Board of Directors Meeting #7

July 13-15, 2002

Board Members in Attendance: Heather Smith, Paul Aucoin, Paul Taylor, Mike Allen, Joe Roof, Gloria Nathanson, Bob Morley, Ange Peterson, Gene Schuster, and Will Corprew

Staff Members in Attendance: Jerry Sullivan, Barmak Nassirian, Janie Barnett, Joanne Mozynski, and Angela Gemza

1. **Call to Order**
   President Smith called the meeting to order at 8:45am. The agenda was reviewed and approved without objection. The minutes from the April 13 and April 18 Board Meetings and the May 15 and June 19 Conference Calls were reviewed and placed on the consent agenda for approval.

2. **Executive Director Report**
   Executive Director Sullivan updated the Board on office activities. He talked about AACRAO's Financial Position. VP Allen asked about survey capability at the office. Executive Director Sullivan reported that since the unexpected death of Brenda Ashford in June 2002, staff has been shuffled and responsibilities reassigned to ensure fulfillment of the activities on which she was working.

   The Board began a discussion about the development of an "AACRAO Fellows" program. The Board asked the Operations Sub-Committee to research and develop a fellowship program for Board review at the October Board meeting.

3. **Vice President Program and Operating Plan**
   Executive Director Sullivan worked with the VPs to develop their respective sections of the 2002-03 Operating Plan. The Vice Presidents agreed to submit their changes to the 2002-03 Operating Plan to the AACRAO Office by August 15, 2002.

4. **Finance Report and 2003 Budget Discussion**
   VP Roof updated the Board on AACRAO's Financial Performance for FY 2002 as of May 31, 2002. He reported that revenues are at 69% of the Budget and expenses are at 59% of the Budget with 58% of the year complete.

   2002-03 Operating Budget
   VP Roof introduced the 2002-03 Operating Budget. He recommended adjustments that should be made to the Operating Budget. The Board discussed the recommendations and adjustments and agreed to place the 2002-03 Operating Budget as adjusted on the Consent Agenda for approval.

5. **Finance & Audit Sub-Committee Report**
   VP Roof began a discussion on dues. He distributed a report on Association Finances and Dues that compared the dues and finances of like organizations. The Sub-

Committee recommended that the Board look at establishing a mechanism for examining dues increases on a regular basis.

Audit Charter

VP Roof introduced a draft of the member of the Audit Sub-Committee. He introduced a draft of the criteria for the selection of the ad-hoc member to sit on the Audit Sub-Committee. The Board reviewed the criteria and agreed that VP Roof should proceed with the advertisement of the position and collect applications for the Board to review.

VP Roof also reviewed the list of suggested Auditing firms. He reported that a letter will be sent to the firms requesting a bid before August 15, 2002. The Audit Sub-Committee is scheduled to select an Auditing firm by September 15, 2002 so that the audit work may begin by mid-November 2002.

Investment Policy Statement

The Board reviewed and discussed AACRAO's Investment Policy Statement. The Board asked Executive Director Sullivan to seek additional information about the section of the Statement "Investment Characteristics and Limitations" from AACRAO's investment advisor. The Board agreed to place the Investment Policy Statement with the understanding that the Executive Director will in investigate "Investment Characteristics and Limitations" with AACRAO's investment advisor on the Consent Agenda for Approval.

6. **Membership Sub-Committee Report**

VP Corprew reported on the activities of the Membership Sub-Committee.

AACRAO Caucuses

He introduced a Board Resolution on AACRAO Caucuses. The resolution serves to formalize Caucuses in accordance with the AACRAO Bylaws. The Board discussed the benefits of Caucuses to the Association.

WHEREAS, AACRAO seeks to promote access and equal opportunity in higher education; and

WHEREAS, many individuals continue to confront barriers to advancement because of their minority or gender status; and

WHEREAS, the Association has an obligation to facilitate networking and professional collaboration among its members;

BE IT THEREFORE RESOLVED that members belonging to any of the groups identified in Article 7 of the Association's Articles of Incorporation may form a caucus to discuss and individually promote their priorities through the governance mechanisms of the Association; and

BE IT FURTHER RESOLVED that to form a caucus, a petition seeking recognition must be filed annually by at least three Voting Members of the Association with the Past President; and

BE IT FURTHER RESOLVED that the Past President shall submit said petition to the Board of Directors at the same Board meeting as it makes AACRAO Committee appointments; and

BE IT FURTHER RESOLVED that the Board, upon confirming the eligibility of the proposed caucus, shall recognize the caucus as entitled to:

1. Being listed in the Annual Meeting program,
2. Being provided with a meeting room at the AACRAO Annual Meeting, and
3. Having its elected chair appointed to the Professional Access and Equity Committee as an ex officio member. In the absence of an active elected chair a Caucus shall be considered dissolved.

