American Association of Collegiate Registrars and Admissions Officers
Minutes from the Meeting of the Board of Directors
February 24-25, 2006
Phoenix, Arizona

Friday, February 24, 2006

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: 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, Vice-President for Leadership and Management Development; Ana Huber, University of Arizona

Guests in Attendance: Michael Hoehn, Raffa P.C.

Call to Order
President Roof called the meeting to order at 1:00 P.M. MST

Adoption of Agenda
The Board reviewed and adopted the meeting agenda. The minutes from meetings of the Board of Directors on December 1-4, 2005 and January 18, 2006 were placed on the consent agenda for approval. Written reports from all officers except the Vice-President for Finance and Vice President for Admissions and Enrollment Management were placed on the consent agenda for acceptance.

Consent Agenda
MOTION 2006.02.01– 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 2006.02.02 – It was duly moved and seconded that the Board accept the Executive Director's report. ADOPTED

Finance Report
MOTION 2006.02.03 – It was duly moved and seconded that Board accept the November and December 2005 finance reports. ADOPTED

MOTION 2006.02.04 – It was duly moved and seconded that Board adopt the proposed FY 2007 budget submitted by the Executive Director.

MOTION 2006.02.04a – It was duly moved and seconded to temporarily postpone consideration of motion 2006.02.04 (the proposed FY 2007 budget proposal submitted by the Executive Director). ADOPTED

MOTION 2006.02.05 – It was duly moved and seconded that Board accept the report of the independent auditor, Raffa P.C. for the fiscal year 2005. ADOPTED

MOTION 2006.02.04b– It was duly moved and seconded that Board resume consideration of MOTION 2006.02.04 (the proposed FY 2007 budget proposal submitted by the Executive Director). ADOPTED

MOTION 2006.02.04 – Resumed consideration of the motion to adopt the proposed FY 2007 operating budget submitted by the Executive Director. ADOPTED

MOTION 2006.02.06 – It was duly moved and seconded that the Administration and Finance Committee begin development of a reserve policy and report back to the Board of Directors at its March 2006 meeting. ADOPTED

MOTION 2006.02.07 – It was duly moved and seconded that Board set the per member dues for the 2006-2007 membership year at $190, which reflects a 3.4% increase. ADOPTED

MOTION 2006.02.08 – It was duly moved and seconded that the Board accept with thanks the preliminary report of the Dues Task Force. ADOPTED

MOTION 2006.02.09 – It was duly moved and seconded that the report of the Dues Task Force be referred to the Administration and Finance Committee for study and report back to the Board at its March 2006 meeting. ADOPTED

Committee Reports

MOTION 2006.02.10– It was duly moved and seconded that the Board accept the report of the Professional Issues Committee. ADOPTED

No written report from the Administration and Finance Committee.

The meeting recessed at 4:32 P.M. MST.

<u>Saturday, February 25, 2006</u>

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, Kelly James, Barmak Nassirian

The meeting of the Board of Directors reconvened at 8:30 A.M. MST

Committee Reports – continued

MOTION 2006.02.11– It was duly moved and seconded that the Board accept the report of the Association Issues Committee

Old Business

MOTION 2006.02.12 – It was duly moved and seconded that the Board recommend the following proposed change in the Association Bylaws to the membership to be voted on at the Annual Business Meeting on Thursday, April 20, 2006. ADOPTED

Article III, Section 6

Current: ~~The Past President shall serve as advisor to the Board of Directors and shall manage the committee appointment process~~.

Proposed: The Past President shall serve as a member of the Board of Directors, advising on Association business and coordinating the selection of award recipients to be presented at the Annual Meeting.

Article III, Section 6

Current: ~~If an early vacancy occurs in the office of the President, the President-elect will assume those responsibilities and the normal term of office for the President-elect as President will not be affected. In case of a vacancy in any office except that of President, the Board of Directors shall request a nomination from the Nomination and Elections Committee and shall appoint the nominee as acting Director until an election can be held at the next Annual Meeting. Service shall extend for the balance of the unexpired term. Such appointment shall not affect the appointee's eligibility for subsequent election to a full term.~~

Proposed: If an early vacancy shall occur in the office of the President, the President-Elect shall assume those responsibilities and the normal term of office for the President-elect as President will not be affected. In case of an early vacancy in the office of Past President, the Board of Directors shall request a nomination from the Nominations and Elections Committee, which may nominate only an individual who has previously served as Past-President and is otherwise eligible. The Board shall appoint the nominee as an acting Director for the remainder of the term.

In case of a vacancy in any office except that of President or Past President, the Board of Directors shall request a nomination from the Nominations and Elections Committee and shall appoint the nominee as acting Director until an election can be held at the next Annual Meeting. Service shall extend for the balance of the unexpired term. Such appointment shall not affect the appointee's eligibility for subsequent election to a full term.

MOTION 2006.02.13– It was duly moved and seconded that the Board of Directors will conduct an annual self-evaluation. ADOPTED

New Business

MOTION 2006.02.14– It was duly moved and seconded that James Frey be given the Award for Excellence in International Education at the April 2006 Annual Meeting. ADOPTED

MOTION 2006.02.15 – It was duly moved and seconded that that Thomas A. Bilger and Paul Taylor receive honorary membership at the April 2006 Annual Meeting. ADOPTED

MOTION 2006.02.16– It was duly moved and seconded that Michele Sandlin and Mike Allen receive the Thomas A. Bilger Citation for Service at the April 2006 Annual Meeting. ADOPTED

MOTION 2006.02.17 – It was moved and seconded that the Board establish an Admissions Institute Committee to report to the Vice-President for Admissions and Enrollment Management.

MOTION 2006.02.17a – It was duly moved and seconded that this question be referred to the Association Issues Committee for study. ADOPTED

President Roof called for comments from members attending the meeting.

- Ana Huber raised questions about the transfer of credit legislation being proposed in the Reauthorization of the Higher Education Act and how that might afftect AACRAO's pending publication of *Transfer Credit Practices of Selected Institutions* (TCP). Associate Executive Director Nassirian explained AACRAO's thinking in terms of this publication.

Move to Executive Session

MOTION 2006.02.18 – It was duly moved and seconded that the Board move into Executive Session for the purposes of discussing international application services and the National Council for the Evaluation of Foreign Credentials. ADOPTED

The Board moved out of Executive Session.

MOTION – It was duly moved and seconded that the Board of Directors meeting be adjourned at 2:05 P.M. MST. ADOPTED

Attachments

BOD Meeting Agenda, February 23-25, 2006
BOD Meeting Minutes, December 1-4, 2005
BOD Meeting Minutes, January 18, 2006
Officers' Reports
Executive Director's Report, February 2006
Finance Report, November 2005
Finance Report, December 2005
AACRAO FY 2007 Proposed Operating Budget
Dues Task Force, Preliminary Report
Professional Issues Committee Report
Association Issues Committee Report