Board of Directors Meeting #3

April 14, 1996

A meeting of the Board of Directors (BOD) of the American Association of Collegiate Registrars and Admissions Officers(AACRAO) was held April 14, 1996 in the Whitney Room of the Reno Hilton Hotel, Reno, Nevada.

Board of Directors members present were:
Stanley Henderson, President
Nancy Sprotte, Past President
Kathy Plante, President-Elect
Melanie Bell, Secretary/Treasurer
Diana Guerrero, Vice President - Group I
Bill Paver, Vice President Group II
Don Wermers, Vice President Group III
Bill Haid, Vice President - Group IV
Carol Medders, Vice President - Group V

Nominees for BOD office present were:
Fred Fresh, President-Elect
Louise Lonabocker, Vice President - Group V

AACRAO National Office Staff present were:
Wayne Becraft, Executive Director
Roger Swanson, Associate Executive Director
Henny Wakefield, Assistant Executive Director, Communications

President Henderson called the BOD meeting to order at 8:32 am PST Sunday, April 14, 1996. He distributed a letter requesting photographs of presidents for preservation in the National Office.

Annual Meeting Update
(Strategic Plan I.d)

Agenda Item 4
Plante reported that numbers are strong, but some sessions will have overflow. Swanson noted a sheet had been prepared to assist moderators deal with overflow crowds. There is a need to get session numbers to presenters earlier next year. He distributed and reviewed the Final Script.

Sprotte updated the BOD on the LAC process.

Review and Approval of the Minutes - Secretary Bell
(Strategic Plan I.a)
Agenda 2
President Henderson and Sprotte urged that detailed minutes are vital as we move to transformation and the discussion on domains needs to be documented so that as new members come onto the BOD, there will be recordings for them to review.

Bell indicated that the February 29-March 3, 1996 Board Meeting Minutes had been previously distributed. She asked for comments and corrections. Numerous edits were identified and President Henderson requested that those edits be passed to Bell for updating the final minutes.

M/S/Passed Sprotte/Paver 9/0/0 To approve minutes o f the February 29-March 3, 1996 as corrected.

Provisional March 31, 1996 Financial Report - Treasurer Bell
(Strategic Plan X.a)
Agenda 3
Bell presented the financial report through March 31, 1996. She reported that there are no surprises and the report is not complete as there are additional expenses and income to come in.

Sprotte reported that target has been hit for paid registrations for the Reno Annual Meeting.

M/S/Passed Sprotte/Plante 9/0/0 To accept the Provisional Financial Statement.

Caucus Roundtable Assignments - VP Haid
(Strategic Plan VII.C)
Agenda 5
Haid noted BOD representatives assignments to the Caucus meetings are as follows: Womens-Henderson, Asian Pacific Islander-Wermers, American Indian-Wermers, Gay and Lesbian-Haid, Hispanic-Guerrero, Black-Medders and Paver.

State and Regional Relations Workshop - VP Medders
(Strategic Plan I.e)
Agenda 6
Medders noted that there are 50 state and regional meetings scheduled. we expect at least 70 officers at the workshop tomorrow.

Budget Proposal for 1997 Annual Meeting in Salt Lake City, Utah - Henderson/Becraft
(Strategic Plan I.d)
Agenda 8
Becraft reviewed the proposed budget for Salt Lake City based on 1,700 paid registrants (Reno increased to 1,900.) It would require a registration fee of $190 to balance the budget. The number of paid registrants in Indy was a little under 1600. Sprotte suggested to move the target down to 1600. There is a need to clarify the situation with spouses, family members, significant others and those not employed by members institutions should be considered as guests. If they are employed, then they should pay the registration fee. The question was raised about a fee to enter the exhibit hall.

M/S/Passed Sprotte/Guerrero 9/0/0

To accept the Salt Lake Annual Meeting Budget as presented and reduce the expected paid members from 1700 to 1600 and make necessary adjustments to balance expenses and increase the fee for nonmembers to $80.