BE IT FURTHER RESOLVED that all recognized caucuses must comply with the Association's Articles of Incorporation (including AACRAO's non-discrimination policies), bylaws, and resolutions.

The Board agreed to place the resolution on AACRAO Caucuses on the Consent Agenda for approval.

Committee/Taskforce Membership
VP Corprew also introduced a Board resolution on Committee/Taskforce Membership. The purpose of the resolution is to reserve Committee Membership spots to Voting members. However, the Board recognizes that non-voting members often have specific expertise and that the Association would benefit from their participation on an AACRAO Committee. The Board agreed to place the following resolution on the Consent Agenda for approval:

To preserve AACRAO as an association representing institutions of higher education, only Voting Members of the Association may ordinarily serve on its committees and taskforces. In exceptional cases where the appointment of other individuals with particular expertise on a topic is deemed to be in the best interest of the Association, the Board shall have the authority to appoint such individuals to AACRAO committees and taskforces.

AACRAO Affiliation
VP Corprew introduced a Board Resolution on Affiliation with AACRAO. The Board reviewed the resolution and after discussion, agreed to send to back to the Membership Sub-Committee for further work.

Reciprocal Relationships
VP Corprew introduced two motions establishing reciprocal relationships with the Student Record Officers' Conference (SROC) and the European Association of International Education (EAIE).

The Board agreed to place the Resolution for establishing a reciprocal relationship with the Student Record Officers' Conference (SROC) on the Consent Agenda for approval:

WHEREAS, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) seeks to enhance the profile of, and raise standards within, the profession of higher education administration and management internationally; and

WHEREAS, this goal will be facilitated through the exchange of information, through consultation, and through collaborative projects with appropriate counterparts in other countries; and

BE IT THEREFORE RESOLVED, that, in exchange for a reciprocal arrangement by the Student Record Officers' Conference (SROC) for an official AACRAO appointee, AACRAO will provide one slot at its annual conference for a duly appointed representative of SROC. This slot will include conference registration, accommodation, and any inclusive meals; and

BE IT FURTHER RESOLVED, that, in exchange for a reciprocal arrangement by SROC for an official AACRAO appointee, AACRAO will provide one slot at its Annual Conference.

The Board also agreed to place Board Resolution establishing a reciprocal relationship with the European Association of International Education on the Consent Agenda for approval:

WHEREAS, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) seeks to enhance the profile of, and raise standards within, the profession of higher education administration and management internationally; and

WHEREAS, this goal will be facilitated through the exchange of information, through consultation, and through collaborative projects with appropriate counterparts in other countries; and

WHEREAS, the European Association of International Educators (EAIE) is the highly regarded counterpart to AACRAO in Europe;

BE IT THEREFORE RESOLVED, that, in exchange for a reciprocal arrangement by EAIE, AACRAO will provide one slot at its annual conference for a duly appointed representative of EAIE. This slot will include conference registration and any inclusive meals;

BE IT FURTHER RESOLVED, that, in exchange for a reciprocal arrangement by EAIE, for a similar number of official AACRAO appointees, AACRAO will extend non-voting membership benefits to a duly appointed representative of EAIE.

7. **Vice President Realignment Task Force**
VP Roof summarized the results of the Vice President Realignment Taskforce meeting in April 2002. The Board discussed the how a realigned VP position would best benefit AACRAO given the strategic direction of the Association. The Board decided to recommend to the membership changing the Vice President of

Professional Development and Publications to the Vice President for Higher Education Administration and Leadership. The change in the Bylaws will be voted upon at the 2003 Annual Meeting in Washington, DC. The recommendation to amend the Bylaws to reflect the Vice President position change was placed on the consent agenda for approval.

The Board also charged Past President Schuster and VP Corprew with drafting the charge and the committee structure for the new position. Past President Schuster agreed to notify the Nominations and Elections Committee of the change in the VP Position and will provide a description for use in the nominations process.

8. **Administrative Sub-Committee**
President Smith updated the Board on the work of the Admininistrative Sub-Committee.

Postsecondary Electronic Standards Council (PESC)
VP Morley introduced a discussion of AACRAO's relationship with PESC. The Board requested VP Morley to continue to pursue defining AACRAO's relationship with PESC.

