85th Annual Business Meeting

April 21, 1999

1. **New Orleans LAC Presentation**: To introduce next year's Annual Meeting, a mini Mardi Gras was presented to introduce New Orleans as AACRAO's 2000 Annual Meeting site, April 9-12, 2000. The New Orleans LAC was introduced, and two gift packages were given away.

2. **Call to Order**: Paul Anderson, President, Furman University, called AACRAO's 85th Business Meeting to order. Anderson asked the membership for a moment of silence for the Columbine High School students, families and friends in Littleton, CO.

3. **Task Force 2000:** Heather Smith, VP for Professional Development, Research and Publications, Community College of Rhode Island, reported on recommendations from the Task Force 2000 final report, submitted last April at the Annual Meeting. During July 1998, most TF2000 recommendations were reviewed and prioritized by the Board. TF2000 Chair Christine Kerlin was asked to share key recommendations with December Board Meeting participants. Smith reported that in the last year a number of TF goals and objectives had been met, and emphasized that some TF goals and objectives would be ongoing, such as the goals of increasing diversity within Association leadership and membership and expanding the membership.

4. **President Paul Anderson's Remarks:** Anderson reminded the audience that his perspective had developed as an AACRAO member for 38 years. AACRAO membership is comprised of leaders vital to institutions and to their respective professional fields. The profession must find ways to maintain its original mission while continuing to improve the quality of the profession through the expansion of those goals. President Anderson encouraged the membership who had not yet done so to the read the interview in the April *Data Dispenser* for its record of his experience as President of AACRAO. He encouraged AACRAO to expand its role as an international organization and extended his appreciation to the UK representatives who were introduced at the Opening Session. He called for increasing the involvement of community colleges since they seem to be underrepresented among AACRAO's current membership. AACRAO should offer a broader range of services for two-year schools, such workshops must be delivered in more dispersed areas of the country. AACRAO must establish closer ties with state and regional associations in order to share strengths and resources. He suggested there would be great value if state/regional president-elects could also be invited to attend more association events prior to their administration, such as the Leadership Conference held in February. Better government representation continues to be needed to guide the membership through the complexities of government laws and regulations. An archival history of AACRAO is vital, including minutes published in a timely manner following meetings. The Association must embrace business opportunities and provide timely information to the membership on its operations. He spoke about the success of Annual Meetings that were efficient, stimulating and relaxing. Anderson expressed thanks to his wife and family for their support. He commended those AACRAO members who have provided

feedback to the Board and Office over the last year, especially those who expressed concern, since it served to strengthen the organization. He stated that it has been an honor to serve as President.

5. **Executive Director Remarks**: Jerry Sullivan spoke about the difficulties of the last year, but that it was time to concentrate on implementing AACRAO's recovery. He thanked the Washington, DC Higher Education community for their steadfast support. Sullivan recognized Cliff Sjogren, Fred Fresh, Gene Schuster, and Jerry Bracken for the time and energy they gave to rebuilding the staff. Sjogren, in particular, made certain that AACRAO's bills were paid, and recommended that staff be reduced and that the unused office space be rented. Sullivan described the phased recovery plan over the last year and the plans for upcoming events and activities. He mentioned a number of the significant achievements for the Office during the first quarter of his tenure, including an audit passed with favorable comment, Phase 1 implementation of an accounting system, development of technology to support *Data Dispenser* distribution. During the 2nd quarter of FY99, member services as the focus resulted in the SEM Conference in Aspen, 3 FERPA Workshops, 9 meetings regarding the Tax Reform Act, and key staff members were hired. During the 3rd quarter, the budget, publications and the re-design of the web page was the focus and a Government Relations staff was assembled. The 4th quarter brings emphasis on the business processes, in terms of cost and efficiency; full implementation of the new accounting system and the Annual Meeting planning for New Orleans 2000. Sullivan made a personal commitment to achieve the following goals in the next year:

    - To continue to rebuild membership confidence in AACRAO.
    - To conduct a survey of the membership so better priorities can be established.
    - To propose a plan for incorporation for AACRAO, which requires formalization and filings in compliance with corporate laws.
    - To implement a Professional Resource Center for and by the membership through volunteer efforts.
    - To promote diversity by making a personal commitment to encourage diversity on a grass roots level.
    - To configure a member-driven Government Relations effort so that AACRAO can bring forward the perspective of the membership to policy- and law-makers.
    - To provide more networking opportunities for members, including participating in leadership meetings held out of state and for regional associations.
    - To promote AACRAO's international presence.

