Board of Directors Meeting #4

April 13, 2000

Board Members in Attendance:
Tom Bilger, Wilbert Corprew, Bill Haid, Louise Lonabocker, Valerie Mead, Gloria Nathanson, Joe Roof, Gene Schuster, Paul Taylor

Staff Members in Attendance:
Dale Gough, Jerry Sullivan, Dana Walker

1. **Call to order and approval of agenda**
   Louise Lonabocker, President, called the meeting to order at 2:05 pm and outlined the meeting agenda. Minor revisions to the agenda were made.

2. **Board Committees**
   President Lonabocker assigned members to the three Board committees and outlined potential action items assigned to each committee.

   Admin/Finance (Chair: Lonabocker; Members: Haid, Schuster, Sullivan, Nassirian, Roof)
   a) Annual Meeting Program Database
   b) Leadership meetings (chairs, state and regional)
   c) New leadership opportunity or task force for small colleges
   d) EDI Server
   e) EDI Meeting
   f) TCP Initiative
   g) Staff compensation and rewards
   h) ED evaluation (self evaluation by July 1, BOD comment by July 15, update performance standards for 2001 by May 1.)
   i) 2006 site selection
   j) Budget at July meeting - provide requests for funding to VP-Finance by July 15
   k) Budget FY2002 at December meeting
   l) Seattle - incorporate budget into overall budget
   m) Change in fiscal year or annual meeting dates
   n) Outsourcing: accounting, exhibits, program and registration
   o) Update BOD Handbook (Haid)
   p) Guidelines for Honorary Membership and Distinguished Service (Haid)
   q) 100th Anniversary History
   r) Length of Opening Session
   s) Corporate sponsorship and partnership packages
   t) Role of Interassociation representatives (Haid)
   u) AACRAO consulting
   v) BD Composition/governance

   Membership (Chair: Bilger; Members: Corprew, Walker)

w) Publications - consolidate
x) Dues structure - enrollment and fiscal strength
y) AM Scholarship Task Force (Haid and Corprew)
z) Awards
aa) Member Retention
ab) Nonmember pricing structure for annual meeting
ac) Voting Structure
ad) Committee recruitment and nomination process (w/Haid)
ae) First-time attendee research/retention

Operations (Chair: Mead; Members: Taylor, Nathanson, Barnett)

af) Role of the Registrar
ag) Home Schooling
ah) Disciplinary dismissals
ai) Third-party enrollment verification
aj) Paid advertising and use of e-casting
ak) Admissions 101

3. **Discussion on Subcommittee Items**
Leadership opportunity for small colleges - the Board expressed interest in involving a variety of AACRAO members to discuss and develop a plan.

4. **Administrative/Finance Committee** (Chair: Louise Lonabocker)
Executive Director Sullivan discussed with the Board his intent to outsource part of the business office functions. The outsourcing would replace current financial consultants employed by AACRAO and may eventually result in cost savings.

5. **Operations Committee** (Chair: Valerie Mead)
No action items to report.

6. **Membership Committee** (Chair: Tom Bilger)
Bilger distributed the unpaid member list to the S&R meeting and encouraged S&R members to contact some of the unpaid institutional contacts and encourage those to renew their membership.

7. **Executive Director Report**
Sullivan discussed the following:

    - AACRAO's involvement with the Gates Millennium Scholarship Program. The College Fund, administrator of the Program, entered into an agreement with AACRAO in its effort to implement the program. AACRAO produced an assessment methodology that sought to fulfill the stated goals of the program. AACRAO recruited consultants to help develop an assessment methodology to fulfill these goals and select from the applications, which were due in March, the most talented minority students as recipients of the scholarships.
    - Summer Institute - This year, AACRAO's OIES department is partnering with the College Board for the Summer Institute and Post-Summer Institute Workshop on

the Evaluation of Foreign Educational Credentials. To date we already have 49 people registered.
  - SEM Meeting - After sending out an RFP for contractors, Jim Black was hired again to coordinate the SEM conference – this year to be held in Scottsdale, AZ.
  - FERPA tutorial - is now available online for members only.
  - 2006 Site Selection - looking at sites for the 2006 annual meeting.
  - Issues related to TCP and the efforts to get this project completed.

8. **Officer Reports**

   a) *Past President (Haid)*

   - Scholarship Task Force - Haid and Corprew are working with the Scholarship Task Force to look at ways to effectively administer a scholarship program. Haid stated that there is a mis-perception that the Seattle LAC decided to suspend the program. He clarified that it was a Board decision to suspend the program for one year and form a Task Force to take a look at the program.

   - S&R presentations - Haid asked about what should be covered at each of the S&R meetings.

   b) *President-elect (Schuster)*

   - AM Evaluation - Schuster distributed evaluation summaries. Overall the evaluations were very positive.

   - AM 2001 - Schuster stated that the program planning for the 2001 annual meeting is well underway. Already there were 300+ programs entered. Schuster suggested that the planning cycle start even earlier next year. That the February leadership meeting would be the better time to work on idea building and that annual meeting themes be ready for that February meeting. Schuster will also prepare a call for papers and call for session proposals.

   - Program database - Schuster urged that if we plan on changing the program database that we change it soon so that ALL annual meeting functions are in one single database. That will make coordination among groups much easier.

   - AM Publications - Schuster will work on making the pocket program and meeting program more user friendly.

   c) *Vice President for Admissions and Enrollment Management (Taylor)*

   - Taylor stated that his committees are working on an Admissions Management 101 curriculum.

- He suggested that states propose their best sessions and bring those to the annual meeting.

- He also suggested a form be placed in Annual Meeting Registration packets for members to volunteer for committees and to suggest program topics.

d) *Vice President for International Education (Nathanson)*

- Nathanson said that Group II committees are working on a revision of the "How to Work in International Admissions and Advising" publication.

- Russia Project - Nathanson stated that she is anticipating a return visit in the fall and the result would be a publication.

e) *Vice President for Registration, Records and Information Technology (Mead)*

Registrar 101- Mead reported that the workshop was a great success. The following will potentially be added to the notebook: policy and procedures manual; day-to-day responsibility section; campus politics section; negotiation skills; vendor relations and federal relations.

f) *Vice President for Professional Development and Publications (Corprew)*

Corprew stated that there was $3K left over from the scholarship committee and that the Task Force will be looking at how to use that money (whether or not it will be awarded in Seattle or put in the Scholarship fund).

g) *Vice President for Association and Institutional Issues (Bilger)*

No action items to report at this time.

h) *Vice President for Finance (Roof)*

No action items to report at this time

9. **EDI Server Memorandum of Understanding**
The Board resolved that the Executive Director proceed with the EDI memorandum of understanding with the Board's full approval.

2000.4.1 M/S/P [Schuster/Bilger. 8/0/0 (Nathanson had to leave for a flight)]

10. **Condense Annual Meeting Program**
At the previous meeting Lonabocker presented a proposal regarding the possibility of condensing the AM from a 3 ½ -day program to a 2 ½-day program. The Board spoke to committee chairs during the meeting and chairs were supportive of the idea. The feedback from the membership stated that we should consider enhancing both pre- and post-workshops.

That the AACRAO annual meeting be shortened to a 2 ½-day conference with the conference commencing at either the beginning or end of the week, depending on what is the most attractive. 2000.4.2 M/S/P

[Mead/Bilger. 7/0/1 (Schuster) (Nathanson had to leave for a flight)]

11. **Executive Session**
The Board adjourned into Executive Session to take action on the Executive Director's contract.

12. **Adjournment**
The Board meeting was adjourned.