

**American Association of Collegiate Registrars and Admissions Officers**  
**Minutes from the Meeting of the Board of Directors**  
June 29-30, 2006  
Boston, Massachusetts

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

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

**June 29, 2006**

**Call to Order**

President Peterson called the meeting to order at 9:26 A.M. EDT

**Adoption of Agenda**

The Board reviewed and modified the meeting agenda by changing the reason for the scheduled Executive Session from a review of the Board of Directors' self-evaluation to an Executive Director performance appraisal and contract review. The revised agenda was adopted.

**Minutes**

MOTION – It was duly moved and seconded that the minutes from meetings of the Board of Directors on April 15 and May 30, 2006 and those from Executive Sessions of the Board of Directors on April 15 and April 21, 2006 be approved. ADOPTED.

**Strategic Plan**

MOTION 2006.06.01 – It was duly moved and seconded that the Board of Directors accept a proposed Strategic Plan dated June 21, 2006 to supersede all strategic plans adopted previously.

MOTION 2006.06.01.A – It was duly moved and seconded that the Board of Directors move to the Committee of the Whole for the purpose of discussing the proposed strategic plan. ADOPTED.

The Board of Directors reconstituted itself from the Committee of the Whole.

MOTION 2006.01.B – It was duly moved and seconded that the Board of Directors postpone consideration of Motion 2006.06.01. ADOPTED.

MOTION 2006.01.C – It was duly moved and seconded that the Board of Directors resume consideration of MOTION 2006.06.01. ADOPTED.

MOTION 2006.01.D – It was duly moved and seconded that the proposed strategic plan be amended in sundry ways. ADOPTED.



MOTION 2006.06.01.E – It was duly moved and seconded that the Board of Directors accept the proposed Strategic Plan dated June 21, 2006 *as revised* to supersede all strategic plans adopted previously. ADOPTED

#### **Executive Director Report**

Executive Director Sullivan reviewed highlights of his written report. President Peterson ordered the report filed.

#### **Finance Report**

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

MOTION 2006.06.02 – It was duly moved and seconded to approve a revised operating budget for FY2007. ADOPTED.

#### **Executive Session**

MOTION 2006.06.03 – It was duly moved and seconded that the Board of Directors move to Executive Session to discuss international student application services. ADOPTED.

#### **June 30, 2006**

The Board of Directors moved out of Executive Session.

#### **Committee Reports**

President Peterson, Vice-President Barreras, and Vice-President Simpson updated the Board of Directors on the June 28, 2006 meetings of the Administration and Finance Committee, the Association Issues Committee, and the Professional Issues Committee respectively.

#### **Officers' Reports**

President Peterson ordered that written reports of officers be filed.

#### **Old Business**

The Board reviewed and updated its list of action items.

MOTION 2006.06.04 – It was duly moved and seconded to reinstate the Financial Aid Committee reporting to the Vice-President for Admissions and Enrollment Management. ADOPTED.

#### **New Business**

MOTION 2006.06.05 – It was duly moved and seconded that a “Program Committee Communication Procedure for Vice-Presidents” be adopted and added to the Board of Directors Handbook.

MOTION 2006.06.05.A – It was duly moved and seconded that Motion 2006.06.05.A be referred to the Association Issues Committee. ADOPTED.



MOTION 2006.06.06 – It was duly moved and seconded that the President be authorized to appoint Dennis Dulniak and Joseph Roof as Coordinators of Volunteers for the 2008 Annual Meeting in Orlando. ADOPTED.

MOTION 2006.06.07 – It was duly moved and seconded that Vice-President Bracken and Executive Director Sullivan be authorized to explore AACRAO's participation in the nascent, and as yet unnamed, open source student system development movement. ADOPTED.

#### **Executive Session**

MOTION 2006.06.03 – It was duly moved and seconded that the Board of Directors move to Executive Session to discuss the Executive Director's annual performance appraisal and review the Board of Director's contract with him. ADOPTED.

The Board of Directors moved out of Executive Session.

#### **Adjournment**

MOTION 2006.06.08 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED.

The Board of Directors meeting adjourned at 12:30 P.M. EDT.

#### **Attachments**

Board of Directors Meeting Minutes, April 15, 2006

Board of Directors Meeting Minutes, May 30, 2006

Officers' Reports

Executive Director's Report, June 2006

Board of Directors Financial Update, April 2006



**American Association of Collegiate Registrars and Admissions Officers**  
**Minutes from the Meeting of the Board of Directors**  
April 15, 2006  
San Diego, California

**Board Members in Attendance:** Luz Barreras, Jerry Bracken, Dan Garcia, Betty Huff, Angé Peterson, Joseph Roof, Wanda Simpson, Heather Smith, Eric Staab, Paul Wiley

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

**Members in Attendance:** Paul Aucoin, Samford University, Nominee for President-Elect; Mary Baxton, California State University, Northridge, Nominee for Vice-President for International Education; Nora McLaughlin, Reed College, Nominee for Vice-President for Leadership and Management Development; Mahmoud Saffari, St. Cloud State University

**Guests in Attendance:** Phillip Ives

**Call to Order**

President Roof called the meeting to order at 8:43 A.M. PDT

**Move to Executive Session**

MOTION 2006.04.1 – It was duly moved and seconded that the Board move into Executive Session for the purposes of discussing international application services.  
ADOPTED

The Board moved out of Executive Session.

**Adoption of Agenda**

The Board reviewed and adopted the meeting agenda. The minutes from meetings of the Board of Directors on February 24-25, 2006, and March 22, 2006, were placed on the consent agenda for approval. Written reports from all officers except the Vice-President for Finance were placed on the consent agenda for acceptance.

**Consent Agenda**

MOTION 2006.04.02– Approval of the Consent Agenda was duly moved and seconded.  
ADOPTED

**Executive Director's Report**

Executive Director Sullivan reviewed highlights of his written report.

MOTION 2006.04.03 – It was duly moved and seconded that the Board accept the Executive Director's report. ADOPTED



**Finance Report**

MOTION 2006.04.04 – It was duly moved and seconded that Board accept the February 2006 finance report. ADOPTED

**Committee Reports**

President Roof updated the Board of Directors on the April 14, 2006, Administration and Finance Committee.

With regard to the final report of the Dues Task Force, the Finance and Administration Committee recommends that the Association Issues Committee consider the issues of subscription memberships and a new membership category for institutions with enrollment of 500 or less to the Action Item list.

MOTION 2006.04.05 – It was duly moved and seconded that the Association Issues Committee of the Board of Directors develop a proposed change to the Association Bylaws that bases calculation of dues on institutional FTE rather than institutional headcount. ADOPTED

There were no written reports from the Association Issues Committee or the Professional Issues Committees.

**Old Business**

The Board reviewed the list of outstanding action items.

**New Business**

President Roof called for comments from members attending the meeting. There were none.

Vice Presidents Huff and Staab and Past-President Smith offered salutary comments to the Board and executive staff for their hard work and for making their time on the Board both enjoyable and rewarding.

President Roof offered thanks on behalf of the entire Board of Directors to Vice-Presidents Huff and Staab and Past-President Smith for their exemplary service to this Board and to the Association.

President Roof lauded the important contributions of the AACRAO staff to this Association.

Vice-President Simpson offered appreciation on behalf of the entire Board of Directors to outgoing President Roof for his outstanding work this year.

President Roof fondly remembered Past President Tom Bilger and his untiring commitment to AACRAO.

President Roof noted his personal and professional gratification after serving as President of AACRAO, appreciated the work of this Board, and looked forward to the leadership of



President-Elect Peterson. The Board of Directors responded with a spontaneous rising vote of applause for President Roof and his service.

MOTION 2006.04.06 – It was duly moved and seconded that the Board of Directors meeting be adjourned at 4:36 P.M. PST. ADOPTED

**Attachments**

BOD Meeting Minutes, February 24-25, 2006

BOD Meeting Minutes, March 22, 2006

Officers' Reports

Executive Director's Report, April 2006

Finance Report, February 2006



**American Association of Collegiate Registrars and Admissions Officers  
Minutes from the Meeting of the Board of Directors**

May 30, 2006  
via Conference Call

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

**Staff Members in Attendance:** Janie Barnett, Jerome Sullivan

**Call to Order**

President Peterson called the meeting to order at 3:04 P.M. EDT

**Executive Director Update**

Executive Director Sullivan updated the Board of Directors on developments with International Application Services, the San Diego Annual meeting, and continuing talks with ACE regarding the AACRAO Office lease at One DuPont Circle.

**Officers' Updates**

Vice-Presidents Barreras, Baxton, Bracken, Garcia, McLaughlin, Simpson, President-Elect Aucoin, and Past-President Roof updated the Board on their work. President Peterson reminded the Board of the upcoming performance evaluation of the Executive Director.

**Adjournment**

MOTION – It was duly moved and seconded that the Board of Directors meeting be adjourned at 4:20 P.M. EST. ADOPTED



**PRESIDENT**  
**Angé Peterson**

**JUNE 2006 BOARD OF DIRECTORS REPORT**

**6215 – Member Services: Retention and Recruitment**

- ED Sullivan held an operating plan retreat and will report on the initiative to enhance membership and member services using involvement of the national office personnel.
- Assigned Luz as coordinator of the membership action initiative as part of her role as chair of association services.

**6535 – Communications**

- Wrote Presidential goals speech for the annual meeting and it was converted to the President's message in the *Transcript*.

**6600 – Governance**

- Appointed Wanda Simpson as chair for Professional Issues
  - Wanda as chair - professional issues. is preparing a meeting for Leadership Development opportunities
- Appointed Luz Barreras as chair for Association Issues
- Communicated with Administration and Finance committee regarding evaluation of ED
- Communicated with ED regarding performance appraisal and contract
- Worked with AACRAO staff to finalize calendar
- Worked with AACRAO staff to finalize details of the Boston June BOD meeting
- Communicated with ED regarding operating plan retreat and report
- Communicated with former BOD members and former attorney regarding ED employment contract
- Held conference call May 30<sup>th</sup>, 2006.
- Called each BOD member to discuss ED performance and ED employment contract



**PAST PRESIDENT  
Joseph A. Roof**

**JUNE 2006 BOARD OF DIRECTORS REPORT**

**6600 – Governance**

- Participated in Telephone conference with President Peterson and ED Sullivan on issues related to upcoming Performance Appraisal, which is based on the Performance Goals established in July of 2005.
- Scheduled the New Board Member Orientation Breakfast for Boston. This is a continuation of the Board Orientation Process for the new 2006-07 Board Members and was recommended by Past President Heather Smith.
- Finalizing the Award Committee for 2006-07 and the Awards Schedule/Timeline for 2006-07.
- Editing the Board Handbook.
- Reviewing Parliamentary Procedures

**6505 – Government Relations & 7500 Association Visits**

- Provided an update on Higher Education Reauthorization to the Spring Meeting of the Florida Community College Registrars and Admissions Officers Association, May 18<sup>th</sup>, Daytona Beach, FL.



PRESIDENT-ELECT  
Paul Aucoin

**JUNE 2006 BOARD OF DIRECTORS REPORT**

The following are activities since the April Board meeting:

**6105 – Current Annual Meeting**

Conference calls, regular calls and e-mails with Mary Koskan, Melinda Roelfs, Janie Barnett and Gloria Rutberg regarding the annual meeting in Boston. Discussions about Scantron Forms, Sessions, Evaluation Committee, Meeting at a Glance, etc. 164 external sessions were submitted, which is an increase over San Diego. The sessions are now being ranked and slotted. Also, worked on agenda for Program Committee meetings in late June.

Also, contacted each Evaluations Committee member personally to confirm attendance at Boston and **working** in the evaluation room. Found two members that are not, and replaced one. Working on replacing the other. There will be two scanning stations instead of one, and there will be **no** Facilitators meeting. Melinda's term ends in 2007, so need to consider extension or replacement.

Footnote: the Caucus meetings will have free lunches sponsored by The College Board.

**6600 – Governance**

Participated in May 30<sup>th</sup> BOD conference call and reported on sessions for annual meeting in Boston. Mentioned possible issues with Evaluation Committee Members.

**7500 – Association Visits**

Accepted invitations to attend the annual meetings of Oklahoma ACRAO, NEACRAO and IndianaACRAO.



**VICE PRESIDENT FOR ACCESS AND EQUITY**  
**Dan García**

**June 2006 Board of Directors Report**

7400 – General Projects

1. Worked with the new Asian Pacific Islander Caucus Chair on a number of issues, including:
  - a. Preparation for this role and give guidance regarding what to expect. Shared correspondence I developed for Latino/Latina Caucus communications during my service as the chair of that group, to provide him with ideas.
  - b. Development, with the AACRAO office, an electronic listserv to build communication and support among members
2. Worked with the outgoing and incoming chairs of the Graduate and Professional School Issues Committee on transition issues.
3. Provided AACRAO staff and Group V Coordinator with information about Caucus membership for a planned sponsored lunch at the Boston meeting; also finalized day/time for the Caucus meetings with the input and help of each chair.
4. Scheduled to attend and represent the AACRAO Board at the Illinois Association of Collegiate Registrars and Admissions Officers meeting in October 2006.
5. Communicated with committee chairs regarding their committee data entry of sessions and workshops prior for the annual meeting for Boston in 2007, emphasizing the messages from Group V Coordinator and helping with technical issues (getting into the database).
6. Began a review and recommendations how the Vice President of Access and Equity can support the AACRAO Strategic Plan, particularly Association Issue #2 (diverse participation in leadership and program activities.) Will seek input and from the BOD during the next meeting on initiatives.



**VICE PRESIDENT FOR ADMISSIONS AND  
ENROLLMENT MANAGEMENT  
Wanda Simpson**

**JUNE 2006 BOARD OF DIRECTORS REPORT**

6105 – Current Annual Meeting

Group I has the following sessions for the Boston conference:

Fifty-five total finalized sessions, two finalized all-day workshops and one roundtable.

6360 – Meetings and Workshops

Admissions Institutes and Online Course

- 1) The registration is open for the face-to-face Admissions Institutes scheduled for Raleigh, NC and Odessa, TX in late summer. Additional marketing will be conducted by the local institute leaders and by the VP to promote attendance. The faculty are currently being secured by Heather Eckstein who serves as the Institute Coordinator.
- 2) The first online Admissions Counselor 101 course was held May 1-21, 2006. There were 13 registered attendees which is an excellent first offering. Since this was the first on-line course, the participant surveys provided excellent feedback regarding, format and content. Two conference calls with extensive agendas have been held with the faculty and the developer to modify the course to better meet the student needs. The next course is scheduled for August 14-September 3. Letters of completion for the course were sent by the AACRAO office and the VP will send a congratulatory letter as well.
- 3) A discussion was held to begin the development of the Admissions Manager 101 online course. Since Don Bunis is under contract with AACRAO for all online activities, he will assist with the development. An AACRAO member will be named to assist with the course format and content development. This is expected to roll out in 2007.

6600 - Governance

- 1) A recommendation will be made to the AACRAO Board at its next meeting to establish an Admissions Institute Committee to report to the VP for Admissions and Enrollment Management to assist with the curriculum development, site-selection, and management of the face-to-face and online institutes. It will be requested that this committee chair be invited to the Leadership conference in December.



#### Other – Professional Issues Committee

- 1) The Professional Issues committee held a conference call to discuss the development of a Leadership Institute to address one of President Ange Peterson's goals. A draft plan was developed and a group of participants was identified. The first planning meeting is tentatively scheduled for July 28-29 in Washington, DC.
- 2) This committee was also asked to begin looking at transfer issues. Some initial information gathering has taken place regarding current training opportunities and additional discussions will be held at the committee meeting in June.



**VICE PRESIDENT for INTERNATIONAL EDUCATION**  
**Mary Baxton**

**JUNE 2006 BOARD OF DIRECTORS REPORT**

**7200 General Projects**

An AACRAO fall Symposium is planned, covering top-down aspects of three year degrees offered in other countries. The thrust for this is the European Bologna Process where most European countries are shifting their four year bachelor degrees to three year degrees. This has great potential impact on graduate admission to US colleges and universities.

A SEM pre-conference series of workshops have been developed for higher level professionals in International Education, along with a conference session summarizing the fall AACRAO Three Year Degree Symposium.

A potential business venture is still being considered, now looking at a business plan and due diligence.

A new process was developed to streamline the registration fee waiver steps for nonmember, government, and out-of-country presenters, as well as ensuring that presenters are properly notified of decisions.

We have been informed that there are plans for the 70 + EducationUSA academic advisors, stationed around the world via the State Department, to hold their annual two week stay in the US in Boston and be available to attend one day (international day) of our Annual Meeting. Plans are underway to make the most of this opportunity.

Attended the spring CACCRAO conference (California Association of Community College Registrars and Admissions Officers). Have been in touch with the current and future President requesting an electronic copy of their member email list. Sent the President the email announcing the June webinar on the new Higher Education Reconciliation Act as CACCRAO was interested in this topic.

Over 60 sessions are entered in the database for Group II, many are excellent.

Met in early June with the EDGE committee in Austin, Texas. Discussed a replacement concept for The Council. Draft being prepared for a marketing and business plan.

**7220 Publication Development: IPAC**

France: This publication is in the final stage of review. Planned completion by end of summer 2006

Central Asia: countries of Afghanistan, Kazakhstan, Kyrgyzstan, Mongolia, Tajikistan, Turkmenistan, and Uzbekistan. Scheduled for completion by the end of 2006



Africa: PDF publication on the African countries will be authored by Nancy Keteku, the EducationUSA Advisor in the Public Affairs Section of the U.S. Embassy in Ghana.

The Author Guide for the AACRAO website has been updated to reflect a new Review Board system that allows for diversity of authors in the field and established a tighter timeline for publications. It has been sent to AACRAO to update the website.

IPAC will meet in July in Austin, Texas.

### **7230 Electronic Database for Global Evaluations (EDGE)**

57 countries are planned for “go live” by end of July 2006. This product has been showcased at the AACRAO IES booth at the Annual Meeting, at regional conferences, at the national NAFSA conference in Montreal, presented at the AUA spring conference in Belfast, and will be showcased at the AACRAO booth at the EAIE conference in Basel this September. Identified experts in the field have developed a standard template for placement recommendations, in consultation with IPAC, to ensure continuity of standards and good business process.



**Vice President for Information Technology  
Jerry Bracken**

**June 2006 Board of Directors Report  
June 26, 2006**

**7600 General Projects**

**Student Systems and Technology Committee**

The Student Systems and Technology Committee has been reconstituted with Robert Doolos as Chair. The committee met at AACRAO in San Diego and has met by conference call several times since then. The committee has significantly improved on the quality of technology sessions proposed for the Boston meeting.

**Institutional Research Committee**

**7605 SPEEDE Committee**

The SPEEDE Committee continues to make good progress on XML standards for transcript acknowledgments, admissions applications and degree audit. Clare Smith-Larson, SPEEDE Committee Chair submitted the attached detailed report (see Attachment 1).

**7610 Inter-Association Representation in Technology**

*This area supports an official AACRAO representative's participation in initiatives, projects and collaborations in various technology organizations and standards setting bodies such as ANSI and PESC.*

Rick Skeel, Inter-Association Representative to the Post Secondary Electronic Standards Council, reports:

1. A new workgroup has been formed for defining an XML standard for reporting and requesting test scores (ACT, SAT, TOEFL, GRE, etc.). Both ETS and ACT will participate as well as representatives of the SPEEDE Committee.
2. The National Center for Education Statistics will be looking to develop XML standards for IPEDS reporting.
3. PESC continues to rely heavily on the leadership and expertise of members of the SPEEDE Committee and AACRAO membership.

The opportunity to leverage this expertise through AACRAO's consulting service needs to be explored.

The opportunity to involve the Institutional Research Committee in the IPEDS workgroup also needs to be explored.



**Attachment 1**  
**Report from Clare Smith-Larson**  
**Chair SPEEDE Committee**

**Report to AACRAO VP for Information Technology**

*SPEEDE Committee Work from February 2006 through May 2006 including the AACRAO Annual Meeting and the PESC Technology Conference in Washington, D.C. in May*

**EXECUTIVE SUMMARY**

*Bi-weekly conference call meetings and a large list of electronic data standards issues continue to keep the AACRAO SPEEDE Committee working hard for the AACRAO Membership at large. We have also provided presentations, consultations, sessions and workshops at the AACRAO Annual meeting, at regional AACRAO meetings and PESC workgroup summits and by invitation to state education agencies, user groups and other venues where the AACRAO SPEEDE Committee can fulfill its mission.*

*Collaboration with PESC is a vital part of our work in establishing data standards for the AACRAO membership and the higher education community at large. The committee fulfilled its plans for the Annual Meeting in San Diego and has completed plans for sessions for the A(SS)TC in July in Denver. Thirteen sessions and one workshop were presented in San Diego to a total of close to 1,000 AACRAO participants. We led two workgroup sessions and participated in one general session at the PESC Annual Technology Conference in May. We had a good discussion with staff from the AACRAO National office on a number of topics, including: participation in the Admissions Guide and a proposal to update the SPEEDE Committee's web pages on the AACRAO web site this summer. We plan to present three workshops (one in collaboration with ISTC), eight sessions, and four Firesides (one in collaboration with ISTC) at ATC in Denver and are already planning for our workshops, sessions and forums for Boston.*

*We are also available to provide guidance to our colleagues all over the higher education spectrum. We will assist with the launch of the SIF high school E-transcript in collaboration with our colleagues in AACRAO and PESC, various SIS vendors and with the U.S. Department of Education.*



The AACRAO SPEEDE Committee has continued to meet by conference call on a weekly basis since the beginning of February with the exception of the time when we met face to face in San Diego and Washington, D.C.. We continue to have a large list of items to work on each week. Reports on the various PESC workgroups are part of the agenda each week as well as plans for the upcoming conferences and workgroup summits. As the committee responsible for electronic data exchange standards in the AACRAO community, we take seriously our role in AACRAO and in partnership with PESC.