9. **Officer Activity Reports**

President

Public Policy Taskforce
President Smith reported that Don Hossler has been appointed Chair of the Public Policy Taskforce. The Taskforce will commence work in the fall. The Public Policy Taskforce plans to deliver a Public Policy Statement to the Board by February 2003.

Transfer Taskforce
President Smith informed the Board that many nominations for participation on the Transfer Taskforce were received and work is progressing on establishing a short-list. Associate Executive Director Nassirian and President Smith will draft a charge for the Taskforce.

Electronic Signatures
President Smith introduced a letter she received about Student Identification and Electronic Signatures under the E-Sign Act, asking AACRAO to respond. Associate Executive Director Nassirian briefed the Board on the issue and updated them on what is happening in Washington. He agreed to draft a response indicating that AACRAO is working with FPCO and other Higher Education associations to support a very flexible approach to adoption of the Electronic Signatures for FERPA Compliance.

Past President
Past President Schuster reported on his recent attendance at the Aspen Registrar's Summer Institute. He reported that he is continuing to work on moving the Summer Institute into association with programs offered by AACRAO, such as Registrar 101.

He is also talking with an institution about providing credit for AACRAO Workshops and putting together an AACRAO Certificate Program.

President-Elect
President-Elect Taylor reviewed the 2003 Meeting at a Glance and highlighted the changes in the schedule that have been made.

Vice President for Institutional and Association Issues
VP Aucoin reviewed the State & Regional meeting schedule with the Board Members. Associate Executive Director Nassirian introduced the AACRAO PowerPoint Template that Board members should use when giving any presentation on behalf of AACRAO. Board Members are to send their presentation to the AACRAO office and staff will convert it. VP Aucoin will send the standard Board presentation for conversion to the new template.

Vice President for International Education
VP Nathanson reported that the Canadian associations will no longer be considered part of the State & Regional group; but will now be listed with international organizations. She also updated the Board on the actions of the Council and the Liaison Group. She also informed the Board that the first meeting of IPAC took place and began its activity.

Vice President for Records and Registration
VP Allen reported on his activities since April 2002. He reported that work is progressing steadily on the Academic Records & Transcript Guide. VP Morley asked about the status of the Distance Education PAC Survey and Association Executive Director Nassirian will pursue getting a copy of the draft survey from the Chair of the committee.

Registrar 101
VP Allen reported that the calendar of Registrar 101 Workshops for the entire year will be announced at the Annual Meeting. Once sites are selected for future Registrar 101 Workshops, invitations will be sent inviting presenters to training.

The Board agreed that AACRAO needs to ensure that there is contractual obligation with presenters who receive training. VP Allen and Associate Executive Directors Barnett and Nassirian will work to develop the content of a Registrar 101 Presenter training workshop to be held in Washington, DC, as well as the call for trainers and other publicity.

Vice President for Admissions and Enrollment Management
VP Peterson reported on the work that has been done with Group I committees developing their strategic plans, the Resource Center Taxonomy, and a list of Core competencies.

She also updated the Board on the development of the Admissions 101 Workshop. She outlined the evaluations of the workshop, suggested topics that did not need to be included in the workshop. She also recommended the addition of an Admissions

Counselor module to the Admissions Management Workshop. The Board agreed to offer a stand-alone Admissions Counselor Workshop to be offered regionally. VP Peterson and Executive Director Sullivan will explore the development of a stand-alone Admissions Counselor Workshop.

Vice President for Information Technology
VP Morley notified the Board that he is working on several new publications on technology issues. He also informed that he appointed Tom Stewart to be the AACRAO Intra-Associational Representative to X12.

He also reported that he and the AACRAO office are working with Dave Stones on 2003 EDI in Education meeting.

VP Morley posed a question to the rest of the Board: What is AACRAO's position and place in the post-secondary education technology world? President Smith asked the Board to give some thought to this question for a future Board discussion.

10. **New and Other Business**

Conflict of Interest
VP Morley asked for clarification on AACRAO's Conflict of Interest policy. The Board discussed "tests" for the application of the Conflict of Interest policy. All agreed that any questions on whether or not a conflict exists should be brought to the attention of the full Board. Executive Director Sullivan asked that the Board discusses Conflicts of Interest with examples for a few minutes every Board meeting. Associate Executive Director Nassirian agreed to bring some material on how other organizations define Conflicts of Interest back to the Board for their review.

