American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
December 5-6, 2014
Arlington, VA

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

Board-Elect Members in Attendance: Meredith Braz, Scott Dittman, Jacquelyn Elliott

Staff Members in Attendance: Jeff Petrucci, Mike Reilly, Mike Sisson

<u>December 5, 2014</u>
Call to Order
President Myers called the meeting to order at 9:05 a.m. Eastern Standard Time on December 5, 2014.

Approval of Agenda
MOTION 2014.12.01 – It was duly moved and seconded to approve the agenda with flexibility. APPROVED

MOTION 2014.12.02 – It was duly moved and seconded to approve the Minutes of the September Meeting of the Board of Directors. APPROVED

<u>President</u>
President Myers led a discussion on the evolving roles between the meeting program coordinators, the Board, and aspects of program content structure. Officers felt they had little involvement in the selection and/or creation of content aligned with each elected member's professional portfolio.

The Program Structure Taskforce Report contains several recommendations that could help to address some of the concerns raised. The Board will consider these, along with input from other sources.

MOTION 2014.12.03 – It was duly moved and seconded that the Board Meeting move into recess for the resumption of Board orientation activities for new members. APPROVED

The Board recessed at 9:35 a.m. Eastern Standard Time.

The Board meeting reconvened at 9:55 a.m. Eastern Standard Time.

MOTION 2014.12.04 – It was duly moved and seconded to resume the Board Meeting. APPROVED

Reports of Committees

Audit

Vice President Gottlieb informed the Board that the committee will hold a conference call with the Association's independent auditor, Tate & Tryon, to review and approve the prepared 2014 fiscal year audit. Additionally, in February the committee will review and approve AACRAO's Form 990 tax return documents in advance of the submission deadline on February 15.

Following these meetings the committee plans to send out a request for proposals (RFP) for selecting an independent auditor for next year, per the requirements set forth in the Audit Committee charter.

Compensation

Vice President Kyle informed the Board the committee should have a recommendation for Executive Director compensation prepared by the February meeting. Executive Director Reilly also reminded the Board that his contract with AACRAO expires on June 1, 2015.

Finance and Investments

Vice President DeMerritt referred the Board to the fiscal year-end financial reports, distributed prior to the meeting, as context to discuss the committee's work on improving AACRAO's financial health.

While the association showed a net gain over the year, without the inclusion of its business lines, i.e., AACRAO Consulting and International Education Services, in the annual budget, the association would have run a deficit. Vice President DeMerritt informed the Board that the committee is working to develop strategies that could decrease this deficit within a five-to-ten-year period.

Governance

Vice President Falkner led a discussion on the structure of the Conner Scholarship, specifically its eligibility requirements.

MOTION 2014.12.05 – It was duly moved and seconded to move the Board meeting into recess so that the Board of Directors and the Annual Meeting Program Committee could discuss the upcoming Leadership Meeting and to clarify their respective roles and responsibilities within the organization. APPROVED

The Board recessed at 12:11 p.m. Eastern Standard Time.

The Board meeting reconvened at 1:08 p.m. Eastern Standard Time.

MOTION 2014.12.06 – It was duly moved and seconded to resume the Board Meeting. APPROVED

Governance

Vice President Falkner resumed discussion on the structure of the Conner Scholarship, moving on to the allocation of funds themselves. The Board agreed that a formalized review process should be implemented that respects issues of access, professional benefit and need, and the association's own fiduciary responsibilities when awarding funds to applicants.

Vice President Falkner led a discussion on the role and responsibility of the new Vice President at Large position. The Board agreed that by its February meeting, the description would have to be finalized with adjustments, or as it currently stands so that the Nominations and Elections Committee has a working description for next year's election process.

Strategic Planning and Program Review

Past President McDay informed the Board that the committee felt performance indicators must be established and made available to determine the effectiveness of current and future program content. Related to this, the committee felt that establishing and eventually using these performance indicators to evaluate programmatic effectiveness would require work above and beyond a single committee's capacity. As such, Past President McDay proposed that the Strategic Planning and Program Review Committee be split into two separate Board committees, with one focused on Strategic Planning and the other focused on Program Review.

The Board discussed what the structure of the new review committee would be, what its scope of review would entail, and whether membership on the committee would be limited to the Board or include members-at-large, such as the Audit Committee.