We are working to more effectively inform our colleagues in the AACRAO community of the work we are doing on their behalf and the products for which the AACRAO community can take ownership. Electronic data exchange standards are being established in the PESC framework, but many of these standards are specific to the functional areas of the Admissions and Registrar's Offices. Electronic transcript exchanges benefit both sides of the exchange.

Effective instructions for the implementation of these products have always been the purview of the SPEEDE Committee. We continue to develop Implementation Guides for the XML data standards approved in the PESC community just as we did with the EDI standards developed in the ANSI X12 community. Both the EDI to XML and XML to EDI Crosswalks have been completed and released to the UT, Austin programmers. We expect to have feedback and discussion later this summer. The FINAL version of the High School Transcript Schema has completed its Public Comment period and is awaiting final approval by the membership at large.

After the PESC Annual Technology Conference, the SPEEDE Committee met at One DuPont circle for a day and a half of committee work including a preliminary discussion on a Course Catalog schema proposal with an enthusiastic and supportive new PESC associate member (a vendor) committed to assisting various AACRAO schools with their catalogs destroyed in Hurricane Katrina.

The committee has reviewed the bi-monthly summaries of its Conference Call minutes and hopes to publish them on the SPEEDE web pages once the updates have been completed by the National Office staff. They are already disseminated via SPEEDE-L. We met with staff in the National Office to review the extent of the web page updates and offer a proposed plan for completing ours. We found that our plan coincides with a goal of National Office staff to update and improve all of the web pages relating to Professional Activities Committees this year. A method for listing our honorary Lifetime AACRAO member and dedicated SPEEDE committee member, John "Tom" Stewart, has also been proposed. With the "official" inclusion of Tom, the SPEEDE Committee can provide the assistance to the general membership that is essential to its mission as an AACRAO standing committee.

We are looking forward with great anticipation to our workshops and sessions at the AACRAO Student Services Technology conference in Denver at the end of July. We continue to utilize the SPEEDE-L listserv effectively to distribute information regarding the various initiatives in which the AACRAO SPEEDE committee is involved. We will continue to promote our SPEEDE initiatives at various national and regional meetings as opportunities present themselves and expect to receive feedback on next steps that would be useful to the AACRAO community at large.

The SPEEDE Committee continues to work on attracting two additional members to replace two very hardworking and conscientious former members. We are hoping to identify and recruit members from the Northeast and Middle Atlantic states as we have two current members from the west coast: California and Oregon; three from the south: Texas and Oklahoma; one from the



upper mid-west: Iowa; one from Florida (our honorary lifetime member) and an inter-association representative from ARUCC, the Canadian counterpart to AACRAO.

However, the commitment required of a SPEEDE Committee member is significant and several excellent candidates have considered and then rejected this opportunity because of time conflicts with their projects at home institutions. All of the current and former members have given many hours of their personal time and energy to achieve the goals of the SPEEDE Committee in its commitment to the AACRAO at-large membership.

This summer will be both busy and successful as all of the current committee members are working hard to spread the word about what industry wide standards in electronic data exchange can do for the AACRAO membership. We will be looking forward to additional opportunities this fall and winter as we partner with PESC and other groups, such as NCES to promote these standards with our colleagues and Student Information Systems vendors across the country.



**Vice President for Leadership and Management Development**  
**Nora McLaughlin**

**JUNE 2006 BOARD OF DIRECTORES REPORT**

**7400 General Projects**

1. I am reviewing the sessions proposed for the Boston meeting with the group IV program chair to ensure adequate coverage of the content areas.
2. Contact is underway with volunteers for committees from the annual meeting.
3. I am reviewing committee membership and working with the committee chairs to strengthen those committees that need more members.

**7410 Professional Development**

1. I am working with the professional issues subcommittee on an assessment of professional development opportunities extant within the association, in order to determine the need, content and delivery strategies for advanced leadership training.
2. The mentor committee is picking up momentum under a new committee chair and met via conference call late last month and is proposing a workshop and sessions for the annual meeting. We are working on strategies to strengthen the opportunities for mentoring within the association.

**7500 Association Visits**

1. I facilitated a session and at the business meeting brought AACRAO greetings and an update at the Florida ACRAO meeting.
2. I presented a session and at the business meeting brought AACRAO greetings and an update at the Oregon ACRAO meeting.
3. I am presenting a session and will outline AACRAO's best practices at the combined Idaho/Montana ACRAO meeting June 22 and 23.
4. I scheduled AACRAO board representatives for the Oklahoma, Georgia, Illinois and Upper Midwest/Wisconsin ACRAO meetings.
5. I am working with the Missouri group to determine an appropriate representative for their annual meeting.

**7505 State and Regional Meeting**

No activity to report.



**VICE PRESIDENT FOR RECORDS AND  
ACADEMIC SERVICES  
Luz Diaz Barreras  
JUNE 2006 BOARD OF DIRECTORS REPORT**

**6300 – Registrar 101 Onsite**

Brad Myers facilitated the full-day Registrar 101 pre-meeting workshop in San Diego on Monday, April 17<sup>th</sup>. Other faculty and discussion leaders included Paul Taylor, Beth Tedrow, Suzanne Anderson, Larry Friedman, Sue Blasi, and Barbara Lauren. Attendees:

62. Some suggestions for improvement include:

- Include lunch as part of the workshop, even if that means the cost goes up to cover most of the additional expense. The group discussions are the most valued part of the workshop, so we need to make them as efficient and workable as possible. That will also provide more time flexibility.
- Preparation, compilation, and cost of the workbooks. If Registrar 101 is indeed an AACRAO-sponsored workshop, and funded by the Clearinghouse, no institution should bear the cost of preparing (and mailing) the workbooks. These suggestions are being reviewed for 2007 annual meeting.

**Registrar 101 Online**

Tentative dates for future offerings of Reg 101 Online are October 16 thru November 12 and late January thru mid February 2007.

**6320 – Registrar 101/Ferpa**

Registrar 101/FERPA one and one-half day workshop is being planned for late September in a location yet to be determined. Arrangements are in progress.

**7300 -- General Projects**

Communication and effort continues to correct the end term dates on committee members, as well as to 'transition' chair/vice chair positions. Several committee applications have been forwarded to committee Chairs (and Program Chair – Tina Falkner) in hopes of balancing membership, experience, and creativity within the committees.

**7310 -- Registrar 201**

Discussion and brainstorming meetings in San Diego took place regarding how, what, and where a more advanced Registrar 201 should/could/might develop. Meetings with Gene Schuster, Betty Huff, and Nora McLaughlin generated a starting point with the merging or incorporating of a 'Leadership Development Institute'. The Professional Issues Committee and the Association Issues Committee will work closely together to expand the draft that Wanda has compiled.



***The Registrar's Guide: Best Practices in Records and Registration* debuted in San Diego with strong support in terms of sales and receptivity!** A great accomplishment for all of the authors and editor, Barbara Lauren, and a wonderful resource for registrars. Congratulations to Barbara, Heather, and all of the contributors!

**7500 – Association Visits**

New Mexico – NMACRAO will host their annual meeting just prior to the RMACRAO Rocky Mountain annual meeting in Ruidoso, New Mexico. The dates are July 18; and July 19-21.



# **AACRAO Board of Directors Financial Update**

## **Overview of the Association's Financial Performance**

**Fiscal Year 2006  
as of April 30, 2006**

**Paul Wiley, Vice President for Finance**



## Highlights

Total revenue for FY 2006 is 76.1% of budget and total expense is 58.6% of budget.

Membership dues collected for FY 2006 is \$2,095,958 compared to \$1,989,716 at this time last year (99.8% of annual budget).

Preliminary net revenue for the Strategic Enrollment Management Conference (SEM) is \$219,724 compared to \$133,794 at this time last year. At the end of FY 2005, SEM netted \$103,236. Any outstanding invoices for this year's SEM and expenses related to preparation for next year's SEM will reduce this preliminary net income. SEM is budgeted to net \$88,264 in FY 2006.

Preliminary net revenue for the October Technology Conference (TC) is \$53,504 compared to \$42,110 at this time last year. At the end of FY 2005, TC netted \$18,400. Any outstanding invoices for this year's TC will reduce this preliminary net income. TC is budgeted to net \$78,978 in FY 2006.

As of February, the value of investments has increased \$101,051 year to date (realized and unrealized).

Interest income is \$88,258 year to date.

Net revenue from publications is \$113,570. This is \$46,122 more than at this time last year.

Payroll taxes are paid up to date.

## Concerns

Consulting services has net revenue of (\$28,305) compared to (\$45,615) at this time last year. The department is budgeted to produce net revenue of \$4,457 for the year.

IES credential evaluation net revenue is \$138,968 with annual net revenue budgeted at \$342,570. This is \$19,969 behind this point last year and about 18% behind budget.

## Comments/Reminders

This is the seventh financial reporting period for Fiscal Year 2006 and represents 58% of the fiscal year.



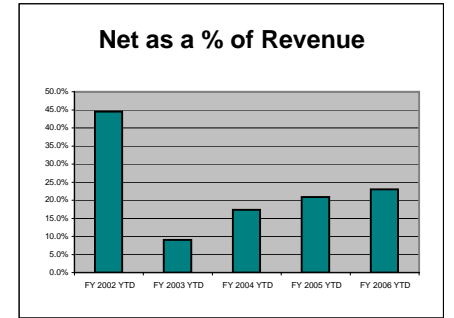
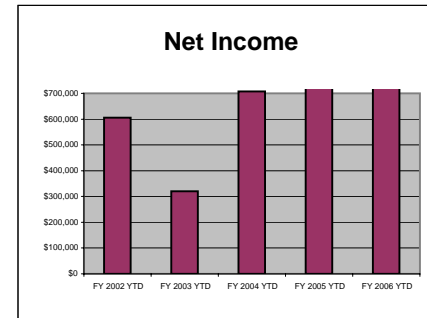
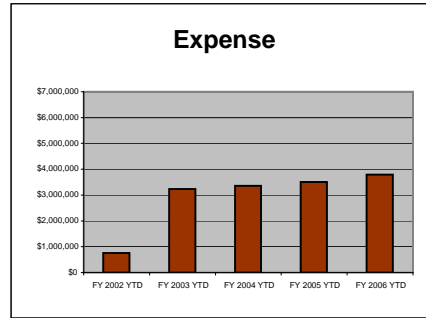
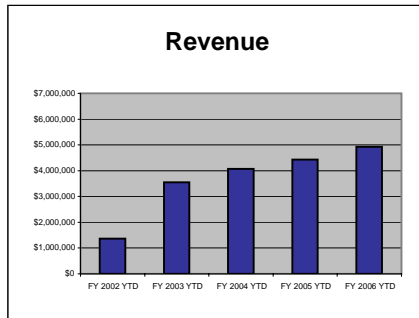
As of April 30, 2006

## AACRAO Summary Revenue and Expense

Fiscal Year 2006

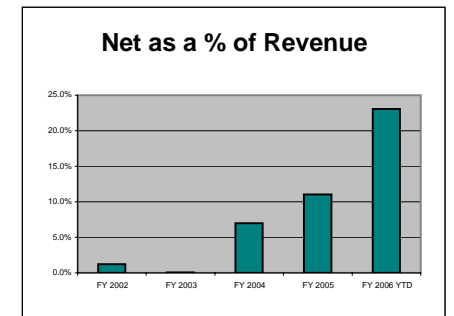
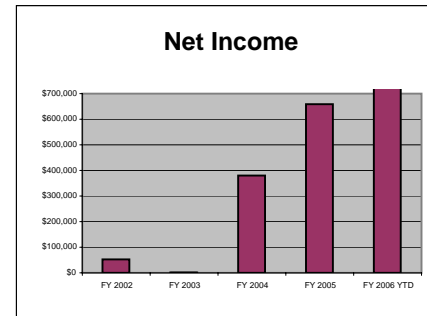
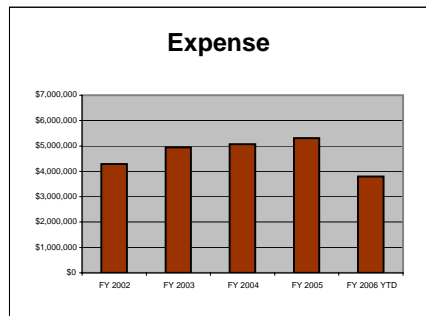
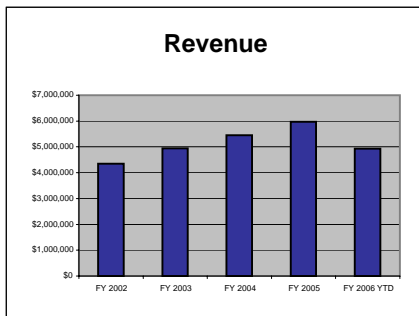
### Year to Date Comparisons

	FY 2002 YTD			FY 2003 YTD			FY 2004 YTD			FY 2005 YTD			FY 2006 YTD		
	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget
Revenue	\$1,359,887	\$4,831,763	28.1%	\$3,551,496	\$5,268,890	67.4%	\$4,071,306	\$5,871,200	69.3%	\$4,429,053	\$6,201,015	71.4%	\$4,930,650	\$6,478,155	76.1%
Expense	\$754,253	\$4,831,763	15.6%	\$3,231,707	\$5,268,890	61.3%	\$3,363,562	\$5,871,200	57.3%	\$3,502,479	\$6,201,015	56.5%	\$3,794,046	\$6,478,155	58.6%
Net	\$605,634			\$319,789			\$707,744			\$926,574			\$1,136,604		
Net % Revenue	44.5%			9.0%			17.4%			20.9%			23.1%		



### End of Fiscal Year Comparisons

	FY 2002			FY 2003			FY 2004			FY 2005			FY 2006 YTD		
	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget	Amount	Budget	% Budget
Revenue	\$4,346,277	\$4,831,763	90.0%	\$4,948,062	\$5,268,890	93.9%	\$5,449,503	\$5,871,200	92.8%	\$5,966,226	\$6,201,015	96.2%	\$4,930,650	\$6,478,155	76.1%
Expense	\$4,293,231	\$4,831,763	88.9%	\$4,946,849	\$5,268,890	93.9%	\$5,068,881	\$5,871,200	86.3%	\$5,307,950	\$6,201,015	85.6%	\$3,794,046	\$6,478,155	58.6%
Net	\$53,046			\$1,213			\$380,622			\$658,276			\$1,136,604		
	1.2%			0.0%			7.0%			11.0%			23.1%		





As of April 30, 2006

## AACRAO Statement of Activities

Fiscal Year 2006

Revenue	FY 2002 YTD			FY 2003 YTD			FY 2004 YTD			FY 2005 YTD			FY 2006 YTD		
	YTD Actual	Operating Budget	% Budget	YTD Actual	Operating Budget	% Budget	YTD Actual	Operating Budget	% Budget	YTD Actual	Operating Budget	% Budget	YTD Actual	Operating Budget	% Budget
Advertising	\$67,724	\$144,000	47.0%	\$69,543	\$164,000	42.4%	\$56,477	\$168,000	33.6%	\$67,073	\$121,000	55.4%	\$83,295	\$105,000	79.3%
Contributions	\$2,020	\$0	0.0%	\$1,690	\$4,000	0.0%	\$100	\$4,000	2.5%	\$100	\$4,000	2.5%	\$0	\$2,000	0.0%
Corporate Dues	\$69,010	\$103,200	66.9%	\$93,260	\$115,000	81.1%	\$94,246	\$148,500	63.5%	\$85,062	\$148,500	57.3%	\$92,275	\$148,500	62.1%
Exhibit Fees	\$273,690	\$321,550	85.1%	\$316,925	\$387,310	81.8%	\$376,925	\$418,420	90.1%	\$416,500	\$412,220	101.0%	\$512,720	\$470,600	109.0%
Gain on Asset Disposal	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$4,060	\$0	0.0%	\$0	\$0	0.0%
Grants and Contracts	\$92,584	\$335,957	27.6%	\$17,500	\$100,000	17.5%	\$17,500	\$80,000	21.9%	\$27,810	\$55,000	50.6%	\$0	\$0	0.0%
Interest	\$35,197	\$82,000	42.9%	\$29,647	\$55,000	53.9%	\$16,712	\$55,000	30.4%	\$39,546	\$45,000	87.9%	\$88,258	\$32,000	275.8%
Labels/Mailing Lists	\$7,750	\$5,000	155.0%	\$0	\$5,000	0.0%	\$12,644	\$5,000	252.9%	\$4,561	\$7,500	60.8%	\$7,834	\$10,000	78.3%
Management Fees	\$6,895	\$12,800	53.9%	\$3,941	\$12,800	30.8%	\$2,800	\$4,800	58.3%	\$2,800	\$4,800	58.3%	\$2,100	\$3,600	58.3%
Member Dues	\$1,049,402	\$1,728,900	60.7%	\$1,066,557	\$1,738,900	61.3%	\$1,128,541	\$1,738,900	64.9%	\$1,246,791	\$1,788,290	69.7%	\$1,312,377	\$2,100,000	62.5%
Other Income	\$11,444	\$72,761	15.7%	\$65,916	\$19,620	336.0%	\$25,058	\$0	0.0%	\$1,340	\$0	0.0%	\$186	\$0	0.0%
Publication Sales	\$208,107	\$330,850	62.9%	\$185,096	\$480,850	38.5%	\$278,907	\$516,450	54.0%	\$214,538	\$456,250	0.0%	\$303,009	\$357,600	84.7%
Realized Gains (Losses)	(\$1,394)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%
Registrations	\$970,471	\$1,119,745	86.7%	\$1,102,045	\$1,324,225	83.2%	\$1,524,834	\$1,346,930	113.2%	\$1,674,512	\$1,768,355	94.7%	\$1,764,954	\$1,908,855	92.5%
Service Fees	\$225,065	\$435,000	51.7%	\$456,438	\$734,685	62.1%	\$402,962	\$1,220,000	33.0%	\$519,060	\$1,210,000	42.9%	\$626,057	\$1,183,000	52.9%
Sponsorships	\$80,920	\$140,000	57.8%	\$142,938	\$127,500	112.1%	\$133,600	\$165,200	80.9%	\$125,300	\$180,100	69.6%	\$137,585	\$157,000	87.6%
<b>Total Revenue</b>	<b>\$3,098,885</b>	<b>\$4,831,763</b>	<b>64.1%</b>	<b>\$3,551,496</b>	<b>\$5,268,890</b>	<b>67.4%</b>	<b>\$4,071,306</b>	<b>\$5,871,200</b>	<b>69.3%</b>	<b>\$4,429,053</b>	<b>\$6,201,015</b>	<b>71.4%</b>	<b>\$4,930,650</b>	<b>\$6,478,155</b>	<b>76.1%</b>
<b>Expense</b>															
Advertising and Promotions	\$44,624	\$61,690	72.3%	\$79,398	\$87,350	90.9%	\$102,114	\$116,100	88.0%	\$81,122	\$129,800	62.5%	\$136,652	\$117,766	116.0%
Awards, Scholarships and Grants	\$3,500	\$3,250	107.7%	\$1,500	\$6,500	23.1%	\$7,000	\$5,500	127.3%	\$2,500	\$6,200	40.3%	\$7,500	\$11,500	65.2%
Bad Debts	\$0	\$0	0.0%	\$1,250	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%
Bank Charges	\$34,067	\$48,773	69.9%	\$45,772	\$58,907	77.7%	\$54,960	\$80,007	68.7%	\$63,400	\$107,350	59.1%	\$76,592	\$112,525	68.1%
Consulting/Outside Services	\$180,714	\$444,114	40.7%	\$457,333	\$534,270	85.6%	\$392,538	\$756,368	51.9%	\$446,110	\$728,907	61.2%	\$539,140	\$906,206	59.5%
Contingencies	\$0	\$257,262	0.0%	\$0	\$209,623	0.0%	\$0	\$264,873	0.0%	\$0	\$264,072	0.0%	\$0	\$304,441	0.0%
Depreciation	\$68,021	\$140,500	48.4%	\$74,869	\$148,000	50.6%	\$57,440	\$145,186	39.6%	\$56,670	\$145,000	39.1%	\$52,061	\$138,000	37.7%
Equipment Rental	\$20,449	\$82,400	24.8%	\$61,646	\$75,100	82.1%	\$24,760	\$62,830	39.4%	\$40,399	\$78,650	51.4%	\$32,303	\$87,450	36.9%
Fringe Benefits	\$126,277	\$236,991	53.3%	\$155,646	\$294,977	52.8%	\$155,636	\$338,575	46.0%	\$162,303	\$368,348	44.1%	\$177,771	\$370,136	48.0%
General Taxes	\$2,999	\$19,000	15.8%	\$1,720	\$17,000	10.1%	\$0	\$13,150	0.0%	\$0	\$10,150	0.0%	\$3,281	\$5,000	65.6%
Insurance	\$12,794	\$17,000	75.3%	\$23,247	\$32,136	72.3%	\$27,476	\$37,650	73.0%	\$24,219	\$47,500	51.0%	\$33,531	\$45,760	73.3%
Interest	\$4,813	\$17,875	0.0%	\$154	\$800	19.3%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%
Legal and Accounting	\$124,600	\$186,600	66.8%	\$141,401	\$252,525	56.0%	\$150,967	\$249,415	60.5%	\$153,290	\$267,100	57.4%	\$201,146	\$276,600	72.7%
Management Fees (PIER)	\$4,095	\$0	0.0%	\$1,141	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0.0%
Meals, Lodging and Entertainment	\$113,702	\$222,400	51.1%	\$85,760	\$250,266	34.3%	\$114,675	\$250,968	45.7%	\$129,485	\$275,544	47.0%	\$136,416	\$305,773	44.6%
Meeting Costs	\$363,529	\$664,554	54.7%	\$598,625	\$609,073	98.3%	\$720,256	\$627,244	114.8%	\$736,884	\$824,361	89.4%	\$700,790	\$809,623	86.6%
Memberships and Subscriptions	\$11,607	\$36,900	31.5%	\$29,894	\$31,350	95.4%	\$23,424	\$35,950	65.2%	\$22,977	\$35,700	64.4%	\$22,463	\$38,775	57.9%
Other Expenses	\$13,861	\$90,635	15.3%	\$5,174	\$18,064	28.6%	\$5,528	\$25,971	21.3%	\$5,392	\$28,900	18.7%	\$12,645	\$32,220	39.3%
Payroll Taxes	\$55,149	\$94,797	58.2%	\$63,345	\$114,001	55.6%	\$63,827	\$124,362	51.3%	\$71,335	\$132,311	53.9%	\$71,882	\$134,183	53.6%
Postage and Delivery	\$88,712	\$118,455	74.9%	\$73,205	\$153,950	47.6%	\$82,469	\$173,600	47.5%	\$83,743	\$137,650	60.8%	\$68,891	\$152,951	45.0%
Printing, Production and Duplicating	\$205,024	\$330,879	62.0%	\$185,847	\$405,174	45.9%	\$215,700	\$434,867	49.6%	\$189,977	\$346,250	54.9%	\$230,415	\$294,990	78.1%
Rent	\$92,173	\$149,112	61.8%	\$77,669	\$166,361	46.7%	\$87,351	\$159,536	54.8%	\$86,024	\$159,480	53.9%	\$88,532	\$159,180	55.6%
Salaries and Wages	\$716,103	\$1,184,954	60.4%	\$851,928	\$1,425,012	59.8%	\$858,168	\$1,554,522	55.2%	\$946,516	\$1,653,796	57.2%	\$969,162	\$1,677,252	57.8%
Supplies, Equipment and Maintenance	\$44,928	\$79,342	56.6%	\$59,286	\$67,625	87.7%	\$71,728	\$94,286	76.1%	\$45,478	\$110,462	41.2%	\$49,986	\$108,457	46.1%
Telephone and Fax	\$28,996	\$51,480	56.3%	\$37,676	\$61,235	61.5%	\$35,855	\$64,450	55.6%	\$37,539	\$66,000	56.9%	\$30,279	\$107,832	28.1%
Temporary Assistance	\$18,336	\$32,320	56.7%	\$7,702	\$22,300	34.5%	\$9,433	\$30,400	31.0%	\$12,491	\$18,950	65.9%	\$17,696	\$19,350	91.5%
Training and Development	\$16,337	\$49,500	33.0%	\$13,194	\$27,400	48.2%	\$9,756	\$34,000	28.7%	\$9,172	\$37,200	24.7%	\$9,412	\$37,700	25.0%
Travel	\$76,656	\$210,980	36.3%	\$97,325	\$199,891	48.7%	\$92,501	\$191,390	48.3%	\$95,453	\$221,334	43.1%	\$125,500	\$224,485	55.9%
<b>Total Expense</b>	<b>\$2,472,066</b>	<b>\$4,831,763</b>	<b>51.2%</b>	<b>\$3,231,707</b>	<b>\$5,268,890</b>	<b>61.3%</b>	<b>\$3,363,562</b>	<b>\$5,871,200</b>	<b>57.3%</b>	<b>\$3,502,479</b>	<b>\$6,201,015</b>	<b>56.5%</b>	<b>\$3,794,046</b>	<b>\$6,478,155</b>	<b>58.6%</b>
Net Operating Income	\$626,819	\$0	#DIV/0!	\$319,789	\$0	0.0%	\$707,744	\$0	0.0%	\$926,574	\$0	0.0%	\$1,136,604	\$0	0.0%
Change in Value of Investments	\$8,909			\$57,825	\$0	0.0%	\$67,636	\$0	0.0%	\$10,221	\$0	0.0%	\$101,050	\$0	0.0%
<b>Total Net Income</b>	<b>\$635,728</b>			<b>\$377,614</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$775,380</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$936,795</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,237,654</b>	<b>\$0</b>	<b>0.0%</b>