- To initiate a variety of new publications and to revise publication business processes to be more cost-efficient. He emphasized that the creation of new publications required member involvement.

- To train the staff about the profession of the members by working with local registrar and admissions officers and by attending seminars and conferences so that staff will be cognizant of issues affecting the profession.

Sullivan introduced the AACRAO staff in attendance: Barmak Nassirian, Janie Barnett, Dale Gough, Angie Covington, Eric Mosel, Keisha Horton, Jacque Gourley, Gloria Rutberg, Julia Funaki, Mark Christie, Saira Burki, Erik Fortune, Erika Watts and Satomi Matsumae. He thanked the staff for their efforts, and extended special thanks to Cliff Sjogren and to financial consultant Jim Caputo; who had proven invaluable to the organization.

Anderson, on behalf of the membership, expressed his gratitude for the work of the Office staff, especially those who persisted throughout the last difficult year. Anderson introduced Kathy Plante, immediate Past President, noting that it was AACRAO tradition to have the immediate Past President serve as parliamentarian at the Business Meeting.

6. **Approval of Minutes**: M/S/P: To approve the minutes of the 1998 Business Meeting as provided.

7. **Approval of Budget**: Schuster provided the budget presentation and noted that he had given a more thorough presentation at the 4-20-99 Town Meeting. In the past year, AACRAO has moved from near death to rebuilding in a member-responsive way. At last year's Annual Meeting, the association agreed to a plan involving reducing office staff, changing leadership, not spending any of the reserves, and attempting to minimize borrowing as well as supporting assessment dues at a higher level. He went on to say that these actions have been accomplished in the past year and result in AACRAO's stabilization thanks to the membership's support. Schuster emphasized AACRAO's unique character as a member-involved higher education association, and the need to leverage member activity for further improvements and services. As an initial step, a *Data Dispenser* article presented budget strategies developed by the Board relative to AACRAO budgeting. Strategies identified include taking part in high yield ventures, and a 5% contingency of annual expenses budgeted each year until the goal for the reserves level has reached at least 50% of annual operations to protect against unforeseen catastrophic circumstances. The budget of the Annual Meeting should reflect that it is the premiere event of the association, that members be encouraged to attend because the price is appropriate relative to the market, and that it cover reasonable contingencies. Annual meeting workshops were determined to be a low cost opportunity to serve members well and should break even. Also, programming such as conferences, institutes and publications should also break even. OIES should be self-sufficient and grants/contracts involvement must break even.
Schuster reported that he will present, on behalf of the Board, a motion to continue the $165 dues level and provided a comparison with services that could be provided at

$125. The importance of increased member involvement was emphasized and stressed. Committees need members who will commit their attendance and action.

M/S/P: To accept the proposed budget with a dues level of $165.

Discussion ensued:

Q: Dan Winicur, West Chester University (PA), asked how and why the general operations expense was reduced by over 100% in the last year.

> **A:** Besides careful fostering of resources this year, past accounting practices did not record some expenses in correct categories nor apply staff activities appropriately. Future financial reports will provide more accurate data.

Q: Murrie Lee, University of North Carolina at Wilmington, asked whether the dues level would remain $165 indefinitely, or whether there would be a new budget recommendation proposed at the New Orleans 2000 Annual Meeting.

> **A:** Anderson responded that he did not know, but that the new Board will present a budget in a year's time with detail as to the services provided members.

Q: Paul Aucoin, Samford University, expressed his thanks to Gene and the Board of Directors. He stated his concern that over $800,000 in revenue is derived from the Annual Meeting (which is over half of revenue met by dues), and constitutes about 25% total revenue. An unsuccessful A.M. could lead to the demise of the association, particularly for its being held during the fourth quarter of the fiscal year. Aucoin stated that he would like commitments from the Board to a) reduce contributions from A.M. revenue to the general operating fund, and b) make it easier for small colleges to attend the A.M. He added that it was difficult to support a dues increase, as it becomes increasingly difficult for small colleges to allocate funds from their budget to attend the Annual Meeting.

> **A:** Haid agreed that the Annual Meeting falls within the fiscal year at a tenuous point. Haid said that the Board will act in a manner consistent with the budget strategies and principles to make the Annual Meting affordable, with enough contingency so it will be a self-supporting event.

