – Vice President for Professional Development and Publications

Paul Anderson, Past President

9. **Transition (Bill Haid)**
Haid introduced new AACRAO President, Louise Lonabocker. Haid noted that

Lonabocker has served in many capacities for AACRAO and that she will lead AACRAO with insight and intelligence.

10. **2000-2001 AACRAO President Comments (Louise Lonabocker)**
Lonabocker thanked Bill Haid for his exemplary performance as AACRAO president. She noted that Haid guided AACRAO through the very important process of incorporation, maintained an ongoing stream of communication with the membership via his president's journal in the Data Dispenser, attended many state and regional meetings, and spearheaded the first leadership conference for state and regional presidents in Washington.

Lonabocker then outlined the goals that she has set for the upcoming year:

- *Member services*

  Over the years, AACRAO has assembled an impressive array of periodical publications and communications. This warehouse of information has been enhanced by the addition of the online resource center. Lonabocker stated that the increase in electronic communication and the requests from members for more targeted and 'just in time' information suggests the time has come to look at how we organize and disseminate content. This will be a priority for the upcoming year. Other member services that will receive close attention include government relations, professional development and the needs of small colleges, which represent over 50% of our member institutions.

- *Process redesign*

  In recent years, AACRAO has reviewed many of its processes and streamlined, simplified and eliminated processes. These efforts continue this year.

- *Fiduciary responsibility*

  Events in recent years have reminded us of the importance of maintaining a strong financial position. We must continue to increase reserves, develop non-dues revenue streams and enhance existing revenue sources including sponsorships, partnerships, contracts, grants and office of international education services revenues.

Lonabocker then introduced the 2000-2001 Board of Directors.

- Past President Bill Haid, Executive Director of Enrollment Services, Colorado State University, Fort Collins, Colorado
- President-elect, Gene Schuster, Director of Student Systems Development, the Ohio State University in Columbus, Ohio

- Vice President for Admissions and Enrollment Management, Paul Taylor, Dean for Student Affairs, Lexington Community College in Kentucky
- 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, Valerie Mead, San Antonio, Texas
- Vice President for Professional Development and Publications, Will Corprew, Registrar, Broome Community College, Binghamton, New York
- Vice President for Association and Institutional Issues, Tom Bilger, Registrar and Director of Registration at Ball State University in Indiana
- Vice President for Finance, Joe Roof, Dean of Enrollment Development at Daytona Beach Community College in Daytona Beach, Florida.

11. **Presentation by Seattle LAC (Danette Sullivan & Janet Ward, Co-Chairs)**

Co-Chairs Sullivan and Ward invited all members to come to the 2001 AACRAO annual meeting in Seattle, Washington. Sullivan then introduced the Seattle LAC: Mary Morgan, Hospitality and Tours; Steve Davis, Conference News; John Finney, PACRAO Representative; Jolanta Kozyra, Registration; Ruth Adams, Physical Arrangements; Julia Pomerenk, Publicity; Richard Backes, Technology

12. **Final Remarks and New Business (Louise Lonabocker)**

Lonabocker, on behalf of Jeff Bunker in the Evaluation Committee, reminded members to fill out their meeting evaluations.
Robert Doolos of the SPEEDE committee made an announcement on behalf of the committee expressing appreciation for the member support of the EDI server. Doolos went on to mention the EDI in Education conference and workshop held in California in October.

13. **Adjourn (Louise Lonabocker)**

The meeting was adjourned without objection.