Board of Directors Meeting #1

February 5-6, 2001

Board Members in Attendance:
Tom Bilger, Will Corprew, Linda Finley, Louise Lonabocker, Gloria Nathanson, Joe Roof, Gene Schuster, Paul Taylor.

Board Members Absent:
Bill Haid

Board Nominees in Attendance:
Heather Smith, Mike Allen

Staff Members in Attendance:
Janie Barnett, Martha Henebry, Barmak Nassirian, Jerry Sullivan.

MONDAY AND TUESDAY, FEBRUARY 5-6, 2001

Strategic Planning Session
The Board convened at 9:00 am to meet with James G. Dalton, CAE and strategic counsel to AACRAO on strategic planning. This meeting was a continuation of the previous strategic planning sessions held in October and December. The Strategic Plan is to be finalized by March 18 and then distributed to the Committee Chairs for comment and further discussion.

1. Call to order and approval of agenda
   President, Louise Lonabocker, called the meeting to order at 1pm on February 5, 2001. The agenda was approved without objection.

2. Approval of Previous Meeting Minutes
   The Board approved the minutes from the December 10th Board Meeting in Washington, DC.

3. Report from the Administrative Subcommittee

Annual Meeting
The 2001 Annual Meeting brochure was mailed to the membership in early February.

Honorary Membership and Distinguished Services Award.
The Board expressed a desire to have the criteria for Honorary Membership reviewed, with an increased focus placed on significant contributions to AACRAO. For the Distinguished Service Award, the criteria also should be reviewed to ensure a focus on AACRAO contributions rather than service to the higher education community. The APEX award addresses contributions to the higher education community. President Lonabocker will ask the Awards Committee to review the criteria and provide recommendations to the Board.

Report from the Administrative Subcommittee (continued)

Revision of the Local Arrangements Committee Manual

The LAC manual has been edited significantly with the assistance of the future LAC Chairs. The purpose of the revision was to better define the responsibilities of the LAC, AACRAO staff and the Meeting, Exhibitor and Registration Management companies. Membership on the LAC has also been reduced to include the following: Chair, Co-Chair and four subcommittee chairs.

Board Liaison for the LAC

Traditionally the Past-President has been the liaison with the LAC. Communication and planning could be improved if both the Program Committee and the LAC reported to the same person and this will be considered for the 2003 Annual Meeting. It might be possible for the President-elect to serve as the liaison with the LAC, as well as the Program Committee, so that there would be a linkage of those two committees. This change may be implemented with the 2002 Annual Meeting.

Annual Meeting Program Database

The Annual Meeting program database will be moved to the AACRAO office in the near future.

Annual Meeting Evaluations

The Evaluation Committee and the AACRAO office will prepare the evaluations and send to attendees about 7-10 days after the meeting in the form of a web based survey. A second survey will also be sent to non-attendees to find out why they were not able to attend the meeting. The evaluation of the sessions will be paper copies and the results will be made available to the Program Committee. The LAC will distribute the session evaluations at the Annual Meeting.

Proposal to Change the Bylaws to add a Vice President for Information Technology

President-Elect Gene Schuster presented a proposal for creating a Vice President for Information Technology for AACRAO. He suggested that the Board would also need to review the committee alignments if the addition of the Vice President for Information Technology is approved by the membership. This change will require a change to the Bylaws, and as a result would need to be advertised in the February Data Dispenser. The Bylaw changes would be presented to the membership for approval during the business meeting. Possible committee realignments would be discussed with committee chairs during the 2001 Annual Meeting. The Board concurred with this change and agreed to include on the Consent Agenda.

Title Change for the Group Three Vice President

President-Elect Schuster proposed a change to the title of the group three Vice President from Records, Registration and Information Technology to Vice President for Records and

Academic Services. This change would need to be included in the propose Bylaw changes for action at the Annual Meeting. The Board concurred with this change and agreed to include on the Consent Agenda.

