

Board of Directors Meeting #9

September 18, 2002

Board Members in Attendance via Telephone: Heather C. Smith, R. Eugene Schuster, Paul F. Taylor, Michael D. Allen, Paul Aucoin, Wilbert Corprew, Robert Morley, Gloria Nathanson, Ange Peterson and Joseph A. Roof

Staff Members in Attendance via Telephone: Janie Barnett, Angela Gemza, Jerry Sullivan, Amy Haavik

1. **Call to Order and Approval of Agenda**

President Heather Smith called the meeting to order at 3:00pm EST on September 18, 2002. The agenda was reviewed and approved without objection.

2. **Executive Director Update**

Executive Director Sullivan reported that membership and corporate renewals for 2002-2003 are on track with AACRAO gaining 41 new members, including twenty-five institutions, eleven affiliates, one organizational, two individual and two corporate. Eight institutions and six corporate partners have cancelled to date. He also reported that 164 people have registered for the SEM Conference with 14 from Canada. Ken Prewitt, former director of the U.S. census and provost at the New School, has been recruited as a possible speaker and a letter was sent out to Kennedy.

He reported that the knowledge base was installed using the Allen/Peterson taxonomies as a base and that we have begun stockpiling new content. It will be profiled in the AACRAO Update.

He also updated the Board of other office activities, including the launch of a prototype for the PACRAO Web site and progress made in consulting projects with Sylvan Corporation and Walden University. Executive Director Sullivan spoke about AACRAO's new enrollment management magazine, which will be introduced at SEM. Past President Schuster inquired about the time frame for the member needs survey.

3. **President Update**

President Heather Smith reported on the naming of the new PESC director, Michael Sessa, also a former guarantor for a loan company. She also reported that EDI registration had reached 50 with a goal of 100 registrants.

4. **Taskforce Updates**

President Smith and VPs Allen and Peterson updated the Board on their specific Taskforces.

Public Policy Taskforce

President Smith reported that the Public Policy Taskforce would be meeting at the AACRAO office on October 4, 5 and 6. She reported that issue items to be incorporated into the statement are being collected. A draft document will be prepared

for preliminary approval by the board in time for the State and Regional Meeting in December.

Academic Record and Transcript Guide Taskforce

VP Allen informed the Board that the Academic Record and Transcript Guide has reached the writing stage. AACRAO Staff Member Barbara Lauren and Chair Patrick Miller are compiling the publication with submissions from members. VP Allen reported that the guide is intended to set out AACRAO standards based on feedback from surveys. He reported that an issue summary would be sent to the Board and AACRAO Associate Executive Director Barmak Nassirian to aid in alerting them to possible controversy.

Admissions Taskforce

VP Peterson reported the Admission Taskforce is progressing and expects to have the work for Phase I of the project done by the State and Regional Meeting in December.

5. Annual Meeting

President-elect Paul Taylor reported on the Non-member Presenter Policy.

6. Shuttle for Annual Meeting/Registration Fee

It was proposed that a shuttle service be provided for attendees of the Annual Meeting. To compensate for the approximately \$12 per member cost, Executive Director Sullivan suggested an increase in the conference registration fee. VP Aucoin moved to set the registration fee at \$350 and VP Allen seconded the motion. All were in favor.

Mike Allen leaves conference call at 4 p.m.

7. Financial Update

VP Roof reported that AACRAO's financial position is positive with a year

8. October Agenda Review

It was agreed that a meeting would be held to construct a draft of the agenda.

9. New Business

The AACRAO scholarship will be discussed in October.

A proposal for the distance learning course with Don Bunis was introduced. It would be a series of faculty monitored courses for up to 25 adults at a tuition fee of \$500 per person. The first one would potentially cover general management skills for higher education administration and provide three credit hours for students.

VPs were given a deadline of 9/23 to submit their luncheon plenary speakers with bios and pictures to AACRAO Staff Member Janie Barnett.

10. Adjournment

The meeting was adjourned without objection at 4:30 pm.