Becraft suggested that in light of the transformation, we should reach out to other associations that would draw in some other people.

Wakefield will have the annual meeting program and the registration form on the WWW.

Fresh referred to the $1500 for plenary speakers may need to be looked at.

Scholarship Report - VP Haid
(Strategic Plan III.a.b.)
Agenda 9
Haid reported on scholarship activities. Ray Barrow's report was included in the agenda. Fifty applications were received. Fourteen were considered as worthy recipients. Nine scholarships will be awarded in priority order.

Barrows and Skip Records have done a great job. Haid will introduce Barrows. Henderson will present certificate. The awarding event will not present profile as happened in the past.

The Scholarship Committee has worked hard on fund raising and collected $8,600. Donors will be listed with the largest contributors receiving the largest acknowledgment.

Becraft indicated that we need to find out where these recipients are attending college so that the checks can be forwarded. Plante indicated that there should e a letter from the National Office about how to disperse the scholarships. The National office needs to get the details from Barrows and to Becraft so that he can get the letter out.

Board Assignments to State/Regional Meetings - VP Medders
(Strategic Plan I.e.)
Agenda 10
Medders referred to an earlier mailout (sic) of forms to official representatives. Several pieces is missing and that is the script. Plante, Swanson, and Becraft will work on the script. Medders suggested that it needs to be a standard document and that the National Office should compile these ongoing. Becraft said that they would work on this.

Medders reported that there was confusion last year about exhibits info at state and regional meetings . Medders suggested that the BOD needs to know what is sent in advance. Before a meeting if BOD has not heard about this activity for the meeting they are attending, they should call Jennifer Harrison.

Communications Flow/Role of Vice Presidents and Committee Chairs and Relationship with National Office - VP Medders
(Strategic Plan X.c.)
Agenda 11
Medders distributed a sheet on communication suggestions. A BOD master calendar would be useful for deadlines and timing issues. She presented a sample to Becraft of master calendar formats used at her institution. Becraft suggested to include who is responsible for each duty. Medders suggested that it is okay to send some info directly to the chairs. She suggested that we need to think from their perspective so that it will come back to Medders so that she can do her job.

Swanson has the calendar on his task sheet for the next few months. As we transition ourselves with the program committee, it is going to be a different world for the vice presidents. The BOD's calendar should who is responsible for each entry. When forwarding e-mails, more explanation as well as editing may be in order so that readers will have full knowledge and all will be 'on the same page." Information to chairs directly would be drafted through Vice Presidents. Summer planning meeting should be sent out t the time of appointment, if possible. The more advance planning, the better it is. Program information on the WWW with session/workshop registrations would be useful as well.

Medders suggested BOD members take the Member Guide with them to state and regionals (sic) meetings to use as a reference. There will not be a state meeting in Utah in the 96-97 year due to the Annual Conference meeting in that state. Swanson reported that the next listing of committee assignments will be out next week. Medders suggested that the BOD take this listing with them to their meetings as well. Plante indicated that the script will include transformation info. Overheads will be provided to BOD representing the domains to be used in their remarks. Wermers will send a sample of the handout he prepared for distribution and reference at the state/regionals he represented to Swanson. Medders reported that 28 of 32 presidents are attending the workshop.

How to stimulate committees to come up with projects and publications - VP Guerrero
(Strategic Plan I.c., II.a., IV)
Agenda 14
Guerrero asked for ideas on how to stimulate committees to develop projects beyond Annual Meeting session planning. Haid asked that each committee to prepare two publishable papers and he will be discussing this with chairs this week. Wermers suggested the officers continue to remind committees of responsibilities beyond the Annual Meeting. Haid spoke to giving encouragement to chairs. Henderson suggested that committee chairs should schedule some of their time during the Monday/Friday planning sessions to concentrate on projects and publications and to have the these on paper by the time they leave on Friday. They should be encouraged to meet during the week to work on them. Leaders and producers on committees should be identified. Fresh suggested asking members who were cycling off committees as good sources of project proposals. Henderson suggested to scope out individuals who would be good at this sort of thing or has the potential to do it. Guerrero asked if there are established standards for what these should look like. Wakefield shared the new publication brochure. It is very nice!