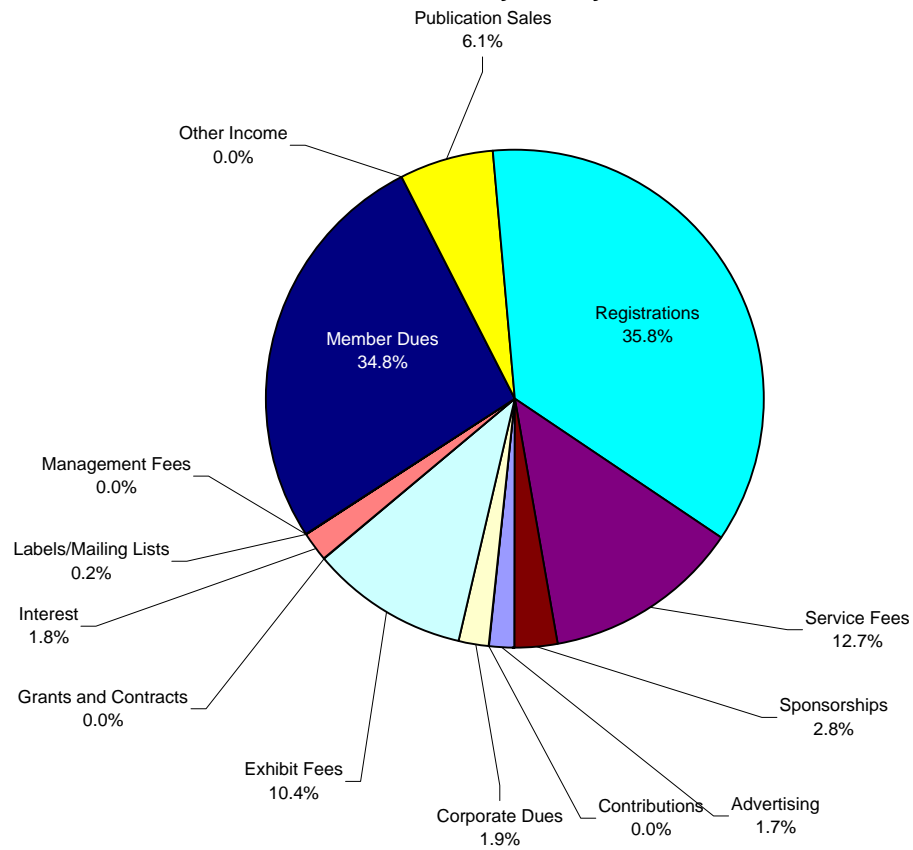


As of April 30, 2006

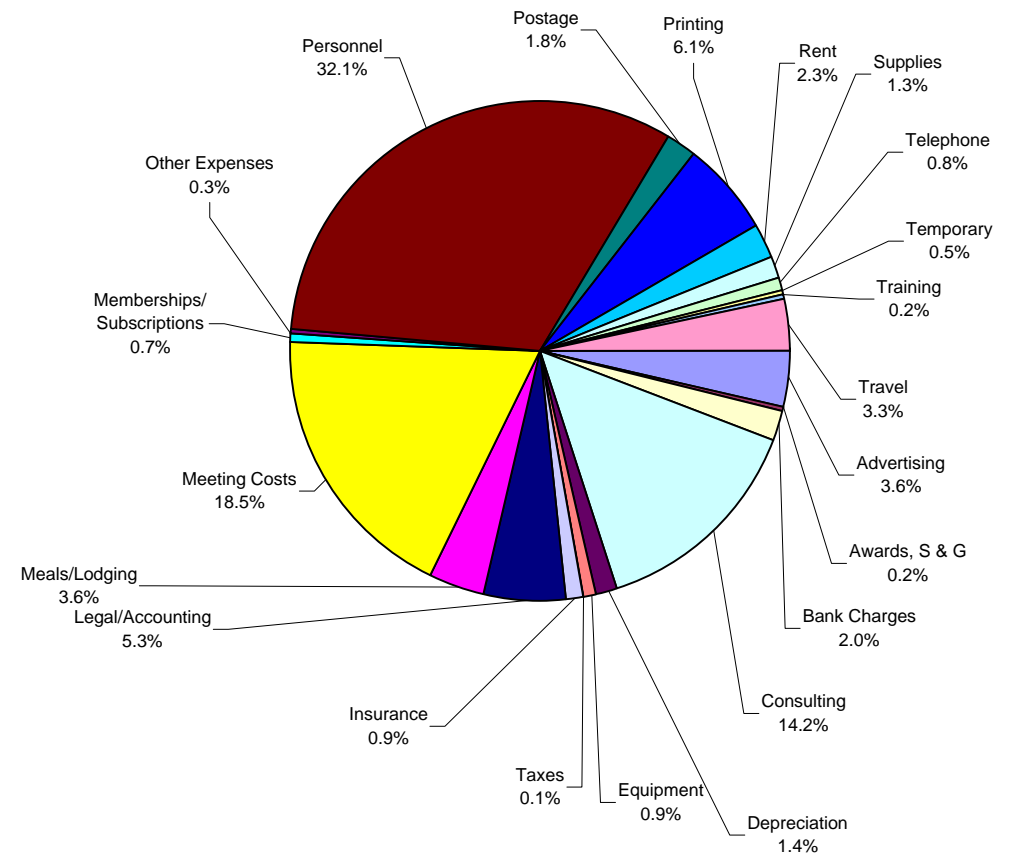
AACRAO Revenue and Expense by Activity

Fiscal Year 2006

Revenue by Activity



Expense by Activity





As of April 30, 2006

## AACRAO Revenue, Expense, and Net by Department

Fiscal Year 2006

Department	FY 2002 YTD					FY 2003 YTD					FY 2004 YTD				
	Current YTD Actual	Operating Budget Amount	% Operating Budget	Budgeted At	Currently At	Current YTD Actual	Operating Budget Amount	% Operating Budget	Budgeted At	Currently At	Current YTD Actual	Operating Budget Amount	% Operating Budget	Budgeted At	Currently At
General and Administrative															
Revenue	\$1,173,194	\$1,946,022	60.3%	40.3%	37.9%	\$1,202,283	\$1,938,320	62.0%	36.8%	33.9%	\$1,257,484	\$1,952,200	64.4%	33.3%	30.9%
Expense	\$634,502	\$1,358,205	46.7%	28.1%	25.7%	\$651,855	\$1,334,103	48.9%	25.3%	20.2%	\$630,365	\$1,339,765	47.1%	22.8%	18.7%
Net	\$538,692	\$587,817	91.6%			\$550,428	\$604,217	91.1%			\$627,119	\$612,435	102.4%		
Annual Meeting															
Revenue	\$1,089,566	\$1,059,775	102.8%	21.9%	35.2%	\$1,095,348	\$1,254,110	87.3%	23.8%	30.8%	\$1,458,719	\$1,220,570	119.5%	20.8%	35.8%
Expense	\$623,990	\$947,834	65.8%	19.6%	25.2%	\$810,971	\$960,814	84.4%	18.2%	25.1%	\$969,481	\$1,009,221	96.1%	17.2%	28.8%
Net	\$465,576	\$111,941	415.9%			\$284,377	\$293,296	97.0%			\$489,238	\$211,349	231.5%		
Member Services															
Revenue	\$5,229	\$15,600	33.5%	0.3%	0.2%	\$40	\$19,000	0.2%	0.4%	0.0%	\$5,021	\$20,000	25.1%	0.3%	0.1%
Expense	\$173,515	\$409,223	42.4%	8.5%	7.0%	\$181,296	\$455,994	39.8%	8.7%	5.6%	\$218,774	\$431,716	50.7%	7.4%	6.5%
Net	(\$168,286)	(\$393,623)	42.8%			(\$181,256)	(\$436,994)	41.5%			(\$213,753)	(\$411,716)	51.9%		
Meetings and Workshops															
Revenue	\$240,681	\$421,520	57.1%	8.7%	7.8%	\$476,268	\$545,925	87.2%	10.4%	13.4%	\$581,019	\$669,980	86.7%	11.4%	14.3%
Expense	\$176,120	\$369,361	47.7%	7.6%	7.1%	\$351,307	\$449,478	78.2%	8.5%	10.9%	\$348,448	\$583,248	59.7%	9.9%	10.4%
Net	\$64,561	\$52,159	123.8%			\$124,961	\$96,447	129.6%			\$232,571	\$86,732	268.2%		
Publications															
Revenue	\$199,049	\$335,889	59.3%	7.0%	6.4%	\$225,210	\$365,250	61.7%	6.9%	6.3%	\$271,125	\$438,250	61.9%	7.5%	6.7%
Expense	\$128,463	\$270,537	47.5%	5.6%	5.2%	\$155,951	\$270,335	57.7%	5.1%	4.8%	\$167,958	\$296,419	56.7%	5.0%	5.0%
Net	\$70,586	\$65,352	108.0%			\$69,259	\$94,915	73.0%			\$103,167	\$141,831	72.7%		
Communications/Govt Svcs															
Revenue	\$75,878	\$160,000	47.4%	3.3%	2.4%	\$76,432	\$267,600	28.6%	5.1%	2.2%	\$77,181	\$226,200	34.1%	3.9%	1.9%
Expense	\$183,541	\$532,114	34.5%	11.0%	7.4%	\$398,192	\$699,205	57.0%	13.3%	12.3%	\$340,016	\$770,773	44.1%	13.1%	10.1%
Net	(\$107,663)	(\$372,114)	28.9%			(\$321,760)	(\$431,605)	74.6%			(\$262,835)	(\$544,573)	48.3%		
Governance															
Revenue	\$0	\$0	0.0%	0.0%	0.0%	\$0	\$0	0.0%	0.0%	0.0%	\$0	\$0	0.0%	0.0%	0.0%
Expense	\$138,976	\$188,646	73.7%	3.9%	5.6%	\$166,462	\$210,771	79.0%	4.0%	5.2%	\$135,032	\$224,141	60.2%	3.8%	4.0%
Net	(\$138,976)	(\$188,646)	73.7%			(\$166,462)	(\$210,771)	79.0%			(\$135,032)	(\$224,141)	60.2%		
Projects/Contracts															
Revenue	\$88,668	\$405,957	21.8%	8.4%	2.9%	\$56,877	\$208,685	27.3%	4.0%	1.6%	\$54,795	\$234,000	23.4%	4.0%	1.3%
Expense	\$106,852	\$239,913	44.5%	5.0%	4.3%	\$69,782	\$142,938	48.8%	2.7%	2.2%	\$66,869	\$204,061	32.8%	3.5%	2.0%
Net	(\$18,184)	\$166,044	-11.0%			(\$12,905)	\$65,747	-19.6%			(\$12,074)	\$29,939	-40.3%		
IES															
Revenue	\$226,620	\$457,000	49.6%	9.5%	7.3%	\$419,038	\$670,000	62.5%	12.7%	11.8%	\$365,962	\$1,110,000	33.0%	18.9%	9.0%
Expense	\$253,070	\$369,533	68.5%	7.6%	10.2%	\$387,782	\$617,070	62.8%	11.7%	12.0%	\$454,142	\$899,856	50.5%	15.3%	13.5%
Net	(\$26,450)	\$87,467	-30.2%			\$31,256	\$52,930	59.1%			(\$88,180)	\$210,144	-42.0%		
Vice Presidents															
Revenue	\$0	\$30,000	0.0%	0.6%	0.0%	\$0	\$0	0.0%	0.0%	0.0%	\$0	\$0	0.0%	0.0%	0.0%
Expense	\$53,037	\$146,397	36.2%	3.0%	2.1%	\$58,109	\$128,182	45.3%	2.4%	1.8%	\$32,477	\$112,000	29.0%	1.9%	1.0%
Net	(\$53,037)	(\$116,397)	45.6%			(\$58,109)	(\$128,182)	45.3%			(\$32,477)	(\$112,000)	29.0%		
Total															
Revenue	\$3,098,885	\$4,831,763	64.1%	100.0%	100.0%	\$3,551,496	\$5,268,890	67.4%	100.0%	100.0%	\$4,071,306	\$5,871,200	69.3%	100.0%	100.0%
Expense	\$2,472,066	\$4,831,763	51.2%	100.0%	100.0%	\$3,231,707	\$5,268,890	61.3%	100.0%	100.0%	\$3,363,562	\$5,871,200	57.3%	100.0%	100.0%
Net	\$626,819	\$0				\$319,789	\$0				\$707,744	\$0			



As of April 30, 2006

## AACRAO Revenue, Expense, and Net by Department

Fiscal Year 2006

Department	FY 2005 YTD					FY 2006 YTD				
	Current YTD Actual	Operating Budget Amount	% Operating Budget	Budgeted At	Currently At	Current YTD Actual	Operating Budget Amount	% Operating Budget	Budgeted At	Currently At
General and Administrative										
Revenue	\$1,383,808	\$1,994,090	69.4%	34.0%	31.2%	\$1,502,649	\$2,294,100	65.5%	35.4%	30.5%
Expense	\$666,840	\$1,450,107	46.0%	24.7%	19.0%	\$781,463	\$1,496,727	52.2%	23.1%	20.6%
Net	\$716,968	\$543,983	131.8%			\$721,186	\$797,373	90.5%		
Annual Meeting										
Revenue	\$1,531,636	\$1,387,195	110.4%	23.6%	34.6%	\$1,540,811	\$1,498,475	102.8%	23.1%	31.2%
Expense	\$1,006,877	\$1,159,533	86.8%	19.7%	28.7%	\$948,896	\$1,288,263	73.7%	19.9%	25.0%
Net	\$524,759	\$227,662	230.5%			\$591,915	\$210,212	281.6%		
Member Services										
Revenue	\$88	\$10,000	0.9%	0.2%	0.0%	\$0	\$10,000	0.0%	0.2%	0.0%
Expense	\$224,256	\$415,524	54.0%	7.1%	6.4%	\$176,133	\$449,375	39.2%	6.9%	4.6%
Net	(\$224,168)	(\$405,524)	55.3%			(\$176,133)	(\$439,375)	40.1%		
Meetings and Workshops										
Revenue	\$680,994	\$929,480	73.3%	15.8%	15.4%	\$860,558	\$982,980	87.6%	15.2%	17.5%
Expense	\$492,297	\$731,953	67.3%	12.5%	14.1%	\$590,114	\$780,595	75.6%	12.0%	15.6%
Net	\$188,697	\$197,527	95.5%			\$270,444	\$202,385	133.6%		
Publications										
Revenue	\$193,757	\$415,500	46.6%	7.1%	4.4%	\$279,955	\$313,000	89.4%	4.8%	5.7%
Expense	\$126,309	\$283,938	44.5%	4.8%	3.6%	\$166,386	\$300,491	55.4%	4.6%	4.4%
Net	\$67,448	\$131,562	51.3%			\$113,569	\$12,509	907.9%		
Communications/Govt Svcs										
Revenue	\$81,595	\$175,750	46.4%	3.0%	1.8%	\$113,210	\$144,600	78.3%	2.2%	2.3%
Expense	\$305,091	\$706,072	43.2%	12.0%	8.7%	\$320,591	\$707,115	45.3%	10.9%	8.4%
Net	(\$223,496)	(\$530,322)	42.1%			(\$207,381)	(\$562,515)	36.9%		
Governance										
Revenue	\$0	\$0	0.0%	0.0%	0.0%	\$0	\$0	0.0%	0.0%	0.0%
Expense	\$139,135	\$236,156	58.9%	4.0%	4.0%	\$159,223	\$246,624	64.6%	3.8%	4.2%
Net	(\$139,135)	(\$236,156)	58.9%			(\$159,223)	(\$246,624)	64.6%		
Projects/Contracts										
Revenue	\$84,405	\$159,000	53.1%	2.7%	1.9%	\$124,975	\$208,000	60.1%	3.2%	2.5%
Expense	\$114,305	\$153,855	74.3%	2.6%	3.3%	\$154,635	\$214,843	72.0%	3.3%	4.1%
Net	(\$29,900)	\$5,145	-581.2%			(\$29,660)	(\$6,843)	433.4%		
IES										
Revenue	\$472,770	\$1,130,000	41.8%	19.2%	10.7%	\$508,492	\$1,027,000	49.5%	15.9%	10.3%
Expense	\$382,847	\$926,947	41.3%	15.8%	10.9%	\$443,918	\$855,697	51.9%	13.2%	11.7%
Net	\$89,923	\$203,053	44.3%			\$64,574	\$171,303	37.7%		
Vice Presidents										
Revenue	\$0	\$0	0.0%	0.0%	0.0%	\$0	\$0	0.0%	0.0%	0.0%
Expense	\$44,522	\$136,930	32.5%	2.3%	1.3%	\$52,688	\$138,425	38.1%	2.1%	1.4%
Net	(\$44,522)	(\$136,930)	32.5%			(\$52,688)	(\$138,425)	38.1%		
Total										
Revenue	\$4,429,053	\$5,871,200	75.4%	105.6%	100.0%	\$4,930,650	\$6,478,155	76.1%	100.0%	100.0%
Expense	\$3,502,479	\$5,871,200	59.7%	105.6%	100.0%	\$3,794,047	\$6,478,155	58.6%	100.0%	100.0%
Net	\$926,574	\$0				\$1,136,603	\$0			