The question was called and Anderson noted that the vote on the budget would take place requiring a simple majority with the Nominations and Election Committee serving as tellers. All those voting yes were asked to raise their voting cards. All those voting no were asked to raise their voting card. Anderson affirmed that the motion in favor of the dues level had passed.

8. **Constitution and By-Laws Changes Approval**: Schuster highlighted the major changes within the 25 issues on which the member vote was required; many of the changes referred to minor wording adjustments.

M/S: To accept the changes to the Constitution and By-Law issues.

Billye Tims, Midwestern State University (Wichita Falls, TX), suggested an amendment to the motion so that the name change will be voted on separate from the other 24 changes.

A member asked how many members are American/non-American? Were international organizations that joined promised that AACRAO would make a name change if they joined? Anderson responded that no promises have been made to international members or organizations. He added that many discussions regarding the name change had taken place over the last few years, and it was the recommendation of the Past Presidents committee to emphasize AACRAO's international relations, and the Board of Directors concurred. Anderson stated that without statistics he could not provide the number of American and international members, but said that international institutions and individuals comprised approximately 1% of the membership.

Yvonne Marsh, University of California - Davis, noted that the term "American" was not synonymous with the US alone.

Leo Sweeney, University of Missouri – Kansas City, clarified that he was not involved in any discussion of the name change; hence, not all Past Presidents recommended and/or approved of the name change. Anderson concurred.

Jeff Bunker, University of Northern Colorado, stated that AACRAO will remain the same organization regardless of the name, and added that the name change will accurately represent the mission, goals and foresight of Board. He encouraged the membership to support it.

Dewey Holleman, Cleveland State University, expressed his support of the name change as long as AACRAO continues to hold the Annual Meetings in the US (in consideration of limited budgets). Will AACRAO meet internationally? Anderson responded that he doubted that this would be the case, and added that it had never been a considered issue.

Anderson clarified that an 80% approval would be required in order to approve any of the suggested 25 changes to the Constitution and By-laws since revisions were provided from the version printed in the February *Data Dispenser.*

A member pointed out that the first speaker had not clarified the amendment proposal, and the chair asked about the amendment. There being some confusion among the members present, Schuster withdrew the original motion with concurrence of the second. M/S: To approve the 24 Constitution and By-Laws change ballot items with the exception of #2, the name change.

Gonzalo Rojas, San Diego State University, stated that under Article 2, Section 9, a-d section was inappropriately numbered and it should be corrected.

Murrie Lee pointed out that #'s 1 and 3-25 refer to AACRAO; if #2 is voted on first, items elsewhere on the ballot (such as #8) assume that the name change has been approved and has taken place, so that the membership cannot vote to accept those items. The motion was withdrawn.

M/S/F: To approve #2 to change the name of the Association to the "Association of Collegiate Registrars and Admissions Officers."

Anderson announced the motion failed to obtain the four-fifths majority vote with 233 in favor and 124 against.

M/S/P: To accept the other 24 issues (#1, 3-25 on the ballot) with proviso that wordsmiths in office will review the numbering of three paragraphs under Article 2. It was clarified that because #2 regarding the name change was defeated, anywhere else that the name change is shown on the ballot will not reflect the new name since it was not approved. The question was called and the measure passed.

9. **Nominations and Elections Committee Report**: Anderson asked David Stones, University of Texas-Austin, for the report from the Nominations and Elections Committee. He extended regrets to the membership on behalf of Linda Finley, McNeese State University (Lake Charles, LA), and the committee's chair, which was unable to present this report today due to her father passing away last week. Stones read Finley's report: "The 1998-99 N&E Committee held its first meeting last April in Chicago at the Annual Meeting. Nominations and membership forms were distributed at Registration, the AACRAO booth, and at the Town and Business Meetings, as well as to the State and Regional Presidents, Presidents-Elect, newsletter editors, and caucus meeting attendees. Vice Chair Dave Stones made the forms available on the web and on several list serves, Net News, and to the AACRAO Chairs. 56 nominations were submitted for the Board of Directors three posts of President-Elect, VP for Enrollment Management, Admissions, and Financial Aid, and VP for Regional Associations and Institutional Issues.

   76 nominations were submitted to the N&E committee for 34 individual members. All eligible nominees were asked to complete an activity report for use by the committee in the selection process. All nominees were considered. Ballots were mailed to the membership (8,632 members) on 2/9/99 with a listing of each nominee's AACRAO state/regional activities, A.M.'s attended, years of membership, and a photo. All ballots received by 3-5-99 were counted; 36 ballots arrived too late, and 7 votes were cast from unidentified persons. Ballots were cast by 24% of membership."

