

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
October 20, 2006
Savannah, Georgia

Board Members in Attendance: Paul Aucoin, Mary Baxton, Jerry Bracken, Dan Garcia, Nora McLaughlin, Angé Peterson, Joseph Roof, Wanda Simpson, Paul Wiley

Staff Members in Attendance: Janie Barnett, Barmak Nassirian, Suzanne Levine, Jerome Sullivan, Janet Szamosszegi

Call to Order

President Peterson called the meeting to order at 11:10 A.M. EDT

Minutes

MOTION 2006.10.01 – It was duly moved and seconded that the minutes from meetings of the Board of Directors on June 29-30, July 19, August 30, and September 20, 2006 and those from Executive Sessions of the Board of Directors on June 29, June 30, and July 19, 2006 be approved. ADOPTED.

Committee Reports

Written reports of the Administration and Finance Committee, the Association Issues Committee, and the Professional Issues Committee were reviewed. President Peterson ordered that all three reports be filed.

Reports of Officers

President Peterson ordered that the written reports of all officers except the Vice-President for Finance be filed.

Executive Director's Report

Executive Director Sullivan reviewed highlights of his written report and updated the Board on the status of the 2006-2007 Operating Plan. President Peterson ordered the Executive Director's report filed.

Finance Report

Vice-President Wiley reviewed highlights of his written report. President Peterson ordered the report filed.

Old Business

The Board reviewed and updated its list of action items.

New Business

MOTION 2006.10.02 – It was duly moved and seconded that the attached Investment Policy be approved. ADOPTED.

MOTION 2006.10.03 – It was duly moved and seconded that the Administration and Finance Committee be authorized to engage an attorney for the purpose of advising the Board in the development of a new contract with the Executive Director. ADOPTED.

MOTION 2006.10.04 – It was duly moved and seconded that AACRAO make a scholarship contribution to the home institution of the Annual Meeting Program Committee Chair in his or her honor. DEFEATED.

MOTION 2006.10.05 – It was duly moved and seconded that Section 1 (Voting Membership and Fees) of the Member Resolution that was adopted on April 12, 2000 be amended as follows:

In paragraph (a), change “total” to “full-time equivalent.” Re-designate paragraphs (b), (c), and (d) as paragraphs (c), (d), and (e) respectively, and insert a new paragraph (b) that reads

(b) For purposes of this section, “full-time equivalent” shall be defined as:

1. full-time enrollment plus 2/3 of part-time enrollment for the first membership year after adoption of this resolution
2. full-time enrollment plus 1/2 of part-time enrollment for the second membership year after adoption of this resolution
3. full-time enrollment plus 1/3 of part-time enrollment for the third and subsequent years after adoption of this resolution.

The amended Section 1 (Voting Membership and Fees) would read as follows (additions in ***bold italics***):

Voting Membership and Fees

(a) The institutional members or college or university system offices, shall pay fees based on their ~~total~~ ***full-time equivalent*** enrollment for the preceding fall, as reported to the U.S. Department of Education’s National Center for Educational Statistics or based on valid criteria for institutions outside the United States, which shall entitle them to designate a specified number of voting members, as follows:

1. enrollment under 1,000, or college or university system offices, 2 voting members;
2. enrollment 1,000 to 2,499, 3 voting members;
3. enrollment 2,500 to 4,999, 4 voting members;
4. enrollment 5,000 to 9,999, 5 voting members;
5. enrollment 10,000 to 19,999, 6 voting members;
6. enrollment 20,000 and over, 7 voting members.

(b) For purposes of this section, “full-time equivalent” shall be defined as:

1. full-time enrollment plus 2/3 of part-time enrollment for the first membership year after adoption of this resolution;

2. full-time enrollment plus 1/2 of part-time enrollment for the second membership year after adoption of this resolution;
 3. full-time enrollment plus 1/3 of part-time enrollment for the third and subsequent years after adoption of this resolution.
- (c) Institutions not reporting to the U.S. Department of Education will have voting members and fees determined by the Board of Directors utilizing substantially similar approach.
- (d) Additional voting members may be designated by institutional members by paying an additional annual per voting-member fee, for each voting member desired.
- (e) A complex institution, with independent divisions, shall pay fees separately for each division.

ADOPTED.

MOTION 2006.10.06 – It was duly moved and seconded that Section 1 (Voting Membership and Fees) of the Member Resolution that was adopted on April 12, 2000 be amended by adding a voting membership level for institutions with enrollments less than 500, which would entitle such an institution to one voting member. MOTION WITHDRAWN.

MOTION 2006.10.07 – The Association Issues Committee moved that the attached Program Committee Communication Plan for AACRAO Vice Presidents be adopted as a suggested guideline and added to the Professional Activity Committee Chair Guide and to the Board of Directors Handbook. ADOPTED.

MOTION 2006.10.08 – It was duly moved and seconded that the President be authorized to appoint Reta Pikowsky as Chair of the Program Committee for the 2008 Annual Meeting in Orlando. ADOPTED.

Adjournment

MOTION 2006.10.09 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED.

The Board of Directors meeting adjourned at 4:45 P.M. EDT.

Attachments

Board of Directors Meeting Minutes, June 29-30, 2006
Board of Directors Meeting Minutes, July 20, 2006
Board of Directors Meeting Minutes, August 30, 2006
Board of Directors Meeting Minutes, September 20, 2006
Administration and Finance Committee Report
Association Issues Committee Report
Professional Issues Committee Report
Officers' Reports

Executive Director's Report, October 2006
Board of Directors Financial Update, August 2006
Investment Policy
Communications Plan