MOTION 2014.12.07 – It was duly moved that that the Board-established Strategic Planning and Program Review Committee be split into two separate committees; the Strategic Planning Committee and the Program Review Committee. APPROVED

The Strategic Planning and Program Review Committee agreed to produce a working draft outlining the structure of these new committees based on the discussion over the proposal. When the Board approves these committee charters and structure, the changes will take effect.

Past President McDay also updated the Board on the committee's examination of the structure and selection of membership for the Public Policy Advisory Committee. Vice President Snowden is also working on this task as an *ad hoc* member of the committee.

Reports of Officers

Vice President for Finance

Vice President DeMerritt reviewed the year-end financial reports in detail with the Board, indicating areas of strong and weak performance in operating and investment incomes.

Expounding upon the report of the Finance and Investments Committee, Vice President DeMerritt led a discussion on which strategies would help improve the association's financial health, and the best methods to communicate those solutions to the membership.

MOTION 2014.12.08 – It was duly moved and seconded that the Board of Directors meeting go into recess for the day. APPROVED.

The Board of Directors meeting recessed for the day at 2:26 p.m. Eastern Standard Time.

Saturday, December 6, 2014

President Myers called the meeting back to order at 11:16 a.m. Eastern Daylight Time.

MOTION 2014.12.09 – It was duly moved and seconded that the Board of Directors meeting reconvene. APPROVED

Reports of Officers

Vice President for Finance

Vice President DeMerritt continued review of the AACRAO fiscal year-end reports. The Board agreed that there is a need for some performance benchmarks for operating revenue and expenses, and agreed to set aside time at a later date to discuss strategic issues tied with finances.

Reports of Committees

Governance

Vice President Falkner informed the Board that the committee had met to discuss the Conner Scholarship eligibility requirements and structure, and proposed that the committee's revisions be accepted as presented.

MOTION 2014.12.10 – It was duly moved that the revised copy of the Conner Fund Scholarship be approved as presented to the Board. APPROVED

Reports of Officers

Vice President for Records and Registration

Vice President Falkner reported on the association's work thus far on setting policy and practice for prior learning assessment (PLA) and competency-based education (CBE). She argued that it is imperative for the association to take a position on the implementation of these alternatives to traditional credit-based educational pathways before such policies are dictated from sources outside of AACRAO. She indicated that discussions between the Council for Adult Experiential Learning (CAEL) and AACRAO will be forthcoming to ensure that AACRAO has input on any further actions taken.

Vice President Falkner also commented on making such policy and practice recommendations available on the website as a member-benefit.

Vice President International Education

Vice President Gottlieb noted that the International Evaluation Standards Council (IESC) is currently placed within the network of professional activity committees (PACs). The primary purpose of these PACs is to generate professional content for AACRAO members. As such, Vice President Gottlieb recommended that the council be established as a separate and freestanding body. The membership and reporting structure, as well as the overall scope of the committee, will be drafted in a charter and presented to the Board for approval at a later date.

MOTION 2014.12.11 – It was duly moved and seconded that the International Evaluation Standards Council be removed from the professional activity committee structure and established as a separate, freestanding committee. APPROVED

Vice President for Leadership and Management Development

President Myers reported on behalf of Vice President Kyle that the Core Competencies workgroups are making good progress on a report for the Board, with a final draft anticipated in 2015. Vice President Kyle hopes to use these competencies as a benchmark for learning outcomes from AACRAO-generated content.

Vice President for Access and Equity

Vice President Snowden informed the Board that the current and incoming chairs of the Access and Equity professional activity group have expressed the need to split the caucuses, which include the Black Caucus, the Native American Caucus, the Latino/Latina Caucus, the LGBTQA Caucus, and the Asian/Pacific Islander Caucuses, from the committees which have a more pointed professional focus on meeting content generation. She has tasked the chairs with producing a report that outlines the need for this split and its potential consequences before any further determinations are made. Snowden also informed the Board that she is working with the national office and the caucus chairs to identify a non-institutional diversity speaker.

Vice President for Information Technology

Vice President Rovig informed the Board that since the hosting of the SPEEDE database has been moved to the National Student Clearinghouse, Shelby Stanfield will be transitioning much of his operational oversight for the committee to Melinda Dvorak, a new member of the committee from the University of Texas at Austin, which previously hosted the server. Stanfield will maintain his leadership initiatives at the national level as it relates to his involvement with SPEEDE.

President Elect

President Elect Garcia expressed some initial goals for his tenure as AACRAO President, including the need to assess current and potential communication strategies with the membership, and determining the needs of the membership and the national office staff in their service to the membership.