Inter-Association Representatives
President Lonabocker and Executive Director Jerry Sullivan will review the role of IARs to ensure that the role of the IAR and the ED is clear regarding inter-association contacts, initiatives and exchanges.

Nominations and Elections
A task force of past N&E chairs jointly chartered by the incoming N&E chair and the current AACRAO president will be formed to review the N&E process. The charge of Task Force will include a review of the entire N&E process including nominations, acceptance of nominations, and voting with a goal toward simplification and automation.

4. Report of Finance Committee
   Vice President Joe Roof provided an update on AACRAO's financial status. VP Roof will prepare an article and provide reports in the February Data Dispenser to update the membership on the FY 2001 financial status and the recommended Budget for FY 2002.

5. Annual Meeting Script
   President Lonabocker reviewed the script for the Annual Meeting.

6. Operations Subcommittee (Chair: Paul Taylor)
   Vice President Taylor reported that the Operations Subcommittee had no recommendations for the committee structure and IAR appointments other than the proposed Vice President for Information Technology position.

The reporting relationship of the IARs to the Vice Presidents was discussed. The Board believes that all IARs need a clear understanding of their responsibilities. Job descriptions have been developed for the newly appointed IARs and this will continue next year until each IAR role is defined.

Vice President Taylor presented the charge for the task force to update the Academic Record and Transcript Guide publication. Member interest in the Task Force will be solicited via an email blast and the Task Force will meet at the Annual Meeting in April.

Mike Allen presented a proposal for AACRAO's professional activities committee. Mike will develop written guidelines and methodologies to distribute to committee members and chairs at the annual meeting.

The Operations Subcommittee provided the following recommendations for the Minneapolis 2002 Annual Meeting:

- Program planning should focus on offering fewer, yet higher quality sessions.
- Sessions should offer members a more in depth experience that does not currently exist in the Annual Meeting.

7. Demonstration of New AACRAO Website

   Angela Gemza, Manager, Web Communications provided a demonstration of the new AACRAO website which will be available to the membership within the next 60 days.

9. Membership Subcommittee (Chair: Tom Bilger)
   Vice President Tom Bilger indicated the Membership Committee continues to monitor the issues associated with the use of the Social Security Number as a student identifier. VP Bilger indicated that a reminder would be sent to the State & Regional Associations to invite them to appoint a representative to join AACRAO's Legislative Policy Forum.

10. Officer Reports
    Detailed Officer Reports were submitted in writing and included with the Board of Directors Agenda and Meeting Book. The following are either highlights from those reports or additional information not included in those reports.

- President (Lonabocker)
  President Lonabocker reported that the Outsourcing Task Force met during the Leadership Meeting, February 2-4. The Task Force plans to have a roundtable discussion at the Annual Meeting in Seattle.
- Vice President for International Education (Nathanson)
  The Group II Committee chairs suggested an international component to the existing workshops in development. VP Nathanson and VP Nominee Mike Allen will work on including a module in Registrar 101.
- Vice President Professional Development and Publications (Corprew)
  VP Corprew announced two new committee chairs, Publications Acquisitions Committee, Jim Blackburn, and College and University Advisory Board, Betty Huff.

11. New Business
    Vice President Roof suggested that AACRAO might want to offer support to the American Associations of Community Colleges in their ongoing efforts to secure the 'edu' domain for community colleges. ED Sullivan indicated that staff would explore the issue and report back to the Board at its April Meeting.

12. Consent Agenda

- To propose a change to the Bylaws to add a Vice President for Information Technology as a member of the Board of Directors and to change the title of the group three Vice President from Records, Registration and Information Technology to Vice President for Records and Academic Services.
- To appoint a Task Force of former Nominations and Elections Chairs to review and make recommendations to the Nominations and Elections process.

  2000.1.1 Bilger/Schuster. 8/0 Bill Haid absence.

13. Adjournment
    The Board meeting was adjourned at 11:30am on Tuesday, February 6th, 2001.

14. Executive Session
    The Board met in Executive Session to discuss the EDI Server Feasibility Study conducted by Dave Stones and Jerry Bracken.