

**VACRAO Annual Business Meeting
Omni Hotel, Richmond
Tuesday, December 9, 2008**

Minutes

President Barbara Rowe (Washington and Lee) called the meeting to order at 12:43 p.m. on Tuesday, December 9, 2008.

Barbara then introduced Sallie Marchello (William and Mary) to speak on behalf of SACRAO. Sallie invited everyone to the SACRAO annual meeting to be held February 7-11, 2009, at the Astor-Crowne Plaza Hotel in New Orleans, LA. Next, Barbara introduced Michelle Sandlin (Oregon State University) to speak on behalf of AACRAO. Michelle invited everyone to attend the AACRAO annual meeting to be held April 13-16, 2009, at McCormick Place West in Chicago, IL.

Secretary Susan Kennon (Lynchburg College) presented the minutes from the December 2007 annual business meeting. Minutes were distributed to each table and they were printed in the spring newsletter for review. It was moved and seconded that minutes be approved, and they were approved by unanimous vote.

Kathie Tune (Averett University) provided the Treasurer's Report. VACRAO has a checking account balance of \$60,208.59 and the Vanguard savings account balance is \$69,411.62. The total VACRAO account balance is \$129,620.21. The 2008 and proposed 2009 budget was distributed to each table for review. The budget was approved as presented.

Judith McKeon (Jefferson College of Health Sciences) presented the Vice President for Admissions and Enrollment Management report. Judith introduced and thanked all those who served on the School and College Relations committee. This committee was chaired by Jason Ferguson (Hampden-Sydney.) Committee members were: Sarah Carlson (James Madison University), Shannon Hersmann (Longwood University), Megan Fannon (University of Virginia-Wise), Vera Morgan (Jefferson College of Health Sciences), Alicia Wagner (Radford University), Andy Morrison (Shenandoah University), Christal Holmes (Virginia Commonwealth University), and Meg Jones (Old Dominion University). Connie Cook (Jefferson College of Health Sciences) served as the Single Invitation Coordinator.

Judith mentioned that the Spring 2009 Tour invitations should be in the mail before the winter holidays, and will have an RSVP date by February 15. Fall 2009 single invitations should be sent by the end of May, with responses due by July 15.

Judith also announced the Spring '09 Tour dates as follows:

- April 14 Richmond City Schools at the Arthur Ashe Center 8:30 a.m. – 1 p.m.
- April 22 Independent Schools at Notre Dame Academy 1:30 p.m. – 3 p.m.
- April 22 Fairfax County Schools at the Patriot Center 6 – 8:30 p.m.
- April 29 Charlottesville Area Schools at Monticello HS 6:30 p.m. – 8:30 p.m.
- April 30 Pittsylvania County Schools at Gretna HS 6 – 8 p.m.

Kathy Woodson (University of Virginia) presented the Vice President for Registration and Records report. She introduced and thanked those who served on the Legislative and Inter-Association Issues Committee. Members were: Scott Dittman (Washington and Lee), Alaina Davis (Randolph Macon College), and Sheila Tolley (University of Virginia.)

Kathy also reported on two legislative issues regarding fraudulent credentials:

- If a transcript has been manipulated such that a signature has been moved or photo-shopped on the document, Virginia Code § 18.2-172.2 addresses it. Anyone doing this is guilty of a Class 1 misdemeanor.
- In addition, the prohibitions on the use of fraudulent academic records/credentials was broadened this year and also is a separate offense prohibited by Virginia Code § 23-276.10. Anyone issuing or manufacturing a fraudulent record, or using one will be found guilty of a Class 1 misdemeanor.

