Board of Directors Meeting #6

Monday & Tuesday, July 23-24, 2001

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

Staff in Attendance
Jerry Sullivan, Barmak Nassirian, Janie Barnett, Martha Henebry, Angela Gemza

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

   President Gene Schuster, called the meeting to order at 12:00 pm on July 23, 2001. The agenda was reviewed and approved without objection.

2. **Approval of Previous Meeting Minutes**

   The Board reviewed the minutes from the April 21, 2001 and April 26, 2001 Board Meetings in Seattle, Washington and the minutes from the June 18 Board conference call and placed them on the Consent Agenda for approval.

3. **Administrative Subcommittee**
   AACRAO Honorary Membership
   Past President Louise Lonabocker began a discussion about simplifying the criteria for Honorary Membership. *Discussion followed and changes to the criteria were placed on the Consent Agenda for approval.*

   Awards

   Distinguished Service Award
   Past President Louise Lonabocker reported that the Awards Committee recommended reinstating the Distinguished Service Award. *The wording for the Award criteria was revised and it was placed on the Consent Agenda for approval.*

   Ockerman State & Regional Awards
   Past President Louise Lonabocker reported that the Awards Committee recommended increasing the amount awarded. Since there was no jurisdiction for this recommendation provided, the Administrative Subcommittee recommended not increasing the award.

   Incentive Awards at Annual Meeting
   The Board discussed whether or not to institute an Incentive Award for presenters at the Annual Meeting. President-Elect Heather Smith requested on behalf of the Program Committee that the implementation of an Incentive Award be delayed until the 2003 Annual Meeting. The Board agreed and the Program Committee is to revise the Annual Meeting handbook for 2003 to include an Incentive Award.

Conflict of Interest
Past President Louise Lonabocker and Assoc. Executive Director Barmak Nassirian will continue to work on the Conflict of Interest Statement. When completed, the policy will be integrated into the committee appointment and renewal process.

Scholarship Task Force

VP of Admissions and Enrollment Management, Paul Taylor, reported on the outcome of the Scholarship Task Force meeting. The Task Force reported that during previous years a large percentage of money collected for the scholarship went into administrative overhead. Due to member desire to see the Scholarship resurrected, the Task Force recommended the following in order to provide scholarships for the 2002 Annual Meeting in Minneapolis:

- Use the $5,000 left over from unused Task Force travel budget; and
- Use the unused scholarship funds ($3,000) from 2000 Annual Meeting in New Orleans for a grand total of $8,000.
  VP Taylor also reported that the Task Force recommends that in order to provide funds for the subsequent years scholarships, there will be a lock-box in a public area at the 2002 Annual Meeting in Minneapolis and people will drop contributions to the scholarship funds in the box. No administrative oversight would be needed. The AACRAO office offered to match the non-corporate/personal total contribution. The Board agreed that the AACRAO office would keep a running list of all individual contributions over $100 so that a thank you could be sent.
  The Task Force additionally reported the following recommendations to assist in the build up of the Scholarship Fund:
- Increase Connor fund to $100,000 and use interest to fund future scholarships; and
- Develop an Internship Program for possible internships at AACRAO National Office.
  VP for Professional Development and Publications, Will Corprew will administer the Scholarship Program. The AACRAO office will advise VP Corprew of any income tax implications for donations to scholarship funds. The Board agreed to fund eight scholarships of $1,000 each for the 2002 Annual Meeting with $5,000 coming from the unused Scholarship Task Force funds and $3,000 coming from unused New Orleans Scholarship funds/Connor Fund. *The funding of the scholarship program was placed on the Consent Agenda for approval.*

Future Annual Meetings
Executive Director, Jerry Sullivan reported on his recommendations for Annual Meeting sites for the years 2006-2011. A discussion of dates for the Annual Meeting ensued and it was agreed to Limit Easter-related dates to attractive destinations (i.e. San Diego and Orlando) and to avoid conflict with Passover. The ED's recommendations for locations are as follows:

April 17-20, 2006 - San Diego - Marriott
2007 - Boston - Marriott
March 24-28, 2008 - Orlando - Marriott
2009 - Chicago - Hilton
2010 - New Orleans - Hilton
2011 - Reno – Hilton

The Board agreed with the recommendation and authorized the Executive Director to finalize future Annual Meeting site selections for 2006-2011. *The proposed Annual Meeting sites along with the stipulation that the Executive Director was authorized to finalize the site selections for the years 2006-2011 was placed on the Consent Agenda for approval.*

SPEEDE/EDI Issues
VP for Finance, Joe Roof updated the Board on the SPEEDE/EDI and Charlotte Proposal. The Board discussed the move of the EDI Conference to the AACRAO meetings department with program development and support from the SPEEDE Committee. This change would result in the EDI Conference becoming an association activity similar to SEM.

