American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
January 15, 2014
Conference Call

Board Members in Attendance: Jim Bouse, Tina Falkner, Melanie Gottlieb, Tracey Jamison, Paul Kyle, Adrienne McDay, Brad Myers, Jeff von Munkwitz-Smith

Board Elect Members in Attendance: Dan Garcia, Nicole Rovig, Luke Schultheis, Monique Snowden

Staff Members in Attendance: Mike Reilly, Mike Sisson

January 15, 2014

Call to Order
President McDay called the meeting to order at 3:03 p.m. Eastern Standard Time on January 15, 2014.

Approval of Consent Agenda
MOTION 2014.01.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.01.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Committees
Governance Committee
Vice President Gottlieb updated the Board on the Orientation process, including the first Board Elect orientation call, and the draft orientation schedule for the February Board of Directors meeting in Washington, D.C.

Vice President Gottlieb led discussion on what responsibilities each Board member and Staff Member will have in the orientation. The Governance Committee will produce a formal agenda in advance of the February Board of Directors meeting.

Reports of Officers
President Elect
President Elect Myers updated the Board on the 2014-2015 Board Committee Assignments. President Elect Myers led discussion on the timing and location of the Summer Board of Directors meeting, for 2014 and the foreseeable future.

Past President
Past President von Munkwitz-Smith referred the Board to his report, distributed prior to the meeting.

MOTION 2014.01.03 – It was duly moved and seconded to amend the Student Membership category to allow service on a committee, with the following description: *Student Membership is open to degree-seeking students at AACRAO member institutions and shall pay an annual per member fee of $25. Student Members are eligible to apply and serve on AACRAO committees or task forces.* APPROVED

MOTION 2014.01.04 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to merge the Thomas A. Bilger Citation for Service and the Founders Award for Leadership to create the Thomas A. Bilger Award, effective with the 2015 Annual Meeting, with the following description: *Named for a Past President of AACRAO, the Thomas A. Bilger Award is presented to a member in recognition of consistent vision, service and/or leadership in AACRAO with seven or more years of volunteer service. The award represents a significant contribution to AACRAO in positions such as Task Force Chair, Special Projects Director, Program Coordinator/Director, or member of the Board of Directors. This award is given to honor those who had the foresight to recognize the needs of the profession. The award may be given to more than one person annually. The recipient is recommended by the AACRAO Awards Committee and approved by the Board of Directors. Members who have served on the Board of Directors within the past three years are not eligible for this award. (15 points towards Honorary Membership)* APPROVED

MOTION 2014.01.05 – It was duly moved and seconded that the Board change the name of the New Member Award to the "Emerging Leader Award" with the following description, effective with the 2015 Annual Meeting: *The Emerging Leader Award is presented to professionals who have, early in their AACRAO career, made an exceptional or unique contribution which demonstrates promise as a future AACRAO leader. The award may be given to up to five recipients annually. The recipients(s) are recommended by the AACRAO awards Committee and approved by the Board of Directors. (5 points toward honorary membership)* APPROVED

MOTION 2014.01.06 – It was duly moved and seconded that the Board discontinue the Apex Award, effective with the 2015 Annual Meeting. APPROVED

MOTION 2014.01.07 – It was duly moved and seconded that the Board eliminate the step in the Awards process where nominees are asked to provide information on their AACRAO involvement prior to the Awards Committee decision. WITHDRAWN

The motion was withdrawn pending further review of how information should be collected, and by whom, for the Awards nomination process.

Reports of Staff

<u>Executive Director</u>

Executive Director Reilly referred to the ED Report and the Staff Report submitted to the Board prior to the meeting, and updated the Board on the status of the planning for the Groningen Declaration Meeting, to be held in Washington, D.C. following the Annual Meeting.

Executive Director Reilly also informed the Board about the status of the 2013 Fiscal Year Audit and upcoming focuses for the national office in various content areas, including competency-based education and college affordability.

Unfinished Business

The list of action items was reviewed and updated.

New Business

The Board discussed how competency-based experiential learning might impact the profession. Further discussion will take place at the February meeting.

President Elect Myers led discussion on the specific timing of the 2014 summer Board meeting. The 2014-2015 Board agreed to align the 2014 summer meeting with the end of the 2014 Technology and Transfer Conference.

The Board discussed the general timeline for the 2014-2015 Board of Directors meeting schedule. A final draft will be presented for approval at the February Board meeting.

Adjournment

The Board of Directors meeting adjourned at 4:31 p.m. Eastern Standard Time on January 15, 2014.

Attachments

Consent Agenda
Past President Report January 2014

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
December 6, 2013
Washington, D.C.

