Board of Directors Meeting #2

February 20, 2000

Board Members in Attendance:
Paul Anderson, Tom Bilger, Bill Haid, Johnny Johnson, Louise Lonabocker, Valerie Mead, Gene Schuster, Heather Smith, Paul Taylor

Board nominees in Attendance:
Gloria Nathanson, Wilbert Corprew, Joe Roof

Guest in Attendance:
Robert Doolos (February 20, 2000)

Staff Members in Attendance:
Janie Barnett, Barmak Nassirian, Jerry Sullivan, Dana Walker

1. **Call to order and approval of agenda**
   Bill Haid, President, called the meeting to order at 2:30 pm and outlined the meeting agenda. Minor revisions to the agenda were made.

2. **SPEEDE Committee Proposal on EDI Server**
   Robert Doolos, chair-elect of the SPEEDE committee, joined the Board of Directors to discuss the proposal that AACRAO take sponsorship of the "Texas" EDI Server. In February 1999, the SPEEDE committee requested that the AACRAO Board of Directors consider assuming sponsorship of the EDI server that was developed and is maintained by the University of Texas at Austin.

3. Doolos said this proposal was strongly endorsed by the SPEEDE committee. The committee believes that AACRAO is ideally qualified to serve as the organization that can perform this role on behalf of the higher education community and that the transfer of ownership from UT to AACRAO would be a desirable outcome for all parties. He went on to explain that although SPEEDE strongly endorsed the investment in the EDI server, the committee was not recommending a specific way in which to fund that support. The Board of Directors has proposed that the review of the EDI server be paid for out of a $10 dues increase beginning FY01. .

   Following Robert's departure, the Board discussed, for the first time, the financial implications and other challenges that AACRAO could face during the 2-year transition period for the EDI Server. This transition would give AACRAO a chance to determine what operation of the server requires and how much it would cost to operate.

4. **AACRAO Leadership Meeting**
   The Board discussed the Leadership Meeting that had taken place February 18-20. Overall, the comments were excellent from the participants. All participants felt that the meeting content was valuable and it was helpful to have time with the Vice Presidents and with the AACRAO staff. Suggestions for next year included:

- Distribute agenda and materials earlier
- Send out the date of the meeting earlier so people could better plan
- Committee chairs for 2000-2001 should be appointed earlier
- More time needs to be scheduled between the chairs and the VPs
- There should be a chair orientation given to all attendees.

4. **Administrative Committee** (Chair: Bill Haid)
   Technical Correction to Amendment 1 to the Articles of Incorporation
   Amendment 1 of the Articles of Incorporation was corrected because of an editorial mistake. The amendment should read:

   Amendment 1:

   That sections 1-4 of Article Third for 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 those subsequent sections be renumbered accordingly.

2000.02.1 M/S/P [Bilger/Smith. 9/0]

5. **Finance Committee** (Chair: Gene Schuster)

   AM 2000 Sponsorships

a) Oracle Sponsorship

   Of the $35K sponsorship by Oracle for the 2000 Annual Meeting, $20K will be allocated to line 5100-3111 of the annual meeting budget under "Sponsorships". The remaining $15K will go to the New Orleans LAC for their use.

M/S/P [Mead/Anderson. 7/0/2 (Smith/Johnson)]

b) If additional sponsorship money (over and above the Oracle sponsorship) is raised for the 2000 Annual Meeting, it shall be divided in the following manner:
   50% of the sponsorship dollars may be used by the New Orleans LAC at their discretion, and
   50% of the sponsorship dollars may go to non-Louisiana Lagniappe annual meeting expenses.

M/S/P [Johnson/Schuster. 9/0]

4. **Operations Committee** (Chair: Heather Smith)

   Scholarship Task Force

   At the December 1999 Board of Directors meeting, it was agreed that the Annual Meeting scholarship be suspended for the Seattle Annual Meeting while the issues involved in operating a viable program are studied. A presidentially appointed task force will be formed to study the issues and recommend changes. The Operations committee met to discuss the make-up and charge of the new Scholarship Task Force.

5. **Membership Committee** (Chair: Louise Lonabocker)
   Board Resolution BR1 - Nonvoting Membership Categories
   The membership committee moved that the following Board Resolution BR1 on Nonvoting Membership Categories be adopted, effective Membership Year 2000-2001.

M/S/P [Lonabocker/Smith. 9/0]

Retired or Student

Retired membership is open to individuals who have worked in the professions represented by AACRAO, served the Association and are currently retired. Student membership is open to graduate students at AACRAO member institutions. Student members must be recommended for membership by an active AACRAO voting member. Retired and student members shall pay an annual per member fee equivalent to one-half of the voting member fee.

High School

High School membership is open to a registrar, counselor, or other personnel at a secondary school who would benefit from AACRAO membership. High school members shall pay an annual per member fee equivalent to the voting member fee.

Honorary

Honorary members are those individuals who, no longer eligible to be voting members but with records of significant service in the Association, are recommended by the Honorary Membership and Awards Committee and are selected by the Board of Directors. Honorary members shall be excused from all AACRAO annual membership and Annual Meeting registration fees.