VP Roof, Executive Director Jerry Sullivan & Associate ED Barmak Nassirian led a discussion on the proposal to move the EDI Server to AACRAO. After a lengthy discussion, the Board agreed not to move the EDI Server to AACRAO, but to continue to support the server by continuing to invest in the hardware/software upgrades to the Server based on the available budget. The Board believes that the enhancements already funded by AACRAO have in fact improved the performance and the prospects of the Server, and believes it would be appropriate to continue to fund additional improvements on a project-by-project basis. VP Roof and Associate ED Nassirian will draft a letter to the SPEEDE Committee and a document for the membership explaining the reasoning why AACRAO will not move EDI Server to AACRAO.

VP Roof presented the proposal from Postsecondary Standards Council to support the Charlotte Server Project. PESC requested that AACRAO fund the project through a $31,340 grant to PESC. The Board decided that it was unable to approve the proposal as it remained unsure as to whether having AACRAO serve as a donor of funds to a third party was the most appropriate manner of involvement for the Association.

VP Roof presented the EDI/SPEEDE Budget proposal. After reviewing the budget proposal and making adjustments that moved the association activities to general administration accounts, the Board recommended approving the SPEEDE Committee's Budget for 2001-2002.

The Board agreed to place on the Consent Agenda for approval the SPEEDE/EDI 2001-2001 Budget Request; the recommendation not to pursue the move of the EDI Server to AACRAO and recommendation to decline funding of Charlotte Proposal.

4. **Finance and Audit Committee**

Fiscal Year Change
VP for Finance, Joe Roof reported that AACRAO had the groundwork in place and was transitioning to a October 1 - September 30 fiscal year from the current July 1-June 30 fiscal year based on the Board's authorization. Associate ED Nassirian pointed out to the Board that to make it official requires a change in bylaws. ED Sullivan informed the Board that the accounting department has a plan and will adjust the 2000-2001 budget to create a 3-month budget to cover the gap between fiscal years. He will bring back to the Board a 3-month budget for approval.

Further discussion occurred on whether or not there was a need to change board terms. There will be a six-month lag between Board Terms and new budget. And lag time will allow a Board member to become more familiar with his or her area and will enable them to better plan their programs according to the budget.

Operating Budget
VP for Finance Roof briefly explained changes in the Operating Budget. The primary change was to the 2002 Annual meeting budget in which the registration fee was raised by $30. The Board discussed the increase in the fee. *The motion to approve the 2001-2002 Operating Budget was placed on the Consent Agenda.*

5. **Operations Subcommittee**

Annual Meeting Comp Policy
VP for Admissions and Enrollment Management Paul Taylor presented a final draft of the Annual Meeting comp policy. He noted, however, that the Board would like to see the financial data in the policy and requested that AACRAO staff provide. Discussion ensued about where or not the Program Committee Chair should be added to the comp policy. Additionally, it was discussed as to whether or not all the sub-committee LAC chairs should be comped. It was decided that the Board should see the broadest policy that would maximize comps and then the Board would review the overall financial impact.

Board Travel
The Operations Subcommittee recommended that Board member's travel does not need prior approval, but would be limited by budgets and Board travel policies. Board members would write an end-of-year report tying their travel to strategic objectives. ED Sullivan commented that Board policy of no prior approval could be cause travel to be considered compensation and, therefore, could have tax liabilities. The Board concurred and will submit their travel requests to the Executive Director for approval prior to any AACRAO trip. *The Board Travel guidelines were placed on the Consent Agenda for approval.*

6. **Membership Subcommittee**

No membership subcommittee report was presented.

7. **Executive Director Update**
   Executive Director Jerry Sullivan updated the Board on the development of a consulting service. AACRAO is working with Tom Dibble of Innovation Network to help develop this service. Thus far, five areas have been identified for possible consulting with colleges and universities. The Board requested that ED Sullivan arrange for Tom Dibble to meet the Board during the next Board Meeting in Washington, DC.

8. **Officer Reports**
   Detailed Officer Reports were submitted in writing and included with the Board of Directors Agenda and Meeting Book. The following are either highlights from those reports or additional information not included in those reports.

