

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
September 11, 2013
Conference Call

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

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

Call to Order

President McDay called the meeting to order at 3:02 p.m. Eastern Daylight Time on September 11, 2013.

Approval of Consent Agenda

MOTION 2013.09.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2013.09.02 – It was duly moved and seconded to approve the consent agenda.
APPROVED

Reports of Committees

Finance and Investments Committee

Vice President DeMerritt led a review of the Association's June 2013 financial reports.

MOTION 2013.09.03 – It was duly moved by the Finance and Investments Committee to approve the report of the Finance and Investments Committee. APPROVED

Governance Committee

Vice President Gottlieb updated the Board on the Governance Committee's progress on the bylaws transition.

Strategic Planning and Program Review

Past President von Munkwitz-Smith reviewed the status of AACRAO strategic planning with the Board.

Reports of Officers

Vice President for Leadership and Management Development

Past President von Munkwitz-Smith updated the Board on the progress of the Program Committee Task Force.

Past President

Past President von Munkwitz-Smith referred the Board to his written report on Awards Committee Recommendations, submitted prior to the meeting.

Reports of Staff

Executive Director

Executive Director Reilly submitted a written report for review prior to the meeting.

Unfinished Business

The list of action items was reviewed and updated.

Vice President DeMerritt referred the Board to the AACRAO Connor Scholarship Fund document. It was agreed that upon implementing revisions and adjustments discussed during the Board of Directors meeting, the document would be established.

MOTION 2013.09.04 – It was duly moved by the Finance and Investments Committee to approve the language establishing the Connor Scholarship Fund. APPROVED

New Business

The Board discussed strategies for involvement in AACRAO Connect articles.

Executive Session

MOTION 2013.09.05 – It was duly moved and seconded to move the Board of Directors meeting into Executive Session. APPROVED

Adjournment

The Board of Directors meeting adjourned at XX:XX p.m. Eastern Daylight Time on September 11, 2013.

Attachments

Consent Agenda

AACRAO Connor Scholarship Fund

**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

Finance and Investments Committee

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. APPROVED

Governance Committee

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

Vice President for Information Technology

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

AACRAO Connor Scholarship

Draft July 2013

Purpose:

AACRAO has established the Connor Scholarship Fund to provide support for new professionals in enrollment and academic services fields to travel to and present at the AACRAO Annual Meeting.

Connor History:

John Douglas Connor was named the first Executive Director of AACRAO in 1966 and served until his retirement in 1988. Prior to coming to AACRAO he served as the admissions director and registrar at Southern Methodist University from 1953 to 1966.

Criteria:

Connor Scholarship recipients must be new to the academic and enrollment services profession (less than three years) and be employed by an AACRAO member institution or be a student studying or working at a member institution.

Description:

The Connor Scholarship will range from \$300 to \$500 and must be used to help defray expenses associated with attending and presenting at the AACRAO Annual Meeting. Each recipient must participate in an Annual Meeting session, either as part of a panel or individually (but not as a facilitator). To be eligible for the Connor Scholarship your session proposal (or the proposed session you will participate in) must be approved by the Annual Meeting Program Committee.

Application Process:

Applicants for the Connor Scholarship must complete a Connor Scholarship Application that includes:

- A short personal statement (no more than 300 words) describing why you have chosen enrollment and academic services as your profession and why you believe attending and presenting at the AACRAO Annual Meeting can help you advance in the profession.
- Your session proposal for the AACRAO Annual Meeting, including the names of all participants, and why you have chosen this topic.

- The name and contact information for an AACRAO member who can serve as a reference for you.

Evaluation Process:

AACRAO will establish a Connor Scholarship Revue Committee to consist of 3-5 AACRAO Board members. The committee will evaluate the application on the basis of:

- Strength of personal statement.
- Strength and creativity of Annual Meeting session proposal.
- Strength of reference.

The committee shall select up to five but no less than two recipients and may award scholarships of between \$300 and \$500. The committee should ensure that the recipients represent our membership in terms of institutional type, gender, and ethnicity.