MINUTES

RMACRAO
Executive Board of Directors Meeting

February 14, 2005

Broomfield, Colorado

I. Call to Order: Scheherazade Downey called the meeting to order at 8:45 a.m. Board members and guest present were as follows: Tamara Lehner, Sherri Waggoner, Steve Ellis, Sally Page (who so graciously opened her home for us so we could meet), Ed Preble, Brad Bankhead, Shez Downey, Tammy Aagard, Mary Angell, Vince Calvo, and Robert Hensley.

II. Secretary’s Report: Robert Hensley did not submit a report since he forgot to bring it to the meeting.

III. Peer Review Report: Sherri reported that the Peer Review is complete and the deadline for applying is June 1st.

IV. AACRAO Travel Grant: Sally recommended extending the deadline to March 1st since there were no applicants, and for the state vice presidents to send emails to their members informing them of the extended deadline and to encourage them to consider attending AACRAO in New York City. Tamara also asked the board to consider developing a guideline for selection of those who would receive a travel grant. And to set a priorities by taking into consideration the number of applicants submitted by institution, by state, and to achieve a balance between admissions and records people.

V. RMACRAO Website: Sally reported that the new website was still in the development stage of establishing the link between the two websites. And that there was no response from AACRAO on the cost or billing for the linkage service. She also informed us that a possible web techie/master would be Dave Russell.

VI. LAC Handbook: Steve reported that the LAC Handbook review project document was not finalized or available yet. He is assigning tasks and projects and eventually wants to print reports after a conversion to ADOBE. He still needs timeline and deadlines for the newspaper. He can import and export data to Excel and Project sw does allow for attachments.

VII. Presidents Report: Shez mentioned the upcoming AACRAO State & Regional Meeting in NYC on Monday. She will put together an invitation packet. She said that PACRAO had given the approval to invite Montana and Idaho members to our annual meeting in Boulder in 2005. There was a discussion about inviting surrounding states such as Kansas, Nebraska, and Utah, and to inquire with each of the respective regional or state presidents as to whether or not there would be a significant level of interest to attend each others regional meetings and to exchange contact lists of officers or board members. There was also a discussion about inviting Shelley Rogers, the new AACARO President, to be a plenary speaker at the Boulder meeting.
AACRAO pays the travel expenses and the regional pays for the hotel and meal expenses, and we would waive the registration fee. There was a discussion about the importance of networking with regional/national officers in Washington, D.C. Brad mentioned considering a Banner users meeting at RMACRAO in Boulder, and to look at a regional CETA meeting since so many institutions are now using Banner.

VIII. **Vice President for Wyoming Report:** Tammy said that the private school bill in the state legislature to limit the state accreditation of diploma mill type schools was tabled until 2007.

IX. **Vice President for Colorado:** Sherri mentioned that ESL has a new address and needs to be re-billed. And that Colorado Mountain College cancelled their RMACRAO membership. She also asked how many institutions have performance contracts and if transfer articulation of credit between two and four year schools were an issue in the other two states.

X. **Vice President for New Mexico:** Brad asked if there were transfer articulation issues for general education and if the other two states had a common course numbering system. He mentioned CETA, SUMMIT, and Banner users groups again. And he asked for a comparison of ACT Test taker data among high school students in the other states. Wyoming is down 21%, and since the state pays for the ACT in Colorado it is not a fair comparison with them.

XI. **Newsletter:** Sally reported that she is still working on the newsletter and hoped to have it ready by February 18th; and that Kathleen Sena had sent the articles of incorporation to her. She said the newsletter would have an article on the NAFSA meeting by Laurie Watkins, and that she would include the AACRAO list serve.

XII. **President Elect Report:** Angel asked for comments and recommendations in regard to ways to cover the cost for the RMACRAO reception at AACRAO in NYC besides out of the organization budget. After discussion, it was decided to go to Bubba Gumps Restaurant on Wednesday night at 6:30. A motion was made by Ed Preble seconded by Tamara Lehner, and passed by the board to charge each participant $10 for the reception. It will be a no-host bar or cash bar with hors D’oeuvres. Robert Hensley will have pre-printed receipts and will collect the money at the door. The Board also agreed to provide recognition at the reception for Cindy Stewart who is retiring as the Director of Admissions at the University of New Mexico.

XIII. **Past President Report:** Tamara asked for nominations for the Bill Haid Distinguished Service Award. She asked if there were any other retirees RMACRAO needed to recognize. Tamara also reminded everyone that four board vacancies existed and to submit nomination to her before March 21, and the positions included: President Elect; Treasurer; VP for Colorado; VP for Wyoming.

XIV. **Treasurer’s Report:** Ed mentioned that there were four institutions that have not paid their annual dues. He said we had a solid positive budget and that the balance in checking is $17,737.35 as compared to $7,409.85 on October 1, 2004. As of January 30, 2005, actual income was $11,086.57 with a budget
of $9,300; actual expenses were $1,548.80 with a budget of $7,500. The LAC checking account has a balance of $1,500. He is also working with Wells Fargo to alleviate the problem of them changing the account name/owner on both accounts (RMACRAO and LAC) when either he or Vince does an update. Ed suggested closing out the LAC account with Wells Fargo and opening a one year LAC account in the town where the annual meeting is held and then closing it after the annual meeting.

**XV. RMACRAO 2005 Annual Meeting in Boulder:** Vince provided an excellent update on the progress and planning of the annual meeting, and asked for clarification or recommendations for the meeting. He said the program schedule is set at this time for the meeting at the Millennium harvest Hotel. It was decided to proceed with the dunk tank at the Presidents Reception on Wednesday (and to charge $2 for three balls), to ask the vendors to sponsor the cocktail hour on Thursday, to go to the CUB planetarium laser show on Thursday, to have a cocktail hour at the stadium, and to ask Tim Adams of SCT to sponsor a function. There was a discussion contacting vendors for donations. It was agreed to distribute packets at AACRAO to vendors to promote our annual meeting (who?). The annual meeting dinner will be either a buffet or plated but in the Pavilion. Angel led a discussion on the program sessions, including the type, the number of by category, presenters, and the schedule. She recommended Bennie Lambert, VP for Student and Organizational Development at North Harris Community College in Houston, Texas, as the keynote speaker for the opening session. There were several discussions on speakers and presenters.

**XVI. Historian’s Report:** Steve said he is updating the Power Point presentation with annual meeting pictures.

**XVII. New Business:** There was no new business.

**XVIII. Annual Meeting:** The 2006 RMACRAO Annual Meeting will be in New Mexico at a location to be determined.

**XIX. Announcements:** Possible speakers for the closing session at RMACRAO mentioned were Aron Ralston and Dr. James Rouse.

**XX. AACRAO NYC Meeting Final Reminder:** Everyone should meet in the lobby of the Hilton Hotel for the Executive Board meeting on Monday at 9 am.

**XXI. NEXT RMACRAO Meeting:** June 20th in Santa Fe.

**XXII. Adjournment:** The board meeting was adjourned at 1:31 p.m.

Submitted by:
Robert Hensley
Secretary