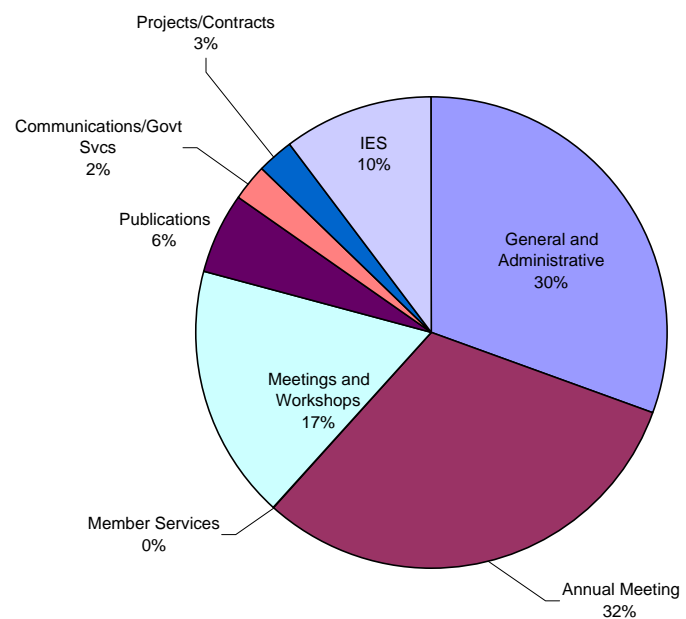


As of April 30, 2006

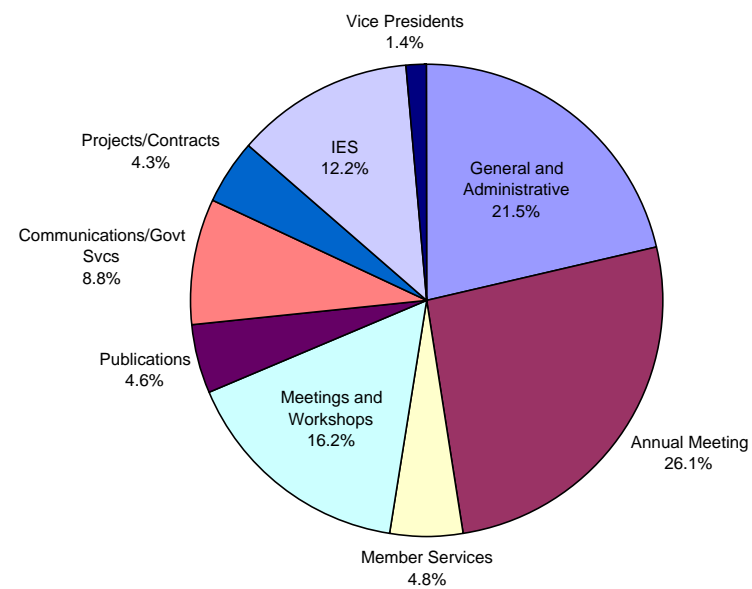
# AACRAO Revenue and Expense by Department

Fiscal Year 2006

Revenue by Department



Expense by Department





As of April 30, 2006

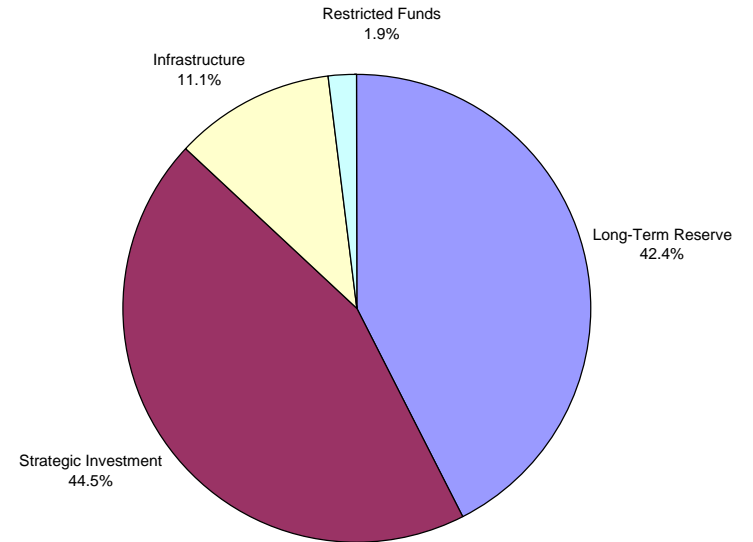
AACRAO Statement of Financial Position

Fiscal Year 2006

	FY 2002 YTD	FY 2003 YTD	FY 2004 YTD	FY 2005 YTD	FY 2006 YTD
<b>Assets</b>					
Cash	\$532,583	\$498,846	\$860,063	\$356,157	\$716,169
Restricted Assets	\$223,347	\$113,164	\$90,231	\$80,763	\$81,602
Investments	\$1,869,162	\$1,915,874	\$2,170,240	\$2,939,152	\$3,494,426
Accounts Receivable	\$43,643	\$60,859	\$69,615	\$56,206	\$162,605
Prepaid Expenses	\$108,130	\$136,485	\$145,946	\$134,815	\$182,321
Inventory	\$19,842	\$32,952	\$130,317	\$124,525	\$147,517
Property & Equipment (less accumulated depreciation)	\$324,409	\$280,625	\$228,729	\$187,145	\$198,951
<b>Total Assets</b>	<b>\$3,121,116</b>	<b>\$3,038,805</b>	<b>\$3,695,141</b>	<b>\$3,878,763</b>	<b>\$4,983,591</b>
<b>Liabilities</b>					
Accounts Payable	\$273,621	\$518,455	\$712,260	\$480,302	\$393,988
Notes Payable	\$4,773	\$1,456	\$0	\$0	\$0
Accrued Expenses	\$147,825	\$169,304	\$179,282	\$206,001	\$240,383
Unearned Income	\$467,012	\$450,700	\$385,127	\$401,948	\$485,924
<b>Total Liabilities</b>	<b>\$893,231</b>	<b>\$1,139,915</b>	<b>\$1,276,669</b>	<b>\$1,088,251</b>	<b>\$1,120,295</b>
<b>Beginning Net Assets</b>	<b>\$1,592,157</b>	<b>\$1,521,276</b>	<b>\$1,643,092</b>	<b>\$1,853,717</b>	<b>\$2,625,643</b>
Net from Operations	\$626,819	\$319,789	\$707,744	\$926,574	\$1,136,604
Net from Investments	\$8,909	\$57,825	\$67,636	\$10,221	\$101,051
<b>Ending Net Assets</b>	<b>\$2,227,885</b>	<b>\$1,898,890</b>	<b>\$2,418,472</b>	<b>\$2,790,512</b>	<b>\$3,863,298</b>

<b>Net Assets Summary</b>	FY 2002 YTD	FY 2003 YTD	FY 2004 YTD	FY 2005 YTD	FY 2006 YTD
Net Assets Designated for Long-Term Reserve	\$1,076,941	\$911,591	\$1,171,558	\$1,358,308	\$1,638,682
Net Assets Designated for Strategic Investment Fund	\$861,553	\$729,272	\$937,246	\$1,086,646	\$1,719,904
Net Assets Designated for Infrastructure	\$215,388	\$182,318	\$234,312	\$271,662	\$429,976
Undesignated Net Assets	\$0	\$0	\$0	\$0	\$0
Restricted Cash - Conner	\$66,174	\$66,815	\$67,162	\$67,497	\$67,834
Restricted Cash - Russian Project	\$5,809	\$5,809	\$5,809	\$5,809	\$5,561
Restricted Cash - Scholarship	\$2,020	\$3,085	\$2,385	\$590	\$1,340
<b>Total Net Assets</b>	<b>\$2,227,885</b>	<b>\$1,898,890</b>	<b>\$2,418,472</b>	<b>\$2,790,512</b>	<b>\$3,863,297</b>

Net Asset Distribution



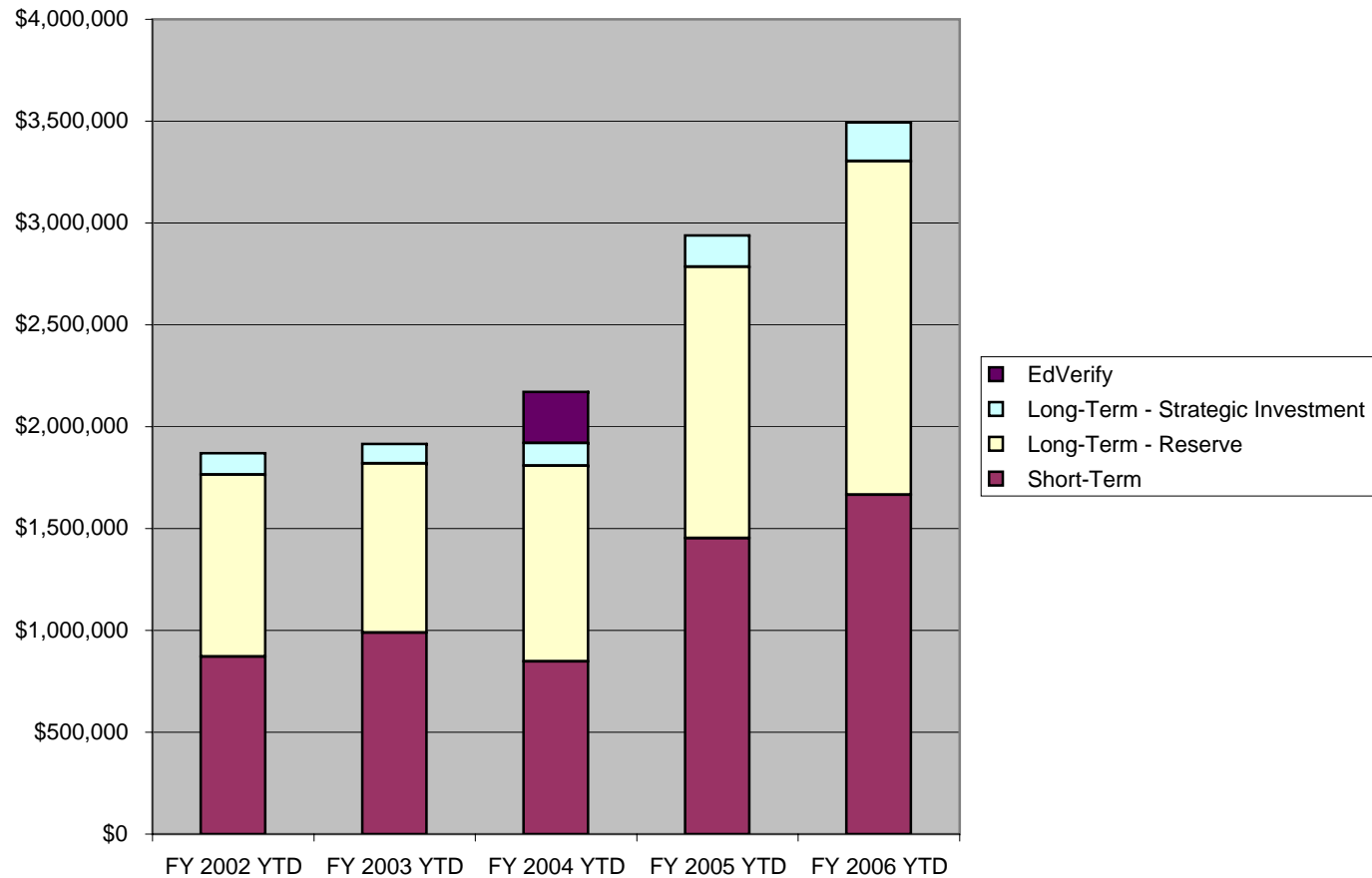


As of April 30, 2006

## AACRAO Investments

Fiscal Year 2006

Investment Type	FY 2002 YTD	FY 2003 YTD	FY 2004 YTD	FY 2005 YTD	FY 2006 YTD
Short-Term	\$871,183	\$989,604	\$848,547	\$1,453,748	\$1,665,561
Long-Term - Reserve	\$894,199	\$829,947	\$960,248	\$1,330,937	\$1,638,682
Long-Term - Strategic Investment	\$103,780	\$96,323	\$111,445	\$154,467	\$190,184
EdVerify	\$0	\$0	\$250,000	\$0	\$0
<b>Total Assets</b>	<b>\$1,869,162</b>	<b>\$1,915,874</b>	<b>\$2,170,240</b>	<b>\$2,939,152</b>	<b>\$3,494,427</b>







AMERICAN ASSOCIATION OF COLLEGEIATE  
REGISTRARS AND ADMISSIONS OFFICERS

**EXECUTIVE DIRECTOR REPORT**  
**JUNE 2006**  
**BOSTON, MASSACHUSETTS**



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## **6000 MIS / 6500 Web Services**

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### **Webinars**



AACRAO offered six webinars from this year's Annual Meeting in San Diego, furthering the association's goal of providing affordable distance-learning and professional development opportunities to the membership. The webinars were well attended and reviewed and are now available as archives on the AACRAO web site.

In addition, AACRAO delivered a webinar for the US Department of Education on the newly instituted Academic Competitiveness and SMART Grants. Senior officials from the Dept. of Ed presented to the largest single session in AACRAO history. Over 1,500 schools registered with an estimated total attendance of over 4,000 individuals. AACRAO plans to provide two more webinars this summer for the Dept. of Ed in addition to AACRAO's normal schedule of offerings.

### **TCP Database Enhancements**

In preparation for publishing a print version of TCP, AACRAO developed database procedures that completely automate the export process of the online TCP database to the publisher. This automation will greatly increase the speed and efficiency at which AACRAO can produce the TCP book. The publication of TCP will be a milestone in the association's efforts to strengthen its leadership on Transfer issues.

### **Board Web Site**

AACRAO continued to enhance the board web site with additional features. Security was introduced to password-protect the site and prevent unauthorized access to sensitive Board information. A new BOD Document page will be debuted for the Boston Board meeting. The BOD Document page allows Board members to select multiple documents for download and compare document dates to ensure possession of the latest versions. The page will make it easier for Board members to prepare for meetings and conference calls.

### **Workstation Rollout**

AACRAO completed the first office-wide workstation deployment in four years. All AACRAO desktops now have the latest software and hardware.

### **Backup / Anti-virus Server Replacement**

AACRAO replaced an aging server that provided data backup and antivirus services for the AACRAO network. The new server has the latest software versions and will ensure that the AACRAO network is protected from data loss and malicious exploits.

## **6005 Accounting**

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### **Progress to Date**

In order to deliver better customer service and work in closer concert with service providers, the accounting department has commenced a restructuring of its relationship with various service providers.



Over the last two months, the department has taken a detailed look at AACRAO's banking, investment, and accounts payable service providers, with the goal of finding better ways to streamline processes, recapture interest, and manage funds more strategically.

These efforts have begun to payoff. AACRAO received a reduction in the banking side credit card processing fees recently and has consolidated various bank accounts. On a more long-term scale, the accounting staff, looking to work with service providers as partners, has issued a request for proposals for investment management services, while interviews with three different banking firms and two different accounts payable firms have already taken place.

## April Financial Statements

After seven months (58% of the year completed) AACRAO has a net operating gain of **\$781,793** for the month of April, and a net operating gain of **\$1,136,604** year-to-date.

In addition, the value of investments increased **\$24,748** for the month and **\$101,051** year-to-date.

## Financial Position

	April 2006	March 2006	Change
Cash	716,169	811,779	(95,610)
Investments	3,494,426	3,463,551	30,875
A/R	162,605	184,707	(22,102)
Prepaid Expenses	182,321	657,493	(475,172)
Total Assets	4,983,592	5,559,385	(575,793)
A/P	393,988	183,573	210,415
Unearned Income	485,294	2,078,129	(1,592,835)
Total Liabilities	1,120,295	2,502,629	(1,382,334)
Net Assets	3,863,297	3,056,756	806,541

Cash remains in line with expectations and has decreased this month in part due to expenditures related to the Annual Meeting and part due to normal operating activities.

Investments have increased, reflecting interest earnings and realized and unrealized gains for the month.



Revenue and expenses associated with the Annual Meeting, which had previously been deferred as Unearned Income and Prepaid Expenses, respectively, were recognized in April. Therefore both of the accounts, and ultimately both Assets and Liabilities, decreased accordingly.

The membership dues deferral decreased by the difference between amounts collected for the 2005/2006 membership year and ten months of revenue recognition.\*

\* For the 2005/2006 membership year, \$2,095,958 has been collected for membership dues and \$142,003 has been collected for corporate dues.

## **Statement of Activities**

**Revenues:** Revenues for the first seven months of the fiscal year are **\$4,930,650** or **76%** of budget.

Both membership dues and corporate dues revenue are 4% over budget.

Registration income has climbed to 92% of annual budget with the recognition of revenue from the Technology Conference, the SEM Conference, and the Annual Meeting. Exhibit fees and sponsorships are 109% and 88% of annual budget, respectively, for the same reason.

IES credential evaluation fees are \$67,882 for April and \$501,277 year-to-date, or 7% under budget.

Consulting services recorded revenue of \$4,500 for April, and has year-to-date revenue of \$124,780, which is 3% over budget.

Publication sales were \$128,223 in April and \$303,009 year-to-date, which is 27% over budget.

Interest income was \$7,816 for the month, which brings the seven month total to \$88,258 and 109% of the annual budget.

**Expenses:** Expenses in total are **\$3,794,046** or **59%** of budget. Most items are either at or below budget.\* Ten items are over budget, with seven of the ten as a direct result of the recognition of expenses associated with the Annual Meeting:

Awards, Scholarships and Grants – This category is 7% over budget due to contributions made ACE, the Rock the Vote Education Fund, and the US Student Association.

General Taxes – This category is 8% over budget due to payments for unrelated business taxes.

Legal & Accounting – The use of legal counsel for trademark infringement and other legal issues have caused this category to go over budget by 15%.

Annual Meeting Related – due to the full recognition of Annual Meeting expenses:

Advertising and Promotions – This category is 58% over budget due mostly to the Annual Meeting expenses, but also due to communications and government relations activities, including advertisements placed in Roll Call.

Bank Charges – Currently 10% over budget due to credit card processing fees.



Consulting and Outside Services – Currently 1% over budget due to the Annual Meeting service fees.

Insurance – Currently over budget by 15% due to event-related insurance expenses.

Meeting Costs – Currently 29% over budget.

Printing, Production and Duplicating – Currently 20% over budget.

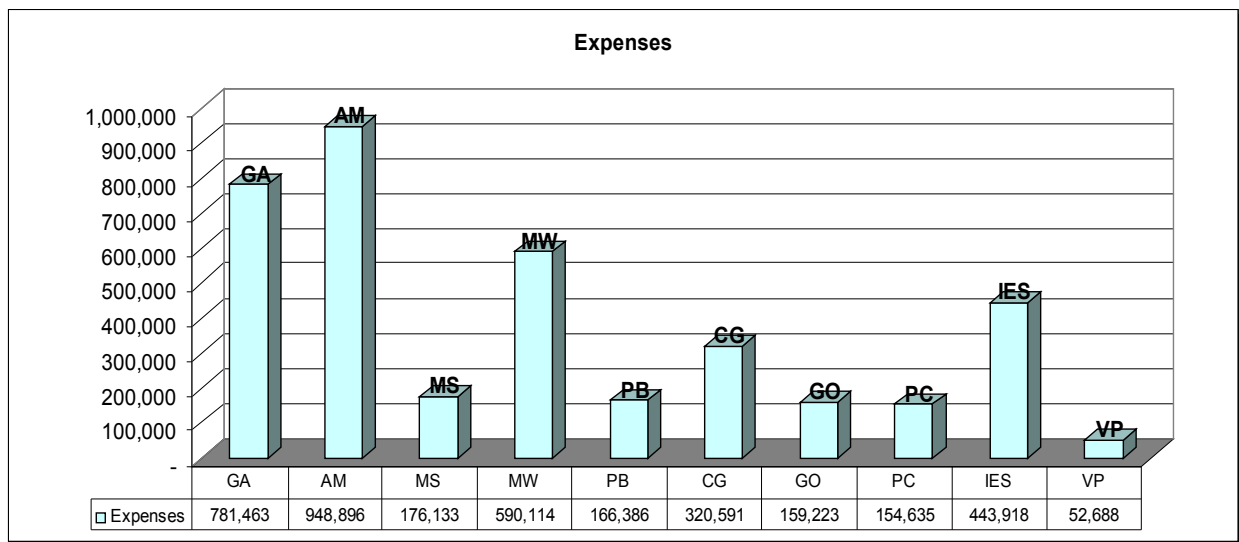
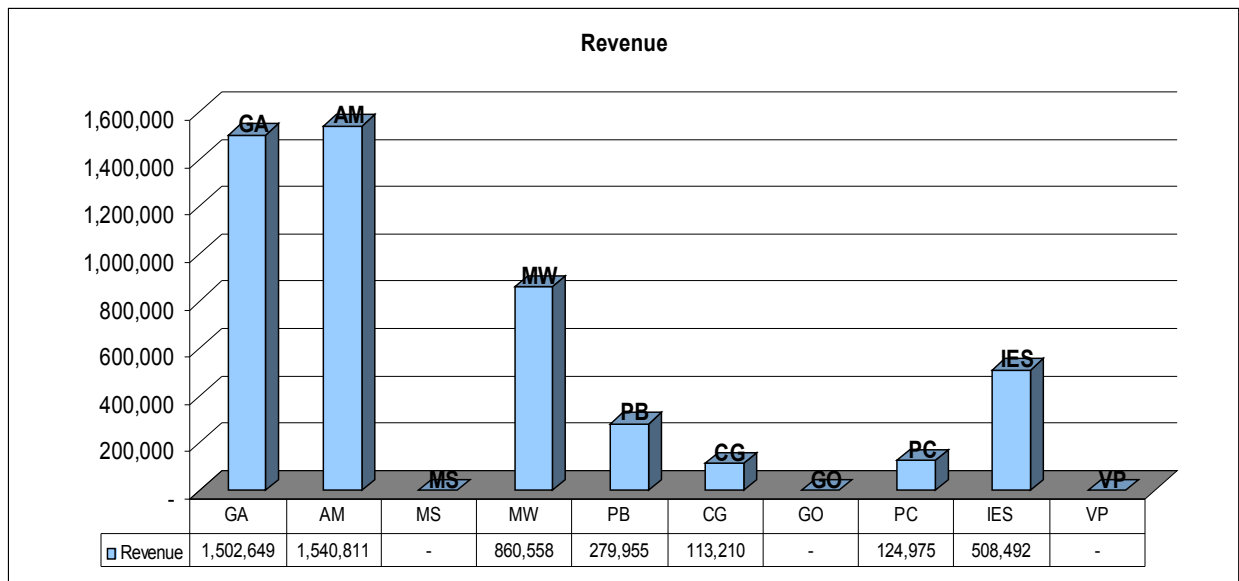
Temporary Assistance – Currently 33% over budget due to the use of temporary event onsite staffing services.

\*All payroll taxes are paid up-to-date.



