Board of Directors Meeting #4

April 20, 1996

A meeting of the Board of Directors (BOD) of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) was held in the Board Room, Reno Hilton Hotel, Saturday, April 20, 1996.

Board of Director present were:
Kathy Plante, President
Stanley Henderson, Past President
Fred Fresh, 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
Louise Lonabocker, Vice President - Group V

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

- President Plante called the meeting to order at 8:30 a.m. PST presiding with no gavel or wand.

Review of 1996 Reno Annual Meeting - President Plante
(Strategic Plan I.d.
Agenda 29 (continuation of April 14 BOD agenda)

President Plante reported that 99% of the comments were positive.
Transformation -
There were many comments about the transformation process. The BOD's task is to set a timeline (sic) for planning out transformation process, such as looking at what AACRAO's name should be. The BOD was asked to share any thoughts with President Plante between now and May. Becraft, Paver, Henderson, and Sprotte will be meeting in California for the next step in planning. The BOD must look at fiscal responsibility and look at a revenue plan, identifying where the revenue should be coming from; membership dues perhaps. Good stewardship is imperative. The BOD will spend time on this in July.

July 1996 Meeting in Salt Lake City -
President Plante distributed dates of the meetings this year. She reminded the BOD that on July 11, 10:00 am, will begin with Corporate Advisory Board. There will be two sessions with Dolence. Becraft will send notice to send in Agenda items. A walk-though will occur at 1:30 so that corporate members can participate as well.

Evaluation of Annual Meeting -
"AACRAO Annual Conference Evaluation' stats were distributed. There were 9000 session evaluations

turned in. The form was an improvement, short and sweet. Fresh reported of the 9000 forms and 3000 had comments on them. The Evaluation Committee worked 10 hours night and day and did not get to any sessions themselves. Thirty (30) percent of the packets had to be delivered; recorders did not usually pick them up. This work is very intensive. If comments were not required then would not be so labor intensive. It was suggested that certificates be updated on site?

Dorn offered scriptsafe certificate to be available. Space was not adequately provided for presenters to review their evaluations. There was confusion on where to leave the recorders summaries. Recorders should be assigned to roundtables; should they be evaluated? It was suggested to use staff and local help for date entry on site for evaluation committee. Guerrero reported that certificates were not given out in sessions she went to. The rating 1 to 5 and 5 to 1 needs to be clarified. NCS would provide equipment for scanning.

President Plante asked Balaz to remind vp's to pick up nonmember checks for travel. It was suggested that Swanson add this to script.

Fresh said that the comment section is open and will look at should this session be offered again or suggest another session.

Swanson indicated that respondents were 1 in 8.

Conference Evaluation -
Henderson indicated that a box should be on-site for the evaluation of the Annual C/conference.

Swanson will put together a list of the volunteers who submitted an indication of their interest to serve.

Fresh indicated from the PAC meeting that there be the possibility to have break-out rooms the first day so that committees could get to work on the first day. There was mis-communication on the number of the lunch and the set up for breakfast.

Henderson said that Reno was the finest Annual Meeting ever.

President Plante indicated that the program was the best.

Wermers said that Group III lead the charge since there were 2 award winners of from that group for programs.

Best program Session Winners -
Haid reported on the award winners: #3 Session 3. 61 Kiosk-based, Raymond
Elase; #2 Session 1. 51 Managing Change, Francette Carnahan; #1 Session 6.33 Don't Gamble on Your Institution's Future, Virginia Johns and Cal State Northridge.

GPA's Published -
Becraft reported that the local newspaper mentioned the scholarships and listed GPA'S.

Lonabocker indicated to also not indicate student's GPA and rank in class when announcing scholarship winners (so noted-FERPA).

Transformation/Domains and Committee Reaction -
Henderson asked how did transformation and domain go with committees?

Wermers reported that if it is the session that fits the domain and after that the committee seemed to understand. Lonabocker did not see any sessions for the leadership domain and will need to educate about the leadership domain since they thought this was presidents. Haid reported that his groups were on the high end of acceptance.

Corporate Advisory Meeting -
President Plante believed that it was a good meeting and there was a lot of sharing. She talked with Jennifer about coming up with some guidelines. There was discussion in February about why a vendor track was added.

Dowburd wanted it to be free. Dowburd continued to provide pricing info in the session that VOICE FX participated and a vendor did get copies of overheads that were distributed on a table. Dowburd (actually Lynn Darlington gave presentation)continued to do what we asked him not to do in a session.

Wermers suggested that a letter from the president be sent to Dowburd stating that this was brought to his attention and substantiated by printed information and that it not be repeated and any session containing this would prohibit him from presenting again.

Lonabocker reported that she was in a session where the vendor said that he could not discuss pricing.

