American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
August 13, 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, Luke Schultheis

Staff Members in Attendance: Janie Barnett, Mike Reilly, Mike Sisson

<u>August 13, 2014</u>

Call to Order

President Myers called the meeting to order at 3:03 p.m. Eastern Daylight Time on August 13, 2014.

Approval of Agenda

MOTION 2014.08.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.08.02 – It was duly moved and seconded to approve the Minutes of the July 11, 2014 Meeting of the Board of Directors. APPROVED

Reports of Committees

<u>Audit</u>

Vice President Gottlieb informed the Board that 10 AACRAO members indicated their willingness to serve as the At-Large member of the Audit Committee, and that the Audit committee would deliberate and decide in advance of the September Board Meeting. Given the number of applicants, the audit committee indicated it may draft a position description, including qualifications, for the Board to review at a later time.

<u>Finance</u>

Vice President DeMerritt reviewed the AACRAO Third Quarter Financial Update and Dashboard reports, approved prior to the meeting by the committee. The reports indicate that the association is in good financial standing.

Vice President DeMerritt also informed the Board the committee had reviewed and approved changes to their charter, but will wait on formal motions regarding those revisions until the Governance committee has a change to view all the committee charters in aggregate.

<u>Governance</u>

Vice President Falkner led a discussion on the current Board position descriptions available and what considerations should be applied in pending revisions. The committee is also continuing work on examining and revising the Annual Meeting Program Handbook and the Board committee charters.

Strategic Planning and Program Review
Past President McDay notified the Board that the committee will meet later in August to discuss items brought forward at the Strategic Planning retreat.

Reports of Officers
Vice President for International Education
Vice President Gottlieb referred the Board to a document outlining an expanded international education item in the AACRAO strategic plan and led a discussion on further revisions to the proposed item.

MOTION 2014.08.03 – It was duly moved and seconded that the changes to the strategic plan regarding international education, outlined in item number 5 and further revised during the meeting, be accepted. APPROVED

Past President
Past President McDay informed the Board that the nominations period for AACRAO Leadership closed on July 31, and provided a verbal overview of the 2014 nominations process. She also informed the Board that the Awards nomination period has opened, and that a new Board representative to the Nominations and Elections committee for 2015-16 will need to be determined.

President
President Myers moved that the Board approve new member appointments on the Public Policy Advisory committee, including a Chair to replace William DeWolfe. The Board did not second this motion, and discussed the need to establish a clearly defined relationship between itself and the committee before moving to approve any further appointments to it.

President Myers also established a Conner Scholarship Review committee to review any incoming scholarship applications. The review committee members will be President Myers, Past President McDay, Vice President Falkner, and Vice President Gottlieb.
Lastly, President Myers briefly reviewed the schedule for the upcoming September Board meeting in Columbus, OH.

Reports of Staff
Executive Director
Executive Director Reilly provided a verbal report on the current operational state of the office and the ongoing search for new managers to fill positions left vacant in the consulting and information technology departments.

In addition, he highlighted regulatory developments that have the potential to impact association members, including discussions revolving around the formation of a national student loan database.

New Business
Audit Committee
President Myers, on behalf of Vice President Gottlieb, announced that the Audit Committee is recommending Donald Dykes, registrar at the United States Coast Guard Academy, be the at-large member of the audit committee. The formal motion for approval of this member will take place at the September Board meeting.

Vice President for Records and Registration
Vice President Falkner inquired as to whether AACRAO has any current data on where most institutions conduct their transfer articulation services. Information relating to this data will be provided later in the fall of 2014.

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

Adjournment
MOTION 2014.08.04 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors Meeting adjourned at 4:46 p.m. Eastern Daylight Time on August 13, 2014.

Attachments
BOD minutes July 11 2014
VPI International Strategic Plan

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

I would propose that the following become item 6 in the strategic plan, renumbering item 6 to be item 7:

5. Expand leadership in the global higher education community.

a. Expand professional development opportunities for international admissions and credential evaluation professionals, and engage with institutional leadership to create research opportunities, professional development and education, and identify best practices for enhancing international student enrollment efforts.

b. Lead research and evaluation efforts related to global education systems.

c. Engage in international initiatives and partnerships whereby AACRAO's collective expertise contributes to global dialogue and more effective practices in international education, student exchange, and mobility.