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

Staff Members in Attendance: Janie Barnett, Jeff Petrucci, Tim Rager, Mike Reilly, Mike Sisson

<u>December 6, 2013</u>

Call to Order
President McDay called the meeting to order at 11:30 a.m. Eastern Standard Time on December 6, 2013.

Approval of Consent Agenda
MOTION 2013.12.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2013.12.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Program Structure Task Force
Program Structure Task Force Co-Chair Meredith Braz and Co-Chair Reta Pikowski joined the meeting to discuss the overall strategic goals and mission of the task force in advance of its first in-person meeting. The Co-Chairs were told that the Board will assist in the fulfillment of the Task Force's stated goals as necessary, and that the Board will welcome any and all recommendations that the Task Force brings forth related to program structure, content, and modes of delivery. Co-Chairs Braz and Pikowski depart.

Reports of Committees
<u>Compensation Committee</u>
Past President von Munkwitz-Smith informed the Board that the Compensation Committee will begin work on the Executive director review soon, with more information forthcoming at future Board of Director meetings.

<u>Finance and Investments Committee</u>
Vice President DeMerritt updated the Board on the Finance and Investments Committee's deliberations on suggestions made by UBS Financial Services, which include policy clarification regarding AACRAO's investment portfolios and goals for the organization's endowment size and use.

The Board discussed how and if membership dues should increase as a percentage of the budget. Dues are set to comprise 24% of the 2014 fiscal year budget compared to 27% from the 2013 fiscal year, but the overall budget and other revenue sources have grown during this period.

Vice President DeMerritt also reviewed the quarterly financial reporting schedule with the Board. The first fiscal quarter financial statements will be reviewed and reported in February in Washington, D.C. The remaining quarterly statements will be reported via conference call in May, August, and November.

Governance Committee
Vice President Gottlieb discussed the Board Orientation plan, referring to the proposed timeline circulated prior to the meeting. The Board discussed which members need to arrive to participate in orientation and when.

MOTION 2013.12.3 – It was duly moved by the Governance Committee to accept the Interim Board Orientation Plan for 2013-2014. APPROVED

Strategic Planning and Program Review Committee
Vice-President Kyle updated the Board on the Strategic Planning and Program Review Committee's work to develop professional core competencies in conjunction with the 2013 Leadership Meeting attendees.

Audit Committee
President Elect Myers updated the Board on the status of the 2013 fiscal year audit by Tate & Tryon.

Reports of Officers
Vice President of International Education
Vice President Gottlieb informed the Board on the strategic discussions taking place regarding EDGE's place within AACRAO. In addition, Vice President Gottlieb updated the Board on the status of the International Credentials Task Force's work.

Vice President for Records and Registration
Vice President Falkner updated the Board on the work done by Glenn Munson, President Elect Myers, and herself to examine and refresh the structure, content, and delivery of the Registrar 101 ~~and 201~~ in-person and online modules.

One posited change to the Registrar module prompted Board discussion on creating a method for members to self-post information and content that would be helpful to the organization at large.

Vice President for Leadership and Management Development
Vice President Kyle led discussion on the issues identified by the Board during State and Regional association visits throughout the year and asked that documents and notes gathered in the process of those visits be forwarded to him.

The Board discussed how the national organization can provide more coordinated support for state and regional associations.

Past President

Past President von Munkwitz-Smith referred the Board to his report, distributed prior to the meeting, and proposed several AACRAO awards recipients per the Awards Committee recommendations.

MOTION 2013.12.4 – It was duly moved and seconded that the Board postpone the award of Honorary Membership to Stan Henderson until such time that he decides to leave active membership within the association. APPROVED

MOTION 2013.12.5 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to award the Thomas A. Bilger Citation for Service to William DeWolfe. APPROVED

MOTION 2013.12.6 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to award the Founders Award for Leadership to Paul Wiley. APPROVED

MOTION 2013.12.7 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to award the New Member Award to Ingrid Nuttall. APPROVED

MOTION 2013.12.8 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to award the Distinguished Service Award to William Paver. APPROVED

MOTION 2013.12.9 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to award the Elbert W. Ockerman State and Regional Professional Activity Award to the Southern Association of Collegiate Registrars and Admissions Officers (SACRAO). APPROVED

MOTION 2013.12.10 – It was duly moved and seconded that the Board accept the recommendation of the Awards Committee to merge the Thomas A. Bilger Citation for Service and the Founders Award for Leadership to create the Thomas A. Bilger Award, effective with the 2015 Annual Meeting, with the following description: *Named for a Past President of AACRAO, the Thomas A. Bilger Award is presented to a member in recognition of consistent vision, service and/or leadership in AACRAO with seven or more years of volunteer service. The award represents a significant contribution to AACRAO in positions such as Task Force Chair, Special Projects Director, Program Coordinator/Director, or member of the Board of Directors. This award is given to honor those who had the foresight to recognize the needs of the profession. The award may be given to more than one person annually. The recipient is recommended by the AACRAO Awards Committee and approved by the Board of Directors. (15 points towards Honorary Membership)*. WITHDRAWN - The motion was withdrawn pending revisions to award-eligibility that would explicitly exclude current members of the Board of Directors.

