American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
March 12, 2014
Conference Call

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

Board Elect Members in Attendance: Nicole Rovig, Monique Snowden

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

March 12, 2014

Call to Order

President McDay called the meeting to order at 3:05 p.m. Eastern Daylight Time on March 12, 2014.

Approval of Consent Agenda

MOTION 2014.03.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.03.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Committees

Audit Committee

President Elect Myers informed the Board that the Committee reviewed the IRS Form 990 tax return for AACRAO and approved it for filing. The IRS Form 990 was distributed to the Board over email and posted on the private Board website for individual review prior to filing.

Governance

Vice President Gottlieb referred the Board to a document, submitted prior to the meeting, on the formation of task forces and work groups. The Board discussed the distinctions between them and the particular strategic or tactical benefits they could offer the Association.

Reports of Officers

Vice President for Finance

Vice President DeMerritt referred the Board to the financial reports for the month ending on January 30, distributed prior to the meeting. The second financial quarter will be reviewed by the committee in Denver, CO and presented at the May Board Meeting.

Reports of Staff

Executive Director

Executive Director Reilly referred the Board to his report, submitted prior to the meeting, and updated the Board on the current operating status of the national office. Executive Director Reilly also reiterated the importance of forming a work group to address the issues revolving around competency-based education.

Associate Executive Director

Associate Executive Director Janie Barnett updated the Board on the current registration totals for the 2014 Annual Meeting, and on the progress for the AACRAO-hosted 2014 Groningen Declaration Meeting in Washington, D.C.

Unfinished Business

The list of action items was reviewed and updated.

MOTION 2014.03.03 – It was duly moved and seconded that the Board of Directors Regular Session be adjourned. APPROVED

The regular session of the Board of Directors meeting adjourned at 3:36 p.m. Eastern Daylight Time on March 12, 2014.

Executive Session

MOTION 2014.03.04 – It was duly moved and seconded to move the Board into Executive Session. APPROVED

Adjournment

MOTION 2014.03.06 – It was duly moved and seconded that the Board of Directors Meeting be adjourned. APPROVED

The Board of Directors Meeting adjourned at 3:48 p.m. Eastern Daylight Time on March 12, 2014.

Attachments

Consent Agenda

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
February 7 – 8, 2014
Washington, D.C.

Board Members in Attendance: Jim Bouse, Stan DeMerritt, 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

Guests in Attendance: Susan Colladay

February 7, 2014

Call to Order
President McDay called the meeting to order at 10:37 a.m. Eastern Standard Time on February 7, 2014.

Approval of Consent Agenda
MOTION 2014.02.01 – It was duly moved and seconded to approve the agenda. APPROVED

MOTION 2014.02.02 – It was duly moved and seconded to approve the consent agenda. APPROVED

Reports of Committees
Finance and Investments Committee
Vice President DeMerritt referred the Board to the Finance and Investments Committee Recommendations, distributed prior to the meeting. The recommendations include permissible adjustments to the AACRAO Investment structure which were approved by the committee, and changes to the Finance and Investments Policy in the Board of Director's Handbook related to investment objectives and asset allocation.

MOTION 2014.02.03 – It was duly moved by the Finance and Investments Committee that the Board accept the revisions to the Finance and Investments Policy in the Board of Director's Handbook, which include specifying a complete market cycle in Section 7.2, a specific benchmark of performance for the AACRAO investment portfolio manager in Section 7.2.1, and a more specific range for the asset allocation in the AACRAO Investment Portfolio in Section 7.5. APPROVED

Vice President DeMerritt led review of the proposed AACRAO operating budget for the 2014-2015 Fiscal Year, distributed prior to the meeting.

MOTION 2014.02.04 – It was duly moved by the Finance and Investments Committee that the Board accept the proposed 2014-2015 Fiscal Year operating budget. APPROVED

Vice President DeMerritt informed the Board that the Consumer Price Index (CPI) percentage increased by 1.5% in 2013. Since this is lower than 2%, the membership dues will increase by 1.5%, to $209, starting with the next membership cycle. This increase will be communicated to the membership within the budget proposal at the 2014 AACRAO Business Meeting.

Vice President DeMerritt updated the Board on the status of the organization's endowment, with a possible study forthcoming from the committee on possible goals and usage. In addition, the committee will work on a study for membership dues and its endowment goals.

<u>Governance Committee</u>
Vice President Gottlieb updated the Board on the progress of the Board Elect orientation process.

<u>Strategic Planning and Program Review Committee</u>
Vice President Kyle updated the board on the committee's work regarding the drafting of distinct professional core competencies and led discussion on how development should proceed. The Board discussed possible strategic initiatives that could be tied to professional competencies developed by AACRAO.

President McDay requested that the Strategic Planning and Program Review Committee Report to the Board go into recess to allow for a representative of the Association's auditor, Tate & Tryon, to present the official audit report to the Board. The Committee report recommenced following the presentation.

Presentation of the 2013 Fiscal Year Audit by Tate & Tryon
Susan Colladay, a representative of Tate & Tryon, presented the 2013 Fiscal Year Audit to the Board. The report included review of the three major letters included in the audit: the Management Letter, the Required Communications Letter, and the Audited Financial Statements and Supplementary Information Letter. All prior year comments were successfully resolved, and no new comments arose in the 2013 Fiscal Year.

MOTION 2014.02.05 – It was duly moved and seconded that the Board approve the 2013 Fiscal Year Audit as presented in the Management Letter, the Required Communications Letter, and the Audited Financial Statements and Supplementary Information Letter supplied by the Association's contracted independent auditor, Tate & Tryon. APPROVED

<u>Strategic Planning and Program Review</u>
Vice President Kyle led discussion on ways to increase the value of various AACRAO programs to the Association membership, focusing on enrollment management, technology, and transfer offerings.

