

**American Association of Collegiate Registrars and Admissions Officers**  
**Minutes from the Meeting of the Board of Directors**  
December 1-4, 2005  
Arlington, Virginia

**Thursday, December 1, 2005**

**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:** Ryan Bingham, Janie Barnett, Martha Henebry, Kelly James, Barmak Nassirian, Gloria Rutberg, Jerome Sullivan

**Guests in Attendance:** Robert Bonitati, Brian Lipton, Janet Szamosszegi, David Walker

**Call to Order**

President Roof called the meeting to order at 9:25 A.M. EST

**Remembrance of Former President Tom Bilger**

President Roof remembered Past President Bilger by reading a poem that Tom's wife Margaret found in his wallet.

**Adoption of Agenda**

The Board reviewed and adopted the meeting agenda. The minutes from meetings of the Board of Directors on July 1-13, August 17, September 21, and October 19 and a resolution honoring Ted Pfeifer 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.

**Move to the Committee of the Whole**

MOTION – It was duly moved and seconded that the Board move to the Committee of the Whole for the purposes of discussing communication strategies, reviewing and updating the AACRAO strategic plan, and reviewing a presentation by AACRAO's investment managers. ADOPTED (10/0)

**Reconstitution from Committee of the Whole**

MOTION – It was duly moved and seconded that the Board reconstitute itself from the Committee of the Whole. ADOPTED (10/0)

**Move to Executive Session**

MOTION – It was duly moved and seconded that the Board move into Executive Session for the purpose of conducting the Executive Director's mid-year performance review. ADOPTED (10/0)

MOTION – It was duly moved and seconded that the Board move out of Executive Session. ADOPTED (10/0)

The meeting recessed at 5:00 P.M. EST

**Friday, December 2, 2005**

**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, Kelly James, Barmak Nassirian, Jerome Sullivan

**Members in Attendance:** Lee Christopher, Katherine Gibbs School-Melville; Mr. McCarthy, Grantham University; Janet Sabri, Career Education Corporation; James Simington, Lincoln University

The Board reconvened at 8:00 A.M. EST

**Consent Agenda**

MOTION – Approval of the Consent Agenda was duly moved and seconded. ADOPTED (10/0)

**Executive Director's Report**

Executive Director Sullivan reviewed highlights of his written report.

MOTION – It was duly moved and seconded that the Board accept the Executive Director's report. ADOPTED (10/0)

**Finance Report**

Vice-President Wiley presented and the Board discussed the year-end finance report for FY 2005.

MOTION – It was duly moved and seconded that Board accept the finance report. ADOPTED (10/0)

**Board Committee Reports**

**Administration and Finance Committee**

President Roof reported on highlights of the Administration and Finance Committee's meeting of Wednesday, November 30:

Finance

- The Committee reviewed the FY 2005 year-end financial reports and commends the Executive Director and staff on the positive results.
- The committee discussed a potential dues increase based on the Consumer Price Index and directed the Executive Director to factor such an increase into the proposed FY 2007 budget. The actual amount of any dues increase will

not exceed the CPI for December 2005, which is scheduled for release on January 18, 2006.

- The Dues Task Force is continuing its work and promises a final report for the Board's February 2006 meeting.
- The Executive Director and the Vice-President of Finance will prepare a five-year budget forecast for the Board's February 2006 meeting.
- The Vice-President of Finance will prepare a proposal for allocation of reserve funds/investments for the Board's February 2006 meeting.
- The Committee recommends that meetings of the Board's Audit Committee be held by conference call in January and February 2006 unless findings from the audit necessitates a face-to-face meeting.

#### Administration

- The Committee discussed AACRAO's response to institutions affected by hurricane Katrina.
- Executive Director Sullivan gave an update on the renewal of the lease at One DuPont Circle.
- The Committee discussed strategic planning issues.
- Executive Director Sullivan gave a brief update on the Common International Admissions Application proposal.
- The Committee discussed a possible revision to the AACRAO Bylaws regarding whether to replace the Past President position when it becomes vacant during a term and what qualifications are necessary to be appointed to the position if the past president is to be replaced.