M/S/Passed Henderson/Guerrero 9/0/0 That a letter go to Chic Dowburd, Voice FX, that a report had been received that corporate guidelines had been violated and that they could not present with others in a general session for one year but could present in the vendor track.

Haid suggested that the letter go to President Mark Cohen. Swanson gave copy of Dowburd's overheads/handouts to Plante.

1997 Annual Meeting Report -
Fresh reported on plans for the 1997 Annual Meeting which already included 36 workshops, 251 sessions, and 9 professional sessions.

Henderson suggested an international speaker for the plenary session. The civil rights session was rejected by the High School Issues Committee because of the Salt Lake City High School incident.

Haid said that there were a number of proposals that came from other groups and not our committee.

Fresh will hold the sessions that were not picked up until July and try to get them folded into the program then.

Haid expressed concern for sessions through the tech center that may have not been looked at.

Henderson said it would be wise to accept proposal from Association of University Administrators.

Paver said that AACRAO needs to provide some proposals to AUA as well.

Haid suggested to get a Bakke speaker for the plenary session.

Paver suggested that we should be hearing about Hopwood instead of Bakke.

Henderson suggested to look into these type of sessions be looked at July meeting. Plante indicated we still do not know the space limitations. There has to be a narrowing down.

More Dinner Meetings or More Time On Own -
Plante asked if the BOD wanted more dinner meetings or more time on their own.

Haid desired more time on own.

LAC -
Swanson reported that the LAC is in good hands; they will be an exceptional group.

President Plante observed that 36 workshops is too many.

Business Meeting -
Becraft suggested that we move the business meeting to Tuesday since Wednesday is a heavy program day and fewer members will leave for early flights. Bell suggested to rename the business meeting to Association Meeting and do a better marketing job for the meeting. She indicated that many members think that they are not supposed to come to this, especially newer members. It was suggested that sessions could end at noon and then have PAC meet in the afternoon.

President Plante suggested that we are bound by the contract with the hotel.

Henderson said that he would like to go back to ending at Thursday noon model. Henderson reviewed the Constitution and ByLaws (sic) and reported that there is no reference to business meeting; it refers to Annual Meeting.

Lonabocker said that members from small schools have a difficult time getting away from office during the week and suggested that we look at backing up sessions to include the weekend.

President Plante observed that workshops are held on the weekends.

Henderson identified two issues:

1. whether to revise Thursday and end at noon, or
2. move Association Meeting (business meeting) to Tuesday.

Becraft will follow up with looking at the contract to determine whether we can extend our contract into Thursday and end at noon. Becraft suggested that we could back-up to Saturday and do a few workshops, then start the meeting on Sunday earlier.

Request 96-97 Contingency Funds for Program Committee to attend SLC Planning Committee in July (Strategic Plan I.d.)
Agenda 7

M/S/Passed Henderson/Wermers 9/0/0 To take 1996-97 contingency monies for travel expense for the program committee to attend the July meeting at $750 person for 6 people.

National Student Loan Clearinghouse
Continuation of Agenda 25 from April 14, 1996

Becraft reported on the focus groups. General discussion was in favor of the Clearinghouse.

Dallam was opposed in beginning but after explanation then he changed his thinking. In general it was a possibility to explore. Unless Clearinghouse has 90%of the institutions then transfer out would not work. Some FERPA concerns were expressed.

Becraft will follow up with Leroy Rooker.

M/S/Passed Wermers/Bell 8/l/0 That BOD inform Clearinghouse of its support of the concept of transfer-out tracking subject to consistency with FERPA guidelines. Bell/seconded. 8/1/0

Plans for 1997 Annual Meeting
(Strategic Plan I.d.)
Agenda 31

Becraft said to arrange for committee chairs to have tour of city so they will be goodwill ambassadors for the Annual Meeting.

Plante suggested an afternoon tour. Plante directed Swanson to work with LAC for this tour.

Wermers indicated that selected members of the Task Force 2000 will meet with committees in July.

M/S/Passed Haid/ Henderson 9/0/0 To establish the Annual Meeting Scholarship Committee as a standing committee and to report to Group 4 vice president.

Haid's Request for Contingency Funds for Scholarship Chair -

Haid budgeted chairs for $3000 and expects some carry over this year. Haid will have 8 chairs to meet in July. If they are smart then they will meet during the Annual Meeting to lay out their plans and the chair and the LAC will already be at the July meeting. July is when they need to start their solicitation of the hotel and local companies. There is a need for the chair to meet in March. They will need to spread out their meetings. They have enough money. This will have to be brought to the BOD so that if they do not spend all their funds then the excess would go to the scholarship.

M/S/Passed Haid/Paver 9/0/0 To allocate $750 from contingency to fund the Scholarship Committee Chair to attend the July meeting.

Haid indicated that the access would go into the Scholarship Fund.

President Plante challenged the BOD to all give $100 from each member for the scholarship fund.