## AACRAO by Department Analysis

As of 4/30/06	IES	ACS	Pubs Dept	Meetings	Total AACRAO
Revenue	\$508,492	\$124,780	\$279,955	2,401,369	\$4,930,650
Expenses	443,918	153,085	166,386	1,539,009	3,794,046
<b>Net Operating</b>	<b>\$64,574</b>	<b>\$(28,305)</b>	<b>\$113,569</b>	<b>\$862,359</b>	<b>\$1,136,604</b>
<i>Investments</i>					<i>101,051</i>
<b>Net Income</b>					<b>\$1,237,655</b>





## AACRAO Business Lines

Financial Updates for IES, ACS, Publications, and Jobs-Online:

<b>IES</b>	<b>April 2006</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>
Revenues	67,882	508,492	1,027,000	50%
Expenses	60,013	443,918	855,697	52%
Net	7,869	64,574	171,303	

<b>ACS</b>	<b>April 2006</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>
Revenues	4,500	124,780	206,000	61%
Expenses	21,563	153,085	201,543	76%
Net	(17,063)	(28,305)	4,457	

<b>Pubs</b>	<b>April 2006</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>
Revenues	129,048	279,955	313,000	89%
Expenses	67,570	166,386	300,491	55%
Net	61,478	113,569	12,509	





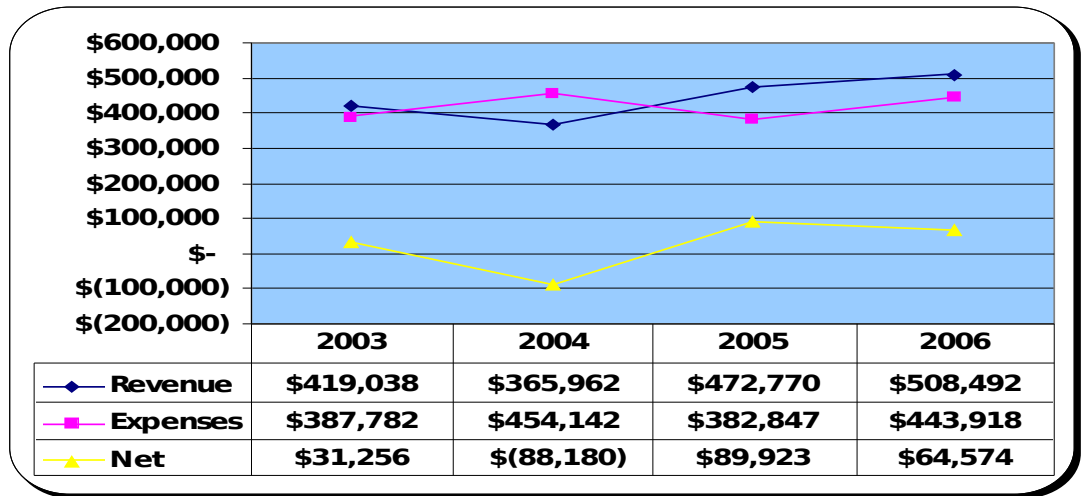


<b>Jobs-Online</b>	<b>April 2006</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>% of Budget</b>
Revenues	10,960	83,295	90,000	93%
Expenses	6,592	55,221	135,955	41%
Net	4,368	28,074	(45,955)	

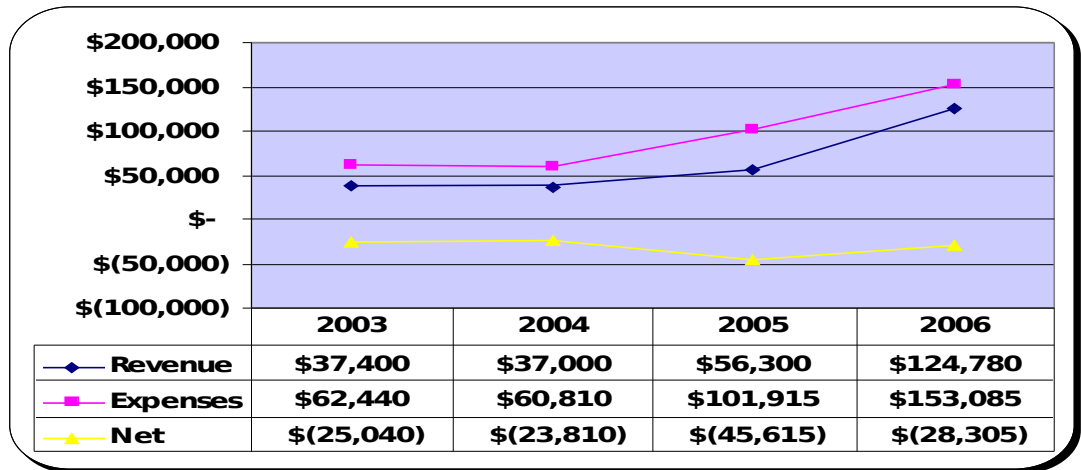
### AACRAO Business Lines – Comparative Data

The following charts compare IES, ACS, and the Publications department activities YTD over the past four years:

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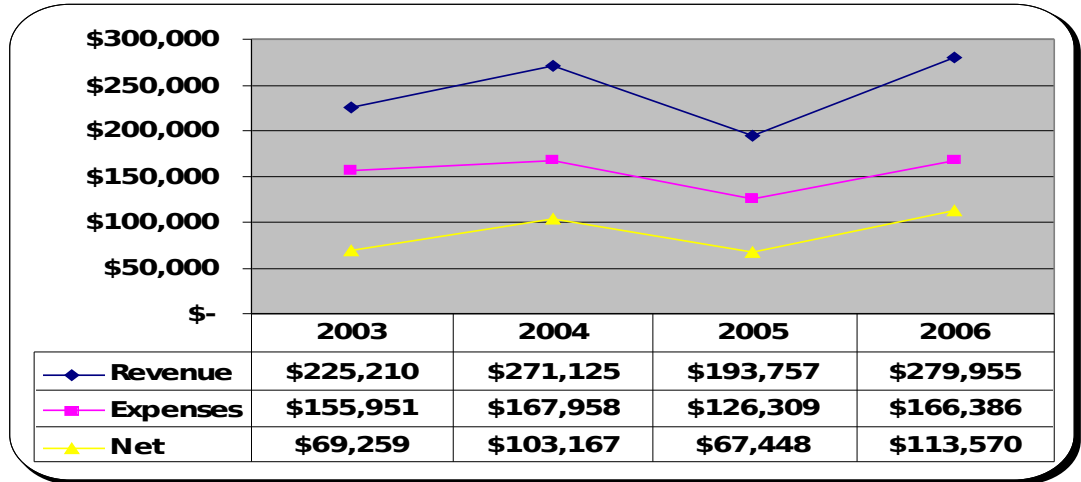


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# PUB





## Comparative Statement of Activities

**Highlights:** Due to timing difference related to the Annual Meeting, revenues for the month are higher by **\$1,633,409** and higher by **\$501,597** year-to-date. Expenses are higher by **\$888,827** for the month and by **\$291,568** year-to-date, for an increase in profitability of **\$744,582** for the month and increase of **\$210,030** year-to-date.

A comparative quarterly analysis using April rather than March (due to timing differences of the Annual Meeting) highlights the continued growth in both revenues and net income.

<i>For the period ended:</i>	<i>December 31, 2005</i>	<b>Ⓢ</b>	<i>April 30, 2006</i>	<b>Ⓢ</b>
Revenue	\$1,918,336	20%	4,930,650	11%
Expenses	1,530,999	16%	3,794,046	8%
Net Operating Income	<b>\$387,337</b>	39%	1,136,604	23%
Change in Investments	3,356		101,051	889%
Net Income	<b>\$390,693</b>	13%	1,237,655	32%

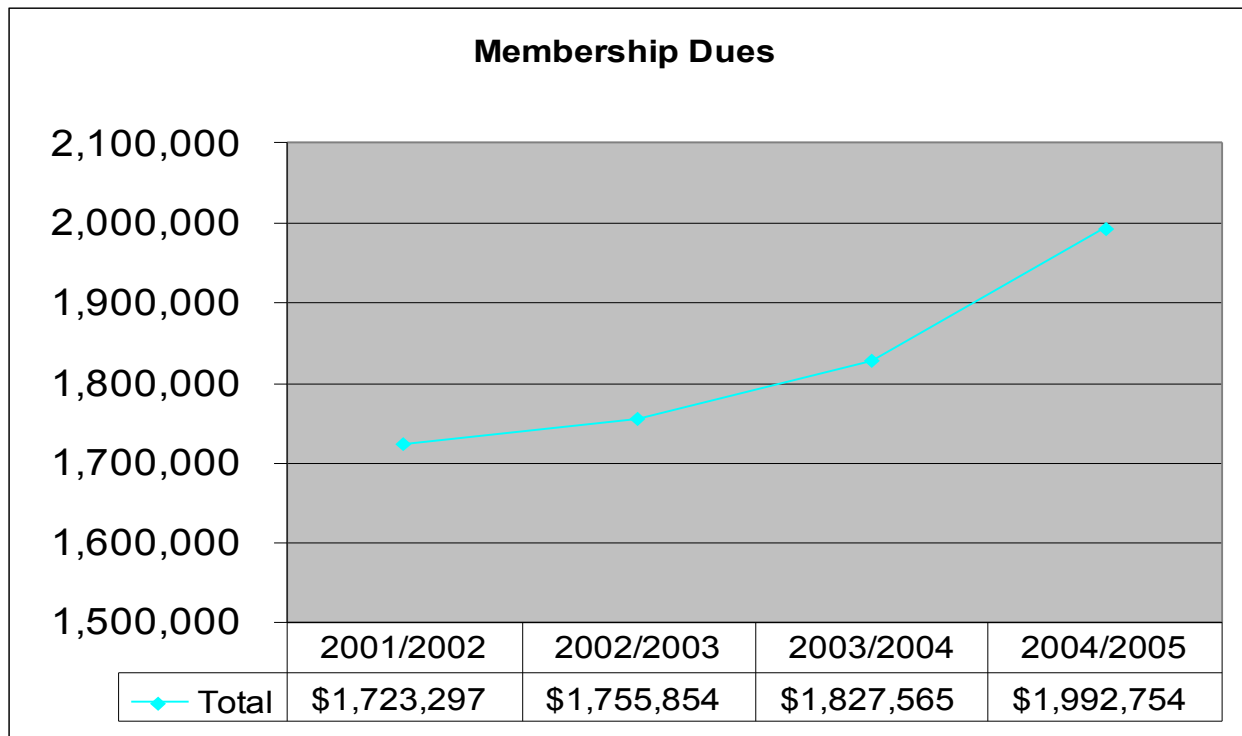
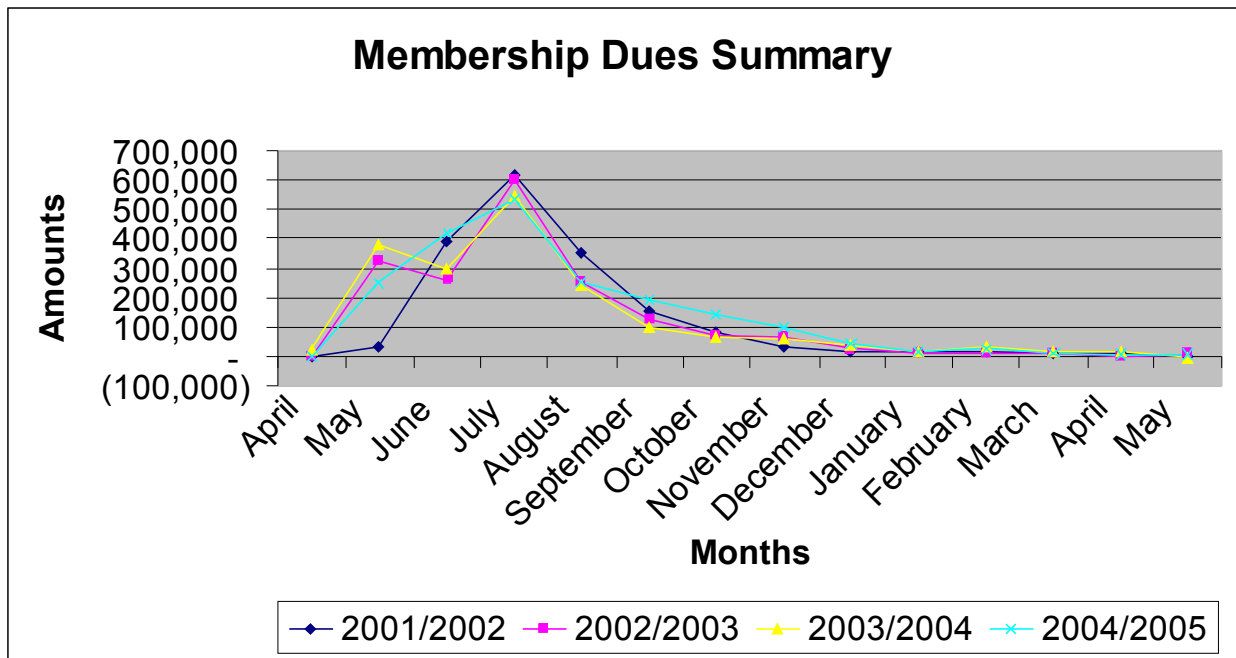
<i>For the period ended:</i>	<i>December 31, 2004</i>	<i>April 30, 2005</i>
Revenue	\$1,599,027	\$4,429,053
Expenses	1,320,433	3,502,479
Net Operating Income	<b>\$278,594</b>	<b>\$926,574</b>
Change in Investments	68,441	10,221
Net Income	<b>\$347,035</b>	<b>\$936,795</b>

The largest variance not related to the Annual Meeting, is occurring on the revenue side and with Interest and Service Fees. The increase in Interest income reflects the continued growth in investments. The increase in Service Fees is a result of growth in IES and ACS fees.

Since the remaining differences in both revenue and expenses relate to the Annual Meeting, a separate analysis will be developed comparing the 2006 and with previous meetings.



## Membership and Corporate Dues: Comparative Numbers





For the first twelve months of collections for FY2006, the comparative numbers are:

<b>Membership Dues</b>	<b><u>2005/2006</u></b>	<b><u>2004/2005</u></b>	<b><u>Difference</u></b>
May	233,812	249,817	(16,005)
June	376,261	416,617	(40,356)
July	652,213	536,277	115,936
August	359,795	252,675	107,120
September	114,631	189,835	(75,204)
October	136,839	144,627	(7,788)
November	87,889	99,706	(11,817)
December	36,633	45,786	(9,153)
January	35,436	18,088	17,348
February	26,950	20,013	6,937
March	23,552	10,757	12,795
April	11,946	5,518	6,428
<b>Total</b>	<b>\$ 2,095,958</b>	<b>\$ 1,989,716</b>	<b>\$ 106,241</b>

<b>Corporate Dues</b>	<b><u>2005/2006</u></b>	<b><u>2004/2005</u></b>	<b><u>Difference</u></b>
April	0	750	(750)
May	0	11,996	(11,996)
June	750	23,856	(23,106)
July	8,000	27,068	(19,068)
August	60,232	18,136	42,096
September	35,261	10,781	24,480
October	6,184	6,250	(66)
November	15,576	10,850	4,726
December	2,000	7,756	(5,756)
January	6,000	8,729	(2,729)
February	0	3,678	(3,678)
March	4,000	0	4,000
April	4,000	0	4,000
<b>Total</b>	<b>\$ 142,003</b>	<b>\$ 129,850</b>	<b>\$ 12,153</b>

## 6015 Legal Update



On April 13, 2006, the United States District Court for the District of Columbia ordered the American Universities Admission Program, Inc. and Jean-Noel Prade to cease using AACRAO's marks and enjoined them from making any reference to the marks to suggest that the defendants are affiliated with AACRAO. The American Universities Admission Program, Inc. and Jean-Noel Prade were defendants in a lawsuit filed by AACRAO. In a consent decree filed on April 18, 2006 (attached), the defendants admitted that they had infringed the trademarks of AACRAO, that they falsely advertised their products as affiliated with AACRAO, and that they unfairly competed with AACRAO in violation of the common law of the District of Columbia. The defendants also agreed to permanently cease and desist from their illegal activities, and to produce certain documents to enable AACRAO to remedy the damage caused to the Association. Legal counsel has been retained to enforce the decree and ensure full compliance of defendants. The consent decree is attached as an appendix to this report.

## **ANNUAL MEETING**

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### **6105 Current Annual Meeting**

#### **Registration**

The official annual meeting attendance was 3274 which makes it the second largest meeting ever. This compares to New York City – the biggest – where we had 3380 people and Las Vegas – now the third largest – with 3270. We exceeded the number budgeted for member registrations by 76 and nonmembers by 13. See more registration information below in Annual Meeting Registration Statistics 1997-2006.

Attendees represented 35 countries in addition to the United States. Ninety registrants were from Canada and 67 were from other countries.

Participation by voting members has varied over the last three years. This year 58% of attendees were voting members. In New York, 66% of attendees were voting members but only 40% were in Las Vegas.

#### **Method of Registrations**

This year the number of web registrations increased significantly to 49% from 43% in New York. Once again, more registrants registered by the web than by any other method (fax, mail, on site). On site registrations remained about the same.

	<b>2003 Washington</b>	<b>2004 Las Vegas</b>	<b>2005 New York City</b>	<b>2006 San Diego</b>
Web	33%	41%	43%	49%
Fax	31%	26%	24%	21%
Mail	29%	25%	24%	21%
On site	7%	8%	7%	8%

#### **Date of Registration**



The number registering by the early bird deadline has remained fairly consistent ranging from 72% in Washington to 70% in New York City and San Diego.

	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Washington</b>	<b>Las Vegas</b>	<b>New York City</b>	<b>San Diego</b>
Earlybird	72%	71%	70%	70%
Regular	27%	29%	30%	30%

#### **Method of Payment**

Credit card payments increased by 7% to 70% of total revenue. This jump corresponds with the increase in web registrations which require credit card payment.

	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
	<b>Washington</b>	<b>Las Vegas</b>	<b>New York City</b>	<b>San Diego</b>
Checks	37% of total revenue	36% of total revenue	37% of total revenue	30% of total revenue
Credit cards	63% of total revenue	64% of total revenue	63% of total revenue	70% of total revenue



**AACRAO Annual Meeting Registration Statistics  
1997-2006**

	Salt Lake City 1997	Chicago 1998	Charlotte 1999	New Orleans 2000	Seattle 2001	Minneapolis 2002	Washington 2003	Las Vegas 2004	New York City 2005	San Diego 2006	
										Actual	Budget
<b>Member</b>	1716	1954	1550	2031	1927	1712	1465	2095	2066	2026	1950
<b>Nonmember</b>	84	78	70	99	163	106	91	187	189	163	150
<b>Minority first-time attendee</b>	54	137	85	80	53	69	77	220	235	186	300
<b>Student</b>	6	10	6	99							
<b>Complimentary</b>	137	64	68	81	52	45	58	76	60	50	
<b>Presenter only/Presenter One Day</b>	20	183	0	0	61	30	39	33	31	17	
<b>Presenter complimentary full meeting</b>									20	29	
<b>high school</b>	17	18	9	22	43	18	5	NA	NA	NA	
<b>one day – member</b>	17	75	21	9	31	60	58	41	96	49	35
<b>one day – nonmember</b>	3	5	13	3	12	10	18	14	33	12	
<b>Exhibitor (complimentary)</b>	189	231	363	357	500	350	400	451	469	587	
<b>exhibitor (paying meeting registration)</b>	0	20	15	13				15	23	13	
<b>Workshop only</b>	0	3	0	11	8	5	14	2	8	13	
<b>Other</b>				8		29	47	38	49	49	
<b>Total</b>	2243	2778	2200	2740	2885	2437	2272	3172	3279	3194	
<b>Guests</b>	64	93	69	150	79	38	83	88	89	71	60
<b>guests (comp)</b>					3	3	6	10	12	9	
<b>TOTAL</b>	2307	2871	2269	2890	2967	2478	2361	3270	3380	3274	
<b>Exhibiting companies</b>	86	106	102	96			97	101	98	114	
<b>Booth spaces sold</b>	?	131	139	109	149	146	143	152	149	171	160



## 6120 Exhibits

### *2006 San Diego*

114 companies purchased 171 booth spaces – an increase of 15% over last year and 11 over budget. A significant number of exhibitors were new to the AACRAO meeting this year.

### *2007 Boston*

Our prospects for exhibit participation in Boston are looking good! We had a record rate of onsite exhibitor renewals for 2007. 70 exhibitors reserved 128 booths – a 76% renewal rate. This compares to last year when 59 exhibitors reserved 111 booths for San Diego while at the show in New York.

## MEMBER SERVICES

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### 6205 Member Maintenance

#### Membership 2005-2006 (July 1, 2005 to June 30, 2006)

##### Annual Comparison – Dues

The table below contains an annual comparison of dues collected.

	Member	Corporate	Total
<b>2005-2006 (4/30)</b>	\$2,095,958.00	\$142,003.00	\$2,237,961.00
<b>2004-2005</b>	\$1,992,754.00	\$129,850.00	\$2,122,604.00
<b>2003-2004</b>	\$1,831,564.74	\$145,300.00	\$1,976,864.74
<b>2002-2003</b>	\$1,755,854.00	\$143,150.00	\$1,899,004.00
<b>2001-2002</b>	\$1,723,996.41	\$108,125.00	\$1,832,121.41
<b>2000-2001</b>	\$1,701,951.00	\$104,537.50	\$1,806,488.50
<b>1999-2000</b>	\$1,553,379.00	\$ 93,700.00	\$1,677,079.00

#### Annual Comparison - Institutional Membership Renewal Numbers

##### *Institutional Members*

	Renew	New	Dropped	Total
<b>2005-2006 (5/31)</b>	2,371 (94%)	**147 (6%)	144 (6%)	2,518
<b>2004-2005</b>	2,344 (97%)	**171 (7%)	70 (3%)	2,515
<b>2003-2004</b>	2,258 (97%)	**156 (7%)	80 (3%)	2,414
<b>2002-2003</b>	2,231 (96%)	**107 (5%)	102 (4%)	2,338
<b>2001-2002</b>	2,220 (95%)	113 (5%)	105 (5%)	2,333
<b>2000-2001</b>	2,179 (97%)	76 (3%)	70 (3%)	2,325
<b>1999-2000</b>	2,113 (94%)	19 (1%)	134 (6%)	2,266

\*\* Does not include Organizational or Individual Members

#### Membership Renewal 2006-2007

In an effort to promote efficiency we used electronic billing for a third year for membership renewal. The renewal process started immediately following the annual meeting. The enrollment for each institution was adjusted according to IPEDS data. Invoices were sent to all primary contacts (May 24, 2006) as a PDF attachment through email, instead of a hard copy by mail. In doing so we were able to eliminate printing and postage fees as well as reduce the manual labor involved.