AACRAO University-Examine ways committees could more easily share titles and brief descriptions of sessions so they can move effectively group tracks, concentrations, and elections - VP Guerrero
(Strategic Plan I.d.)
Agenda 17
Guerrero indicated that some of these concerns may be covered in Fresh's planning processes. Committees need ways to determine if there are overlaps between programs being prepared by other committees and to replace weaker ones with stronger sessions. Medders suggested that there should be guidelines for this. Haid indicated that the yellow notebooks are getting better and better and he encouraged using it as a reference. The work put into the book is greatly appreciated. Medders suggested that citings reflecting where to find this info would be helpful.

AV Needs - VP Guerrero
(Strategic Plan I.d.)
Agenda 18

Guerrero requested that Program Committees now what audio-visual equipment has been requested.

Medders suggested that a sheet of AV guidelines be made available to presenters. It was also suggested to cite pages in the PAC Manual to reinforce communication.

Annual Meeting Registration Options/Partial Registration for the Annual Meeting - VP Guerrero
(Strategic Plan I.d.)
Agenda 12

Guerrero reported that the issue of Annual Meeting registration options, particularly one-day attendees, often support staff from the local area who would not otherwise be able to attend. A sample of AACC Convention Registration Form was included with the Agenda. Becraft pointed out that AACC covers both options. There are three options that include a package option, a one day option, and exhibitor option. It was suggested to offer a package to visit vendor area and a one day session. Plante warned that one day fees could affect revenue. It was also discussed as to whether Becraft reported that there use to be one day tickets. It was suggested that a $100 a day fee be assessed.

M/S/Passed Sprotte/Guerrero 6/2/0 (Paver was absent due to his attendance at the PIER meeting.) To establish a one day registration fee that is one-half of the Annual meeting fee.

Wermers suggested that a sub-group be appointed to study this more and to provide a proposal of packages for BOD review.

Sprotte suggested that the LAC should be asked as well to give feedback because this will affect registration and LAC planning. Becraft indicated that each location of the Annual Meeting will be different.

M/S/Passed Plante/Guerrero 8/0/0 To establish a committee within BOD to make further proposals on partial registration options, e.g., fee to visit exhibit hall, meals, etc.

Henderson appointed Guerrero and Wermers as the committee to prepare proposals for the July 1996 OD meeting.

Virtual University - Past President Sprotte
Sprotte distributed an article regarding practices to the Western Virtual University titled, 'Some Principles of Good Practice for the Virtual University." She is meeting with the Task Force on Distance Education and will share the article with them as well.

Recognition Of Service - Past President Sprotte
(Strategic Plan X.c.)
Agenda 19

At February meeting, the BOD pass a motion to recognize service. Sprotte received many names from regionals but many are not active in AACRAO. Names will appear in Conference News and will not be read in any group session at the Annual Meeting. Currently, ten names have been finalized.

Professional Resource Panel - Past President Sprotte
(Strategic Plan I.f.)
Agenda 20

Sprotte reported on the Professional Resource Panel. She wrote to 30 individuals and has received several non-responses and three denials from Pamela Liberacki, Dave Kalsbeck, and Gary Gibson. Wakefield suggested other categories, including accreditation and admission. Henderson asked for additional suggestions for categories be directed to him before meeting was over. Medders suggested that this needs to be run on state and regional listservs. They may have experts that we do not know about.

Sprotte also discussed two candidates for NACAC IA representative for which she would request BOD approval at a later time. There is also a volunteer for AAHE, for which we have not had an IA rep in the past.