International

International individual membership is open to personnel at international secondary and postsecondary institutions outside North America who would benefit from AACRAO membership. International members shall pay annual per member fee equivalent to the voting member fee.

Affiliate

Affiliate membership is open to state-licensed postsecondary institutions that are ineligible for regular voting institutional membership. These institutions shall pay annual fees in such amount and for such number of individual members as those paid by voting institutional members.

Corporate Partners

Corporate partnerships are available to individuals or organizations, whether for profit or non-profit, that provide products and services that assist or benefit the needs or purposes of AACRAO members. In order to assist individuals and small companies, entities with gross revenues of $200,000 or less are assessed a substantially lower dues level. Each entity in the corporate category may designate one key representative to receive all mailings, and can designate additional representatives for a fee equivalent to the voting member fee.

Dues Schedule:

- $350
  Corporations and organizations with gross revenue less than $200,000
- $2000
  Corporations and organizations with gross revenue between $200,000 and $500 million.
- $3000
  Corporations and organizations with gross revenue greater than $500 million.

Organizational Partners

Organizational partnerships are available to public sector and private non-profit associations whose interests are closely aligned to AACRAO. State higher education coordinating boards, other higher education associations, accrediting bodies and international ministries of education all fit under this partnership category. Each organization designates one key representative to receive all mailings, and can designate additional representatives for a fee equivalent to the voting member fee.

Dues Schedule

a) $500
Non-profit associations of which AACRAO is not a member* and Public Sector Agencies

*Organizations to which AACRAO pays membership dues and wish to become AACRAO members will have their AACRAO dues assessed at the equivalent price to the annual dues paid by AACRAO to that organization. All other organizations shall pay dues under the Organizational Partners dues schedule.

5. **Approval of Previous Meeting Minutes**
The minutes from the December 9-12, 2000 Board of Directors Meeting 11 were approved and adopted with revisions.

2000.2.5 M/S/P [Anderson/Lonabocker. 9/0]

The minutes from the January 27 Board of Directors Conference Call Meeting 1 were approved and adopted with revisions.

2000.2.6 M/S/P [Bilger/Shuster. 9/0]

6. **EDI Server Proposal**
Further discussion continued on the EDI Server proposal and it was moved that the Board, in support of the SPEEDE Committee's proposal on the EDI Server, instruct the AACRAO Executive Director to continue negotiations with the University of Texas at Austin, and prepare a proposed Memorandum of Understanding (MOU) between AACRAO and UT for Board action in April after the association's Fiscal Year 2001 budget has been approved. The Executive Director is also instructed to consult with the SPEEDE Committee and seek support of the proposed MOU, prior to forwarding it to the Board.

2000.2.7 M/S/P [Smith/Lonabocker. 8/1 (Anderson)]

[Note on "no" vote by Paul Anderson –
Paul Anderson requested that a note be placed in the minutes explaining his no vote since he approved of the EDI Server Proposal Concept. The reason for the no vote is that he believes the current Board should review the MOU because of possible questions and concerns at the Town Meeting and Business Meeting in New Orleans.

7. **AM 2000 Town Meeting**
The Board discussed the upcoming Town Meeting agenda. Each item would have a 10-15 minute presentation with 45 minutes left for comments/questions.

   a) Incorporation/Bylaws
   b) Member Resolutions and Amendments
   c) Proposed Budget
   d) Recommended Dues Level
   e) EDI Server

8. **Officer Reports**

   a) *Vice President for International Education (Johnson)*
   Johnson moved that the International Education Research Committee be renamed to the International Issues Committee to eliminate confusion and to also better explain the mission of the committee.

   M/S/P [Johnson/Smith. 9/0]

   b) *Past President (Anderson)*
   Anderson noted that the NAIA representative position needed to be filled (this representative reports to the Executive Director).

Anderson presented Honorary Memberships to be considered by the Board of Directors.

c) *President-elect (Lonabocker)*
Lonabocker submitted Board of Director meeting dates and asked that Board members review and get back to her.

d) *Vice President for Admissions and Enrollment Management (Taylor)*
Taylor stated that two of his Group committees will meet in May regarding Homeschooling and the possibility of creating an Admissions 101 curriculum (modeled closely after Registrar 101).

e) *Vice President for Registration, Records and Information Technology (Mead)*
Inter-association Task Force – Disciplinary Dismissals and Student Transcripts

Mead reported that the Task Force representatives met in Florida in early February to prepare a policy recommendation. Mead discussed the preliminary report and the Board clarified the process plan.
Inter-association representatives
Mead noted that there are still inter-association representative vacancies in Group III as well as other groups and asked if the president or president-elect plan to address this on an association-wide basis. Bill Haid and Jerry Sullivan volunteered to work together to address the inter-association representative tasking and vacancies.

f) *Vice President for Professional Development and Publications (Smith)*
Smith reported that to date $5600 has been raised for the Annual Meeting scholarship.

g) *Vice President for Association and Institutional Issues (Bilger)*
Bilger discussed the S&R Meeting that will take place in Washington, DC March 3-5, 2000.

9. **Adjournment**
The Board meeting was adjourned at 3:00 p.m. on Monday, February 21.