American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
July 11, 2014
Fort Lauderdale, FL

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: Janie Barnett, Mike Reilly, Mike Sisson

July 11, 2014

Call to Order

President Myers called the meeting to order at 8:48 a.m. Eastern Daylight Time on July 11, 2014.

Approval of Agenda

MOTION 2014.07.01 – It was duly moved and seconded to approve the Minutes of the June 11, 2014 Meeting of the Board of Directors. APPROVED

MOTION 2014.07.02 – It was duly moved and seconded to approve the agenda. APPROVED

Reports of Committees

Audit

Vice President Gottlieb had nothing new to report beyond the committee priorities outlined during the strategic planning portion of the Board meeting. The Audit Committee will work with the national office to generate a Request for Proposal for independent audit services in the 2014-2015 year, as required by §B.2.2.3 of the Board Handbook. In addition, the committee will produce a calendar of review for each of the association's outside service providers, which include the accounting/financial services firm, the investment firm, and the independent audit firm. And, the committee will finalize an At-Large member to recommend to the Board.

Compensation

Vice President Kyle informed the Board that the committee is performing an environmental scan to determine the general compensation structure for associations that are comparable to AACRAO in terms of size and budget. Based on those findings, the committee will make appropriate recommendations for compensation.

Finance

Vice President DeMerritt informed the Board that the committee will review the third fiscal quarter financial statements as they are made available, but noted that the Association was in good financial standing.

Vice President DeMerritt and Executive Director Reilly outlined the investment strategy approved on March 29, 2014 (Approved Motion 2014.03.09) to the association's investment firm prior to the meeting.

Governance
Vice President Falkner had nothing new to report beyond the committee priorities outlined during the strategic planning portion of the Board meeting., Those priorities include; review of various Board and Committee charters and governing documents to ensure that language is up-to-date and in line with currently practiced policies and procedures; the implementation of a Board Committee Evaluation form, and; determining which Board documents can be made accessible to the membership and which documents need to remain restricted to the Board only.

Strategic Planning and Program Review
Past President McDay thanked the Board for their work during the strategic planning portion of the Board Meeting. The committee will compile and analyze notes from the two-day discussion to develop updated strategic priorities and goals for the coming year.

Reports of Officers

Vice President for Finance
Vice President DeMerritt suggested that the finance officer report be encompassed in the finance committee report. The charges and responsibilities found the in the AACRAO Bylaws for the Vice President of Finance correspond with the notion that there is no difference between the information presented in the finance committee report and the finance officer's report.

Vice President for Records and Registration
Vice President Falkner updated the Board on the current operating status of the Registrar 101 and 201 workshops, including the upcoming call to the membership for new Registrar 101 and/or 201 faculty.

Vice President for International Education
Vice President Gottlieb suggested a change to the AACRAO Strategic Plan, specifically expanding upon the international education charge found in item number 5. Exact language for this expansion will be drafted and presented to the Board for approval at a later date.

She also informed the Board that she would make an announcement to the Membership regarding the findings contained in the International Credential Taskforce report, pending some edits.

Vice President for Leadership and Management Development
Vice President Kyle notified the Board that all State and Regional Association meetings that requested or agreed to host AACRAO Board of Directors representatives have been assigned with a single exception.

He also indicated that the Core Professional Competencies workgroup should have proposals available for Board review by the fall of 2014.

Vice President for Access and Equity
Executive Director Reilly, on behalf of Vice President Snowden, updated the Board on some ongoing initiatives related to both student and professional access and equity.

Past President

Past President McDay updated the Board on the status and trends of the current nominations cycle, as provided by the Nominations and Elections committee.

She also informed the Board that the nomination period for AACRAO awards will open in August in an online format, and that appropriate communications strategies are being considered to announce its opening.

President

President Myers proposed that Tim Amyx be approved by the Board as the next Vice Chair of the Annual Meeting Program Committee.

MOTION 2014.07.03 – It was duly moved and seconded that Tim Amyx become Vice Chair of the Annual Meeting Program Committee for 2015-2016 and Chair of the Annual Program Committee for 2016-2017, with his term officially expiring at the close of the 2017 Annual Meeting. APPROVED

He also asked the Board to recognize and receive the final reports submitted by the Program Structure Taskforce and the International Credentials Taskforce, and to express thanks for the task forces' efforts in their appointed charges.

MOTION 2014.07.04 – It was duly moved and seconded that the Board formally recognize and receive the Program Structure Task Force Report, with the understanding that all the recommendations contained therein may not necessarily be accepted or implemented. APPROVED

MOTION 2014.07.05 – It was duly moved and seconded that the Board formally recognize and receive the International Credentials Taskforce Report, with the understanding that all the recommendations contained therein may not necessarily be accepted or implemented. APPROVED

Reports of Staff

Executive Director

Executive Director Reilly referred the Board to the Executive Director Report submitted prior to the meeting, and provided more detailed updates on AACRAO's work with other associations and member institutions on admissions policies in the "post-Fischer" era, the development of non-traditional transcripts, and student-voting initiatives.

Unfinished Business

President Myers reminded the Board to submit higher education discussion topics to him in advance of the September 2014 Board Meeting for appropriate consideration, research, and inclusion in the agenda.

The Board also discussed the Association's current publication cycle, but planned on including the topic in a later meeting agenda.

The Board reviewed its membership communication schedule for the coming months in light of discussions and initiatives developed at the strategic planning portion of the Board meeting.

The list of action items was reviewed and updated.

Executive Session
MOTION 2014.07.06 – It was duly moved and seconded that the Board of Directors meeting move into Executive Session. APPROVED

MOTION 2014.07.07 – It was duly moved and seconded that the Board of Directors meeting move into Regular Session. APPROVED

Adjournment
MOTION 2014.07.08 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors Meeting adjourned at 10:59 a.m. Eastern Daylight Time on July 11, 2014.

Attachments
BOD minutes June 11 2014

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

June 11, 2014
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

Governance
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