American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
May 15, 2013
Conference Call

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

Staff Members in Attendance: Matthew Ogle, Mike Reilly

Call to Order
President McDay called the meeting to order at 3:03 p.m. Eastern Daylight Time on May 15, 2013.

Approval of Agenda
MOTION 2013.05.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2013.05.02 – It was duly moved and seconded that the minutes of the meeting of the Board of Directors on April 13, 2013 be approved. APPROVED

MOTION 2013.05.03 – It was duly moved and seconded that the minutes of the meeting of the Board of Directors on April 17, 2013 be approved. APPROVED

MOTION 2013.05.04 – It was duly moved and seconded that the minutes of the executive session of the Board of Directors on April 13, 2013 be approved. APPROVED

Reports of Committees
<u>Finance and Investments Committee</u>
Vice President DeMerritt reviewed the March financial reports with the Board. He walked through each of the reports, including pointing out changes he's made to the financial reports.

MOTION 2013.05.05 – It was duly moved by the Finance and Investments Committee to accept the financial reports for March 2013 as submitted. APPROVED

Reports of Officers
<u>Vice President for Finance</u>
Vice President DeMerritt introduced the idea of adding folders and a universal naming schema to the reports submitted for each Board meeting. This should be ready for a vote at the June meeting.

Vice President for Records and Academic Services
Vice President Falkner updated the Board on recent developments with both the Registrar 101 and Registrar 201 programs.

Past President
Past President von Munkwitz-Smith reviewed the document he sent the Board regarding the Program Task Force and its preliminary membership list.

President
President McDay led a discussion about the implementation of electronic voting for the coming year's open Board positions. The Governance Committee will review this and update the Board at its June meeting.

Vice President for Leadership and Management Development
Vice President Kyle reported on developments with CAP ACRAO and MSACROA. He also reported on his visit to the CACCRAO.

Reports of Staff
Executive Director
Executive Director Reilly reviewed his written report.

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

Executive Session
MOTION 2013.05.06 – It was duly moved and seconded that the Board move into executive session. APPROVED

Adjournment
MOTION 2013.05.08 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:30 p.m. Eastern Daylight Time on May 15, 2013.

Attachments
Minutes Apr 13 BoD Mtg
Minutes Apr 17 BoD Mtg

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 13, 2013
San Francisco, CA

Board Members in Attendance: Jim Bouse, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Paul Kyle, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Board Nominees in Attendance: Stan DeMerritt, Tina Falkner

Staff Members in Attendance: Janie Barnett, Matthew Ogle, Michael Reilly

Call to Order
President von Munkwitz-Smith called the meeting to order at 8:45 a.m. Pacific Daylight Time April 13, 2013.

Approval of Agenda
MOTION 2013.04.01 – It was duly moved and seconded to approve the agenda . APPROVED

Approval of Minutes
MOTION 2013.04.02 –It was duly moved and seconded that the minutes of the meeting of the Board of Directors on March 13, 2013 be approved. APPROVED

MOTION 2013.04.03 – It was duly moved and seconded that the minutes of the executive session of the Board of Directors on March 13, 2013 be approved. APPROVED

Reports of Standing Committees
Finance and Investments Committee
Vice President Krogh led a brief overview of the Association's financial records. She also briefly reviewed the memo to be sent to the membership detailing the dues increase. She introduced the proposed Gift Policy.

MOTION 2013.04.04 – It was duly moved and seconded by the Finance and Investments Committee to approve the proposed Gift Policy. APPROVED

Audit Committee
Vice President Jamison described the committee's transition plans and its upcoming review of the annual conflict of interest policies.

Governance Committee
President-elect McDay reviewed the proposal to update Board Handbook section B.1.2. which establishes guidelines for the use of a consent agenda at Board meetings.

MOTION 2013.04.05 – It was duly moved and seconded by the Governance Committee to approve the proposed update to section B.1.2. of the Board Handbook. APPROVED

The Governance Committee updated the Board on the results of their most recent webinar to discuss the potential changes to the Association's Bylaws. Several comments addressed some unclear verbiage regarding the competitive slate of elections.

MOTION 2013.04.06 – It was duly moved and seconded by the Governance Committee to change the proposal to amend the Association Bylaws by clarifying the language regarding the competitive slate for the election of Member Directors in Article IV, Sections 1 and 2. APPROVED

Strategic Planning/Program Review Committee
Vice President Myers reviewed the proposal to update the Strategic Plan.

MOTION 2013.04.07 – It was duly moved and seconded to approve the changes to Goal 2 and Goal 2 Objective C of the AACRAO Strategic Plan. APPROVED

MOTION 2013.04.08 – It was duly moved and seconded to amend MOTION 2013.04.07 to change only Goal 2 Objective C and to leave Goal 2 unchanged. APPROVED

Vice President Myers led a discussion about adding a glossary to the Strategic Plan.

Reports of Officers
Vice President for Admissions and Enrollment Management
Vice President Jamison informed the Board that she has continued to work with the participants of the Admissions Focus Group.

Vice President for International Education
Vice President Gottlieb distributed the final membership list for the International Admissions and Credentials Evaluation Task Force.

