# Board of Directors Meeting #9

**December 10-12, 2000**

**Board Members in Attendance:**
Tom Bilger, Will Corprew. Linda Finley, Bill Haid, Louise Lonabocker, Gloria Nathanson, Joe Roof, Gene Schuster, Paul Taylor.

**Board Nominee:**
Heather Smith

**Staff Members in Attendance:**
Janie Barnett, Martha Henebry, Barmak Nassirian, Jerry Sullivan, Dana Walker

1. **Executive Session**

   The Board met in Executive Session on Sunday, December 10 to discuss the mid-year evaluation of the Executive Director and to discuss Goals for 2001-02.

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

   President, Louise Lonabocker, called the meeting to order at 1:20pm on December 11. The agenda was approved without objection.

3. **Approval of Previous Meeting Minutes**

   The Board corrected the minutes from the July Board of Directors Meeting and then approved the revised minutes without objection. The minutes from the September $21^{st}$ conference call and the October $26^{th}$ conference call were also approved without objection.

4. **Report from the Administrative Committee**

   - *Annual Meeting Scholarship*

     Past President, Bill Haid, reported on the final report submitted by the Annual Meeting Scholarship Task Force. As several issues remained unanswered by the task force report, Past President Haid was requested to communicate specific questions to the task force and request a response prior to any action by the board.

   - *Committee and IAR appointments*

     Past-President Haid provided an update on the committee and Inter Association Representative (IAR) appointment process. A letter will be sent to each committee and IAR appointee with a response requested by

January 10th to confirm the acceptance of appointment. Since IAR appointments require Board Approval, their names were placed on the consent agenda.

- *Honorary Membership*

  Past-President Haid reviewed the candidates for Honorary Membership. The Board concurred with the nominations and agreed to include the nominations on the Consent Agenda.

- *February Leadership Meeting Agenda*

  President Lonabocker reviewed the agenda for the February Leadership Meeting, which will be held February 2-4, 2001 in Washington, DC. The theme for this meeting will be "Accountability to the Membership". The transition meeting for new board members will take place on Friday, February 2, 12pm to 4 pm.

- *Annual Meeting Planning*

  President-elect Gene Schuster gave an update on the 2001 Annual Meeting program planning. He also provided an update on the proposed two and a half day meeting agenda, which is scheduled for implementation in 2002 with the Minneapolis Annual Meeting. The proposed agenda identifies Day Two and Day Three as the days that would include a full schedule of sessions and provides the option of Day One or Day Four for the half-day of sessions.

- *Seattle LAC Planning*

  Past President Haid reported there would not be a Monday evening social event at the 2001 Annual Meeting. The LAC will redirect their efforts and funds on the Sunday Evening Opening Reception and other hospitality functions.

  PACRAO, the host regional association, will sponsor entertainment during the State and Regional receptions on Tuesday evening and will invite the other State and Regionals to this entertainment.

5. **Report of Finance Committee:**

Vice President Joe Roof reported on the 1999-2000 Financial Audit, the October Financial Statements, and the Budgets for 2000-01 and 2001-02.

- *Independent Auditor's Report*

  Vice President Roof reported that the Finance Committee met in October and received the Independent Auditor's Report from Peacock, Condron, Anderson and Company. Representatives from Peacock, Condron and Anderson met with the Finance Committee to review the report. Overall, the audit was very positive. As of June 30, 2000, Net Assets increased $316,436 from the previous year ending June 30, 1999. The auditors reported there were no serious accounting irregularities. VP Roof recommend the Board accept the Independent Auditor's Report and include it in the Consent Agenda.

- *Financial Status as of October 31, 2000*

  VP Roof reviewed the October 31, 2000 Financial Statements that indicate that AACRAO has completed 33% of the fiscal year with Revenues at 34% of budget and expenses at 23% of budget. Executive Director Jerry Sullivan noted that revenues tend to increase the last part of the fiscal year due to expenses associated with the Annual Meeting. VP Roof also reviewed the new chart of accounts used at the AACRAO office.

- *Audit Committee*

  VP Roof reviewed a proposal for the establishment of an Audit Committee. VP Roof reported that his research indicated that most Boards appoint an audit committee that has the responsibility to assure the association's financial statements reflect the accurate financial condition of the association. The consensus of the Board was that the members of Finance Committee also serve as members of the Audit Committee.

- *Budgets*

  VP Roof distributed a copy of the 2000-2001 Operating Budget. The Operating Budget is significantly different than the Proposed FY 01 Budget that members approved at the Annual Meeting in April due to significant increases in Projects and Contract Revenue (Grants) and the associated expenses. VP Roof recommended that the Board approve the 2000-01 Operating Budget and include it in the Consent Agenda.

  Dana Walker provided an overview of the 2001-02 Budgeting process. Each department was divided into activities and each activity has its own budget. As the Budget was developed, the Finance Committee recommended that each BOD Member be charged with the goal of generating $5,000 in revenue. Suggestions on how this revenue might be generated included identifying new members, developing new activities or projects, or identifying new corporate members. The Board agreed there would not be a member dues increase for the 2001-02 Budget. VP Roof recommended that the Board approve the 2001-02 Budget and include it in the Consent Agenda.

6. **Operations Committee (Chair: Paul Taylor)**

- *Annual Meeting Script*

  Vice President Paul Taylor provided suggestions on the 2001 Annual Meeting Script. The Operations Committee made the following recommendations:

- Eliminate refreshments at the Business Meeting
- Encourage Affinity Groups to find their own times to meet
- Reduce the time for the Awards Presentation at the Opening Session by encouraging presenters to keep their remarks brief.
- Consider the addition of plenary sessions for the Minneapolis Annual Meeting.