Sarah Ross (Jefferson College of Health Sciences) presented the Vice President for Professional Development report. She introduced and thanked committee members who served throughout the year. The following workshops were presented throughout the year:

- June 26, 2008 – Domicile Workshop at Northern Virginia Community College – Chair was Zina Jemison (Northern Virginia Community College) – Approximately 140 participants
- July 9, 2008 – Support Staff Workshop at William and Mary – Chair was Christine Williams Foster (Thomas Nelson Community College); Committee members were Rosario Fox (William and Mary), Pam Verbeck (University of Mary Washington), and Odell Gray (Ferrum College) – 86 participants
- July 20-22, 2008 – New Counselor Workshop at James Madison University – Chair was Erin Conley (James Madison University); Committee members were Whitney Link (Richard Bland), Josh Henry (William and Mary), and Autum Fish (Sweet Briar College) – 30 participants
- July 24, 2008 – Domicile Workshop at Sweet Briar College – Chair was Autum Fish (Sweet Briar) – 70 participants

Darren Troxler (George Mason University) presented the Vice President for Membership and Communications report. He stated that for 2008 there were 68 voting institutional members, 109 associate members, 9 corporate members, and 1 individual member.

Darren introduced and thanked those who served in the following positions throughout the year:

Corporate Membership Coordinator – Carol Seese (Bridgewater College)
Web Services Coordinator – Kristy Hall (Mountain Empire Community College)
Interim Newsletter Editor – Susan Kennon (Lynchburg College)

Jarret Smith (Bridgewater College) gave the President Elect's report. He started with presenting the donation for our annual give back project. This year's recipient is the Youth Life Foundation (YLF) of Richmond. The Youth Life Foundation is a Learning Center committed to nurturing the child, strengthening the family, and rebuilding the community. They believe that early support for children

helps to ensure the child's successful future. They have after-school and summer programs designed to help mentor at-risk youth in the Richmond area. Sherri Roccaforte, Executive Director of YLF was presented the \$500.00 check from VACRAO along with several boxes of school supplies donated by the membership.

The number of participants at this year's meeting was 113 participants, including 9 corporate members and 3 guests. Jarret thanked our corporate sponsors Credentials, Inc., National Student Clearinghouse, Paradigm, Inc., Creosote Affects, LLC, Optical Image Technology, Smart Catalog, Scrip-Safe International, ACT, Inc., and NRCCUA.

Jarret also expressed his sincere thanks to his wife, Whitney, for her help in making this year's annual meeting such a success.

Melissa Yakabouski (University of Mary Washington) gave the Past President's report. She thanked Paradigm, Inc. for their donation and printing of the certificates presented to award recipients.

Melissa presented the following awards from the Awards and Resolutions Committee:

Honorary VACRAO Membership – Amanda Craddock (formerly at University of Mary Washington)

New Professional – Christine Williams-Foster (Thomas Nelson Community College)

Certificate of Appreciation - Josh Henry (formerly at the College of William and Mary) – former Web Services Coordinator

Certificate of Appreciation – Kathie Tune (Averett University) – outgoing Treasurer

Certificate of Appreciation – Kathy Woodson (University of Virginia) – outgoing VP Records and Registration

Certificate of Appreciation – Sarah Ross (Jefferson College of Health Sciences) – outgoing VP Professional Development

A plaque was presented to Barbara Rowe for her service as President for the 2008 year.

Melissa then announced that the site for the 2009 annual meeting will be the Sheraton Norfolk Waterside. The dates for the 2009 meeting are Sunday, December 6 to Tuesday, December 8, 2009.

Barbara Rowe (Washington and Lee) presented the President's report. The first item she discussed was the change to the Executive Committee that took place in March. President-Elect Amanda Craddock accepted an employment position out of state and had to resign her VACRAO position. The by-laws state that "the President with the approval of the Executive Committee shall appoint a person to fill said vacancy until filled by the method of original selection." Barbara consulted with Nominations and Auditing Committee Chair, John Casper (Virginia Military Institute) and Past-Presidents Leah Russell (Roanoke College) and Melissa Yakabouski (University of Mary Washington) and they recommended to the Executive Committee that Jarret Smith (Bridgewater College) who was serving as Vice President of Professional Development (VPPD) be moved to President-Elect and New Counselor Workshop Committee Chair, Sarah Ross (Jefferson College of Health Sciences) be named VPPD. This recommendation was formally approved by the Executive Committee via email and then affirmed at the June committee meeting.

Barbara next shared that she and the executive committee are aware that many Virginia institutions are facing tough financial times in the coming year. She stressed that it is during these times when VACRAO must work hard for the membership and she wanted to express the commitment from the executive committee on making the organization strong. Barbara asked that each member think about how they can get involved and to let us know what we can do to make the annual meeting a viable, worth-while conference.