MOTION 2013.04.09 – It was duly moved and seconded to approve the membership list for the International Admissions and Credentials Evaluation Task Force. APPROVED

Vice President for Leadership and Management Development
Vice President Kyle updated the Board on state and regional visits and informed them that the updated schedule was available on the Board website.

Vice President for Records and Academic Services
Vice President Myers updated the Board on the first offering of Registrar 201 and on recent online and in-person offerings of Registrar 101.

Vice President for Information Technology

Vice President Bouse reviewed the latest developments with the SPEEDE Server and discussed the document he distributed, "AACRAO and the Future of the Texas Transcript Server: A Statement of Principles."

MOTION 2013.04.10 – It was duly moved and seconded to approve the document, "AACRAO and the Future of the Texas Transcript Server: A Statement of Principles." APPROVED

Past President
Past President McLaughlin reviewed the proposed changes to the Awards section of the Board Handbook.

MOTION 2013.04.11 – It was duly moved and seconded to approve changes to Section F.5 of the Board Handbook: Awards and Honors. APPROVED

President-elect
President-elect McDay informed the Board that she will be sending the 2013-2014 Board Committee assignments shortly.

President
MOTION 2013.04.12 – It was duly moved and seconded to appoint Scott Dittman as Parliamentarian for the Business Session of the Annual Meeting. APPROVED

President von Munkwitz-Smith updated the Board on the solicitation process for the position of editor of *College and University*.

Reports of Staff
Executive Director Reilly briefly reviewed the highlights of the written report that he submitted prior to the meeting. He asked Associate Executive Director Barnett to provide an update on the status of the Annual Meeting. He told the Board about his recent trip to Beijing, China. He also updated the Board about the delegates to the CollegeBoard.

Unfinished Business
Past President McLaughlin reviewed a draft membership list for the Task Force on Program Structure. There is some discussion about the list. Adjustments will be made and the list will come back to the Board for review before it is finalized.

The list of action items was reviewed and updated.

New Business
Executive Director Reilly led a discussion regarding the Groningen Declaration.

MOTION 2013.04.13 – It was duly moved and seconded that AACRAO become a signatory to the Groningen Declaration. APPROVED

The Board discussed its participation during the Town Hall and Business Meetings.
Executive Session

MOTION 2013.04.14 – It was duly moved and seconded that the Board move into executive session. APPROVED

MOTION 2013.04.15 – It was duly moved and seconded that the Board of Directors Executive Session Meeting be adjourned. APPROVED

Adjournment
MOTION 2013.04.16– It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 3:32 p.m. Pacific Daylight Time on April 13, 2013.

Attachments
Minutes of the March 13, 2013 Board Meeting
AACRAO Gift Policy approved April 13, 2013
Board Handbook policy B.1.2 updated April 13, 2013
AACRAO Board of Directors change to proposed Bylaws amendments Article IV, Sections 1 and 2
AACRAO Strategic Plan updated April 13, 2013
International Admissions and Credentials Evaluation Task Force Membership List updated April 13, 2013
AACRAO and the Future of the Texas Transcript Server: A Statement of Principles
Board Handbook policy F.5: Awards and Honors updated April 13, 2013
Groningen Declaration approved April 13, 2013

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 17, 2013
San Francisco, CA

Board Members in Attendance: Jim Bouse, 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, Tim Rager, Michael Reilly

Call to Order
President McDay called the meeting to order at 1:39 p.m. Pacific Time April 17, 2013.

Approval of Agenda
MOTION 2013.04.14 – It was duly moved and seconded to approve the agenda with flexibility. APPROVED

Reports of Officers
<u>Vice President for Admissions and Enrollment Management</u>
Vice President Jamison reported to the board that admissions sessions received positive feedback and people are pleased that it is being actively considered.

<u>Vice President for International Education</u>
Vice President Gottlieb reported that the International Admissions and Credentials Evaluation Task Force had a successful first meeting. People were also impressed with the international sessions and content.

<u>Vice President for Leadership and Management Development</u>
Vice President Kyle reported that the State and Regional workshop was well received.

<u>Vice President for Records and Academic Services</u>
Vice President Falkner reported on the first Reg201 offering. It received excellent feedback.

<u>Vice President for Information Technology</u>
Vice President Bouse reported that the Meeting App received very positive reviews. He also met with Tuan Ahn Do regarding the responsibilities he has as an AACRAO representative to the PESC Board. There was also brief discussion regarding a way to have the name badges for certain folks stand out, including the Board, Program Committee and Staff.

<u>Vice President for Access and Equity</u>
Vice President Havens reported that the Latino/Latina Caucus had a good meeting. She also reported that other caucuses are considering trying the reception approach taken by the Black Caucus at future meetings.

Past President

Past President von Munkwitz-Smith listed a few pieces of feedback he received, and noted that most of the feedback was extremely positive

President-elect

President-elect Myers reported on feedback he received about sessions and how they are presented.

President

President McDay informed the Board that implementation of the new Bylaws would be a big project in the coming year.

Reports of Staff

Executive Director Reilly reported on his impressions of the Annual Meeting and updated the Board on the next steps for the Groningen Declaration that AACRAO signed on to during the meeting.

Unfinished Business

The list of action items will be carried forward to the May Board meeting.

Adjournment

MOTION 2013.04.15 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 3:29 p.m. Pacific Time on April 17, 2013.

Attachments

None