Haid suggested an IA rep to NASA. Sprotte passed this on to Henderson as on-going business.

Awards Committee Report - VP Haid
(Strategic Plan IV.C.)
Agenda 21

Haid presented the nominees for Best Session Award. He expressed hope that at least 50 sessions would be nominated for each Annual Meeting.

Henderson suggested that the process may be too early and perhaps too complex.

Haid indicated that it is difficult to determine best session based on the session ascription.

Plante suggested that the Awards Committee work with the Program Committee to generate more nominated sessions.

Wermers indicated that with CUMREC they have paper requirements to get on the program. They receive papers in January and February and then they go into their publication. This is the tradition. Becraft observed that as we move toward the domains and transformation, that perhaps we would be able to get a paper, a known product, and if we are going to reduce the number of sessions, that we offer quality stuff. He encouraged this to be in careful consideration at least for a type of session.

Group IV Annual Meeting Review - VP Haid
(Strategic Plan I.d.)
Agenda 22

Haid presented a of Group IV work including that 7 workshops were planned and approved, 40 sessions were planned and approved, 9 roundtables were planned and approved, scholarship information, and the scheduling of the Cultural Diversity Luncheon and Shared Caucus Luncheon.

Nominations and Elections Committee Results - Becraft
(Strategic Plan I.a.f.)
Agenda 24

Becraft presented the results of Nominations and Elections Committee election. Serving along with Carolyn Parham, Chair, and Valerie Mead, Vice Chair on the 1996-97 committee will be Wilbert Corprew, Chair-elect, David Sauter, Vice Chair-elect, Richard Elkins, Dorothy Lauria, Helen Perkins, Paui Taylor, Anthony Tortorella, Francette Carnahan, First Alternate, Faith Weese, Second Alternate, and Jackie Freeze, Third Alternate.

Discussion occurred on alternates being nominated for an office. The Constitution indicates that members of N&E cannot resign to become a nominee for BOD. Discussion continued as to whether or not alternates were elected members at which time the Constitution was referred to. The Constitution specifies that the Nominations and Elections Committee is composed of nine members; this excludes the alternates. The BOD reached consensus that alternates are not members of the N&E committee and can be nominated for an officer position, inwhich case he/she would resign as an alternate. An alternate would have to make the decision to be a nominee no later than September.

(At this point, Vice President Wermers, in recognition of completing his first year on the BOD, distributed The Original COW PIE, manufactured by the Baraboo Candy Co., Baraboo, Wisconsin to those present. He indicated that next time he will bring 'udder fingers.")

Update on Pier - VP Paver
(Strategic Plan VIII.a.b.)
Agenda 13

Paver reported that PIER expressed concern with their diminished role in NASFA and the cutting of federal support. They want to move the administration of the project to AACRAO. They want to work within the infrastructure and they know that they cannot fund the administration anymore.

Ann Fletcher indicated to let it go. A transition plan thru the summer has been offered, including AACRAO's review of finances.

Balazs will look into the finances.

Paver believes it will be approved by NASFA Board because they cannot fund the administration and they have a sense that AACRAO really cares.

M/S/Passed Sprotte/Guerrero 9/0/0 That AACRAO take all reasonable and deliberate steps to move PIER to AACRAO, to assure timely transition, to include a redefinition of the role of the committee, a new PIER process, and a careful review of financial implications.

Report on CAUSE Task Force
Strategic Plan II.b., IV.b.)
Agenda 15

Wermers introduced Bob Morley, AACRAO's representative to the CAUSE Task Force on the privacy issues. He has written responses to CAUSE's articles on this issue that relate to AACRAO's purview, on which Sprotte commended him. In CAUSE's next publication, there will be two papers addressing EDI and security of data.

Morley very quickly with Betsy's help obtained some space in the publication.