In June, we will also send renewal information to non-renewals from the past six years:

2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006. This project proved to be very successful in 2004-2005 when we invoiced 296 institutions and 45 institutions renewed with \$24,316.71 in revenue. In 2005-2006, we invoiced 262 institutions and 28 institutions renewed with \$14,230 in revenue.

### **New Institutional Members 2005-2006**

In 2005-2006, 147 new members joined AACRAO (112 Institutional, 35 Affiliates).

<b>New Institutional Memberships (Total 112)</b>	<b>City</b>	<b>State</b>
Abu Dhabi University	Abu Dhabi	UAE
Alcorn State University	Lorman	Mississippi
Alvin Community College	Alvin	Texas
Andover Newton Theological Seminary	Newton Centre	Massachusetts
The Art Institute of Charlotte	Charlotte	North Carolina
Art Institute of Seattle	Seattle	Washington
ASA Institute of Business and Computer Technology, Inc.	Brooklyn	New York
Baptist Theological Seminary at Richmond	Richmond	Virginia
Briarcliffe College	Bethpage	New York
Bronx Community College	Bronx	New York
Butte Community College	Oroville	California
California Coast University	Santa Ana	California
Cascade College	Portland	Oregon
Castleton State College	Castleton	Vermont
Capitol College	Laurel	Maryland
Centenary College	Hackettstown	New Jersey
Chaffey College	Rancho Cucamonga	California
The Christ Hospital of Nursing	Cincinnati	Ohio
Cincinnati State Technical and Community College	Cincinnati	Ohio
City Colleges of Chicago - Richard J. Daley College	Chicago	Illinois
Clark College	Vancouver	Washington
Coahoma Community College	Clarksdale	Mississippi
College of Marin	Kentfield	California
Community and Technical College of Shepherd	Martinsburg	West Virginia
Corning Community College	Corning	New York
Deaconess College of Nursing	St. Louis	Missouri
DeVry Institute of Technology & Keller Graduate School	Oakbrook Terrace	Illinois
Eastern Nazarene College - Adult Studies	Quincy	Massachusetts
Embry Riddle Aeronautical University - Extended Campus	Daytona Beach	Florida
Erskine Theological Seminary	Due West	South Carolina
Eureka College	Eureka	Illinois
Florida Metropolitan University - Pinellas	Clearwater	Florida
Fox Valley Technical College	Appleton	Wisconsin
Gainesville College	Gainesville	Georgia
Gateway Technical College	Kenosha	Wisconsin
George Brown College	Toronto	Ontario
Greenfield Community College	Greenfield	Massachusetts



Green Mountain College	Poultney	Vermont
Grossmont College	El Cajon	California
Hamilton College	Cedar Rapids	Iowa
Hazard Community and Technical College	Hazard	Kentucky
Helene Fuld School of Nursing	Blackwood	New Jersey
Honolulu Community College	Honolulu	Hawaii
International Coll. Of Hospitality Mgt "Cesar Ritz"	Suffield	Connecticut
Island Drafting and Technical Institute	Amityville	New York
ITT Technical Institute - Albany	Albany	New York
ITT Technical Institute - Grand Rapids	Grand Rapids	Michigan
ITT Technical Institute - Green Bay	Green Bay	Wisconsin
ITT Technical Institute - Tennessee	Cordova	Tennessee
Johnson State College	Johnson	Vermont
Johnson & Wales University - Charlotte	Charlotte	North Carolina
John Wesley College	High Point	North Carolina
Kilian Community College	Sioux Falls	South Carolina
Klamath Community College	Klamath Falls	Oregon
Laura and Alvin Siegal College of Judaic Studies	Cleveland	Ohio
Louisville Technical Institute	Louisville	Kentucky
Lutheran Theological Southern Seminary	Columbia	South Carolina
McMurry University	Abilene	Texas
McNally Smith College of Music	St. Paul	Minnesota
Memphis College of Art	Memphis	Tennessee
Minnesota State Community and Technical College	Moorhead	Minnesota
Mohave Community College	Kingman	Arizona
Mott Community College	Flint	Michigan
Mount St. Mary's University	Emmitsburg	Maryland
Nassau Community College	Garden City	New York
National College of Naturopathic Medicine	Portland	Oregon
National Graduate School	Falmouth	Massachusetts
Naval Postgraduate School	Monterey	California
Naval War College	Newport	Rhode Island
Niagara County Community College	Sanborn	New York
North Park University	Chicago	Illinois
Northeast Iowa Community College	Peosta	Iowa
Northwest Baptist Institute	Tacoma	Washington
Northwest Nazarene University	Nampa	Idaho
Northwestern Technical College	Rock Spring	Georgia
Olivet University	San Francisco	California
Pace University - New York	Pleasantville	New York
Palau Community College	Koror	Palau
Palmer College of Chiropractic - Florida	Port Orange	Florida
Pasco-Hernando Community College	New Port Richey	Florida
Pennsylvania Highlands Community College	Johnstown	Pennsylvania
Reading Area Community College	Reading	Pennsylvania
Rocky Mountain College	Billings	Montana
Salem International University	Salem	West Virginia
San Diego Christian College	El Cajon	California
Santa Monica College	Santa Monica	California
Seattle University - School of Law	Seattle	Washington



Seward County Community College	Liberal	Kansas
Shimer College	Waukegan	Illinois
South Central College	North Mankato	Minnesota
South Dakota School of Mines and Technology	Rapid City	South Dakota
South Louisiana Community College	Lafayette	Louisiana
South University - Columbia	Columbia	South Carolina
Thomas Nelson Community College	Hampton	Virginia
Trinity Life Bible College	Sacramento	California
Universidad de las Americas - Puebla	Puebla	Mexico
Universidad Metropolitana - Orlando	Orlando	Florida
University of Bahrain	Sukhair	Bahrain
University of Central Florida - Regional Campuses	Orlando	Florida
University of Kansas Medical Center	Kansas City	Kansas
University of Michigan School of Dentistry	Ann Arbor	Michigan
University of Montana - Helena College of Technology	Helena	Montana
University of Nebraska at Omaha	Omaha	Nebraska
University of Northern Virginia	Manassas	Virginia
University of Ottawa	Ottawa	Ontario
University of Washington - Tacoma	Tacoma	Washington
University of Wisconsin-Parkside	Kenosha	Wisconsin
Walla Walla Community College - Clarkston Center	Clarkston	Washington
Webb Institute	Glen Cove	New York
Wiley College	Marshall	Texas
Worcester Polytechnic Institute	Worcester	Massachusetts
Yale University Law School	New Haven	Connecticut

<b>New Affiliate Memberships (Total 35)</b>	<b>City</b>	<b>State</b>
Academy of Oriental Medicine	Austin	Texas
Akron Institute	Cuyahoga Falls	Ohio
Anaheim University	Anaheim	California
Bainbridge Graduate Institute	Bainbridge Island	Washington
Bernelli University	Cecil	Pennsylvania
Bishop's University	Quebec	Canada
Bryan Lgh College of Health Sciences	Lincoln	Nebraska
California College for Health Sciences	Salt Lake City	Utah
California School of International Management	San Diego	California
Calvary Baptist Theological Seminary	Lansdale	Pennsylvania
Culinary Academy of Austin	Austin	Texas
Dar Al Hekma College	Jeddah	Saudi Arabia
Eternity Bible College	Simi Valley	California
The French Culinary Institute	New York	New York
Gerstner Sloan-Kettering Graduate School	New York	New York
Harrisburg University of Science and Technology	Harrisburg	Pennsylvania
Higher Colleges of Technology	Abu Dhabi	UAE
Holy Spirit College	Atlanta	Georgia
Lake Erie College of Osteopathic Medicine	Erie	Pennsylvania
Lakeside School of Massage Therapy	Milwaukee	Wisconsin
Lambert University	Irvine	California
Lanier Technical College	Oakwood	Georgia



Louisiana Technical College	Baton Rouge	Louisiana
MedVance Institute	West Palm Beach	Florida
Metropolitan College-OKC	Oklahoma City	Oklahoma
Midwest College of Oriental Medicine	Racine	Wisconsin
North Metro Technical College	Acworth	Georgia
Occupational Training Services	San Diego	California
Ordre des Infirmieres et Infirmiers du Quebec	Montreal	Canada
The Restaurant School at Walnut Hill College	Philadelphia	Pennsylvania
Robert B. Miller College	Battle Creek	Michigan
Universidad del Valle	Cochabamba	Bolivia
University of Northern California	Petaluma	California
Westwood College - Inland Empire	Upland	California
William Carey International University	Pasadena	California

### **New Organizational and Individual Members 2005-2006**

In 2005-2006, 7 organizational members and 14 individual members joined AACRAO.

<b>New Organizational Memberships (Total 7)</b>	<b>City</b>	<b>State</b>
ACCSCT - Accrediting Comm. On Career Schools & Coll. Of Technology	Arlington	VA
Maryland Police and Correctional Training Commissions	Sykesville	Maryland
U.S. Army 1st Recruiting Brigade	Fort Meade	Maryland
U.S. Army Recruiting Battalion - Kansas City	Kansas City	Missouri
U.S. Army NYC Recruiting Battalion	Fort Hamilton	New York
U.S. Army Recruiting Command - Fort Knox	Fort Knox	Kentucky
Wisconsin Association of Independent Colleges and Universities	Madison	Wisconsin

<b>New Individual Memberships (Total 14)</b>	<b>City</b>	<b>State</b>
Rita Abdul Baki - International - Abu Dhabi University	Abu Dhabi	UAE
Dalila Beisaha - High School	Bethesda	Maryland
Gay Brennan - International - University of Auckland	Auckland	New Zealand
Tina Cassler - Student - Univ. of Minnesota	St. Paul	Minnesota
Denyse Christensen - High School - School District #94	West Chicago	Illinois
Julie Davies - International - City Univ. School Of Social Sciences	London	England
Hayden Edwards - Student	Vancouver	Canada
Naomi Gietzen - International	Corozal Town	Belize
George Gilmore - International - The Petroleum Institute	Abu Dhabi	UAE
Dillie Harrison - High School - Northeast ISD	San Antonio	Texas
Meher U. Khan - International - Al Bayan International Institute	Abu Dhabi	UAE
Dr. Eunice F. Oyebade - International - Fed. Univ. of Technology	Akure	Nigeria
David Ross - International		
M. Schwartz - International - World Academic Research Center	Joure	Netherlands

### **Dropped Members**

There are two different types of dropped members. Cancelled Members are those who have contacted the AACRAO office to indicate that they are dropping their membership. Unpaid Members are those who have not paid their dues.



### *Cancelled Institutional Members 2005-2006*

In 2005-2006, 65 members cancelled membership (57 Institutional, 8 Affiliates).

<b>Institutional Members (Total 57)</b>	<b>City</b>	<b>State</b>
American Intercontinental University	Dallas	Texas
American Intercontinental University	Plantation	Florida
Arizona Western College	Yuma	Arizona
Ashland Theological Seminary	Ashland	Ohio
Atlanta College of Art	Atlanta	Georgia
Bacone College	Muskogee	Oklahoma
Baltimore Hebrew University	Baltimore	Maryland
Barton College	Wilson	North Carolina
Bethel Theological Seminary	St. Paul	Minnesota
Bohecker College	Ravenna	Ohio
Camosun College	Victoria	Canada
Cittone Institute	Philadelphia	Pennsylvania
Community College of the Air Force	Maxwell AFB	Alabama
Don Bosco Technical Institute	Rosemead	California
Duluth Business University, Inc.	Duluth	Minnesota
Electronic Data Processing Coll. of Puerto Rico	Hato Rey	Puerto Rico
Florida Metropolitan University - North Orlando	Orlando	Florida
Hagerstown Business College	Hagerstown	Maryland
Hartford Seminary	Hartford	Connecticut
Haskell Indian Nations University	Lawrence	Kansas
Hellenic College	Brookline	Massachusetts
International Academy of Design & Technology	San Antonio	Texas
International Academy of Design & Technology	Toronto	Ontario
ITT Technical Institute	Indianapolis	Indiana
Johnson & Wales - Norfolk	Norfolk	Virginia
Leech Lake Tribal College	Cass Lake	Minnesota
Lexington College	Chicago	Illinois
Long Island College Hospital School of Nursing	Brooklyn	New York
Maric College	San Diego	California
McMaster University	Hamilton	Ontario
The Michener Institute	Toronto	Canada
Middle Georgia College	Cochran	Georgia
Montana State University-College of Technology	Great Falls	Montana
National Technological University	Minneapolis	Minnesota
Nazarene University College	Calgary	Alberta
Ocean County College	Toms River	New Jersey
Peabody Institute of Johns Hopkins University	Baltimore	Maryland
Peninsula College	Port Angeles	Washington
Potomac State College of West Virginia Univ.	Keyser	West Virginia
Sanford-Brown Institute	Fort Lauderdale	Florida
San Joaquin Valley College	Visalia	California
South Carolina Technical College System	Columbia	South Carolina
Southern University and A&M College	Baton Rouge	Louisiana
Southwestern Adventist University	Keene	Texas



Southwestern College  
 Southwestern Oklahoma State University  
 St. John's College  
 The Art Institute Online  
 Three Rivers Community College  
 Universidad de Monterrey  
 University of New Mexico-Extended Univ.  
 University of Saint Francis - Ft. Wayne  
 University of Tennessee College of Law  
 U.S. Army Des Moines Recruiting Battalion  
 William Jessup University  
 William Tyndale College  
 York County Community College

Dayton  
 Weatherford  
 Santa Fe  
 Pittsburgh  
 Poplar Bluff  
 Nuevo Leon  
 Taos  
 Fort Wayne  
 Knoxville  
 Des Moines  
 Rocklin  
 Farmington Hills  
 Wells

Ohio  
 Oklahoma  
 New Mexico  
 Pennsylvania  
 Missouri  
 Mexico  
 New Mexico  
 Indiana  
 Tennessee  
 Iowa  
 California  
 Michigan  
 Maine

**Affiliate Members (Total 8)**

**City**

**State**

Central Baptist Theological Seminary  
 Davis Applied Technology College  
 Future Generations Grad. Sch. of Research and Applied  
 Studies in Community Change  
 Hawthorne University  
 International Academy of Design & Technology  
 Robinson College of Health Science  
 Temple Baptist College  
 Yo San University of Traditional Chinese Medicine

Plymouth  
 Kaysville  
 Franklin  
 West Jordan  
 Fairmont  
 West Toronto  
 Cincinnati  
 Los Angeles

Minnesota  
 Utah  
 West Virginia  
 Utah  
 West Virginia  
 Ontario  
 Ohio  
 California

*Cancelled Individual Members 2005-2006*

So far this year, 9 individual members cancelled membership.

**Individual Members (Total 9)**

**City**

**State**

Claude Anderson (High School)  
 Donald Anderson (High School)  
 Ms. Afiong Nyong Ekefre (International)  
 Cynthia Jenckes (High School)  
 Sandra Justice Fahey (Student)  
 Patricia Hall (High School)  
 Dorothy Kosicki (High School)  
 George Lynes (Retired)  
 Lloyd Hollingsworth (Student)

Providence  
 Bethesda  
 Abuja  
 Weston  
 Ft. Meyers  
 Washington  
 Concord  
 New York  
 Homestead

Rhode Island  
 Maryland  
 Nigeria  
 Florida  
 Florida  
 DC  
 Massachusetts  
 New York  
 Florida

*Unpaid Members 2005-2006*

A total of 79 (3%) institutions did not pay their dues for 2005-2006.

**Corporate Partners 2005-2006 (July 1, 2005 to June 30, 2006)**

In 2005-2006, 10 new Corporate Partners joined AACRAO. The total revenue from Corporate Partners was \$142,003. Last year the total revenue from Corporate Partners was \$129,850. Thirteen of the Corporate Partners that were paying \$750 last year are now paying \$2,000.

**New Corporate Partners (Total 10)**

**City**

**State**



College Source, Inc.  
 Educational Testing Service  
 Foundation for International Services  
 Impressive Software Solutions, Inc.  
 InsideTrack  
 Institute of Construction Management and Technology  
 National Transcript Center  
 Noli Corporation  
 Smart Catalog  
 Strategic Explorers

San Diego  
 Princeton  
 Lynnwood  
 Toronto  
 San Francisco  
 Phoenix  
 Austin  
 Beverly  
 Portland  
 Exton

California  
 New Jersey  
 Washington  
 Ontario  
 California  
 Arizona  
 Texas  
 Massachusetts  
 Maine  
 Pennsylvania

### **New Dues Schedule for Corporate Partners 2005-2006**

The Corporate Partners were invoiced on July 26, 2005, after the Board of Directors voted at their July meeting to restructure the dues schedule for Corporate Partners as follows:

<b>Category</b>	<b>Gross Revenues</b>	<b>Partnership fee</b>
1	Under \$100 million	\$2,000
2	\$100 - \$500 million	\$3,000
3	\$500 million +	\$4,000

### **Annual Comparison – Corporate Partners**

#### *Corporate Partners*

	<b>Dropped</b>	<b>Renew</b>	<b>New</b>	<b>Total</b>
<b>2005-2006</b>	20	55	10	65
<b>2004-2005</b>	17	60	16	76
<b>2003-2004</b>	11	62	17	77 (No comp)
<b>2002-2003</b>	35	54	19	73 (2 comp)
<b>2001-2002</b>	15	68	21	89
<b>2000-2001</b>	11	41	42	83
<b>1999-2000</b>	3	47	5	52

### **Departing Corporate Partners 2005-2006**

Oracle and SEM Works cancelled their corporate membership this year.

**The following 18 corporate partners have not paid their dues for 2005-2006, or decided not to rejoin:**

A&M Logos (\$2,000)  
 Academic Credential Assessment Corporation (\$2,000)  
 Admin. 701 (\$2,000)  
 Admissions Lab (\$2,000)  
 Agresso (\$2,000)  
 Applied Electronics (\$2,000)  
 AUAP (\$2,000)  
 CEI Education Specs (\$2,000)  
 Chase Education First (\$2,000)  
 Conclusive Systems (\$2,000)



Diploma Eval. Center (\$2,000)  
Edgewater Technology (\$2,000)  
Education Consultants and Evaluators International (\$2,000)  
Educational Direct (\$2,000)  
Elegant Business Services (\$2,000)  
International Academic Credential Evaluators (\$2,000)  
International Institute of California (\$2,000)  
Secured Document Systems (\$2,000)

**The total amount of unpaid corporate dues is \$36,000.**

### **New Criteria for Corporate Partnership**

Corporate partnerships in the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are available to individuals or organizations, whether for profit or non-profit, that provides products and services that assist or benefit the needs or purposes of AACRAO members.

To be eligible for corporate partnership with AACRAO, a company must:

- Have at least three years' operation in current corporate form.<sup>1</sup>
- Submit three references (publicly held companies do not need to include references) by active AACRAO voting member or approval from the AACRAO Executive Director.
- Agree to and abide by the AACRAO Corporate Membership Policy.
- Provide a corporate profile and documentation of gross revenue.

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<sup>1</sup> i.e. an entity that was unincorporated until one year before the date of application would have to wait two additional years before being eligible. Applicants may be asked to provide a certificate of incorporation and tax returns for the three years that immediately precede the year of application. A letter from a CPA or an auditor attesting to the net revenues of closely-held entities may be substituted for the tax returns.



1.) AACRAO Membership (2000-2001)	YR END 99-00	YR END 00-01	YR END 01-02	YR END 02-03	YR END 03-04	YR END 04-05	April 30, 2006
<b>Institutional Members</b>							
Paid Institutions	2266	2275	2274	2262	2316	2395	*2424
Paid Institutional Individuals	8532	8733	9,136	9175	9671	9846	10,004
Unpaid Institutions		66	127	102	67	57	125
Unpaid Institutional Individuals		185					
<b>Affiliated Institutions</b>							
Paid Affiliated Institutions	n/a	50	58	85	107	129	*103
Paid Affiliated Individuals	n/a	67	118	197	276	270	209
Unpaid Affiliated Institutions		0	5	9	13	13	19
Unpaid Affiliated Individuals		0		33			
<b>Individual Members</b>							
Paid International	n/a	14	15	15	17	22	26
Paid High School	14	18	14	12	8	17	13
Paid Retired	7	9	12	9	12	9	8
Paid Student	5	4	5	2	4	3	2
Honorary Members	79	82	84	81	82	86	90
Unpaid International		0	2	5	1	3	1
Unpaid High School		0	4	6	2	1	5
Unpaid Retired		0	1	8	0	3	1
Unpaid Student		0	2	3	0	1	2
<b>Corporate Partners</b>							
Paid Corporate	52	83	89	73	77	76	65
Paid Corporate Individuals	171	131	129	110	124	116	118
Unpaid Corporate		3	15	35	11	17	18
Unpaid Corporate Individuals		3	14			25	
<b>Organizational Partners</b>							
Paid Organizations	n/a	14	20	18	25	29	32
Paid Organizational Individuals	n/a	19	22	19	38	39	46
Unpaid Organizations		0	2	4	1	2	3
Unpaid Organizational Individuals		0	2	4	1	3	3
<b>Active Members (paid)</b>							
Active Voting Individuals		8733	9136	9175	9671	9846	10,004
Active Nonvoting Individuals		344	399	445	561	562	512
Total Number of Active Members		9077	9535	9620	10,232	10,408	10,516
<b>Active Organizations (paid)</b>							
Active Voting Institutions		2275	2274	2262	2316	2395	2424
Active Nonvoting Institutions		147	167	176	209	234	200
Total Active Organizational Membership		2422	2441	2438	2525	2629	2624
2.) Dues							



AACRAO Paid Dues	\$ 1,553,379.00	\$ 1,701,951.00	\$1,723,996.41	\$1,755,854.00	\$1,831,564.74	\$1,992,754.00	\$2,237,961.00
Corporate Paid Dues	\$ 93,700.00	\$ 104,537.50	\$108,125.00	\$143,150.00	\$145,300.00	\$129,850.00	\$142,003.00
<b>Year-to-Date</b>							
% of Institutional Membership Paid		97%	95%	96%	97%	97%	94%
# of Online Census Updates		2205					
Opt out Advertising		181					
% of Budget Met – Institutional		100%	(Increase 1%) 100%	(Increase 1%) 100%	(Increase 5%) 100%	(Increase 12%) 100%	
<b>Prior Year-to-Date</b>							
% of Membership Paid Prior YTD		94%	97%	95%	96%	97%	97%
# of Online Census Prior YTD		620					
<b>4.) Analysis – Corporate</b>							
% of Corp/Org Paid		97%	80%		(12% - not paid) 88%	(24% - not paid) 76%	
% of Budget Met – Corporate		108%		132%	(Increase 2%) 100%	(Decrease 10%) 90%	
% of Corporate Paid Prior YTD		100%	97%	80%		88%	
<i>*42 Affiliate Members became Institutional Members</i>							



## 6215 Retention & Recruitment

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### Potential Members from Phone Calls and Emails

We are currently working with the following 28 institutions/individuals who contacted us directly via phone or email in April and May regarding AACRAO membership. We are following up with each inquiry within two weeks after the initial membership request. We are receiving an average of 25-35 inquires per month.