President Elect Garcia also reviewed the proposed Board committee membership for the 2015-2016 year, and Board meeting dates. Particularly in light of splitting the Strategic Planning and Program Review Committee into two groups, the proposed committee assignments will need to be revisited. Tentatively, the group agreed to have only one summer meeting during the last week of July, and likely in DC.

Past President

Past President McDay presented the Awards Committee recommendations for 2015.

MOTION 2014.12.12 – It was duly moved and seconded that the Board approve Bob Bontrager as the recipient of the AACRAO Centennial Award. APPROVED

MOTION 2014.12.13 – It was duly moved and seconded that the Board approve Kathie Beaty, Betty Huff, Stan Henderson, and Nancy Krogh as Honorary Members of AACRAO for their valued contributions to the organization. APPROVED

President

President Myers led a discussion on the altered format of the 2014 Leadership Meeting. Some members expressed concern about the limited interaction between the Board and PAC chairs in attendance.

President Myers also related the mounting media and professional interest on policies and practices regarding disciplinary notices on transcripts. The Board noted that any solution would have to be nuanced and individual, since some institutions will regard it as a transcript issue while others might regard it as an admissions issue.

In addition, President Myers identified a few candidates to serve as the Chairs of Volunteers for the Phoenix meeting, and will bring their names forward to the Board when details are finalized.

Reports of Staff

Executive Director

Executive Director Reilly provided a verbal report on the current operational state of the office and the current focuses of AACRAO's federal and organizational relations. He also informed the Board that the national office was finalizing the proposed 2016 fiscal year budget, which will be submitted to the Finance and Investments Committee and then to the Board for approval before it is presented to the membership 30 days in advance of the 2015 Business Meeting.

Unfinished Business

The list of action items was reviewed and updated.

Adjournment

MOTION 2014.12.14 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors Meeting adjourned at 3:45 p.m. Eastern Standard Time on December 6, 2014.

Attachments

BOD Agenda December 2014 Rev12-2
BOD minutes September 19 2014
Gov Connor revisions v.2
VPI IESC proposal
PastPres Awards_2015

Proposal:

Remove the International Evaluation Standards Council (IESC) from the Group II program committee structure and reestablish it as a standing advisory committee reporting to the Executive Director.

Current Description:
The International Evaluation Standards Council (IESC) was established in 2001 along with the International Publication Advisory Committee (IPAC) to meet the changing needs of the AACRAO membership interested in international education. The committee is involved in the research and publication of international resource materials and the approval of placement recommendations. Membership for the IESC was not appointed in 2001 with the understanding that appointments would be made in the event of the demise of the inter-organizational National Council on the Evaluation of Foreign Educational Credentials. The Council was disbanded in 2006, and at that time membership for IESC was approved.

New Description:
International Evaluation Standards Council (IESC) is an advisory committee concerned with international credentials standards, research, and placement. Its primary function is to oversee the placement recommendations made available through the AACRAO EDGE database. The committee will also serve an advisory function to AACRAO in the area of international credential evaluation and international comparative education. The Membership is appointed by the Executive Director in consultation with the Vice President for International Education and is not specifically limited to AACRAO institutional members.

Proposed Membership:
Gloria Nathanson, University of California, Los Angeles (Emeritus)
Christopher Foley, Indiana University - Purdue University - Indianapolis
Johnny Johnson, Monterey Peninsula College (Emeritus)
Robert Watkins, The University of Texas at Austin
William Paver, Foreign Credential Services of America, Inc.
Jasmin Saidi-Kuehnert, Academic Credentials Evaluation Institute, Inc
Dale Gough, AACRAO

2015 – AACRAO Award Winner Recommendations

1. Award for Excellence in International Education – Robert Watkins
2. Distinguished Service Award – Betty Huff
3. Emerging Leader Award – Rodney Parks
4. Thomas A. Bilger Award – Shelby Stanfied AND Jack Miner
5. Elbert W. Ockerman State and Regional Professional Activity Award – WACRAO – Veterans Certifying Workshop

Honorary Membership

1. Katherine Beaty
2. Betty Huff
3. Stanley E. Henderson
4. Nancy Krogh

Centennial Award for Excellence

1. Bob Bontrager

AACRAO Board of Directors
December 3-7, 2014
Agenda

Westin Arlington Gateway Hotel (unless otherwise noted)
801 N Glebe Rd

Wednesday, December 3
Board Meeting

6:00 pm	Reception	Brad's Room
7:00 pm	Dinner: Pinzimini: pinzimini.com	In the hotel