10. **1998-99 N&E Committee**: Finely's statement continued: "It has been a privilege to serve on the committee. It is my pleasure to recognize the 1998-99 N&E Committee for their service: Beverly Lewis, Chair-Elect, University California – Santa Barbara; Jerry Montag, Vice Chair-Elect, University of Arkansas - Little Rock; Roxanne Allison, University of Wisconsin - Madison; Toni Bink, Avila College (MO); John Finney University of Puget Sound (WA); Brad Myers, The Ohio State University; Cecilia Rodriguez, University of California – Santa Cruz; and Dave Stones, University of Texas at Austin."

11. **1999-2000 N&E Committee Election Results**: The members of the 1999-2000 N&E Committee include those serving for a second year**Beverly Lewis**, Chair, UCSB,

and **Jerry Montag** Vice Chair, University of Arkansas - Little Rock. Joining them are: **Paul Aucoin**, Samford University, Chair-Elect; **Carol Cline**, University of Minnesota, Vice-Chair-Elect; **Michael Allen**, University of Texas at Austin; **Bruce Cunningham**, Duke University; **Dennis Dulniak**, University of Central Florida; **Christine Kerlin**, Everett Community College; **Janet Ward**, Seattle Pacific University (WA). Alternates: Raymond Barrows, University of Massachusetts – Dartmouth; Lilene Pilkenton, Texas A&M University Law Center; Verna Crockett, Shelby State Community College (TN). Stones congratulated the committee.

12. **Elections of Nominees to the Board of Directors**: Stones, on behalf of the N&E Committee, submitted the nominees for officers. Following each nomination, hearing no others, a motion was received to close nominations and record a unanimous vote.

    M/S/P: To elect Louise Lonabocker to President-Elect.

    M/S/P: To elect Paul Taylor to Vice President for Admissions and Enrollment Management.

    M/S/P: To elect Thomas Bilger to Vice President for Association and Institutional Issues.

13. **Charlotte 99 Annual Meeting Attendance**: Anderson reported that the tentative attendance numbers for the 85th Annual Meeting was 1630 (paid), with a total attendance of 2375. He added that the attendance exceeded expectations but not AACRAO's hopes.

14. **Board of Director Terms Expiring**: Anderson expressed distinct pleasure in honoring three members of the Board whose terms were expiring: *Past President* **Fred Fresh**, Clark-Atlanta Unversity; *VP for Enrollment Management, Admissions, and Financial Aid* **Diana Guerrero**, University of Texas-El Paso (who completed a full term plus serving out her predecessor's); and *VP for Regional Associations and Institutional Issues* **Louise Lonabocker**, Boston College.

15. **Recognition of the Charlotte LAC**: President Anderson praised the Charlotte LAC's excellent job on the Annual Meeting, and asked that Terry Davis and Robert Barkley come forward for recognition. Anderson, on behalf of the membership, presented Davis and Barkley with a gift. Anderson asked that the remaining committee chairs rise for membership recognition and appreciation.

16. **President Bill Haid's Remarks**: Anderson passed the gavel to Bill Haid, University of Colorado. Haid recognized Anderson for his commitment to the organization, particularly throughout the financial crisis of last year with his hard work with Cliff Sjogren and his many tough questions. He commended Anderson for hiring Executive Director Jerry Sullivan and for providing the right leadership at the right time. He presented Anderson with a gift for his service. Haid noted that his presentation will be available to the membership in the upcoming *Data Dispenser,* in NetNews, or on the web site, due to the lateness of the hour. Haid expressed that he was encouraged by the support of the members.

Haid introduced the 1999-2000 Board of Directors.

- **Past President**: Paul Anderson, Furman University
- **President-Elect**: Louise Lonabocker, Boston College
- **VP for Admissions and Enrollment Management**: Paul Taylor, Lexington Community College
- **VP for International Education**: Johnny Johnson, Monterey Peninsula College
- **VP for Registration, Records and Information Technology**: Valerie Mead, of Trinity University after June First.
- **VP for Professional Development and Publications**: Heather Smith, Community College of Rhode Island
- **VP for Association and Institutional Issues**: Tom Bilger, Ball State University
- **VP for Finance**: Gene Schuster, The Ohio State University.

17. **President Haid** adjourned the 85th Annual Business Meeting.