First Name	Last Name	Title	Institution
Gene	Flaksman	Director of Marketing	Innovation Ads
John	Hamilton	Senior VP, Education	Spartan College of Aeronautics and Technology
Linda	McEwen	Lead Admissions & Records Assistant	Diablo Valley College
Valerie	King	Interim Registrar	Charles Drew School of Medicine and Science
Richard	Towers	Registrar	Seabury-Western Theological Seminary
Adeoluwa	Folami		University of Lagos, Nigeria
Amanda	Jackson		The Art Institute of Charlotte
Jennifer	Myrick	Registrar/Lead Admission Officer	Kodiak College
David	Leonhard	Retired registrar	Illinois State University
Terry	Latimer	Administrative Assitant	SACS
Elisabeth	Hinshaw-		
	Osgood	Graduate School Coordinator	Indiana University Purdue University Indianapolis
Marc	Geslani	Director of Enrollment Management	Illinois Institute of Technology
Dave	Henning		Amberton University
Alaina	Weihn	Associate Registrar	Worcester Polytechnic Institute
Linda	Zerko		Illinois State Police Merit Board
Judy	Turner	Student Services	Lake City Community College
Cerese	Levy	Registrar	Argosy University/ Inland Empire
Merryn	Flavell	Student	University of Minnesota
Marriane	Frank	Student	University of Wisconsin - Whitewater
John	Morris	Registrar	Penn Foster College
Kyle	Vuorinen	Assistant Registrar	Langara College
Shawn	Liggett		Southwestern Oregon Community College
Vivian	Doyne	Director of Enrollment Management	Arkansas Baptist College
Kia	Pryor	Admin. Assistant	Drake College of Business
		Staff Assistant, Undergraduate	
Ekaterini	Karipidis	Admissions	University of Massachusetts Lowell
Sandra	Rodriguez	Financial Aid Assistant	Reedley College
		Assistant Provost for Enrollment	
Kate	Peterson	Management	Oregon State University
Madeline	Lund		Ogden Weber Applied Technical College

### Department of Defense Consortium of Practice – February 9, 2006

AACRAO staff presenting on *The Registrar's Profession: Reaching for Success* on February 9<sup>th</sup> at the DoD Consortium of Practice. There were a total of 39 attendees from 25 institutions.

Membership information was sent to the following 12 non-member attendees:



Army Logistics Management College  
Center for Hemispheric Defense Studies  
Joint Counterintelligence Training Academy  
George C. Marshall Center – Garmisch, Germany  
Human Capital Learning  
Defense Security Services Academy  
Defense Acquisition University  
School for National Security Executive Education  
National Geospatial-Intelligence Agency  
Naval War College  
Command and General Staff College  
Army Management Staff College

*As a result of this mailing, the Naval War College joined.*

**Registrar 101 Online – Spring 2006**

Twenty-one people participated in the Registrar 101 Online and all were members.

**SEM Conference, Chicago – November 13-16, 2005**

Membership information was sent via email to the following non-members who attended the SEM meeting.

Arizona State University Polytechnic (AZ), Capitol College (MD), Centennial College (Ontario), College of New Caledonia (Canada), Dalhousie University (Canada), Eastern Washington University, George Brown College (Ontario), Hackley School (NY), Ivy Tech Community College – Evansville (IN), King Saud University (Saudi Arabia), McMaster University (Ontario), Montgomery County Community College (PA), Plymouth State University (NH), Texas Woman's University(TX)

*As a result of this mailing, the following 3 members joined:*

***Capitol College, MD***

***George Brown College, Ontario***

***Montgomery County Community College, Blue Bell, PA***

**NACADA – National Academic Advising Assoc. Meeting, Las Vegas – October 5-8, 2005**

Membership information was sent to the non-members who attended the NACADA Annual Meeting.

3188 total attendees; 58 packets sent. Lake Shore Community College (WI), Cloud County Community College (KS), Seward County Community College (KS), Southern Arkansas University Tech (AR), Pulaski Technical College (AR), Navarro College (TX), Community College of Aurora (CO), Northern Arizona University- Phoenix (AZ), Maricopa County Community College (AZ), Coconino Community College (AZ), Dona Ana Community College (NM), Mount San Antonio College (CA), Crafton Hills College (CA), West Hills College Lemoore (CA), Taft College (CA), Reedley College (CA), Hartnell College (CA), Academy of Art University (CA), College of the Redwoods (CA), University of Alabama (CA), College of Siskiyous (CA), Maui Community College (HI), TransPacific Hawaii College (HI), Southwestern Oregon Community College (OR), Bellevue Community College (WA), Cascadia Community College (WA), Lake Washington Technical College (WA), Tacoma Community College (WA), Matanuska-Susitna College (AK), Dalhousie University (Canada), Heritage College (Canada),



Queens University (Canada), King's College (Canada), Nipissing College (Canada), Red River College (Canada), Grant MacEwan Community College (Canada), Yonsei University (South Korea), University of Glasgow (UK), London Metropolitan University (UK), University of Nottingham (UK), University of Westminster-London (UK).

***As a result of this mailing, the following 2 members joined:***

Seward County Community College, Kansas  
Coconino County Community College, Arizona

**NASFAA – July 2005**

Membership information was sent to the non-members who attended the NASFAA Annual Meeting.

3157 total attendees; 50 packets sent. Antelope Valley College, Apex Technical School, Atlanta Institute of Music, Auburn University, Automeca Technical College, Beckfield College, Black River Technical College, Caguas Institute of Mechanical Technology, Caribbean University, Carl Albert State College, Centro de Estudios Multidisciplinarios, Cerriots Community College, Cleary University, Coahoma Community College, Colegio Universitario de San Juan, Compton Community College, Contra Costa College, Escuela Tecnica de Electricidad, Foothill College, Golden West College, Itawamba Community College, Liceo de Arte Y Tecnologia, Mendocino College, Mesivta Torah Vodaath Rabbinical Seminary, Mt. San Jacinto College, MTI College of Business & Technology, Napa Valley College, New York Auto & Diesel Institute, Northern Wyoming Community College District, Ottawa University, Palomar College, Richard Bland College, Rio Hondo College, San Diego Mesa College, San Joaquin Delta Community College District, Santiago Canyon College, Sinte Gleska University, Skyline College, Solano Community College, Southwestern Illinois College, St. Gregory's University, St. Martinus University of Medicine, The Julliard School, University of the Ozarks, Ventura College, Victor Valley Community College, West Valley College, Evergreen Valley College, West Los Angeles College, Manhattan School of Computer Technology

***As a result of this mailing, the following 1 member joined:***

Coahoma Community College

**Admission Institutes:**

Membership information was sent to the non-members who attended the Summer Admission Institutes:

- **Kennesaw, Georgia: Kennesaw State University, July 25 - 26, 2005** — All 48 attendees belonged to AACRAO member institutions; therefore, no packets were sent.
- **Houston, Texas: San Jacinto College, July 28 - 29, 2005** — All 34 attendees belonged to AACRAO member institutions; therefore, no packets were sent.
- **Portland, Oregon: Portland Community College, July 28, 2005** — Two Institutional membership packets were mailed to Washington State University Vancouver and Eastern Oregon University.
- **Boston, MA: Stonehill College, August 1 - 2, 2005** — All 27 attendees belonged to AACRAO member institutions; therefore, no packets were sent.

**Army Recruiting Battalions**

The following three army recruiting battalions joined AACRAO:

U.S. Army Recruiting Battalion, Columbus, Ohio  
U.S. Army Recruiting Battalion, Des Moines, Iowa



U.S. Army Recruiting Brigade, Fort Meade, Maryland

Membership information was sent to the other 41 recruiting battalions throughout the U.S. This action was taken in response to the current military recruiting crisis reported in the media. It is our hope that the professional development made available through AACRAO membership will be of benefit to these recruiting organizations. Likewise, we hope the effort will help boost our membership numbers.

***As a result of this mailing, the following 4 recruiting battalions joined:***

***U.S. Army 1<sup>st</sup> Recruiting Brigade, Fort Meade, Maryland***

***U.S. Army Recruiting Battalion, Kansas City, Missouri***

***U.S. Army NYC Recruiting Battalion, Fort Hamilton, New York***

***U.S. Army Recruiting Command, Fort Knox, Kentucky***

## **OUTREACH**

**AACRAO shipped outreach materials to the following State & Regional meetings in the fall:**

KACRAO (September)	New Jersey/New York (October)
Arizona (September)	WACRAO (October)
WVACRAO (October)	OACRAO (November)
Kentucky (October)	MACRAO (November)
Arkansas (October)	Wisconsin (November)
Oklahoma (October)	Nebraska (November)
MACRAO (October)	TACRAO (November)
GRACAO (October)	CACRAO (December)
Montana (October)	

*\*Note: AACRAO will ship a promotional box to all state and regional meetings*

**AACRAO exhibited at the following State & Regional meetings in the fall:**

Indiana (October)	PACRAO (November)
UMACRAO (October)	MSACROA (November)
IACRAO (October)	NEACRAO (November)
Texas (October)	

*\*Note: AACRAO is currently developing an exhibiting schedule for 2006*

The State and Regional organizations have responded very appreciatively and positively to our outreach efforts.

**AACRAO exhibited at the following meetings in the fall:**

NACAC - National Association for College Admission Counseling - (Tampa, FL, September 22-24, 2005)

NACADA - National Academic Advising Association - (Las Vegas, NV, October 5-8, 2005)

AACRAO Technology Conference - (Atlanta, GA, October 2005)

AACRAO Strategic Enrollment Management Conference - (Chicago, IL November 2005)



*\*Note: AACRAO is currently developing an exhibiting schedule for 2006*

## **MEETINGS AND WORKSHOPS**

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### **6300 Registrar 101**

One site based workshop is budgeted for this year at a location yet to be determined. The Registrar 101 Workshop will once again be sponsored by the National Student Clearinghouse.

### **6305 SEM Conference**

The 2006 SEM Conference will be held November 12-15, 2005 at the Pointe Hilton Squaw Peak Resort in Phoenix.

The following 11 exhibitors have been secured to date.

- ACT
- Ad Astra
- Bookwear
- College Bound Selection Service
- Hobsons
- James Tower
- Jenzabar
- Noel-Levitz
- Paskill Stapleton & Lord
- Royall & Company
- Talisma

We have also secured the following three corporate presentations for the upcoming SEM Conference:

- Ad Astra
- Hobsons
- Jenzibar

Two sponsorships have been sold to date. SunGard Higher Education is sponsoring the name badges and Datatel is sponsoring the tote bags.

### **6320 FERPA Workshop**

We have budgeted for three FERPA Workshops that are expected to break even on an overall basis. One will be held in the fall in conjunction with a Registrar 101 Meeting. The others haven't been scheduled yet.

### **6325 AACRAO Technology Conference**



The 2006 Student Services Technology Conference will be held July 23-25 at the Grand Hyatt Denver. The meeting was heavily promoted at the Annual Meeting via sponsorship of the Cyber Café and an ad on the name badge stock. In addition, a meeting brochure was distributed to every attendee in the totebag.

Registrations and hotel reservations have been running at a pace which is several weeks ahead of previous year's meetings at a comparable time. At eight weeks out from the meeting on May 26, we had 136 people registered – a number we didn't achieve until five to six weeks out in earlier meetings. We have sold about 50% of our hotel room block. Due to demand, we have increased our hotel block to sixty rooms (from twenty) on the final night of the meeting.

The following 23 companies have secured exhibit spaces at the Technology conference:

- Ad Astra
- CCM Software Services
- CollegeNET
- ComQuip, Inc
- Datatel
- Digital Architecture
- Event Management Systems
- Hobsons
- ImageNow
- Intelliresponse
- Matrix Imaging ( Hyland Software)
- Miami University-DARS
- National Student Clearinghouse
- National Transcript Center
- Optical Image Technology, Inc
- Runner Technologies
- Scrip-Safe
- Smart Catalog
- SNTial Technologies, Inc
- SunGard SCT, Inc.
- Talisma
- The College Board
- Xap Corporation

The following companies have secured corporate presentations:

- Datatel (2 presentations)
- Smart Catalog

The following companies have purchased sponsorships:

- Datatel - Totebags
- SunGard Higher Education - Badge Holders
- National Transcript Center - Refreshment Break

## **6345 Admission Institute**



Two on site Admission Institutes are planned for this summer – one in Raleigh, NC and the other in Odessa, TX (see dates below). The institute in Raleigh will be held in conjunction with a CACRAO meeting. Since CACRAO is holding its own counselor training, we will only be offering the Admission Manager track there.

- July 12–13: Odessa, Texas (Including Both Counselor and Manager Tracks)
- July 25–26: Raleigh, North Carolina (Manager Track Only)

## **6350 Distributive Learning**

There were two offerings in this quarter, Admissions Counselor 101 and Management Dynamics Online

The Admissions Counselor 101 first-time online offering was presented May 1-21, 2006. The online workshop drew 14 participants – what we were aiming for.

The course consists of six modules:

- Functioning as an Admissions Professional
- Fine-tuning your Presentation Skills
- Recruitment and Marketing
- Ethically Speaking
- Preparing for Recruitment Travel
- Road Trips and Presentations

Presenters were:

- Heather Eckstein, Interim Co-Director of Admission and Enrollment Services, Pittsburg (KS) State University
- Doug Hartnagel, retired from various posts in admissions and enrollment management

Donald Bunis, University Registrar (retired) and AACRAO consultant for distance education – Presented an “Orientation to Blackboard,” “Workshop Overview,” and “Introduction, and Discussion of Objectives,”

The Management Dynamics Online workshop was presented February 27 – April 5, 2006 and drew 9 participants. Don Bunis served as the faculty member as well as facilitator.

Subjects of reading and discussion included:

- What’s Management? What’s Leadership? What’s the Difference?
- Managing Roadblocks
- Self-Assessment Readings and Discussion

## **PUBLICATIONS**

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### **6400 General Publications**

*Guide to Bogus Institutions and Documents*



The *Guide to Bogus Institutions and Documents* was released in time for the NAFSA Conference in May 2006. The publication provides the information and tools needed to face and fight the complex battle against the problem of bogus universities and degree fraud. As of June 3, 2006, 106 copies have sold.

#### ***The Educational System of the United Kingdom***

*The Educational System of the United Kingdom* is a guide for United States admissions officers to the structure and content of the educational system of the United Kingdom. The book was released at the 2006 Annual Meeting in San Diego and has sold 132 copies as of June 3, 2006.

#### ***The 2006 AACRAO FERPA Guide***

*The 2006 AACRAO FERPA Guide* was released at the 2006 Annual Meeting in San Diego. The primary purpose of the publication is to provide guidance as to the substance of FERPA, and also training materials and forms which are available on a CD included with the Guide. As of June 3, 2006, 1,209 copies have sold.

#### ***The Registrar's Guide: Evolving Best Practices in Records and Registration***

*The Registrar's Guide* was released at the 2006 Annual Meeting in San Diego. *The Registrar's Guide* is the first comprehensive guide to the registrar's profession to be published in 27 years. Its 35 chapters address a variety of responsibilities, ranging from registration and academic scheduling to detecting credentials fraud and implementing student information systems; preparing for commencement and preparing for accreditation; project management and budgeting. As of June 3, 2006, 1,011 copies have sold.

#### ***AACRAO's Basic Guide to Enrollment Management***

*AACRAO's Basic Guide to Enrollment Management* was released in November 2005. The publication is a primer or "how to" resource for new or seasoned enrollment managers, with practical applications of Strategic Enrollment Management (SEM) best practices, outlining how making some basic adjustments can have an immediate impact on enrollments. As of June 3, 2006, 561 copies have been sold.

#### ***Student Information Systems: A Guide to Implementation Success***

AACRAO published *Student Information Systems: A Guide to Implementation Success* in September 2005. The publication provides steps to implement student information systems at all campus levels and includes studies of successful implementations at specific universities. As of June 3, 2006, 358 copies have been sold.

#### ***College Recruiters' Quick Guide***

AACRAO published the *College Recruiters' Quick Guide* in September 2005. The guide offers readers practical tips on admissions recruiting and recruitment responsibilities. As of June 3, 2006, 334 copies have been sold.

### **Works in Progress**

#### ***Accreditation Mills***

We are currently working with Allan Ezell on a contract for a publication on accreditation mills. The book is scheduled for release at the 2007 Annual Meeting.

#### ***Central Asia***



Chris Foley submitted an application in May 2005 for a publication on Central Asia with four contributing authors – Chris Foley, Erik Johansson, Ann Koenig and Ted McKown. The first contract was sent to Chris in June 2005. A revised contract including additional author Botir Djuraev was sent on to Chris on October 31, 2005. The publication is scheduled for release in September 2006.

### **Electronic Database for Global Education (EDGE)**

Ten countries in the EDGE Database became available for a free trial membership at the 2006 Annual Meeting. The database is scheduled for release in July 2006. The total number of countries which will be available in the first group by subscription will be 45. The EDGE Database was demonstrated to members at the 2006 NAFSA Conference.

Forty-three contracts for the following countries have been signed: Afghanistan (Ted McKown), Angola (Lou Nunes), Belgium (Jennifer Minke), Bosnia & Herzegovina (Ann Koenig), Brazil (Lou Nunes), British Columbia (Linda Jahn), Dominican Republic (Eva Adan), Egypt (Ginger Johnson), France (Kathleen Trayte), Ghana (Nancy W. Keteku), Honduras (Luisa M. Havens), Hong Kong (Marilee Hong), Hungary (Jane Shepard), India (Ravi Kallur), Indonesia (Mary Baxton), Iran (Shahzad Kamyab), Jamaica (Marcelle Heerschap), Japan (Mary Baxton), Jordan (Carol McAllister), Kazakhstan (Chris J. Foley), Kyrgyzstan (Chris J. Foley), Lebanon (Ted McKown), Manitoba (Mary Baxton), Netherlands (Bradley Spencer and Liliane Bauduy), Nigeria (Claire Sylves), NW Territories (Linda Jahn), Poland (Ann Koenig), Prince Edward Island (Mary Baxton), Quebec (Linda Jahn), Romania (Jane Shepard), Saskatchewan (Mary Baxton), Saudi Arabia (Ginger Johnson), Serbia & Montenegro (Ann Koenig), Singapore (Mary Baxton), Sweden (Karlene Dickey), Switzerland (Karlene Dickey), Taiwan (Norhan Rahmat), Tajikistan (Chris J. Foley), Thailand (Nancy Katz), Turkmenistan (Chris J. Foley), Uzbekistan (Ann Koenig), Yukon (Linda Jahn), and Zimbabwe (Rebecca Zeigler Mano).

### ***France***

The first contract for the France publication was signed by Kathleen Trayte on November 1, 2002. Linda Jahn is now working with Kathleen as the co-author of the publication and a revised contract was sent to both authors in September 2005. Per an e-mail from Kathleen on November 3, 2005, she is working on the placement recommendations, and Robert Watkins is reviewing draft of the text. This publication is scheduled for release in September 2006.

### ***Gamers Go To College***

The Gamers book will be a strategic enrollment management publication illustrating how “Gamers” will create and/or demand a convergence of technology in higher education. The overarching theme will focus on the vital role communication plays and the varying venues that are at higher education’s disposal in light of the “Gamers” generation. The first draft of this publication was received in May 2006 and as of June 5, 2006 is in the process of being edited. This publication is authored by Craig Westman, Penny Bouman, Ronnie Higgs, and Mike King. It is scheduled for release at the Technology Conference in July 2006.

### ***Outcome-Oriented Management.***

This publication will describe outcome-oriented operations, which is a coordinated leadership/management system that enables organizations to thrive by consistently delivering specific, measurable outcomes that are expected and valued by key stakeholders. It will be



authored by Wayne Sigler, Director of Admissions at the University of Minnesota. A contract has been signed and the book is scheduled for release in the fall of 2006.

### ***Russia***

Travel for the *Russia* publication was completed in 2000. The project directors are Bill Paver and Gloria Nathanson and the authors are George Fletcher, Johnny Johnson, Linda Staton (ETS), and Gary Anderson. IES staff has reviewed the publication. Chapter one needs to be completed by Bill Paver and the placement recommendations are incomplete. Answers to questions sent to Russians involved in the project are also outstanding.

### **AACRAO Bookstore**

AACRAO sold a total of \$7,592 in publications at the NAFSA Conference in Montreal, May 23 – 26, 2006. The new international publications featured at the meeting were the *Guide to Bogus Institutions and Documents* which sold 33 copies, and *The Educational System of the United Kingdom* which sold 15 copies.