Thursday, December 4
Board Orientation/Meeting

7:30 am	Meet in the Lobby to head to the AACRAO Office	
8:00 am	BOD Orientation/Committee Meetings	**AACRAO Office**
8:00 am	Breakfast	
8:30 am	Governance Committee	
	Strategic Planning/Program Review Committee	
9:30 am	Audit Committee	
	Finance & Investments Committee	
10:30 am	Break	
10:45 am	Transition discussions with incoming BOD members	
12:30 pm	Working Lunch	
1:30 pm	BOD Handbook review	
2:00 pm	Parliamentary procedures	
2:30 pm	Break	
2:45 pm	Relations as a member of the BOD	
4:15 pm	Compensation Committee	
6:00 pm	Reception with Program Committee	Brad's Room
7:00 pm	Dinner: Mussel Bar: musselbar.com	300 N Glebe Rd

Friday, December 5
Board Meeting

8:00 am	Breakfast	F Scott Fitzgerald C
8:30 am	BOD Orientation (any leftover items from Thursday)	
9:00 am	BOD Meeting	
	Approval of Agenda	
	Approval of Minutes from the September meeting	
	Prep work for discussion with the Program Committee	

Reports of Standing Committees, Officers and Staff
- Standing Committees
  - Audit Committee
  - Compensation Committee
  - Finance and Investments Committee
  - Governance Committee
    - BOD roles and responsibilities
    - Connor Scholarship application process
  - Strategic Planning/Program Review Committee
    - PPAC discussion

10:30 am	Meet with the Program Committee
Noon	Lunch
1:00 pm	Return to BOD Meeting

- Officers
  - VP DeMerritt
    - Fiscal Report
    - Schema for BOD documents
  - VP Falkner
    - PLA/Competency-Based Education
    - "FERPA Corner" on the website
  - VP Gottlieb
    - Proposal to move IESC Committee from Group II to ED
  - VP Kyle
    - Professional Competencies
  - VP Rovig
    - SPEEDE Committee update
  - VP Schultheis
  - VP Snowden
  - President-Elect Garcia
    - Communications update, including "Connect"
    - 2015-16 BOD meeting dates
  - Past President McDay
    - Awards
    - Honorary Memberships
  - President Myers
    - Judicial information on transcripts update

3:00 pm	Break	
3:30 pm	Meet and greet with the Leadership Meeting attendees	Hotel lobby
4:00 pm	Tour of the National Portrait Gallery/Dinner at Gordon Biersch	

Saturday, December 6
Leadership Meeting

7:30 am	Breakfast	Foyer outside F Scott Fitzgerald
8:00 am	Welcome	F Scott Fitzgerald
8:30 am	State of the Association/Federal Relations	
8:45 am	Overview of AACRAO financial status	
9:15 am	Break	
9:30 am	Open discussion about association programming	
10:30 am	Break	
11:00 am	**Return to Board Meeting**	Louisa Alcott Bd Rm
	Staff	
	Executive Director	
	Unfinished Business	
	Review of Action Items	
	New Business	
Noon	Lunch	
1:00 pm		
	Executive Session, if necessary	
	Adjournment	
3:45 pm	Break	
4:00 pm	Meet with PAC chairs (by group)	F Scott Fitzgerald
6:00 pm	Dinner in groups	

Sunday, December 7
Program Committee/PAC Chairs

7:30 am	Breakfast	F Scott Fitzgerald
8:30 am	Discussion with PAC chairs/Program Committee	

12.2.2014

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
September 19-20, 2014
Columbus, OH

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>September 19, 2014</u>
Call to Order
President Myers called the meeting to order at 9:19 a.m. Eastern Daylight Time on September 19, 2014.

Approval of Agenda
MOTION 2014.09.01 – It was duly moved and seconded to approve the Minutes of the August 13, 2014 Meeting of the Board of Directors. APPROVED

MOTION 2014.09.02 – It was duly moved and seconded to approve the agenda with flexibility. APPROVED

Reports of Committees
<u>Audit</u>
Vice President Gottlieb informed the Board that the committee had met and chosen an at-large member of the audit committee.

MOTION 2014.09.03 – It was duly moved that Donald Dykes, Registrar at the United States Coast Guard Academy, be approved by the Board to serve as the at-large member of the 2015-2016 Audit Committee. APPROVED

<u>Compensation</u>
Vice President Kyle informed the Board the committee met prior to the meeting and are in the process of exploring different organization's compensation structures. Executive Director Reilly was brought in to advise on some aspects of this process.