President

President McDay referred the Board to a report submitted by the Nominations and Elections Committee about the results of the 2013 AACRAO Elections for open Board of Directors and Nominations and Elections Committee positions.

The Board discussed the strategic advantages and disadvantages of renewing the formal agreement between AACRAO and the Baden-Württemberg Seminar.

MOTION 2013.12.11 – It was duly moved and seconded that the Board of Directors approve a renewal of the agreement between the Baden-Württemberg Seminar and AACRAO for another two years. APPROVED

President McDay also implored the Board to complete the Board Assessment, submitted after the meeting.

Reports of Staff

Executive Director

Executive Director Reilly referred to the ED Report and the Staff Report submitted to the Board prior to the meeting, and updated the Board on his visit with President McDay to the National Association for College Admission Counseling (NACAC) Board of Directors meeting.

Executive Director Reilly continued to discuss the possibility of developing a method for members to self-post content on the AACRAO website, and further developments within AACRAO Consulting as they prepare to expand their operations with technology implementation consultation services. Additionally, he led discussion on the work of the Public Policy Advisory Committee.

The Board discussed potential changes to the format and layout of the federal relations presentation supplied to the Board for their visits to State and Regional Associations.

Unfinished Business

The list of action items was reviewed and updated.

New Business

The Board determined the schedule and layout of the AACRAO Update for the 2013 Leadership meeting.

Associate Executive Director Janie Barnett informed the Board of the new meeting dates for the 2015 Annual Meeting.

Adjournment
The Board of Directors meeting adjourned at 3:27 p.m. Eastern Standard Time on December 6, 2013.

Attachments
Consent Agenda
2013-2014 DRAFT Orientation Plan
Past President Report December 2013

American Association of Collegiate Registrars and Admissions Officers
Board of Directors
Action Items
Updated December 2013

The Board of Directors agreed to include the following items on the Action Items list:

1. Create a template and guide for proposing workgroups and taskforces for the Board Handbook. Governance Committee (ongoing)
2. Development of strategies for the key/core competencies for the profession which were identified during the strategic planning discussion at the Leadership Meeting in December. Vice President Kyle, Past President von Munkwitz-Smith and Executive Director Reilly. Ongoing.
3. Governance will work with the Program Committee Chair and the AACRAO office to make sure that the language for the transferred responsibility for managing committees be reviewed in the board handbook and the Program Planning Guide. Governance Committee. Ongoing
4. Governance committee to develop assessment tool for board committee activity annual review. Ongoing.
5. Thomas Bilger Award will be reviewed and rewritten for presentation at the January 2014 meeting. Past President von Munkwitz-Smith

Past President's Report, including several motions

Motions:

1. I move to amend the Student Membership category to allow service on a committee: *Student membership is open to degree-seeking students at AACRAO member institutions and shall pay an annual per member fee of $25. Student members are eligible to apply and serve on AACRAO committees or task forces.*

2. I move that the Board accept the recommendation of the Awards Committee to merge the Thomas A. Bilger Citation for Service and the Founders Award for Leadership to create the Thomas A. Bilger Award, effective with the 2015 Annual Meeting, with the following description: *Named for a Past President of AACRAO, the Thomas A. Bilger Award is presented to a member in recognition of consistent vision, service and/or leadership in AACRAO with seven or more years of volunteer service. The award represents a significant contribution to AACRAO in positions such as Task Force Chair, Special Projects Director, Program Coordinator/Director, or member of the Board of Directors. This award is given to honor those who had the foresight to recognize the needs of the profession. The award may be given to more than one person annually. The recipient is recommended by the AACRAO Awards Committee and approved by the Board of Directors. Members who have served on the Board of Directors within the past three years are not eligible for this award. (15 points towards Honorary Membership)*

3. I move we change the name of the New Member Award to "Emerging Leader Award" with the following description, effective with the 2015 Annual Meeting: *The Emerging Leader Award is presented to professionals who have, early in their AACRAO career, made an exceptional or unique contribution which demonstrates promise as a future AACRAO leader. The award may be given to up to five recipients annually. The recipient(s) are recommended by the AACRAO Awards Committee and approved by the Board of Directors. (5 points toward honorary membership)*

4. I move that we discontinue the Apex Award, effective with the 2015 Annual Meeting.

5. I move that we eliminate the step in the Awards process where nominees are asked to provide information on their AACRAO involvement prior to the Awards Committee decision.

Jeff von Munkwitz-Smith, Past President
January 15, 2014