AACRAO sold a total of \$69,064 in publications at the 2006 Annual Meeting in San Diego. The AACRAO Bookstore held three book signings at the meeting: Barbara Lauren signed copies of *The Registrar's Guide: Evolving Best Practices in Records and Registration*, Suzanne Mettler signed copies of [\*Soldiers to Citizens: The G.I. Bill and the Making of the Greatest Generation\*](#), and Sharon Cramer signed copies of *Student Information Systems: A Guide to Implementation Success*. The AACRAO Bookstore sold the publications of presenters David Conley ([\*College Knowledge: What It Really Takes for Students to Succeed and What We Can Do to Get Them Ready\*](#)) and Rupert Wilkinson ([\*Aiding Students, Buying Students: Financial Aid in America\*](#)).

AACRAO sold a total of \$19,477 in publications at the Fifteenth Annual Strategic Enrollment Management (SEM XV) Conference in Chicago, Illinois, from November 13 – 16, 2005. Two book signings were held: Dr. Sharon F. Cramer signed copies of *Student Information Systems: A Guide to Implementation Success*; Craig Westman and Penny Bouman signed copies of *AACRAO's Basic Guide to Enrollment Management*.

AACRAO sold a total of \$1,365 in publications at the AACRAO Technology Conference in Atlanta, Georgia, October 9-11, 2005. Our new release at the conference, *Student Information Systems: A Guide to Implementation Success*, sold a total of twelve copies.

### **Marketing and Advertising**

- A two page publications advertisement appeared in the May/June 2006 issue of NAFSA's publication *International Educator*. The theme of the ad is "Resources for International Admissions" and includes thirteen related publications. *International Educator* was distributed at NAFSA's annual conference in May 2006. The advertisement also appeared in the January/February issue of the publication.
- In May 2006 Larry Hoezee, Assistant Director of Systems and Research at the University of Michigan requested copies of the *College Recruiters' Quick Guide* and *The Registrar's Guide: Evolving Best Practices in Records and Registration* for review in upcoming issues of The College Board's *Enrollment Management Review*.
- AACRAO sold a total of 10 publications for a revenue of \$859 at the California Community College Association of Registrars and Admissions Officers (CACRAO) 29th Annual Conference April 30 - May 3, 2006 at Lake Tahoe, California.
- Sample AACRAO publications were exhibited at the American Association of Community Colleges (AACC) meeting in Long Beach, California April 22-25, 2006.



- AACRAO publications flyers and sample publications for raffle were sent to the Association of University Administrator's annual conference April 10-12 in Belfast.
- Don Hossler, Professor of Educational Leadership and Policy Studies at Indiana University in Bloomington, Indiana published a review of *AACRAO's Basic Guide to Enrollment Management* in the Spring 2006 issue of the College Board's quarterly publication, *Enrollment Management Review*.
- AACRAO donated four publications (*AACRAO's Basic Guide to Enrollment Management*, *College Recruiters' Quick Guide*, *Essentials of Enrollment Management*, and *SEM Anthology*) to Jennifer Keup with the American College Personnel Association's (ACPA) Commission on Admissions, Orientation, and First Year Experience. The donated books were advertised by the association and were featured at their annual conference March 18 – 22, 2006 in Indianapolis.
- *Student Information Systems: A Guide to Implementation Success* was reviewed by Rita Owens, Associate Academic Vice President for Technology at Boston College for the Winter 2006 issue of *College and University*.
- Peter DeBlois with EDUCAUSE reviewed *Student Information Systems: A Guide to Implementation Success* in the May 2006 issue of *EDUCAUSE Quarterly*.
- *Millennials Go To College* will be taught as a part of the spring 2006 course "The American College Student" in the Department of Educational Administration and Community Leadership (EACL) at Central Michigan University.
- Two hundred publication fliers and Member benefit brochures were inserted into attendee packets at the Transfer Institute, January 27-30, 2006 in Fort Worth, Texas. The AACRAO publications *The College Transfer Student in America* and the *College Recruiters' Quick Guide* were highlighted as two of the association's transfer student publications.
- Don Hossler, Professor of Educational Leadership and Policy Studies at Indiana University in Bloomington, Indiana published a review of *Student Information Systems: A Guide to Implementation Success* in the Winter 2006 (Volume 21, Issue 2) issue of the College Board's *Enrollment Management Review*.
- A publications sale in December 2005 garnered \$3,805 in sales. Members who purchased publications December 12 – 31 were not charged shipping (a savings of up to 10%) if they mentioned the sale in their order.
- The AACRAO publications brochure was included in the 2005-2006 AACRAO member card mailing. It is also being distributed at meetings and included with publications orders from the distribution center.
- Five publication advertisements appeared in the Fall 2005 issue of the *College and University Journal*: AACRAO's most recent SEM titles, *Australia: Education and Training* and *The College Transfer Student in America: The Forgotten Student*, general publications, *AACRAO's International Graduate Admissions Guide*, and an advertisement for *Foreign Educational Credentials Required*.
- In October 2005, AACRAO began contributing recent publications to be indexed in the U.S. Department of Education's Education Resources Information Center (ERIC). ERIC is a digital library providing educators, researchers, and the general public with free access to education literature and resources.
- *Student Information Systems: A Guide to Implementation Success* is being advertised with Baker & Taylor, a distributor of books, video, and music products to libraries, retailers, and other resellers. AACRAO has one hundred and thirty books posted to Baker & Taylor's site.
- In the past six issues of *SEM Source*, the following publications have been featured: *The Registrar's Guide: Evolving Best Practices in Records and Registration* (May 2006); *College Recruiters' Quick Guide* (March 2006); *AACRAO's Basic Guide to Enrollment Management* (February 2006 issue to all members), (December 2005/January 2006); *The College Recruiters' Quick Guide* (October/November 2005); a review of *Gen Xers*



*Return to College: Enrollment Strategies for a Maturing Population* by Don Hossler and Larry Hoezee which appeared in *The Enrollment Management Review*.

- AACRAO is donating its most recent publications to the ACE library for inclusion in their catalog and for use by patrons of the library. ACE will include AACRAO publications in its monthly list of new acquisitions distributed to all the higher education associations at One Dupont Circle. This service is free.

### **Permission Granted**

- Permission was granted in April 2006 to XanEdu, a coursepack printing facility, to reproduce Chapter 7 “Building the Enrollment Organizational Model” from *SEM Revolution* for Capella University’s Spring 2006 class “Strategic Enrollment Planning.”
- In March 2006 Nancy Eastman, Enrollment Management Coordinator of Park University School for Online Learning, was granted permission to print ten copies of Chapter 13 (“Implementing a One-Stop Student Service Center”) of *AACRAO’s Basic Guide to Enrollment Management* for a committee she’s chairing in order to demonstrate how multiple departments can get involved in a one-stop.
- Stephanie Brown, Executive Director of Enrollment Management at the University of Nevada in Las Vegas was granted permission in March 2006 to copy and share sections of *AACRAO’s Retention of Records* guide and *The 2001 AACRAO FERPA Guide* for a presentation to the university’s Academic Advising Council.
- Permission was granted to Crystal Williams of the American Immigration Lawyers Association (AILA) in February 2006 to print a portion of Diploma Mills in the AILA journal.
- In February 2006 Alice Lacey of the University of Arkansas received permission to copy the “FERPA At-A-Glance” section of *The 2001 AACRAO FERPA Guide* for use in registrar’s office training sessions and for a presentation to their office’s board of advisors.
- In February 2006 AACRAO extended permission that was first granted in September 2005 to Mary Louise Gerek, Institutional Research Analyst, at Nazareth College in Rochester, New York to use content from *AACRAO’s Professional Development Guidelines for Registrars: A Self-Audit* (2000) in the development of an Institutional Research report. The report will now be published by the Association for Institutional Research in an on-line journal called *IR Applications*.
- The National Association for College Admission Counseling (NACAC) was granted permission in February 2006 to advertise *The College Transfer Student in America* publication on their web site. We will offer NACAC members the AACRAO member rate on the publication and will be linking the associations’ web sites to facilitate ordering.
- Permission was granted in October 2005 to Dermot A. Cooper, Records Manager, at St. John’s University in Queens, New York to use Retention Schedules from *AACRAO’s Retention of Records* (2000) in the development of university records retention schedules.
- Permission was granted in October 2005 to Marla Coan, Dean of Student Services, at Cascadia Community College in Bothell, Washington to copy *Strategic Enrollment Management: A Primer for Campus Administrators* (1996) for use in the Admissions and Registration Council for Washington State Community and Technical Colleges.
- In September 2005 permission was granted to Mary Louise Gerek, Institutional Research Analyst, at Nazareth College in Rochester, New York to use content from *AACRAO’s Professional Development Guidelines for Registrars: A Self-Audit* (2000) in the development of an Institutional Research report.



- Permission was granted in August 2005 to Debbie Harju, Assistant to the University Registrar, at the University of Michigan, Ann Arbor to publish Retention Schedules from *AACRAO's Retention of Records* (2000) on the university's web site.

### **6430 TCP Publications**

The TCP publication is scheduled for release in July 2006. Following are the updates on TCP for the past year:

- July 21, 2005: An e-mail was sent to Reporting Officers asking them to review their state in the TCP Online database.
- September 2005: From the Reporting Officers' July 2005 edits, updated TCP data was sent to the printer, who formatted sample pages of each state.
- October 2005: The AACRAO staff edited the sample pages.
- October 2005: A second e-mail was sent to Reporting Officers on October 14, 2005, which included a PDF of the Reporting Officers' state. The e-mail requested that the Reporting Officers review their state's PDF sample pages and contact AACRAO with additional edits.
- January 2006: Hard copies of each state's PDF were sent to Reporting Officers who had not completed their review with a letter reminding them of the review deadline.
- February 2006: The Reporting Officers' review of their state in the TCP Online database was finalized.
- March 2006: Updated sample pages of each state were generated by the printer.
- March and April 2006: The AACRAO staff reviewed the sample pages to confirm that they reflected the Reporting Officer updates.
- May 2006: Updated TCP data was sent to the printer, who formatted sample pages of each state.
- May and June 2006: The new text is being reviewed in the AACRAO office.
- June 2006: The TCP front matter and appendix items were finalized and sent to the printer.

### **6530 Compliance**

#### ***The Registrar's Guide: Evolving Best Practices in Records and Registration***

This 500-page book was published in time for release at the San Diego Annual Meeting. It has been greeted with praise by its intended audience, and has already sold out one-third of the print run within one month. Since the book contains chapters by AACRAO registrars from 23 states and the District of Columbia, it has already done a great deal to create a positive buzz for AACRAO in every regional ACRAO grouping. The impressive contributor bios, which appear early in the volume, should also be of significant interest to upper-level administrators such as Provosts and VPAs to whom registrars report – and whom AACRAO wants to reach, along with our core constituency.



## **AACRAO presentation to a first-ever Defense Department “Consortium of Practice” session for registrars**

The Department of Defense invited a member of the AACRAO staff to serve as the kick-off speaker at the first-ever gathering of registrars from various defense installations, both civilian and military. (This took place in D.C.) AACRAO’s Associate Director of Compliance and Professional Development was asked to address two topics: “What do registrars do, and what can AACRAO do for registrars?” This well-received talk had several immediate positive outcomes for AACRAO: several of the installations represented at the meeting became AACRAO members; and they will be forming a much more active and cohesive presence at future AACRAO annual meetings (including an expanded Military Roundtable).

## **COMMUNICATION/GOVERNMENT RELATIONS**

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### **6505 Government Relations**

#### **Reauthorization of the Higher Education Act**

In the aftermath of AACRAO’s unlikely victory in the House of Representatives’ version of the bill to reauthorize the Higher Education Act, the Association’s efforts shifted to the Senate, where the next legislative steps would have to occur before a bill could be enacted into law. AACRAO, along with the same coalition of higher education groups that actively opposed the House version of the HEA, have actively worked to prevent the Senate Health, Education, Labor, and Pensions Committee’s version of the HEA from moving to the Senate floor. The HELP Committee unanimously reported its reauthorization bill last September, unfortunately with transfer provisions that are even more objectionable than those of the House bill. It has been AACRAO’s position that the Senate bill is so in need of overhaul that the Senate would be better served by allowing the Committee-approved draft to lapse. In support of this position, AACRAO has worked with several members to register its concerns with Senators and to urge them to oppose Senate floor consideration of the bill. This strategy has thus far proven successful, and it is hoped that a future draft will provide AACRAO with more opportunities to influence the legislative outcome.

#### **Academic Competitiveness Grants/ SMART Grants**

On May 11, 2006, AACRAO hosted a second Webinar on ACG/SMART Grants. The Webinar, which featured several high-ranking Department of Education officials, attracted 1,334 registrants. Estimating the average number of attendees per registrant location at 3 individuals would place the number of participants in the live webinar at above 4,000!

The session on the new federal grants featured three senior officials from the U.S. Department of Education with policy and operational responsibility for fast-track implementation of the new program by the Fall 2006 academic term. David Bergeron, Kay Jacks and Susan O’Flaherty provided the most up-to-date overview of the Department’s implementation plans for the programs and responded to questions from participants during the 90-minute session.

The session was attended by a national audience of campus officials who appear to have been



equally composed of admissions professionals, registrars, and financial aid officials. The webinar is archived on the AACRAO web site at <http://webinar.aacrao.org/competitiveness> and can be accessed by those who might have missed the event.

## **6515 Communications**

The Association's media relations efforts continue to very prominently feature the Association before the public. AACRAO has received excellent coverage in virtually every major newspaper in the country since February, including several articles in the New York Time, the Wall Street Journal, USA Today, and the Washington Post. Our media relations efforts have successfully communicated the AACRAO public policy positions.

## **6535 TRANSCRIPT**

The AACRAO Transcript offers members the latest news about government relations, court proceedings, compliance, industry developments affecting higher education. Items in the Transcript are communicated to members each week via email blast.

The Transcript continues to grow in terms of content and traffic. It is now the repository for over 3,100 articles. The chart below illustrates the sustained growth in unique visitors to the transcript website since 2002.

<b>Month</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
January	5416	8416	5291	15604	17931
February	6922	6028	5132	17889	19117
March	7310	9010	7136	19095	25561
April	7391	6181	3213	18059	19130
May	6329	8770	8573	18082	
June	6622	9887	6729	18918	
July	7925	11134	5273	18885	
August	8013	8569	10039	20851	
September	8145	8535	12810	18689	
October	10035	8052	10953	18404	
November	7777	5400	10150	16245	
December	7488	5127	12583	15780	

## **6540 SEM Source: An Update on Trends in State-of-the-Art Student Services**



*SEM Source* was launched as a web-based publication at SEM XIV in November 2004, and provides subscribers with news and information of interest to strategic enrollment managers. This online resource moved from a subscriber based business model to a member benefit. The change is designed to enhance AACRAO's presence in the field of Strategic Enrollment Management as well as attract new attendees to the annual SEM Conference.

Second, to the extent that there are no additional budgetary burdens imposed on AACRAO by making the publication more broadly available, bundling *SEM Source* with membership enhances the value of joining the association and provides a new member benefit.

## **PROJECTS/CONTRACTS**

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### **6755 Consulting Services**

Since mid-April, AACRAO Consulting Services has signed 4 contracts, and we are currently submitting proposals for 2 and discussing 2. Even if we pulled in no further contracts (a highly unlikely prospect), we expect our FY06 gross revenues to exceed the budget by at least 50 percent. The actual net will be a result of future marketing efforts as well as other expenses.

At the annual meeting, ACS exhibited for the first time in the exhibit hall, using its newly created booth. We also exhibited at the AACC (community colleges) conference in Long Beach following the annual meeting. Our exhibit includes ACS brochures, thought pieces, relevant AACRAO publications to advertise for sale, and other information about AACRAO benefits and meetings.

ACS held two meetings for consultants during the annual meeting: one for previously-signed-on consultants to discuss ideas and projects and to review our consulting and reporting processes. The other, with several individuals who were interested in working with us but had not yet signed on officially, yielded four new consultants.

In marketing: we will have representatives of ACS exhibiting at the following immediately upcoming meetings: ARUCC, NASFAA, NACUBO/SCUP/APPA, AACRAO Technology Conference. We are designing extra panels for the booth so that we can switch off according to the particular meeting and highlight the relevant services ACS provides for participants of each conference. A postcard mailing will be done in early fall to bring ACS to all members' attention and to point them the ACS booth at the SEM conference. In general, ACS is being integrated more fully into the overall AACRAO marketing plan.

Our listing appears in the Consulting section of the May issue of University Business; we have a listing online in Inside Higher Education, and we continue to place ads in the Greentree Gazette and will be in AACRAO's SEMWorks and C&U.

Two of the four focus groups conducted at the annual meeting elicited from participants the types of benchmarking questions they would find useful--especially in registration/records, admissions, and related areas (the discussion was not limited to these areas but they served as a point of departure). ACS aims to serve as a launching pad and benefactor of such surveys, which will enrich our knowledge base for our membership. In addition, ACS is working on standardizing its project follow-ups, regularizing communication with clients and creating a bank of case studies. (The other two focus groups concerned the values participants place on AACRAO services.)



## MARKETING

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(Number not yet assigned) **Marketing**

AACRAO marketing directed the development and production of marketing for AACRAO Consulting Services at the Annual Meeting. A branded booth was created in collaboration with a tradeshow vendor, Skyline. There was a great deal of focus on branding this new division of AACRAO with a consistent message and image. Additional marketing output included the graphic design of white papers, signage for the table cover and the iPod nano contest, ACS promotional wear and an ACS ad in the pocket program. Marketing gathered testimonials from two satisfied ACS clients, the Chancellor of U. Michigan, Dearborn and the Vice President of Student Affairs of Cal. State University, Monterey Bay, to display on the ACS web site.

In addition to its work in preparation for the 2006 Annual Meeting, Marketing has been active in the following areas:

- Working with Meetings to develop the visual concept for AACRAO's 2007 Annual Meeting in Boston.
- Working with IES to develop a new logo for the Edge service that rolled out at the Annual Meeting, a promotional flyer, table cover and easel boards.
- Assisting Government Relations with an advertising campaign in *Roll Call* to educate lawmakers about H.R. 609.
- Developing an integrated marketing plan to ensure the coordination of marketing activities across the association.

Continuing efforts to develop the AACRAO brand. These efforts include development of a branding statement and a new look for AACRAO and the AACRAO booth. Marketing has also used the AACRAO website developed by IT as a launching point for the branding campaign.

## INTERNATIONAL EDUCATION SERVICES (IES)

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### 6900 Evaluation Services

The volume of files processed during FY06 over similar time periods from previous years continues to demonstrate steady growth:

Oct. 1, 2003 – Apr 30, 2004	Oct. 1, 2004 – Apr 30, 2005	Oct. 1, 2005 – Apr 30, 2006
2871	2847	3038 *

\* In addition, 141 LLM files from the Law School Admissions Council (LSAC).

Revenue for the current Fiscal Year continues to improve over last year for the same months:



FY 2005					FY 2006				
Mont h	Revenu e	Expens e	Net	YTD Net	Mont h	Revenue	Expens e	Net	YTD Net
<b>Oct</b>	49,869	52,762	(2,893)	(2,893)	<b>Oct</b>	59,955	59,263	691	691
<b>Nov</b>	71,191	60,913	10,278	7,385	<b>Nov</b>	97,978	68,503	29,474	30,165
<b>Dec</b>	65,054	60,798	4,256	11,641	<b>Dec</b>	58,904	67,705	(8,801)	21,364
<b>Jan</b>	70,334	46,455	23,879	35,520	<b>Jan</b>	102,652 *	64,202	38,449	59,813
<b>Feb</b>	76,593	55,202	21,391	56,911	<b>Feb</b>	57,640	55,786	1,855	61,688
<b>Mar</b>	64,068	52,102	11,966	68,876	<b>Mar</b>	63,480	68,443	(4,963)	56,705
<b>Apr</b>	75,661	54,705	20,956	89,923	<b>Apr</b>	67,882	60,013	7,869	64,574
<b>May</b>	74,362	53,732	20,329	110,553	<b>May</b>				
<b>Jun</b>	45,735	62,010	(16,275)	94,277	<b>Jun</b>				
<b>July</b>	69,942	63,545	6,397	100,675	<b>Jul</b>				
<b>Aug</b>	99,121	55,181	43,940	144,448	<b>Aug</b>				
<b>Sept</b>	65,015	82,310	(17,295)	127,153	<b>Sept</b>				
<b>Totals</b>	826,947	699,793	127,153	127,153	<b>Totals</b>				

\* The December, 2005 payment of \$17,797.50 from LSAC was received late and included in the January, 2006 revenue.

### **6915 Summer Institute for International Admissions**

The 13<sup>th</sup> Annual Summer Institute for International Admissions will be held at One Dupont Circle July 24-27, 2006. In a departure from previous years registrants will be responsible for their own accommodations. Registration fee will be \$500 for AACRAO-member institutions, \$700 for non-members and discounts will be offered to additional registrants from the same institution. As of May 31, 2006, we have 20 confirmed registrants, which is approximately as many as we had for last year's Institute and we still have six weeks remaining until the registration deadline.

### **6920 Baden-Wurttemberg Seminar / Australian Familiarization Tour**

The participants for this year's seminary have been selected and notified.

The Australian Embassy and AEI have agreed to delay this year's Tour until September to allow for potential applicants more time for planning.

### **6825 LSAC Credential Evaluations**

In mid-May we met with staff at Law School Admissions Council (LSAC) to review the past year's activities with the LLM evaluations, and to plan for the initiation of the evaluations of



foreign-educated JD applicants which will begin this summer. It is anticipated that during this first year of operation, we will be evaluating an additional 500 to 1,000 JD applicants.

#### **6420 AACRAO Electronic Database for Global Education (EDGE)**

We have demonstrated EDGE at the AACRAO Annual Meeting and at the NAFSA Annual Conference to enthusiastic response. In June when the e-commerce function is ready a broad announcement will be made and subscriptions will be available through the EDGE website. The database will go live on July 1 with approximately 60 countries available with more countries and updates added during the subscription year.