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

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
June 4-6, 2013
Denver, CO

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, Michael Reilly

Call to Order
President von McDay called the meeting to order at 9:18 a.m. Mountain Daylight Time on June 4, 2013.

Approval of Agenda
MOTION 2013.06.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Consent Agenda
MOTION 2013.06.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Standing Committees
<u>Finance and Investments Committee</u>
Vice President DeMerritt reviewed the financial documents and detailed the changes that had been made to them since the Board last saw the documents. The committee discussed with the Board the possibility of more regular updates to the full membership regarding the Association's finances.

<u>Strategic Planning and Program Review Committee</u>
Vice President Kyle distributed copies of the committee's goals for the year to the Board. He reminded the Board that assessment processes need to be included in new initiatives.

<u>Governance Committee</u>
Vice President Gottlieb reviewed the committee's activities with the Board. They will review the Bylaws Transition Plan to determine how to best implement the new Bylaws. The committee led a discussion about External Directors on the Board, including under what circumstances the Board should seek one out. The Governance Committee will determine how to proceed here.

<u>Compensation Committee</u>
Past President von Munkwitz-Smith reviewed the committee's activities with the Board. The committee raises a question regarding some inconsistent language in its charter. The Governance Committee will undertake a review of the committee charters to standardize where possible and build a committee performance assessment tool.

Audit Committee
President-elect Myers reviewed the committee's activities with the Board.

Reports of Officers
Vice President for Information Technology
Vice President Bouse reviewed the discussions around a charge to the AACRAO member serving as the AACRAO Representative on the PESC Board.

MOTION 2013.06.03—It was duly moved and seconded to approve the AACRAO Board of Directors Charge to the AACRAO Representative to the PESC Board of Directors pending the edits to include the addition 1) of the length of the term of the AACRAO Representative on the PESC Board of Directors and 2) requiring a notification three-months prior to the end of his/her term if he/she is interested in continuing to serve in the role. APPROVED

Vice President for Finance
Vice President DeMerritt reviewed the proposal to adopt a file and naming schema for the pre-Board Meeting documents.

MOTION 2013.06.04—It was duly moved and seconded to approve the naming schema proposal as revised. APPROVED

Vice President for Records and Academic Services
Vice President Falkner reviewed Registrar 101 and Registrar 201. She led a discussion around potential changes to these courses. She also discussed ways to continue momentum started by the closing speaker at the Annual Meeting, Michele Norris.

Vice President for International Education
Vice President Gottlieb reviewed non-voting member participation in committees and the rules in place to govern that.

MOTION 2013.06.05—It was duly moved and seconded to approve the committee membership application of Leah Wren McCormack to the International Issues Committee. APPROVED

Vice President Gottlieb asked about the vendor presentation policy and what circumstances those may be allowed.

Vice President for Admissions and Enrollment Management
Vice President Jamison asked the Board about the responsibilities of individual VPs during the transition process, specifically regarding his/her successor.

Vice President Jamison also led a discussion about the Regist-L listserv and its ownership.

Vice President for Leadership and Management Development
Vice President Kyle reviewed the updated Strategic Plan, which includes a glossary.

MOTION 2013.06.06—It was duly moved and seconded to approve the updated Strategic Plan as presented. APPROVED

Vice President Kyle distributed the updated summary of the analysis of the 2012 Member Satisfaction Survey with the understanding that it should be shared with the Membership.

MOTION 2013.06.07—It was duly moved and seconded to approve the summary analysis of the 2012 Member Satisfaction Survey to be sent to the Membership with an allowance for updates from the AACRAO Office before this is sent. APPROVED

Vice President Kyle reminded the Board Members to send feedback to him after their State and Regional association visits.

<u>Past President</u>
Past President von Munkwitz-Smith reviewed the member list of the Task Force on Program Structure, which he sent to the Board last week.

MOTION 2013.06.08—It was duly moved and seconded to approve the membership list for the Task Force on Program Structure with the understanding that there is a co-chair yet to be appointed. APPROVED

Past President von Munkwitz-Smith updated the Board on the competencies project that is in the works. The goal is to have a draft ready for review by December.

He also updated the Board on the search for a new editor of College and University.

<u>President</u>
President McDay reviewed the schedule for Wednesday and Thursday. She also instructed that the internet access be made available to Board members at future meetings.

Reports of Staff
<u>Executive Director</u>
Executive Director Reilly updated the Board on the recently retitled AACRAO Staff Report, which was previous called the ED Report. He also updated the Board on the plan to redefine the Connor Fund and distributed an early draft of that redefinition.

Executive Director Reilly updated the Board on an early draft of AACRAO's Research Agenda, copies of which he distributed to the Board.

He also updated the Board on recent developments surrounding the Groningen Declaration.

Unfinished Business
The Governance Committee will review the Board Handbook to ensure it accurately reflects the changing responsibility of the PACs and membership therein.

Vice President Bouse updated the Board on the items to be included in the Charge to the AACRAO Representative to the PESC Board as specified in Motion 2013.06.03.

Reports of Staff
Associate Executive Director Barnett explained AACRAO's potential work with Michele Norris and Andrew Jolivet. She also gave the Board an update on the planning for the 2013 Tech/Transfer Conference.

Unfinished Business
Associate Director, Board Services Matt Ogle reviewed the online voting system and briefly described how it could be adjusted to encompass the new method of voting as defined in the recently approved Bylaws.

New Business
Vice President Kyle, as chair of the Strategic Planning/Program Review Committee led a strategic planning exercise for the Board of Directors.

Vice President Gottlieb led a discussion on the process by which the Board will appoint a member to sit on the Nominations and Elections Committee. This process will begin with the 2014-2015 committee.

Unfinished Business
Past President von Munkwitz-Smith updated the Board on the final member of the Task Force on Program Structure. Meredith Braz, Registrar and Dartmouth College, will serve as co-chair of the task force.

New Business
MOTION 2013.06.09—It was duly moved and seconded to extend an invitation to Jack Miner to serve as Vice Chair of the Program Committee for the 2014-2015 year. APPROVED

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

Executive Session
MOTION 2013.06.10 – It was duly moved and seconded to approve the minutes of the Executive Session of the Board of Directors on May 15, 2013. APPROVED

MOTION 2013.06.11—It was duly moved and seconded to adjourn the Executive Session of the Board of Directors. APPROVED

The Board agreed to move its next meeting via conference call to July 24, 2013 at 3pm Eastern Daylight Time.

Adjournment
MOTION 2013.06.12 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 10:23 a.m. Mountain Daylight Time on June 6, 2013.

Attachments
Consent Agenda
Charge to AACRAO Representative to the PESC Board
Revised Folder Organization and Document Naming Schema
Updated Strategic Plan with Glossary
Summary Analysis of 2012 Member Satisfaction Survey
Member List for Task Force on Program Structure