Becraft suggested to forward some scholarship funds for the following year if there is surplus. President Plante suggested to discuss this July.

Committee Appointment -
Haid has committee appointment of a vendor appointment to PAB, Richard Perkins, Magna.

Henderson indicated that Haid is to send this to him.

Caucus Concerns -
Haid wants structure in rotation of caucuses. Some have ideas of dues, accounts, and ByLaws (sic), but he thinks that we should give them vehicles and be a medium for any dues and financial arrangements, but this is an issue to deal with before it gets out of hand. They would like to have refreshments. we want to put these things in a practice that will work for them. We should arrange for a table for the caucus at the registration area.

Fresh indicated that there needs to be a form for this. Plante will assist Haid with the history issue.

Awards Committee Programs for 1996-97
(Strategic Plan X.c.)
Agenda 34

Haid reported that best practice proposal has been written by Nora Mclaughlin. Several categories were identified included technology for SCT and the committee approved that the state and regional could apply for grants.

High School Issues Committee
(Strategic Plan I.c.)
Agenda 35

Guerrero reported that the High School Issues Committee would like to take Tuesday to have 4 sessions slots to take care of them all in one day and this would provide a service to the local area counselor. We would want to serve lunch to about 25 or 30. This would require a different registration dues structure. we would need a local contact person to help them get local high school people in area; a LAC member might do.

President Plante suggested to refer the issue of the one-day fee to the group that is studying this. We could get more than $25 for this.

Lonabocker talked about reverse college day. President Plante indicated that moving around might not work as well.

M/S/Passed Henderson/Guerrero 8/0/0 (Haid had left the BOD meeting.) To add Louise Lonabocker to committee to study dues structure.

Additional Agenda Items

CAUSE Report - Wermers reported that Jerry Pugh is delighted to be representative to CAUSE. Pugh is concerned there is so few AACRAOANs who attend -CAUSE. The reverse is true as well. They will come out with a joint statement. There is a tight turn around time for the drafts coming out of the CAUSE Task Force. Wermers will act as facilitator to get them to Rainsberger and others to review. He wants to be sure our concerns are met in the white paper.

State and Regional Script - Plante suggested to send items to Swanson by June 1 to include in state and regional script. Joint Project To Review Russian Documents - Paver read letter from George Fletcher, Globe Language Services, International, regarding evaluation of Russian higher education. He has a lot of contact with Russians and is asking if we could put a conference together. This is a project to work on during the next year and out of it would come a document.

Professional Resource Panel - Bell identified two issues resulting from the meeting of members of the Professional Resource Panel. One was on the issue of liability and, second, was the issue of who the PRP members were representing when they were giving information. She suggested that there should be guidelines and will provide some ideas for the July meeting.

Bell reported some PRP members were concerned when they learned that their telephone numbers would be available on the WWW. She will incorporate this into her report in July. Bell also expressed concern that there are some major topics not included on the PRP, such as imaging. She will let Henderson know of these topics and persons who might be competent to serve.

Author Signing Party at Annual Meeting - Bell reported that in a meeting with Richard Perkins, Magna, that the BOD consider sponsoring author signing parties for authors who have completed publication projects during the year.

Certificates would be presented at this time as well as having the authors available to sign publications. This will be placed on the July agenda.

Wakefield suggested that we could have author signing party and certificates at state and regionals as well. It needs to be discussed as to whether publications would be sold at a reduced rate at the party.

Georgianne Porter's last year as Editor - Wakefield reported that this is Georgianne Porter's last year as editor of C&U.

President Plante suggested Henderson consider for her for an award at the SLC Annual Meeting; she was paid so that might not be appropriate. Becraft suggested an AACRAO Oscar.

Changing Logo to Include Four Domains - Wakefield suggested to explore redoing the logo to include the four domains. Wermers said that given we are moving into the new domains-how do we want to promote this rather than doing it piecemeal? We need to look at this strategically and to include timeline, how to market, and how to promote it. Wakefield said that she would see if one of the corporate members might take this on.

Distance Education Task Force - Wermers updated the BOD on the DE Task Force. Sprotte and Wermers met with them. There is confusion on the direction of the task force. They think that it might be premature for them to publish guidelines just now. Principles and models might be the way to go. The task force has four members and 2 or 3 have not participated much. There is some discussion of moving from monograph to a publication.

Guerrero asked Wermers to consider the non traditional group and Wermers suggested that maybe one of the non traditional members who is going off could be moved to the DE task force.

Becraft is concerned that they do not want to consider guidelines. Here again we have to be leaders.

Plante said that they have so many different models then to provide all those models. There can be multiple standards.

Wermers said that they disagreed that taking a standard. Henderson says that there are very few places that talks about a standard, but standards. (Wermers left at 10:38 a.m. to catch a flight.)

