

Board of Directors Meeting #7

July 16, 2003

Board Members in Attendance via Telephone: Paul F. Taylor, Heather C. Smith, Thomas A. Bilger, Michael D. Allen, Paul Aucoin, Betty Huff, Robert Morley, Ange Peterson, Joseph A. Roof, Eric Staab

Staff Members in Attendance: Janie Barnett, Diana Cecil, Barmak Nassirian, Jerome Sullivan

1. **Call to Order**

Paul Taylor called the meeting to order at 3:10 pm (EDT) on July 16, 2003. The agenda was reviewed and approved.

2. **Executive Director Report**
AACRAO Enrollment Services

The Board discussed extensively the Executive Summary of AACRAO's involvement in the launch of AACRAO Enrollment Services. Of main concern was the licensing arrangement entered into (AACRAO Educational Enrollment Service [AEES]) to retain the organization's tax-exempt status. The Board continued the discussion of the members' concerns of AACRAO involvement in the launch of the AACRAO Enrollment Services (AES) indicating that a summary statement will be prepared and distributed to the membership that best describes AACRAO beginning involvement. A statement will also be posted to the AACRAO web page regarding the retirement of former Board members.

Secondary Transcript Advisory Group

This advisory group will meet to explore pro forma questions with regard to a business venture for AES. The meetings will represent a feasibility study conducted by a knowledgeable group involved with secondary transcripts. A narrative of this business venture will be prepared for posting to the AACRAO web site.

International Education Service (IES)

AACRAO will use the services of an outside consultant to review the procedures of IES and recommend improvements and/or changes. ED Sullivan also noted that the Law School Admissions Council (LSAT) for evaluation of their foreign credentials has contacted AACRAO. AACRAO has also been approached by the organization that works with those who work with the Graduate Management Achievement Tests (GMAT) and the National Association of Intercollegiate Athletics (NAIA) for foreign credential evaluations.

Consulting Services

Interest and participation has increased for the Consulting service with a review recently completed for the Winchester Business Institute. There has been interest from an institution in Oklahoma and several in the Northeast.

Publications

SEM Monthly has received 165 subscriptions to date and they continue to come in monthly. However, in order to reach a breakeven status, the publication must reach approximately 300 subscriptions. Redesign of the publication has been discussed and is under consideration.

Membership

Payment of membership corporate membership dues is ahead by \$120,000 of last year. Four institutions have dropped membership and AACRAO will be responding to those institutions on an individual basis.

Meetings and Workshops

Enrollment in the Reg 101 workshops continue to remain steady with 34 attending in San Francisco, a combined Reg 101/FERPA workshop attracting 98 in Boston and registration continues for Indianapolis and Nashville.

Registrations for Admissions Institute are smaller than expected. Advertising materials for the Tech conference and for SEM is nearing completion and information will be available soon.

AACRAO has been in conversations about providing support for the Aspen Registrars Institute and expanding the target audience.

Collaborations

ED Sullivan reported that AACRAO has completed a collaborative effort with the AUA in London. Associate ED Barnett presented a session on student employment that was well received.

Information Technology

Over the next few months, AACRAO will access the IT functions to see where we are involved in, what needs to be finished, what needs to be done

Grants and Contracts

AACRAO has received a five-year extension to our for IPEDS subcontract on training workshops.

Reauthorization of the Higher Education Act

Associate ED Nassirian reported that at this time the primary focus is on cost issues. A hearing was held recently on college cost and they are also very involved with refinancing business where they now have two sets of panels of members who have introduced reconsolidation bills. These panels will be testifying sometime next week. He also commented on a subcommittee proposal to front load Pell grants and indicated that he would certainly look into the proposal and affirmed the Board that the higher education community certainly would not support front loading of Pell grants.

3. President's Update

With regard to the AACRAO Enrollment Services (AES), President Taylor reported that the comments from members concerned about AACRAO's involvement with AES were slowing down.

State and Regionals update

The Board discussed visits to the state and regional meetings on alternating years because of the cost of attending these meetings on a yearly basis. It was suggested that video conferencing may be an option in the off years or they could be used in place of attending some meetings. Board members were also encouraged to seek inexpensive airfares or modes of transportation when visiting a state or regional meeting.

Let the record show that President Paul Taylor had to leave and Past President Heather Smith continued.

4. Financial Update

Vice President Joseph Roof reported that there was a net operating loss for the month of June. However, AACRAO is 75 percent into the year and is on target with revenue at 78 percent of the budget and expenses at 74 percent of the budget. Vice President Roof explained that with current economic conditions facing many states and institutions, AACRAO is doing fairly well and is on target.

5. Vice Presidents' Updates

Vice President Allen indicated having the Reg 101 workshops with other coordinators is working out very well and everything appears to be in good shape.

Vice President Robert Morley reported that he attended a PESC Board retreat where pursuing a partnership on authentication was discussed.

Vice President Ange Peterson had to leave the conference call but sent an update via e-mail

To follow-up with changing committee structures as had been discussed at a previous Board meeting and with the concurrence of Vice President Betty Huff, Paul Aucoin discussed moving the Member Services Committee from Group 5 to Group 4.

It was moved and seconded to move the Member Services Committee from Group 5 Committees to Group 4 Committees. The motion passed unanimously.

6. Adjournment

There being no further business, the meeting was adjourned at 5:10 pm (EDT).