Morley had contacted Virginia Rezmierski, Provost for Academic Computing at the University of Michigan, regarding his presence on the CAUSE Task Force related to privacy concerns related to technology. Morley was not sure what we were getting into. The Task Meet met in Dallas over Superbowl weekend and the registrar prospective was welcomed, a very different perspective from the technology members.

It was clear to Morley that information tech people had one approach and that he had a very different one. CAUSE was looking at it to do the right thing. They thought that privacy protection would only be used as privacy protection and did not consider degree fraud.

Morley took 'need to know" approach and capitalized it as registrars protecting information as well as emphasizing that registrars believe that they, defacto, would be the ones to go to jail. Now we have moved record keeping out to technology. We have to enter a new partnership. The major issue is who has control of records and who has responsibility for their privacy between information technology and the registrar's office. Members are drafting statements with varying reviews with completion by May 15 in a white paper on guidelines. If AACRAO disagrees with the positions taken, a separate report should be written to reflect the AACRAO position.

Virginia Romersky from CAUSE in Cause/Effect publication refers to "in partnership with AACRAO."

Sprotte indicated that Morley's response to the article was excellent.

Henderson asked what would we do if we do not agree with those guidelines? Wermers said that one of the concerns is the fee. Morley indicated that the tools are in place.

CAUSE individuals had referred to EDI in a board sense. Henderson asked the position in the white paper.
Morley responded that what you want to do makes it virtually impossible to be a registrar. Morley said that he is not comfortable being the person.

Becraft said that this incident sensitizes him to how he answer the calls, in introspect he needs to be sensitive.

Morley indicated that RAO should have taken the lead on this.

Becraft suggested that a task force or group be appointed to be ready to review these guidelines.

Henderson asked for an update on Saturday of meeting with Jerry Pugh, the AACRAO IA representative to CAUSE.

Report on Technology Task Force Meeting
(Strategic Plan V.a.b.c.)
Agenda 16

Morley reported on Technology Task Force meeting. He indicted that we need to be looking at incorporating technology into the Association and the National office. Areas to be included are

1. service to membership (regional workshops, WEB site, etc.
2. National office administration,
3. Technology Center, and
4. corporate sponsorship (considerable interest expressed here.

The Task Force will meet in Reno at the Annual Conference, continue on e-mail this summer, and convene in the fall to present a recommendation for incorporation with budgets.

Wakefield suggested that Morley send info to Jennifer Harrison to include in the Corporate News.

Wermers suggested that Morley's article in Cause and Effect should go to the AACRAO membership.

Morley said that SCT will give a $10,000 for the best use in technology. Becraft suggested that the awards committee should be working on now.

M/S/Passed Paver/Wermers 9/0/0 To enter into negotiations with SCT to finalize their proposed award.

The BOD adjourned for lunch at 12:29 p.m. and resumed the BOD meeting at 1:03 p.m.

National Student Loan Clearinghouse Proposal - Becraft
(Strategic Plan II.b; VI.c.)
Agenda 25

Becraft indicated that there is a problem in knowing when a student has enrolled at a second institution after transferring from the first. The National Student Loan Clearinghouse (NSLC) has proposed to track this and have requested AACRAO's support. NSLC has about 25% of the student enrollment being reported through their service.

Sprotte moved to support NSLC proposal and to start dialog to develop a student transfer tracking system under SRTK, including AACRAO representatives from different types of institutions. Plante seconded the motion.

There was a friendly amendment to form a Board appointed AACRAO committee to advise NSLC and the BOD.

Wermers added that they be encouraged to consider an option whereby RAO would partner or contract with NSLC to deliver this service. Sprotte and Plante withdrew the motion.

M/S/Passed Haid/Sprotte 9/0/0 That the BOD appoint a subcommittee to work with the National Student Loan Clearinghouse to partner with them and particularly to the transfer out issue and other pertinent issues.

President Henderson appointed a sub-committee consisting of Jeff Tanner (convener), Plante, Becraft, Wermers, Jerry Dallam, Monty Nielson, and Heather Smith. Tanner will convene the committee during this meeting in Plante's room 434, 1:45 p.m. on Wednesday.

