American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
June 11, 2014
Conference Call

Board Members in Attendance: Stan DeMerritt, Tina Falkner, Dan Garcia, Melanie Gottlieb, Paul Kyle, Adrienne McDay, Brad Myers, Nicole Rovig, Luke Schultheis

Staff Members in Attendance: Mike Reilly, Mike Sisson

<u>June 11, 2014</u>
Call to Order
President Myers called the meeting to order at 3:02 p.m. Eastern Daylight Time on June 11, 2014.

Approval of Consent Agenda
MOTION 2014.06.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.06.02 – It was duly moved and seconded to approve the Consent Agenda, which includes the Report of the Finance and Investments Committee. APPROVED

MOTION 2014.06.03 – It was duly moved and seconded to approve the Minutes of the April 30, 2014 Meeting of the Board of Directors. APPROVED

Reports of Committees

<u>Governance</u>
Vice President Falkner led a discussion on revising Board Committee Charters to accurately reflect their current functions and to remove redundant and over-broad language. The Board agreed that the committee chairs should review their respective charters and collectively discuss revisions at the July Board Meeting.

Vice President Falkner submitted a Committee Evaluation Form for use by the Board. The Board discussed adding a prompt for more detail when negative qualifications were given by committee members. It was suggested that this form could be revised for AACRAO Professional Activity Committee self-evaluation as well.

MOTION 2014.06.04 – It was duly moved by the Governance Committee that the Board approve the Committee Evaluation Form with the revisions agreed upon during discussion. APPROVED

Vice President Falkner indicated that the Board position descriptions currently available to the public may not be fully representative of each position’s actual function. The Board agreed that these descriptions should be reviewed in advance of the Board meeting in July.

Strategic Planning and Program Review

This report was delivered following the Report of the Vice President for International Education, and preceding the Report of the Vice President for Leadership and Management Development. Past President McDay referred the Board to the Final Report submitted by the Program Review Task Force, and requested that it be reviewed in detail prior to engaging in strategic planning discussions at the July Board Meeting.

Past President McDay notified the Board of the committee's priorities for strategic planning in the coming year.

Reports of Officers

Vice President for International Education

Vice President Gottlieb informed the Board that she received a preliminary draft report from the International Credential Task Force. The final report will be made available to the Board in advance of the July Board meeting.

President Myers indicated that the Task Force Chair would present the report via conference call at the July Board meeting in advance of strategic planning discussions in order to appropriate the task force's recommendations.

Vice President for Leadership and Management Development

Vice President Kyle reiterated the need for the Board to be familiar with the common themes provided in the Program Review Task Force's report. He also updated the Board on the progress of the Core Competencies working groups, and are on schedule to deliver a final report by the fall of 2014.

Vice President for Finance

Vice President DeMerritt informed the Board that he and Executive Director Reilly will be meeting with AACRAO's investment portfolio managers to discuss new investment strategies.

Past President

Past President McDay updated the Board on the work of the Nominations and Elections Committee to date.

President

President Myers visited with the Department of Education to provide feedback on the financial aid reporting requirements and was pleased that the Department reached out to AACRAO for guidance moving forward.

President Myers indicated that the Groningen Declaration Meeting Summary is available and may prove useful in the strategic planning discussions for any interested members. He also reminded the Board that set time will be allotted at each meeting in the future for topics that affect higher education at large, and asked that any such topics for discussion be forwarded to him for consideration.

President Myers encouraged the Board to privately donate to the Conner Scholarship Fund.

Reports of Staff

Executive Director

Executive Director Reilly referred the Board to the Executive Director Report submitted prior to the meeting, and provided updates on the Technology and Transfer Conference, possible regulatory reforms that may affect the membership, and discussions with other higher education associations regarding learning verifications.

Unfinished Business

President Myers led a discussion on the notation of student disciplinary actions on academic transcripts. Even amongst the small sample size of institutions represented by the Board, a wide variance in policy and practice regarding student disciplinary issues was noted. The Board agreed that it would be best to poll the membership to get a more comprehensive idea before taking any substantive action regarding transcript notation of non-academic disciplinary actions.

The list of action items was reviewed and updated.

Adjournment

MOTION 2014.06.05 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors Meeting adjourned at 4:18 p.m. Eastern Daylight Time on June 11, 2014.

Attachments

Consent Agenda
BOD minutes April 30 2014
AACRAO committee self-evaluation v.2

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 30, 2014
Conference Call

Board Members in Attendance: Stan DeMerritt, Tina Falkner, Dan Garcia, Melanie Gottlieb, Paul Kyle, Adrienne McDay, Brad Myers, Nicole Rovig, Monique Snowden

Staff Members in Attendance: Mike Reilly, Mike Sisson

April 30, 2014

Call to Order

President Myers called the meeting to order at 3:03 p.m. Eastern Daylight Time on April 30, 2014.