Audit Committee
President Elect Myers distributed the Conflict of Interest Policy to Board members and Board Elect members whose terms will continue or start on April 2, 2014, and end on April 15, 2014.

President Elect Myers also informed the Board that the Audit Committee would need to issue a solicitation for a new member at large for the Audit Committee, as the term for the current member at large, John Hall, will expire on April 2, 2014.

The Board recessed for Lunch at 12:08 p.m. Eastern Time.

The Board reconvened and went into Executive Session at 1:47 p.m. Eastern Time.

The Board reconvened in regular session at 2:16 p.m. Eastern Time.

Reports of Officers
Vice President for Leadership and Management Development
Vice President Kyle distributed the calendar of State and Regional Events to the Board with the expectation that they contact Vice President Kyle to confirm which State and Regional Association events they will attend as part of the AACRAO outreach program.

Vice President Kyle updated the Board on the work of the Program Structure Task Force.

Vice President for International Education
Vice President Gottlieb updated the Board on the work of the International Credentials Task Force. The task force's final report will be submitted to the Board later this year.

Executive Director Reilly informed the Board that discussion was continuing between AACRAO and the French Ministry of Education regarding possible revisions to the AACRAO recommendations of international transfer credit for French engineering and business degrees.

Vice President for Records and Academic Services
Vice President Falkner led discussion on what role AACRAO should play in the treatment of competency-based education programs, and how such programs might be developed and implemented at existing institutions.

Vice President Falkner led discussion on methods to produce more content on the website related to records and academic services. Conversation on the topic will resume on February 8, 2014.

President Elect
President Elect Myers referred the Board to the proposed 2014-2015 Board of Directors Meeting Dates document, submitted prior to the meeting.

MOTION 2014.02.10 – It was duly moved and seconded that the Board appoint Past President Jeff von Munkwitz-Smith as the *College & University* Editor-in-Chief at the end of Louise Lonabacker's current appointment. APPROVED

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

MOTION 2014.02.11 – 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 except in those cases where the Awards Committee feels that additional information is necessary. APPROVED

President
President McDay informed the Board of the need to appoint a new parliamentarian for the 2014 AACRAO Annual Meeting.

MOTION 2014.02.12 – It was duly moved and seconded that the Board appoint Scott Dittman as parliamentarian for the 2014 AACRAO Annual Meeting. APPROVED

Reports of Staff
Executive Director
Executive Director Reilly referred the Board to the Staff Report submitted prior to the meeting, and updated the Board on current government relations and communications initiatives, progress on Annual Meeting planning, and his reappointment to the American Council on Education's Board of Directors.

The Board recessed for the day at 3:44 p.m. Eastern Time.

February 8, 2014
The Board reconvened at 9:08 a.m. Eastern Time on February 8, 2014.

Unfinished Business
Vice President Tina Falkner proposed a replacement for current Group III Program Coordinator Sarah Harris.

MOTION 2014.02.13 – It was duly moved and seconded that the Board appoint Cem Sunata as the Program Coordinator of Group III – Records and Academic Services, as a vice-coordinator effective immediately and as Coordinator following the 2015 Annual Meeting in Baltimore. APPROVED

The Board discussed the establishment of a temporary and flexible Competency-Based Education work group. The work group would be tasked with investigation into current practices around competency-based education and to make recommendations to AACRAO for official development at a later date.

President McDay informed the Board that the Association for Student Conduct Administration would like to work with AACRAO to develop best practices on how to notate student conduct issues on official student records. Since the official AACRAO policy on transcripts, which includes student conduct notations, is already established and published, the Board deemed nothing more than a dialogue appropriate for the time being.

Vice President Gottlieb proposed a replacement for current Group II Program Coordinator Deanna Williams.

MOTION 2014.02.14 – It was duly moved and seconded that the Board appoint Karee Head as the Program Coordinator for Group II – International Education, as a vice-coordinator effective immediately and as Coordinator following the 2014 Annual Meeting in Denver. APPROVED

The Board set deadlines for various articles to be submitted by the Board for publication in the AACRAO Connect newsletter.

The Board discussed the lack of specific topical content on the AACRAO website and how such content might be generated. The Board recommended that existing program structures, or potentially newly created ones, should be engaged by the national office to develop up-to-date topical information for professional areas.

MOTION 2014.02.15 – It was duly moved and seconded that the AACRAO National Office use existing program structures, including Professional Activity Committees, Annual Meeting Program Coordinators, and the Directors of the Technology, Transfer, and Strategic Enrollment Management Conferences, to develop a sustainable model for keeping current content populated on the website. WITHDRAWN

The list of action items was reviewed and updated.

Adjournment
MOTION 2014.02.16 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 11:21 a.m. Eastern Standard Time on February 8, 2014.

Attachments
Consent Agenda
F&I Com Recommendations
F&I Com 2014-15 Budget
AACRAO 2013 Revised Draft AFS
Past President Report February 2014

American Association of Collegiate Registrars and Admissions Officers
Board of Directors
Action Items
Updated February 2014

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. Revise Board Handbook to provide a more standardized orientation process. Governance Committee. Ongoing.
6. Finalize Board Orientation Schedule. Governance Committee. Ongoing.
7. BOD members with a portfolio will provide to ED Reilly a listing of key topics from areas to assist in building out the website with specific content. Information will be sent no later than Monday, March 3, 2014.
8. Audit Committee – replacement of non-board member for the committee. Audit Committee. Begin soliciting at annual meeting and have confirmed member by July BOD meeting. Melanie Gotlieb
9. Establish workgroup to address good practices for transcription and transfer of competency based credit. Tina Falkner
10. Response to the Association for Student Conduct Administration Threat Assessment concerning non-academic dismissal notations on the academic transcript. Brad Myers