Committee on Educational Funding - Should AACRAO become a member? - Becraft
(Strategic Plan II.b.)
Agenda 26

Becraft requested input on ACCRAO (sic) joining the Committee on Educational Funding at a cost of $3,260 per year.

M/S/Passed Sprotte/Guerrero 9/0/0 To table this discussion until more information suggests that review is warranted.

Review and Approve New Accrediting Body - Becraft
(Strategic Plan II.b.)
Agenda 23

Becraft requested review of approval of this new accrediting body, the Council for Higher Education Accreditation (CHEA).

This is the plan that the presidents have come up with. Specialized accrediting bodies have created their own organization.

M/S/Passed Paver/Medders 7/I/I To approve to support the establishment of the Council for Higher Education Accreditation (CHEA).

Report on Meeting of Task Force on Disciplinary Action - VP Wermers
(Strategic Plan II.b; IV.a.)
Agenda 28

Wermers reported on the Interassociational Task Force on Disciplinary Dismissal meeting in Atlanta in March with four AACRAO members in attendance. He provided a draft of the structure for a white paper on the topic. Outline of possible white paper was on back side of the letter from Wanda Mercer.

President Henderson said that this was a wonderful report and he was glad that Bill Brown and Wermers went to the meeting in Atlanta.

NACAC's Statement on Principles of Good Practice Does AACRAO want to participate in updating?
(Strategic Plan II.b;IV.a.)
Agenda 27

Becraft distributed an updated copy of the NACAC Statement of Principles of Good Practice and requested input on AACRAO's involvement in this updating.

M/S/Passed Paver/Sprotte 9/0/0 To participate in updating "Statement of Principles of Good Practice' with NACAC.

President Henderson appointed himself and Rebecca Dixon as representatives.

Additional Agenda Items By Topic

Western Virtual University - Becraft discussed the Western Virtual University on which two of their task forces were meeting on the Catalog and on student support services. Valerie Mead was asked to attend and supplied her report for review.

The student service task force draft report will be out shortly and there will be a one-week turn-around review period. There needs to be reviewers and persons to determine AACRAO's perspective identified.

It should also be reviewed by the Distance Education Task Force and the Nontraditional Education Committees.

Haid and Sprotte will serve as BOD contacts.

M/S/Passed Warmer/Paver 9/0/0 To appoint Valerie Mead to serves as AACRAO representative to the Western Virtual University.

An appropriate response will be prepared with report and returned to the BOD.

NACUBO Benchmarking - Becraft reminded the BOD about the NACUBO national benchmarking process. The concern is that multiple benchmarking studies and standards may be developed.

The BOD reached consensus for Becraft will continue to work with and use Jim Blackburn as a resource since he is a good resource in California as indicated by Sprotte.

Student Data Handbook - Becraft reported that this project is being extended. We have put in a proposal for a second year of funding of $40,000.

Future Meeting Sites for 2002. Becraft handed out a letter from Brad Weaber, Conferon, indicating that 2002 meeting sites are being developed. AACRAO policy is that the site should be a Tier 1 city.

M/S/Passed Sprotte/Wermers 9/0/0 To explore second tier cities for the 2002 annual meeting.

The reason for separation was when we look at separation of cost we will almost always end up in Tier 2 cities.

Special Package Attendance. Becraft distributed a handout on members who are attending Reno under special packages (hotel, airfare, car rental, ski trip). Sprotte said that part of what goes into pricing structure could be affected by these and the conference fee could go to $600 if this occurs.