   Past-President (Lonabocker)
   Past President Lonabocker reported on the Revised Committee Structure and will send the updated Committee list to Janie Barnett to be distributed uniformly in AACRAO publications/materials.

   Louise also reported on the need to appoint IAR for NCAA Division II. The appointment of Ed Hart from Carson Newman was recommended. *The appointment was placed on the Consent Agenda for approval.*

   Louise also reported on the progress and requests of the Centennial Task Force.

   President-Elect (Smith)
   President-Elect Smith reported that the Minneapolis LAC and Program Committees met successfully over the weekend.

   VP Admissions and Enrollment Management (Taylor)
   VP Taylor reported on the progress of the development of the Retention Workshop. The title will be "Retention Tools for Student Success"

   Paul also reported that he would be placing a call for volunteers for writing the "Admissions Self-Audit". He is also seeking suggestions for chair of the committee/task force.

   Vice President for International Education (Nathanson)
   VP Nathanson reported on the progress of a training workshop on International Education.

   VP Registration, Records, and IT (Allen)
   VP Allen reported that preliminary report for the Record & Transcript Guide would be written by December.

   Mike also forwarded the topic of writing training for committee chairs. He will look into the feasibility of having a training session at the Leadership meeting.

   VP Professional Development and Publications (Corprew)
   VP Corprew reported on developments with C&U. Discussion took place on how to

organize the editorship of the publication. The Board agreed that VP Corprew would draft a position announcement for the editorship that will be published in the Update and on the Web site. He will report to the Board on candidates for the position in October.

The change in stipend for C&U Editor to $4,000 annually, the change in C&U editor structure, the addition of the qualification in the advertisement that the editor be an active AACRAO voting member and a practicing professional, and the stipulation that the appointment be annual and renewable for 3 years was added to the Consent Agenda.

Will also opened a discussion on the future of NetNews. After a lengthy discussion, the Board agreed to weave the content of NetNews into the AACRAO Transcript. The Board also agreed to send Paul Aucoin a letter thanking him for his service and contribution to AACRAO. *The agreement to end NetNews was placed on the Consent Agenda for approval.*

VP Association Issues (Bilger)
VP Bilger distributed the updated Outreach Calendar and discussion ensued about volunteers to attend meetings not already assigned.

9. **Other Issues**

Outsourcing Task Force
Associate ED Nassirian requested the Board provide guidance to the office staff on the distribution process for the Outsourcing Task Force report. The Board agreed that ED Sullivan and Associate ED Nassirian would organize the editing and publishing of the complete Task Force Report in AACRAO Transcript and on the AACRAO Web site. A summary of the report will be placed in College and University.

Role of the Registrar/Registrar 101 Workshop
VP Allen introduced the idea of franchising the Registrar 101 workshops to State & Regional Associations. The Board agreed that before further discussion on the idea, the Board would like to know more about fundamental issues related to the workshop and its costs. VP Allen will work with the office staff to collect financial data on workshops and franchising possibilities for October 2001 BOD meeting. The Board will begin preliminary discussion at the August Conference Call.

10. **Consent Agenda**

1) To approve the minutes from the April 21st and April 26th Board Meetings in Seattle, Washington and the Board Conference Call on June 18th.
2) To approve the change in the AACRAO Honorary Membership policy and to approve the change in the AACRAO Distinguished Services Awards Policy.
3) To award eight scholarships of $1,000 each at the Minneapolis Annual Meetings. $5,000 to come from unused Scholarship Task Force funds and $3,000 from unused New Orleans Scholarship funds/Connor Fund.
4) To authorize Executive Director to finalize Annual Meeting site selection for the

year 2006-2011.
5) To approve funding EDI/SPEEDE according to their 2001-2002 budget request; not to pursue the move of the EDI Server to AACRAO office but continue support it; decline of funding of Charlotte Proposal at this time.
6) To approve the 2001-2002 operating budget.
7) To approve the guideline that BOD members will need to obtain prior approval from Executive Director for travel.
8) To appoint Ed Hart as the NCAA Division II IAR.
9) To approve a change in stipend for C&U Editor to $4,000 annually, to approve a change in the C&U editor structure, to add the qualification in the advertisement that candidates be an active AACRAO voting member and a practicing professional, and to approve the appointment as annual and renewable for 3 years.
10) To approve the transition of content from NetNews to the AACRAO Transcript.

M/S/P Allen/Smith 9/0/0

11. **Adjournment**

The Board meeting was adjourned at 11am, on Tuesday, 24 July 2001