#### Association Issues Committee

Vice-President Huff distributed the attached preliminary proposal for a self-evaluation procedure for the Board.

#### Professional Issues Committee

No report.

#### **Old Business**

##### In response to member suggestions and comments from the July, 2005 meeting,

- The Board will consider a professional development activity for experienced registrars along the lines of the Registrar's Institute at Aspen.
- The Board will consider whether and how to recognize AACRAO members who are retiring from their institutions.
- The Board does not foresee that a substantial number of California admissions counselors will attend both the AACRAO Annual Meeting and the NACAC conference that follows it in San Diego.
- The Board is not convinced that it should invest the significant resources that would be required to allow for remote participation and voting at the Annual Business Meeting at this time.

- At the Leadership meeting, the Board will emphasize the importance of committee chairs providing a thorough orientation to new committee members.

#### Review of Action Items

The Board reviewed and updated its list of action items.

#### **New Business**

Rick Skeel, AACRAO Inter-Association Representative to the Postsecondary Electronic Standards Council (PESC) and member of the SPEEDE Committee joined the Board for a discussion of the work of the SPEEDE Committee and the communications among the SPEEDE Committee, the PESC and AACRAO Boards, and the AACRAO membership.

MOTION – It was duly moved and seconded that the new “Past-Presidents’ Citation for Service” be renamed the “Thomas A. Bilger Citation for Service.” ADOPTED (10/0)

President Roof announced that the Committee on Nominations and Elections had nominated the following individuals to stand for election at the April meeting: President Elect – Paul Aucoin, Samford University; Vice-President for International Education – Mary Baxton, California State University-Northridge; and Vice-President for Leadership and Management Development – Nora McLaughlin, Reed College. He is not yet aware of the slate of nominees for next year’s Committee on Nominations and Elections.

The Board agreed to send a representative to a meeting of the International Baccalaureate (IB) governing board in Portland, Oregon in January 2006.

President Roof invited members in attendance to submit questions and comments to the Board at this time.

- James Simington asked questions about the transfer of credit legislation being proposed in the Reauthorization of the Higher Education Act. Associate Executive Director Nassirian explained proposed legislation in both houses of Congress, its genesis, and what it may mean for AACRAO member institutions.

The meeting recessed at 4:10 P.M. EST.

#### **Sunday, December 4, 2005**

**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, Jerome Sullivan

The Board of Directors reconvened at 1:20 P.M. EST

**Move to the Committee of the Whole**

MOTION – It was duly moved and seconded that the Board move to the Committee of the Whole for the purposes of reviewing the just-ended Leadership/States and Regionals Leadership Meeting. ADOPTED (10/0)

**Reconstitution from Committee of the Whole**

MOTION – It was duly moved and seconded that the Board reconstitute itself from the Committee of the Whole. ADOPTED (10/0)

**Move to Executive Session**

MOTION – It was duly moved and seconded that the Board move into Executive Session for the purposes of reviewing the Executive Director's mid-year performance evaluation with him, discussing the AACRAO Office lease at One DuPont Circle, discussing international application services, and discussing the Executive Director's compensation. ADOPTED (10/0)

MOTION – It was duly moved and seconded that the Board move out of Executive Session. ADOPTED (10/0)

MOTION – It was duly moved and seconded that the Board of Directors meeting be adjourned at 3:00 P.M. EST. ADOPTED (10/0)

**Attachments**

BOD Meeting Agenda  
BOD July 1-13 Meeting Minutes  
BOD August 17 Meeting Minutes  
BOD September 21 Meeting Minutes  
BOD October 19 Meeting Minutes  
BOD Resolution Honoring Ted Pfeifer  
Officers' Written Reports  
Executive Director's Report  
Finance Report