Approval of Consent Agenda

MOTION 2014.04.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.04.02 – It was duly moved and seconded to approve the Minutes of the March 29, 2014 Meeting of the Board of Directors. APPROVED

MOTION 2014.04.03 – It was duly moved and seconded to approve the Minutes of the April 2, 2014 Meeting of the Board of Directors. APPROVED

MOTION 2014.04.04 – It was duly moved and seconded to approve the Draft Minutes of the 100^{th} AACRAO Business Meeting with the understanding that the membership will still have to vote to approve them at the 101^{st} Annual Business Meeting. APPROVED

Reports of Committees

Finance and Investments Committee

Vice President DeMerritt referred the Board to the second quarter fiscal reports distributed prior to the meeting, which the committee approved as presented. Vice President DeMerritt led a review of the financial standing of the organization based on the reported operational activities and investment income.

Vice President DeMerritt also reported that the committee had approved its charter and will present changes to the Board at the next meeting. It was also noted that the membership dues study will require information from the findings of current task forces before continuing.

Strategic Planning and Program Review

Past President McDay indicated that the committee will reach out to State and Regional Association Officers to help determine areas of concern that the Board should focus on in the coming year. In addition, Past President McDay encouraged the Board to submit ideas for strategic planning topics to the committee prior to the July Board retreat.

Governance

Vice President Falkner indicated that the committee reviewed its charter and recommended that the Board discuss the potential changes before approving them. There are redundant items in three committee charters. The Governance committee will make a recommendation on these redundancies at a later meeting. Vice President Falkner also indicated that work will continue on action items carried forward from the previous Governance Committee.

Reports of Officers

Vice President for Access and Equity

Vice President Snowden recommended Tina Collins as the Group V Program Coordinator replacement for Dan Wilson on the Annual Meeting Program Committee.

MOTION 2014.04.05 – It was duly moved and seconded that Tina Collins be accepted to replace Dan Wilson as the Group V Coordinator on the Annual Meeting Program Committee when his term ends in 2015. APPROVED

Vice President for Leadership and Management Development

Past President McDay led a discussion on defining the role and purpose of the Vice President at Large position. The discussion centered on whether the position should be consistent year-to-year, whether it should have a specific portfolio area like other vice presidential positions, and what roles the position might fill within the Board. While specific duties and areas of responsibility were not determined, it was agreed that the criteria for nomination should be clearly stated and consistent. McDay indicated that she would draft a position description and distribute it to the Board following the conference call.

President

President Myers indicated that due to time constraints, the discussion on student disciplinary action notation on transcripts would be postponed.

President Myers suggested some Board of Director's meeting parameters, such as utilizing a consent agenda for conference calls but not for in-person meetings and allotting time to discuss issues in higher education and Association structure.

President Myers also indicated that he would organize a conference call among a smaller group to discuss the roles and relationship between the Board and the Annual Meeting Program Committee.

Reports of Staff

Executive Director

Executive Director Reilly referred the Board to the Staff Report submitted prior to the meeting, and informed the Board of current initiatives. Reilly updated the Board on recent and pending education policy items that may affect the membership.

President Myers also related, on Associate Executive Director Barnett's behalf, that Annual Meeting Conference evaluations are being summarized and will be made available to the Board in a readable digest.

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

Adjournment
MOTION 2014.04.06 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors Meeting adjourned at 4:36 p.m. Eastern Daylight Time on April 30, 2014.

Attachments
Consent Agenda
BOD minutes March 29 2014
BOD minutes April 2 2014
DRAFT Minutes of 100th AACRAO Business Mtg April 1 2014

AACRAO BOD Committee Self Assessment						
	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Topics/Issues	0	1	2	3	4	5
The committee's goals and purpose are clear.						
Roles are clearly defined and understood by committee members.						
Committee members know why they are meeting and what they hope to achieve.						
The committee has adequate resources to support its function.						
The committee is addressing important, meaningful issues.						
Committee membership represents the skillset required to fulfill the goals and purpose of the committee.						
The committee understands the strategic direction of the Board.						
The committee reports timely and adequately to the BOD and solicits appropriate feedback from the BOD.						
The committee is able to make collective judgments about important matters.						
Committee members treat each other with respect and courtesy.						
Committee members come to the meetings prepared and ready to contribute.						
Committee members feel they are listened to.						
Committee members comments have influence on the group's progress.						
Meeting participation is consistent and committee members arrive (or call in) on time.						
The committee allocates the right amount of time for its work.						
The committee's workload is distributed fairly among its members.						
Meetings are held regularly and with appropriate frequency.						
Meetings begin and end as scheduled.						
Committee members receive the agenda and materials in advance of the meeting to allow for appropriate review and/or preparation.						
The committee consistently uses its meeting time well.						
The committee maintains accurate meeting minutes.						
Committee members know what is expected of them between meetings.						
The committee achieves its objectives timely and effectively.						
The Chair demonstrates overall leadership, including fostering collegiality among members.						
The Chair has adequate time scheduled to fulfill his/her responsibilities.						
Overall, the committee is effective in carrying out its purpose.						
Suggestions for the Chair for the upcoming year?						
What suggestions do you have about how to improve the effectiveness of the committee?						
General comments?						
What should the committee keep doing?						
What should the committee stop doing?						
Note: When made into a web form, add a "please provide additional detail if mark strongly disagree."						