American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
August 14, 2013
Conference Call

Board Members in Attendance: Jim Bouse, Stan DeMerritt, Tina Falkner, Melanie Gottlieb, Tracey Jamison, Adrienne McDay, Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Matthew Ogle, Mike Reilly, Mike Sisson

Call to Order

President McDay called the meeting to order at 3:03 p.m. Eastern Daylight Time on August 14, 2013.

Approval of Consent Agenda

MOTION 2013.08.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2013.08.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Committees

<u>Finance and Investments Committee</u>
Vice President DeMerritt led a review of the Association's June 2013 financial reports.

MOTION 2013.08.03 – It was duly moved by the Finance and Investments Committee to approve the report of the Finance and Investments Committee. APROVED

<u>Governance Committee</u>
Vice President Gottlieb presented a draft of the "AACRAO Board Transition Plan 2013."

MOTION 2013.08.04 – It was duly moved by the Governance Committee to approve the draft of the AACRAO Board Transition Plan 2013. APPROVED

Vice President Gottlieb updated the Board on the work of the Nominations and Elections Committee and, for informational purposes, submitted their proposed Board Orientation schedule that would take effect from 2014 onwards.

Reports of Officers

<u>Vice President for Information Technology</u>
Vice President Bouse brought up technical issues with electronic communications related to the AACRAO nominations systems. The Board and Staff members discussed the problems and outlined the potential long-term solutions.

He also informed the Board of an upcoming report from the SPEEDE Committee on best practice for PDF transcripts.

Vice President for International Education
Vice President Gottlieb updated the Board on the recent work of the AACRAO Credentials Task Force. The Board focused on feedback received concerning AACRAO and the work of the Task Force.

President-elect
President-elect Myers updated the Board on the progress of the Annual Meeting Program Committee for the 2014 Annual Meeting in Denver. He encouraged the Board to be cognizant of new developments and session topics and to filter them through Program Committee Chair Beaty.

Past President
Past President von Munkwitz-Smith has reviewed the results of the Board Self-Assessment and will share the findings before the October Board Meeting in Tucson, Arizona.

President
President McDay informed the Board that the Board Meeting in Tucson, Arizona will end by 11 a.m. local time, Sunday October 13, 2013.

Reports of Staff
Executive Director
Executive Director Reilly referred the Board to his written report, submitted prior to the meeting.

Unfinished Business
The list of action items was reviewed and updated.

Adjournment
MOTION 2013.08.05 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:21 p.m. Eastern Daylight Time on August 14, 2013.

Attachments
Consent Agenda
AACRAO Board Transition Plan

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
July 23, 2013
Conference Call

Board Members in Attendance: Stan DeMerritt, Tina Falkner, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Paul Kyle, , Adrienne McDay, , Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Janie Barnett, Matthew Ogle, Mike Reilly, Mike Sisson

Call to Order
President McDay called the meeting to order at 3:03 p.m. Eastern Time on July 23, 2013.

Approval of Consent Agenda
MOTION 2013.07.01 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Committees
<u>Finance and Investments Committee</u>
Vice President DeMerritt led a review of the Association's May 2013 financial reports.

MOTION 2013.07.02 – It was duly moved by the Finance and Investments Committee to approve the report of the Finance and Investments Committee. APPROVED

<u>Governance Committee</u>
Vice President Gottlieb reviewed the potential updates to the N&E timeline resulting from the recently approved changes to the Association Bylaws. She also informed the Board of the committee's emphasis on making voting as easy as possible for all AACRAO members.

Reports of Officers
<u>Vice President for Records and Academic Services</u>
Vice President Falkner reviewed plans to update the curriculum for Registrar 101 and noted tweaks that will be made to the Registrar 201 curriculum.

<u>Vice President for Leadership and Management Development</u>
Vice President Kyle reminded the Board that the updated State and Regional schedule is available on the Board website. He also reviewed conversations he had with the Task Force on Program Structure.

<u>Vice President for International Education</u>
Vice President Gottlieb updated the Board on her experiences at the Tech/Transfer Conference earlier in the month.

Past President

Past President von Munkwitz-Smith reviewed the work of the Awards Committee. He also updated the Board on the progress of the Board Self-Assessment.

Reports of Staff

Executive Director

Executive Director Reilly referred the Board to his written report, submitted prior to the meeting.