Barbara next expressed her thanks to all Executive Committee members and to John Casper and the Nominations and Auditing committee. She also thanked all others who were involved in some way within the VACRAO organization throughout the year, including those who presented and facilitated sessions at the annual meeting.

John Casper (Virginia Military Institute) discussed the Nominations and Auditing committee 2008 audit. Those who served on this committee were Barbara Thrasher (Randolph College), Alicia Wagner (Radford University) and Autum Fish (Sweet Briar College). The audit found that all expenses were accounted for and everything is in order. The final audit will be released no later than July 1, 2009.

The following were chosen by the membership to serve on the 2009 Nominations and Auditing Committee: Chair, Barbara Thrasher (Randolph College), Chair-elect, Leah Russell (Roanoke College), Melissa Yakabouski (University of Mary Washington), Michelle White (James Madison University), and Janet Schwalenberg (Averett University.)

The 2009 slate of officers presented to the membership for vote is:

President-Elect – Kathie Tune (2009) (Averett University)
Vice President Records and Registration (2009- 2010) – Hope Parks (Roanoke College)
Vice President Professional Development (2009- 2010) – Autum Fish (Sweet Briar College)
Treasurer (2009- 2010) – Christine Williams Foster (Thomas Nelson Community College)

Barbara asked if there were any nominations from the floor. There were none, the floor was closed and the slate was approved by the membership as read.

New Business: Barbara Rowe brought forward from the Executive Committee a proposed change in the by-laws with the creation of a standing committee called the Professional Access and Equity Committee. Each member should have received a copy of the proposal in their registration packet and the proposed change was listed in the fall newsletter for review which meets the amendments of by-laws requirement . The proposal follows:

ARTICLE VIII - COMMITTEES

The standing committees of the Association are:

E. Committees Reporting to the Vice President for Professional Development

Professional Access and Equity Committee

The Professional Access and Equity Committee will consist of at least three and no more than five members. The Committee is responsible to the membership through the Vice President for Professional Development for the following association activities:

- encouraging and providing opportunities to enhance the professional involvement of individuals from all backgrounds represented within VACRAO;

- identifying ways in which VACRAO can promote and sustain inclusiveness within the association and on each campus; and
- sensitizing VACRAO leaders and members to issues of importance to all people from all backgrounds by making recommendations for improving professional development and involvement in the association.

The Committee will sponsor at least two program sessions at each of the Association's annual meetings and will propose additional opportunities for involvement and professional development through workshops or other Association activities.

Barbara also noted that there is an addition to the 2009 budget for \$1000.00 to fund the members to go to other states to see how their PAE committees operate. This is a one-year expense.

A motion was made and seconded to accept the proposal as presented. The by-laws change was unanimously passed by majority vote of all present at the business meeting. Dara Logan (Lynchburg College) has agreed to serve as the chair of the Professional Access and Equity committee.

The second item of new business is that the Executive Committee has approved the creation of an *ad hoc* Task force to study the possibility of an enrollment management certification program offered through VACRAO. Susan Breeden (University of Richmond), has been doing some research on this topic - if and how VACRAO could offer an Enrollment Management Institute similar to what is offered by the Carolina's ACRAO, the Georgia ACRAO and the Florida ACRAO. Basically, this is a professional development institute designed for veteran enrollment managers. The state organization offers sessions and organized training and site visits to certify qualified members as a "Certified Enrollment Professional." One goal is to re-vitalize the role that VACRAO has with our more senior (or maybe I should say - experienced) VACRAO members. What we need to find out is if there is interest for this amongst our more experienced colleagues in VACRAO and if we have the carrying capacity to maintain it. The 2009 budget included \$1000 for this task force.

Barbara then passed the gavel to Jarret Smith.

Next, a plaque was presented to Melissa Yakabouski for her service as President for the 2007 year. Melissa was unable to attend the 2007 annual meeting.

As there was no additional business, the business meeting was adjourned at 1:35 p.m.

Respectfully submitted,
Susan Kennon
Secretary (2008-09)