Outcomes Based Group - Wakefield asked about outcomes based group led by Pete Peterson. This group went off track in the beginning and were concentrating on the history of it instead of guidelines for registrars.

Role of Student Services Group- There also was some discussion about Dave Harbeck's report not progressing. Henderson suggested that we need to go back and look at the charges to these two groups.

Project Easy - Becraft referred to a letter from Jim Farmer, Project Easy systems research. AACRAO's name is mentioned several times. Bill Banks of City Bank has pushed very hard on this.

Membership Committee - Becraft asked about the membership committee appointments. What do we need to do to get a membership committee formed and staffed as well as identify functions and structure to proceed with the call for members.

It was suggested that the National Office provide a draft to be considered at the May meeting of the transformation group.

This will be presented at the July meeting. Wakefield asked if the membership committee would be involved in marketing or implementing the marketing plan that would already be in existence. Fringe groups would play a major role.

Affirmative Action - Becraft observed that there has not done anything done on affirmative action as an Association. Paver said that will undo the work of the last four weeks. Becraft asked if this would continue to be a problem?

Paver says that there are issues including race neutral based admission discussions and the effects on recruiting. He says that a simple statement that we recognize the decisions and we want to express our support. Paver says that there are more cases and that gender will be next! Becraft is looking for a position or plan of action from the BOD.

Guerrero suggested a session or roundtable at SLC. Wakefield suggested that the BOD identify certain issues that might come up, rather than scurrying around the last minute. Henderson thought that was a good idea. This is the year for the reauthorization (sic) act.

President Plante suggested a 'What's happening in the Courts" column in the Data Dispenser and in C&U.
Affirmative action and reauthorization (sic) of higher ed are the two issues. SRTK?

Becraft said that Elliot Baker, Valerie Mead and he will be putting together a brochure for the membership. Western Virtual University is another issue that we need to keep on top of. Paver said that Simpson is pushing legislation on immigration and this is another issue.

Becraft said that as we look at our publications that we need to included issues for high school folks and community college issues. Henderson asked if we should take a stand on k-12 and illegal immigrants?

President Plante asked if we need to ask individuals to draft papers on some of these? Yes. Becraft said that this is a role that senior folks could do this. Henderson said that he would call Mike Bering and ask him to draft something.

Becraft asked to identify a strike team.

President Plante indicated that we need to talk about these issues at every BOD meeting.

- affirmative action - McCoy. Henderson will follow up on this

- Wakefield will send affirmative action list serv for the BOD
- reauthorization of higher ed
- Kay Jacks, Colorado State, and Stefanie,
- SRTK - Val Mead, Elliott Baker
- virtual university - Val Mead, Sprotte, Haid
- immigrations - Paver, Mary Neary, ??? Martin at Chicago
- high school- illegal immigrants ... Sprotte to draft a position or coordinate.

Dimitraff Idea and Guidelines - Fresh spoke to Dimitroff idea and guideline standards and he is trying to set a format for that and use that as a mechanism. Fresh will be asking for the most asked questions so that they become part of a web page.
Becraft identified that as a job for him.

Failed Amendment - President Plante asked about discussion regarding the failed amendment. Becraft will investigate with other associations what there are doing. Henderson read Randy Dahl's suggestion. Bell suggested placing discussion opportunities on e-mail, then most members can participate, probably more than attend the Association Meeting.

Becraft suggested to place in the Data Dispenser. President Plante indicated that this would be placed on the Agenda in July. Becraft suggested that as a part of transformation, wrapping all this together with a Constitution and ByLaws (sic) review needs to occur.

Accolades for Budget Presentation - Swanson complimented Bell, Balazs, Henderson, and Becraft on the presentation. It was noted that Henderson was wrong about the dues increase. Paver predicted that it would be harder next time.

Henderson shared that he was convinced that before we went into this that there would be no way that the dues increase would pass. Paver said that the graphics were great but that they did not bring the Association back to where we should be for the presentation for the next dues increase. Henderson envisions that next year to go back with a proposal for an automatic dues increase at the CPI every year and that would take a Constitutional amendment. Increases higher than that would require membership action.

President Plante suggested to start the breakfast at 7:30. Guerrero suggested that an agenda be provided in advance for the Association Meeting.

Thanks to the National Office Staff - President Plante expressed thanks to everyone in the National Office and recognized that they contributed many tireless hours.

Presenter Guidelines - Lonabocker suggested the need to update presenter guidelines and move from 3 x 5 cards. Annual meeting site selection listed in the state and regional handbook needs to be updated.

Becraft reported that the new process is already done and he will forward to Lonabocker.

M/S/Passed Paver/Henderson 8/0/0 To adjourn the BOD meeting.

The BOD meeting was adjourned by President Plante at 11:34 a.m. PST.

Cordially Submitted,

Melanie Moore Bell
Secretary/Treasurer