Unfinished Business

The list of action items was reviewed and updated.

Executive Session

MOTION 2013.07.03 – It was duly moved and seconded that the Board move into executive session. APPROVED

Adjournment

MOTION 2013.07.05 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 3:16 p.m. Eastern Time on July 23, 2013.

Attachments

Consent Agenda

AACRAO Board Transition Plan 2013
Draft - August 2013

In the AACRAO Bylaws, Article IV, Section 4, states, "The Board structure outlined in these Bylaws will be implemented within three years of its approval via a phased transition process approved by the Board." The Bylaws changes were approved by the membership at the April 2013 Annual Business Meeting. Therefore, the changes should be fully implemented no later than the 2016 annual meeting. The Board informed the membership of the anticipated transition plan with webinars in spring and presentations at the Annual Meeting. This document describes that transition plan.

There is no change to the 2013-14 Board of Directors, who serve with the following terms:

Position	Year Elected	Year Term Ends
President	2012	2015
President-Elect	2013	2016
Past President	2011	2014
VP for Access and Equity	2011	2014
VP for Admissions and Enrollment Management	2011	2014
VP for Finance	2013	2016
VP for Information Technology	2011	2014
VP for International Education	2012	2015
VP for Leadership and Management Development	2012	2015
VP for Records and Academic Services	2013	2016

I. 2014 Election of Board Members

Prior to the 2013 Annual Meeting, the newly constituted 2013-14 Nominations and Elections Committee began the nomination solicitation process for the following positions:

President-Elect
VP for Access and Equity
VP for Admissions and Enrollment Management
VP for Information Technology

The 2013-14 N & E Committee will select a competitive slate of up to 2 candidates for each of the four positions listed above. Voting will be conducted electronically and will be completed by February 15. The N & E Committee may have to alter the timing of their processes to ensure that voting is completed on time.

II. Addition of Vice Presidents at-Large

The Board agreed to a phased approach to bring the number of directors up to the 12 stated in the Bylaws, adding one Vice President at Large in 2015 and one in 2016. This timing will allow the Board and the N & E to prepare for the nomination of Vice Presidents at Large, and will result in the recruitment of four Board members in each election cycle.

2014-15 Board of Directors

Position	Year Elected	Year Term Ends
President	2013	2016
President-Elect	2014	2017
Past President	2012	2015
VP for Access and Equity	2014	2017
VP for Admissions and Enrollment Management	2014	2017
VP for Finance	2013	2016
VP for Information Technology	2014	2017

VP for International Education	2012	2015
VP for Leadership and Management Development	2012	2015
VP for Records and Academic Services	2013	2016

2015-16 Board of Directors

Position	**Year Elected**	**Year Term Ends**
President	2014	2017
President-Elect	2015	2018
Past President	2013	2016
VP for Access and Equity	2014	2017
VP for Admissions and Enrollment Management	2014	2017
VP for Finance	2013	2016
VP for Information Technology	2014	2017
VP for International Education	2015	2018
VP for Leadership and Management Development	2015	2018
VP for Records and Academic Services	2013	2016
VP at Large	2015	2018

2016-17 Board of Directors

Position	**Year Elected**	**Year Term Ends**
President	2015	2018
President-Elect	2016	2019
Past President	2014	2017
VP for Access and Equity	2014	2017
VP for Admissions and Enrollment Management	2014	2017
VP for Finance	2016	2019
VP for Information Technology	2014	2017
VP for International Education	2015	2018
VP for Leadership and Management Development	2015	2018
VP for Records and Academic Services	2016	2019
VP at Large	2015	2018
VP at Large	2016	2019

Board Member on Nominations and Elections

The Board will elect a Board member to serve as a non-voting member of the N & E Committee for the 2014-15 election cycle, rather than change the configuration of the committee already established for 2013-14.

External Director

The Bylaws indicate that any External Director will be elected by the Board. The Board will determine when to elect an External Director. The term of an External Director is two years.

Update of the Bylaws

Effective with the election of the 2016-17 Board of Directors prior to the 2016 Annual Meeting, Article IV, Section 4 of the Bylaws of the Association will be removed. This automatic removal was approved by the membership at the 2013 Annual Meeting and does not require a subsequent vote of the membership.

Approved 8/13/2013