Board of Directors Meeting #1

January 21, 2004

Board Members in Attendance via Telephone: Mike Allen, Paul Aucoin, Thomas Bilger, Betty Huff, Robert Morley, Ange Peterson, Joseph Roof, Heather Smith, Eric Staab, and Paul Taylor

Staff Members in Attendance: Janie Barnett, Diana Cecil, and Jerome Sullivan

1. **Call to Order/Approval of Minutes**
   The meeting was called to order on January 21, 2004 at 3:15 pm (EST). After review, the minutes of the November 14-17, 2003 Board of Directors meeting were moved to the consent agenda for approval as amended.

2. **President's report**
   President Taylor reported that
   - The Nominations and Elections report was released twice to everyone's satisfaction.
   - There will be sessions available at the annual meeting for members to respond to the reports from both the Dues Task Force and the Diversity and Leadership Task Force.
   - There will be a session at the SACRAO meeting that will allow their members to respond to the AACRAO task force reports. Also, Jerry Sullivan will present the AACRAO update.
   - Several states are facing budget cuts that could affect attendance at this year's annual meeting.

3. **Executive Director's Update**
   Executive Director Sullivan reported the following:
   - The 2004 Technology Conference has been scheduled for October 3-5 but the location has not been determined.
   - AACRAO is in negotiations with the Orlando Marriott hotel to increase the amount of space required for the 2004 SEM Conference. Because the SEM Conference is so successful more space is needed to accommodate the increased attendance and space available for vendors.
   - The Annual Meeting registration is currently at 335 (compared to 403 registrations at this same time last year).
   - Invitations have been sent for the Leadership Meeting to be held in February 20-22, 2004.
   - As of December 31, 2003, AACRAO membership was 1,754 as compared to 1,718 at the same time as last year. However, there are a few schools that have not renewed their memberships. Corporate memberships have also increased.
   - Sales of publications have increased.
   - The Consulting Services continues to receive contracts (College of West Chester, Pacific Oaks) and is receiving repeat business.

- Revenue from IES has declined for the first quarter but business has increased. IES will readjust the time they receive payment for transcript evaluations. IES has entered into a contract with George Mason University to evaluate credentials for their graduate students to begin early in 2004.
- AACRAO Enrollment Services continues to do well. At the end of December 90 schools have enlisted which is ahead of the proposed business plan for AES.

4. **Reports from Officers and Vice Presidents**

President-elect Tom Bilger indicated that the planning process for the Annual Meeting is moving along and is on schedule.

Vice President Mike Allen reported that the Reg 101 online session was successful and will be offered again in addition to the Reg 101 workshops Dates and locations for the workshops and the online courses have not yet been determined. It is not known at this time if FERPA workshops will be offered along with the Reg 101 workshops as in past years.

Vice President Paul Aucoin reported that the State and Regional Meeting held in December, 2003, went very well. The results of the evaluations for the meeting will be sent to Board members via e-mail.

Vice President Betty Huff indicated that she has been working with the Scholarship Committee for the Annual Meeting in Las Vegas. She will be discussing a received proposal for Reg 201 with Mike Allen and will begin to develop a Mentor Committee to encourage young professionals to work with AACRAO.

Vice President Robert Morley reported that he would be meeting with the SPEEDE Committee via conference call with regard to the AACRAO's diminished role or involvement with ANSI and an increased focus on developing XML through PESC and future postsecondary standards for the electronic exchange of information. He is hopeful that the SPEEDE Committee will be supportive of AACRAO's move in the PESC direction.

Vice President Ange Peterson reported that the Admissions Institutes workshops will be held on campuses in California, Denver, St. Louis, Baltimore, Indianapolis, and Tampa. The committee will meet prior to the Leadership meeting in February to continue the planning process for these workshops.

Vice President Joe Roof requested the formal approval of the 2005 Program Chair. The request to appoint Jeff Von Munkwitz-Smith as 2005 Program Chair was moved to the consent agenda. Roof also indicated that

- AACRAO's finances are in good shape for the first quarter.
- Revenues are 25 percent of the budget, and
- Expenses are 22 percent of the budget which, at this time, represents a profit to the association
- Salaries are in line with the budget.

Vice President Eric Staab reported that two PIER publications are in the process of being finalized (Brazil and Taiwan) and the IPAC Committee will meet with Bill Paver with regard to the Electronic Resource for the Evaluation of International Credentials (EREIC) prior to the Leadership meeting in February. Bill Paver will also meet with the Board of Directors at the February meeting.

Past President Heather Smith noted that the transition planning has begun and requested that the Board members update their committee chairs. Smith also mentioned the article in the Chronicle (January 16 issue) and the quotes by Jerry

Sullivan regarding the legislation which proposes a variety of new federal mandates on inter-institutional transfer of academic credit. Sullivan reiterated the AACRAO position (listed on the AACRAO web site) that it is inappropriate for the federal government to be involved in determining the terms and conditions students must meet to earn various academic degrees.

5. **Old business**
   - The Board discussed the future of the publication SEM Monthly noting that there was a loss for the first quarter. The Board requested that an evaluation of the publication SEM Monthly be on the agenda for the February 2004 Board meeting
   - It was noted that the Past President will continue to act as the clearing house for updates to the committee lists.
   - A position description will be developed defining the role for a diversity and leadership vice president position for consideration by the membership at the 2004 Annual Meeting

6. **Consent agenda**
   The Board moved to approve the following consent agenda. The motion passed unanimously.
   - Approve the minutes of the November 14-17, 2003 Board of Directors meeting as amended.
   - Approve the appointment of Jeff Von Munkwitz-Smith as 2005 Program Chair.

   M/S/P/ Huff/Allen 8/0/2

7. **Adjournment**
   There being no further business the meeting was adjourned at 5:18 pm.