<u>Finance</u>
Vice President DeMerritt referenced the previous month's financial dashboard, distributed prior to the meeting. The committee is working with AACRAO's contracted accounting firm McQuade Brennan, who produces the reports, to find methods of representing available data to more accurately reflect the financial standing of the association.

Vice President DeMerritt also informed the Board that the committee, in its evaluation of the association's dues structure, is investigating the annual budget without its 'premium' service lines included, i.e., AACRAO Consulting and International Education Services. Setting the budget in this framework could provide a more realistic view of the overall financial health of the organization.

Governance

Vice President Falkner led a discussion based on the proposed delineation of responsibilities amongst the national office, the Annual Meeting Program Committee, Conference Directors, and the Board for the production of programmatic content.

The discussion moved towards clarification and codification of the relationship between the Board and both Professional Activity Committees and the Annual Meeting Program Committee. Differences in each professional 'group' were noted, but the Board felt it was important to have some input in the selection and composition of the committees to ensure broad access and a diversity of experience. Additionally, this formalized relationship would maintain a more tangible connection for each Vice Presidential portfolio.

Vice President Falkner presented a set of revised Board of Directors position descriptions. The Board agreed that the revised descriptions were improved over previous versions, but the Governance committee was charged with making further revisions based on conversations held during the Governance report.

MOTION 2014.09.04 – It was duly moved that the revised Board of Director's positions descriptions be adopted and posted while further edits are made by the committee and approved by the Board. APPROVED

Vice President Falkner presented revised Board Committee Charters, based on edits suggested by current committee chairs in addition to a review by the governance committee.

MOTION 2014.09.05 – It was duly moved that the revised Board Committee Charters be approved as presented. APPROVED

Vice President Falkner led a discussion on the committee's work with the Annual Meeting Program Handbook. Given the amount of detail discussed earlier about the roles and responsibilities of the Board, the professional activity committees, the program committee, and the national office, President Myers asked the Board to review the document and to submit any comments and opinions to Vice President Falkner. It was requested that comments be submitted within a timeframe that would make their incorporation in a new draft possible prior to December.

Vice President Falkner yielded the floor to further committee and officer reports with the intention of continuing the Governance report on September 20, 2014.

Strategic Planning and Program Review

Past President McDay notified the Board that the committee does not feel there is a need for an External Director to be appointed.

Additionally, reports from the Core Competency work groups indicate that work may be finished in time for the December meeting, and that the change to the strategic plan proposed by Vice President Gottlieb on August 13, 2014 (MOTION 2014.08.03) has been implemented.

Reports of Officers

Vice President for International Education

Vice President Gottlieb referred the Board to a proposed action item assignment list based on the recommendations made in the International Credentials Task Force Report. Assignments were made for specific officers, the collective Board, the Executive Director, and the national office. The Board examined and discussed each assignment as appropriate.

Vice President Gottlieb yielded the floor to further officer reports with the intention of continuing the discussion on September 20, 2014.

Vice President for Records and Registration

Vice President Falkner reported that the call to the membership for faculty in the Registrar 101 and 201 courses was successful. Registrar 101 has 6 new in-person and 8 online faculty members, while Registrar 201 was capped at 3 members. The Board was pleased with the member response to the campaign.

Vice President for Leadership and Management Development

Vice President Kyle reported that the Core Competencies workgroups were making good progress on a report for the Board, with a final draft anticipated by the December meeting. Vice President Kyle informed the Board to direct inquires and suggestions regarding the competencies report to him.

He also reminded the Board that many State and Regional Association visits were coming up for various Board members, and that visitation reports should be sent to him for evaluation.

Vice President for Access and Equity

Vice President Snowden informed the Board that she is working in conjunction with the national office to identify and book a diversity speaker and a graduate and professional schools speaker for the 2015 Annual Meeting.

President Elect

President Elect Garcia informed the Board that he will attend a conference hosted by the Conference of the Americas on International Education and determine if AACRAO and their association could benefit from a more formal relationship.

September 20, 2014

Reports of Committees

Governance

Vice President Falkner resumed her report and led a discussion on the current role of each vice presidential portfolio and of the Board's relationship to traditional program structure. The Board noted a lack of alignment between some elements of program structure and the Association's overall strategic plan and mission.