Greater Scrutiny on Foreign Students - Paver reported on contact with Morrie Borez of INS and the task force (INS,USIA, NAFSA, FBI) related to greater scrutiny on foreign students. They are examining the entire process of reviewing, monitoring, and controlling foreign students o (sic) reengineer it. Net result could be a major impact of new and more stringent requirements on admissions/records personnel. INS wants to work cooperatively through AACRAO with campuses on reporting on foreign students. Paver wants ideas on who could meet with Berez in DC on the new process to discuss new reporting requirements. Paver wants to attend at least initially and to have a good representative registrar and systems person, who knows current immigration requirements. Recommendations included Mary Neary (system), a good NAFSA ASSEC person, Herbert Ebert (University of Wisconsin), Tom Stewart, Ken Servis. There was BOD consensus for Paver to proceed.

Guidelines on Articulation Policies and Agreements - Wermers reported on a contact from a Texas community college president regarding guidelines on articulation policies and agreements. Is this a possible area for an AACRAO publication? Guerrero will forward it to the Transfer and Articulation Committee and to Joe Roof, AACRAO.

Wermers asked if AACRAO has a recent publication on guidelines for helping institutions to develop articulation and policies?

Wakefield indicated that there is a 1970 publication.

PAC Meeting Change - Plante reminded BOD of change of time of Friday PAC meeting from 9 to 8 a.m. when meeting with chairs, Room Numbers - Henderson-2234, Paver-463, Sprotte-1602, Guerrero-521, Becraft1001, Wermers-1028, Haid-255, Medders-829, Fresh-1808, Bell-1884, Lonabocker1208, Wakefield-2661, Plante-432 (434 Suite).

Letter of Complaint - Henderson read a letter of appeal dated March 19, 1996 to refund 1995 Annual Meeting registration fee to a person who did not attend. There was also concern about rude attitude on part of accounts receivable person. Confirmation letters show amount due as well as cancellation policy. There is no documentation of cancellation.

M/S/Passed Sprotte/Guerrero That we charge $50 late cancellation fee, send the appropriate response of a reasonable response to complaint regarding treatment, and in the absence of documents we will implement for late cancellation policy.

Clearer Mailed Confirmation Letters - Haid requested that clearer mailed confirmation letters with number and title of workshops/sessions.

SCT Awards - Becraft indicated that SCT awards are $5000 each.

M/S/Passed Plante/Haid 9/0/0 To permit SCT rep to be allowed to present the Best Practices Award and the Awards Committee will incorporate this into their practice.

National Scope Projects - Becraft requested that as we meet with committees and talk about projects and publications that we take the lead to encourage the committees. These may be fundable (sic) as well as gain national recognition.

Community College Representation - Plante received letter from Steve Twenge critizing (sic) the BOD for not having community college reps on some committees. However, it was noted that the BOD does have control membership in some groups.

Breakfast Meeting Reminder - President Henderson reminded the BOD to be at the Breakfast Meeting for his officer's report.

Glasgow, Scotland Report - President Henderson indicated there was a good meeting in Glasgow, Scotland with the Association of University Administrators. They do a lot of Staff exchanges (desk-to-desk) in the UK. They would like more involvement by us. National Faculty Exchange also does this. They have invited us to send a rep to the U-Cass meeting to do a session on American admissions. The consensus of BOD was that this was a for a bilateral exchange. We have been invited to give a session and Paver said that he would. Margaret Andrew is the AUA rep in Reno at the Annual Meeting.

Questions at the Business Meeting - Henderson reminded the BOD that they are invited to respond to questions during the Business Meeting and to remember if there are any questions, to get up and answer the questions; this will not embarrass Henderson as long as we get the budget passed. Speak up! Henderson reported that the presentations that have been put together by Bell, Balazs, Becraft, and Henderson is so strong that it should go okay.

Constitution/ByLaws (sic) - These will be on the breakfast tables in preparation for the proposed changes.

M/S/Passed Sprotte/Wermers 9/0/0 To adjourn the BOD meeting.

The BOD meeting adjourned at 3:27 p.m. PST.

Cordially Submitted,

Melanie Moore Bell
Secretary/Treasurer