- *Inter-Association Task Force on Disciplinary Dismissals*

  The Board discussed the recommendations from the Task Force and recommended that

  Vice President Finley report back to the Disciplinary Dismissal Task Force that AACRAO cannot agree at this time to endorse recording disciplinary actions on the transcript. The Board agreed to establish a Task Force to review the *1996 Academic Record and Transcript Guide*publication. In addition, the Board suggested that Mike Allen, Linda Finley, Bill Haid, Barmak Nassirian, and Jerry Pugh develop a charge for this new Task Force. The charge or mission statement for the Task Force will be presented at the February Board Meeting

7. **Membership Committee (Chair: Tom Bilger)**

   Vice President Bilger reported the committee discussed the privacy issues related to the use of Social Security Number as the student identification number. Vice President Will Corprew reported that he had a series of exchanges with SUNY Office of Government Relations concerning the New York State Law on Social Security Numbers. The Board requested more information on the issue of the use of the social security number as student identification. Jerry Sullivan will pass on this information to the Government Relations Staff.

   Vice President Will Corprew suggested changing the name of the Publications Advisory Board to the Publications Acquisitions Committee and changing the name of the C&U Editorial Board to the C&U Advisory Committee. The Board concurred with these changes and agreed to include them on the Consent Agenda.

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

   1. *President (Lonabocker)*
      President Lonabocker reported that the Outsourcing Task Force would meet in February at the Leadership Meeting.
   2. *Vice President Admissions & Enrollment Management (Taylor)*
      VP Taylor reported on the progress with the Admissions Management workshop, which will be offered at the Annual Meeting in Seattle.
   3. *Vice President International Education (Nathanson)*
      VP Nathanson reported that Group II committees are in the process of rewriting and revising *The Guide: A Resource for International Admission Professionals*. The committee chairs are interested in doing something like International 101, which would be similar to Registrar 101 (providing workshops at different

meetings). Nathanson provided some background information on the upcoming joint committee meeting for PIER and the Council for Evaluation of International Credentials, scheduled for Austin, Texas in January 2001.

9. **Executive Director Update**

Executive Director, Jerry Sullivan reported on grants and contracts activity. The AACRAO office has just finished a contract with Gates Millennium Scholarship and there is indication that there will be more contracts from Gates throughout the year. He also provided an update on the NELS (National Education Longitudinal Study) project.

He reported that the FERPA workshops are more frequent this year than last year and they have also been better attended than last year. The SEM meeting held in Scottsdale November 12-16 had a record number of participants.

Associate Executive Director Barmak Nassirian provided an update on the EDI server project between AACRAO and the University of Texas. ED Sullivan provided an update on the AACRAO's Consulting Services indicating while there appears to be a market for this service, more research and development needs to be done to explore legal and other associated issues with providing this type of service.

10. **Consent Agenda**

The following items were discussed during the Board Meeting and placed on the Consent Agenda for action.

- Appoint Harold Pace, University of Notre Dame as the NCAA Division I Inter Association Representative
- Appoint Jeff von-Munkwitz-Smith, University of Connecticut as the Educause and CUMREC Inter Association Representative
- Award honorary Membership to Cliff Gillespie, Mary Elizabeth Randall, Donald Gwinn, Paul Anderson
- Approve the Report from the Independent Auditor of Fiscal Year 1999-2000
- Approve the updated 2000-2001 operating budget
- Recommend for approval of the 2001-2002 Fiscal Year Budget to the membership at the Annual Meeting.
- Change the name of the Publications Advisory Board to the Publications Acquisitions Committee.
- Change the name of the C&U Editorial Board to the C&U Advisory Committee.
- Adopt the following resolution on the use of the AACRAO Logo and Name.

**Resolution of the Board of Directors of the**

**American Association of College Registrars and Admissions Officers**

WHEREAS the AACRAO name and logo ("the Marks") have been registered as service marks by the Association for the benefit of all its members, and

WHEREAS protection of the Association's rights to the Marks depends upon ensuring the Marks are used only with the permission of the Association, and

WHEREAS the Board is charged under the Bylaws of the Association with responsibility for managing all of the Association's financial resources and assets, and

WHEREAS the Bylaws also provide that the Board members act as representatives of the members and are responsible for enhancing the Association's public standing,

THEREFORE, BE IT RESOLVED that permitted uses of the Marks other than in communications exclusively between or among voting members shall be only such uses as have been approved in writing by the Board or by the Executive Director, pursuant to authority delegated to him by the Board, and

BE IT FURTHER RESOLVED that approval of a use by any member of the Association shall not be unreasonably withheld where such member has applied to the Board or the Executive Director for permission to use the Marks in connection with official Association activities, and

BE IT FURTHER RESOLVED that communications by the Board's members, by members of the Association, by staff or by any other individual invoking the Association's name or logo shall not be considered to reflect the official position of the organization unless they have been reviewed in advance by the Board; or, acting on the basis of authority delegated to them by the Board, by a committee, individual member or staff member, and

BE IT FURTHER RESOLVED that members shall direct their written requests to the Executive Director in order to obtain prior clearance for communications so that they can be treated as official communications from the Association.

**2000.9.1 M/S/P [Bilger/Haid 9/0/0]**

11. **Adjournment**

The Board meeting was adjourned at 3pm on Tuesday, December 12, 2000.

12. **Executive Session**

The Board met in Executive Session to discuss with the Executive Director his mid-year evaluation.