Board of Directors Meeting #4

Thursday, April 26, 2001

Board Members In Attendance:
Mike Allen, Tom Bilger, Will Corprew, Louise Lonabocker, Gloria Nathanson, Joe Roof, Gene Schuster, Heather Smith, Paul Taylor.

Staff Members In Attendance:
Janie Barnett, Martha Henebry, Barmak Nassirian, Jerry Sullivan

1. **Call to order and approval of agenda**

   President Gene Schuster called the meeting to order at 8am on April 26, 2001. The agenda was reviewed and approved without

2. **Proposed Subcommittee Structure**

   President Schuster announced he would adjust future meeting schedules to permit more time for the subcommittees to meet prior the Board Meeting. This schedule will allow projects to be more developed by the subcommittees before they are submitted to the Board for approval. As a result, Board Meetings should be more action oriented. Subcommittees are encouraged to meet or schedule conference calls between Board Meetings.

   Board Meetings
   The Board's agendas will focus on strategy discussions, directional matters and the adoption of plans and policy while minimizing the time spent by the Board on operational issues. The Board meeting will consist of reports from subcommittees with time allocated for discussion on strategies, environmental scanning, planning, etc.

   Strategic Planning
   At the July Board Meeting, the planning components completed during the past year will be integrated into a comprehensive strategic plan. In October, the Board will discuss and approve the proposed objectives designed to meet the strategic goals. Following this discussion, the budget will be developed for the following year based on the goals and objectives adopted.

3. **Environmental Scanning**

   Environmental Scanning will be an agenda for Board meetings. The Board will discuss issues that arise from the environmental scanning and will incorporate these issues into goals and objectives for inclusion into the Strategic Plan.

4. **Annual Meeting Scholarship**

   Past President (2000-01) Bill Haid provided an update on the Annual Meeting Scholarship issues that developed during the 2001 Annual Meeting. The Scholarship Task Force report and recommendations were discussed at several caucus meetings. Bill suggested there was a need to bring closure to the current task force. Bill will submit a report to the membership about the history of the scholarship program and a recap of events. The survey results will also be shared with the membership.

   Action Item: The Board appointed a Task Force that includes Paul Taylor, Will Corprew and Jerry Sullivan. The charge to the Task Force was to discuss the scholarship issue and to recommend a solution to the Scholarship Program.

5. **SPEEDE**

   The SPEEDE committee requested an additional $5,000 for the current Fiscal Year. Prior to approving the request, the Board requested information related to committee's objectives. The Board authorized the Vice President of Finance Joe Roof and Executive Director Jerry Sullivan to work with the SPEEDE Committee to develop these objectives and to address the funding request as needed. The Board also assigned the SPEEDE Committee to report through the Vice President of Finance until the Vice President for Information Technology is elected.

6. **EDI Server**

   The proposal that AACRAO take over responsibility for the EDI Server will be addressed at the July Board Meeting.

7. **External Appointments and Conflict of Interest Policy**

   Individuals who represent AACRAO must be aware of the AACRAO's Conflict of Interest Policy. Members must be advised of this policy and understand that AACRAO will enforce the policy when conflicts arise.

   The Board discussed the issue of external appointments and who approves these appointments. The Board requested that the Operations Committee develop a recommended appointment process for external appointments and report to the Board at the July Meeting.

8. **Annual Meeting Evaluation**

   The Annual Meeting Evaluation will be available to the attendees of the meeting no later than 30 days after the Annual Meeting. The web link to the evaluation will be mailed to all attendees.

9. **New VP for Information Technology**

All committees should be reviewed for possible realignment prior to the election of the Vice President of Information Technology. The Vice Presidents were assigned to a task force to complete this review and send recommendations to Past President Lonabocker. A report will be submitted for the July Board Meeting.

10. **College & University Policies**

Will Corprew will work with the C&U editor regarding these policies and will report to the Board at the July Meeting.

11. **EDUCAUSE**

Gene distributed information from the EDUCAUSE website that is used to articulate policy related to governmental affairs. The Board should develop a similar document to the EDUCAUSE document to keep the membership informed on these issues.

12. **Miscellaneous**

The Executive Director's Annual Performance Evaluation is due. The Board must review performance objectives for the Executive Director for next year. President Schuster will email the performance information to Board.
Janie Barnett will post a calendar matrix of all meetings (state, regional and AACRAO sponsored meetings and workshops) to the website.
Barmak Nassirian suggested moving to a web based system for the Board listserve. He will send URL to Board for testing.
The Membership Committee will review how caucuses operate, as compared to standing committees, how to process caucus name changes and how to schedule caucus meetings during the Annual Meeting. They will provide recommendation at the July Board Meeting.

13. **Adjournment**

The meeting was adjourned at 10:45 am.