Reports of Officers

Vice President for International Education

Vice President Gottlieb resumed discussion on the International Credentials Task Force Report recommendations and proposed assignments.

The Board discussed alternative membership structures that could accommodate some changes recommended by the report, and discussed strategies for the report's release that would have the maximum impact on desired audiences.

Past President

Past President McDay informed the Board that the Nominations and Elections committee would meet after the Board meeting to finalize an elections slate. She asked the Board to pass along comments on what professional attributes and strategic directives should be included when she delivers he report to this committee.

Past President McDay also announced that the AACRAO Awards Nominations period is open, and encouraged the Board to consider possible candidates for each award.

Lastly, Past President McDay reminded the Board that a new Board Representative to sit on the Nominations and Elections Committee for the following year had to be selected, and briefly reviewed the criteria that should be taken into account. The Board discussed the possible options and decided that President Myers will become the Board representative when he becomes Past President in 2015-2016.

President

President Myers led a discussion on the current status of the Public Policy Advisory Committee (PPAC). The conversation ranged from the selection and appointment process to the recommendations the committee makes and how they are incorporated into the association position.

For the appointment process, Vice President Snowden expressed the importance of imposing a term limit for PPAC membership so that a broader range of public policy topics could be considered in the future. One possibility the Board considered was to regularly discuss impactful public policy topics and to appoint members to the committee to fill in knowledge gaps and to advise as necessary on those topics. As such, it was suggested that the committee be made more flexible in terms of its composition and size.

The current Chair of the PPAC, Bill DeWolfe, announced his desire to leave the Chair role. An interim chair candidate was proposed by Vice President Gottlieb.

MOTION 2014.09.06 – It was duly moved and seconded that Catherine Mund serve as the Interim Chair of the PPAC until such time when the Board finalizes a more formal appointment structure and relationship. APPROVED, one abstention

President Myers charged the Strategic Planning Committee, with Vice President Snowden as an *ad hoc* member, to devise an application and communication strategy to encourage more member engagement and participation with the PPAC.

President Myers reminded the Board to think about the agenda for the Leadership Meeting in December, highlighting the time that will be spent with the Program Committee and the new Board member orientation process.

Reports of Staff

Executive Director

Executive Director Reilly provided a verbal report on the current operational state of the office and the informed the Board that managerial positions in both AACRAO Consulting and in Information Technology had been filled by Tom Green and Greg Osburn, respectively.

Executive Director Reilly referred the Board to both his report and a specially prepared publications overview. The Board reviewed the publications cycle and discussed possible supplements to traditional full-length releases.

Unfinished Business

The list of action items was reviewed and updated.

The Board reviewed upcoming membership messaging assigned to individual Board members.

Adjournment

MOTION 2014.09.07 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors Meeting adjourned at 2:44 p.m. Eastern Daylight Time on September 20, 2014.

Attachments

BOD minutes August 13 2014
Gov BOD position descriptions v.2
Gov BOD Charters for review

Conner Scholarship Fund

Purpose:

The Conner Scholarship Fund provides support for new and aspiring AACRAO professionals to facilitate travel to and participation in AACRAO meetings or conferences.

History:

John Douglas Conner was named the first Executive Director of AACRAO in 1966 and served until his retirement in 1988. Prior to AACRAO he served as the Admissions Director and Registrar at Southern Methodist University from 1953 to 1966.

Criteria:

Conner Scholarship recipients must be new (fewer than three years of experience) to AACRAO and either be employed by an AACRAO member institution or a student studying/working at a member institution.

Description:

The Conner Scholarship is awarded in the amount of $500 and must be used to defray expenses associated with attending and participating in an AACRAO meeting or conference.

Application Process and Deadlines:

Applicants for the Conner Scholarship must complete a Conner 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 the personal and professional benefits of the scholarship to your position, department, and institution; and
- at least one letter of reference from an active AACRAO member; the reference may be submitted via email.

Applications should be submitted at least 30 days prior to the meeting requested.

Evaluation Process:

A Conner Scholarship Review Committee, consisting of three to five AACRAO Board members appointed by the President, will evaluate each application on the basis of:

- strength of personal statement;
- strength of references; and
- diversity as defined by geographic region, institutional size and type, and gender, race, ethnicity, and demonstrated leadership characteristics of applicant.

Connor Scholarships are awarded on a rolling basis. The Conner Scholarship Review Committee may annually award multiple scholarships in the amount of $500.