Minutes of the RMACRAO Board of Directors
February 13, 2004
Westminster, CO

I. Call to Order: President Tamara Lehner called the meeting to order at 8:39 a.m.
Present: Kathleen Sena, Nolan Oltjenbruns, Tamara Lehner, Sherri Waggoner, Scheherazade Downey, Mary Angell, Tammy Aagard, Sally Page, Marty Frank.

II. Secretary's Report: Secretary Nolan Oltjenbruns submitted the minutes of the November 11, 2003 meeting. He noted that those minutes had previously been distributed to the Board via email. It was moved and seconded that the minutes be approved. Motion carried. The minutes will be submitted to Sally for display on the RMACRAO web site.

III. Old Business:

A. Report on State/Regional Meeting: Tamara reported that she and Scheherazade had attended this meeting, sponsored by AACRAO, on December 5 through 7, 2003, in Washington, D.C. They were able to make many good contacts with AACRAO staff. In particular, they were able to obtain good information from Ryan Bingham regarding the website sponsoring service. The cost is now estimated to be approximately $20 per month to RMACRAO, which is less than the amount originally quoted.

Other items in the program included: On the “legislative watch” front, Shelly Rodgers discussed pending legislation that would severely limit institutions’ ability to set their transfer policies. There was also an open forum for sharing general issues and information, and information re the archiving project underway in Texas AACRAO was shared. A number of AACRAO board members expressed interest in representing AACRAO at our annual meeting. Tamara also provided us information from the session on meeting planning.

Scheherazade summarized the discussion of financial issues, as presented by AACRAO attorney Joseph Goldberg; it was recommended that the state and regional associations consider developing an investment policy, so that donations to the organization can be handled appropriately. This would require that a consistent contact person be appointed to serve as our agent.

B. Peer Review Discussion: The Peer Review Subcommittee (Sherri Waggoner, Mary Angell, and Kathleen Sena) met to develop peer review guidelines. A fully fleshed-out proposal will be presented at the next board meeting. Following that, a draft will be sent out to the membership via email, in order to prepare them to vote on this proposal at the next annual meeting.
C. Web Partnership with AACRAO: Sally Page reported that she is still attempting to gather more information from AACRAO. Ryan Bingham is now her AACRAO contact for this initiative. She’ll continue to review both the AACRAO and Upper Midwest AACRAO sites that are currently in operation.

D. Dream Act (general disclaimer language for fyi emails to membership): Kathleen reported that she has requested additional information on this from Barmak Nassirian at AACRAO, but hasn’t yet received anything in return. Tamara offered to contact Joseph Goldberg to get this jump-started.

IV. President’s Report: Tamara reported that preparations for the July annual meeting are well underway.

V. Past President’s Report: Kathleen reminded us that the following positions will be open for the upcoming election: President-Elect; Secretary, and Vice President-New Mexico. She asked that the vice presidents send out a call for nominations by April 1. Ballots will need to be mailed by May 21.

VI. President Elect Report: Scheherazade reported that the RMACRAO reception in Las Vegas will be at Mandalay Bay, due to the high cost of restaurant rental in that area. The exact location will be published in the conference program, and will also be emailed to the membership. Hors d’oeuvres will need to be light, due to the cost. A “glitter night” theme is also being planned, and will be publicized to the membership in advance. The reception is planned for Wednesday evening, April 21, from 6:30 to 8:30 pm.

VII. Newsletter Update: Sally reported that the winter/spring newsletter would be ready to go out to the printer within the next week, and that the membership would receive it by the end of February.

VIII. Treasurer’s Report: In Ed Preble’s absence, Tamara provided information that he had forwarded to her. Two institutions that have not paid dues will be sent a “goodbye letter”: Jones International University and Luna Community College. A similar letter is ready for Lamar Community College; however, Sherri will first initiate a personal contact with them. There are no plans for a membership drive at this time, as we appear to have our region well covered. The board discussed several ideas for increased dues, and will continue this discussion at the next meeting. The board also agreed that annual meeting expenses need to be broken out separately in the financial reports. We’ll also continue to discuss the idea of not rolling over unspent funds from one year to the next. Approval of the treasurer’s report was tabled until the next meeting.

IX. RMACRAO 2004:

A. Local Arrangements: Marty provided proposals for the President’s reception, and also for the golf tournament. The LAC is contracting with the Casper Rockies for a Thursday night event, to include a tailgate party. Vendor invitations have been sent, and a number of
vendors have already reserved slots. Several admissions-related vendors are being pursued. The LAC is also considering having polo shirts available; however, they would need to be reserved (pre-paid) on the registration form. The registration fee has not yet been set. It’s expected to be in the range of $85 (as in Durango).

B. **Program:** Scheherazade reported that several ideas for a keynote speaker are being considered. They include: Ludie Dickeson (who uses the “fish video” concept in a higher education context, and who also does a Noel Levitz customer service presentation); Judy Shepherd (who would speak on diversity issues); and Lynn Swanson from the Wyoming Speakers Bureau (who would speak on the wild nature and the human spirit). Also, as a representative from AACRAO, Shelly Rodgers is being considered as a presenter on federal issues and legislation.

C. **Mentor/Mentees:** Kathleen plans to continue to develop this concept as conceived by Steve Ekerholm. Several ideas being discussed include: the “topic table” idea for the business meeting; the pizza lunch on opening day; the closing day breakfast and wrap-up. First-timers attending by themselves will be identified, and the registration form will be updated to include “interest area”.

X. **Vice President Reports:**

A. **Wyoming:** Tammy reported that no AACRAO travel grant requests have yet been received. She also mentioned that Tim Downing has left Northern Wyoming Community College District (Sheridan College).

B. **Colorado:** Sherri has received one travel grant request, from Vince Calvo of the University of Colorado-Boulder.

C. **New Mexico:** Angell has received one travel grant request, from Todd Hynson of the University of New Mexico. She also noted that some turnover is being seen in several New Mexico institutions.

XI. **New Business:** Tamara discussed her ideas for a customer service award. She plans to make a presentation to a deserving student services professional at the annual meeting. She also discussed the idea of conferring honorary membership on a pair of recently retired members. The board will continue to discuss this at the April meeting.

XII. **Next Meeting:** We’ll meet in Las Vegas (at Mandalay Bay) on April 20, at noon. The exact location will be announced later. The May meeting is tentatively planned for May 24 at the home of Sally Page.

XIII. **By-Laws and Constitutional Changes Work Session:** The board continued its work on identifying and proposing needed changes to the Articles of Incorporation.
XIV. **Announcements:** None

XV. **Adjournment:** The meeting was adjourned at 2:12 p.m.

   Submitted by:

   Nolan Oltjenbruns
   Secretary