Las Vegas Chair of Volunteers
President Smith reported on the fact that two people have been selected to be appointed as the "Chair of Volunteers" for the 2004 Las Vegas Annual Meeting. Associate Executive Director Barnett told the Board that work is still being done on rewriting the Annual Meeting Handbook. The LAC has been reorganized and will now be referred to as "Chair of Volunteers". She will send the new Chair of Volunteers documents to the Board when the draft is completed. VP Morley inquired about how other interested members can volunteer for the Las Vegas meeting.

AACRAO Scholarships
VP Corprew introduced a discussion on the future of the AACRAO Scholarship. The discussion centered on the costs of running the scholarship. Executive Director Sullivan pointed out that the District of Columbia provides a scholarship to students graduating from District high schools. The Board agreed that Executive Director Sullivan should contact the District of Columbia scholarship program for their assistance in selecting two to four students for the 2003 Annual Meeting. VP Corprew will work with a group from the Scholarship Taskforce to determine recommendations for the administrative handling of the scholarship. The Board agreed to table the issue for further discussion at that October Board meeting.

AACRAO and Technology
VP Morley began a discussion on where AACRAO fits in the world of post-secondary technology. He asked the Board for their thoughts and ideas where AACRAO aspires to be and how AACRAO could better position itself. The Board engaged in a discussion and agreed that AACRAO should be concerned not only with the technical aspects, but more so with the broad based functional and policy aspects of technology in higher education.

Authentication Taskforce
VP Allen asked the Board to assist in specifying the tasks and goals that should be assigned to a new Authentication Taskforce. The Board discussed what was needed and how best it could be accomplished. VPs Allen and Morley will draft a charge for the new Taskforce and then draft a call for volunteer nominations.

SPEEDE Charter
VP Morley introduced a discussion on the revision of the SPEEDE Charter. The Board reviewed the current SPEEDE Charter and VP Morley outlined changes to it. The Board agreed that work was progressing in the right direction, the name should be changed from Charter to Mission Statement, and that VP Morley should continue his work revising the SPEEDE Mission Statement.

11. **Consent Agenda**

1. To approve the minutes from the April 13 and April 18 Board Meetings and the May 15 and June 19 Conference Calls.

2. To approve the 2002-03 Operating Budget as adjusted.

3. To approve the following Board Resolution on AACRAO Caucuses:
   WHEREAS, AACRAO seeks to promote access and equal opportunity in higher education; and

   WHEREAS, many individuals continue to confront barriers to advancement because of their minority or gender status; and

   WHEREAS, the Association has an obligation to facilitate networking and professional collaboration among its members;

   BE IT THEREFORE RESOLVED that members belonging to any of the groups identified in Article 7 of the Association's Articles of Incorporation may form a caucus to discuss and individually promote their priorities through the governance mechanisms of the Association; and

   BE IT FURTHER RESOLVED that to form a caucus, a petition seeking recognition must be filed annually by at least three Voting Members of the Association with the Past President; and

   BE IT FURTHER RESOLVED that the Past President shall submit said petition to the Board of Directors at the same Board meeting as it makes AACRAO Committee appointments; and

BE IT FURTHER RESOLVED that the Board, upon confirming the eligibility of the proposed caucus, shall recognize the caucus as entitled to:

- Being listed in the Annual Meeting program,
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4. To approve the following Board Resolution on Committee/Taskforce Membership:
   To preserve AACRAO as an association representing institutions of higher education, only Voting Members of the Association may ordinarily serve on its committees and taskforces. In exceptional cases where the appointment of other individuals with particular expertise on a topic is deemed to be in the best interest of the Association, the Board shall have the authority to appoint such individuals to AACRAO committees and taskforces.

5. To approve the following Board Resolution establishing a reciprocal relationship with the Student Record Officers' Conference:
   WHEREAS, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) seeks to enhance the profile of, and raise standards within, the profession of higher education administration and management internationally; and

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BE IT FURTHER RESOLVED, that, in exchange for a reciprocal arrangement by EAIE, for a similar number of official AACRAO appointees, AACRAO will extend non-voting membership benefits to a duly appointed representative of EAIE.

7. To approve the Investment Policy Statement with the understanding that the Executive Director will investigate "Investment Characteristic and Limitations" with AACRAO's investment advisor.

8. To approve the recommendation of a Bylaw amendment changing the Vice President of Professional Development and Publications to the Vice President for Higher Education Administration and Leadership.

[MSP 9/0/0]

12. **Adjournment**

The meeting was adjourned without objection at 10.30am on Monday, July 15, 2002.