

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

May 13, 2020
Virtual Meeting

Board Members in Attendance: Tim Amyx, Stanley DeMerritt, Luisa Havens Gerardo, Rhonda Kitch, Jack Miner, Jennifer Minke, Rock McCaskill, Jerry Montag, Cassandra Moore, Tiffany Robinson, Rob Shomaker, Sherry Waldon-Wells, Kristi Wold-McCormick

Staff Members in Attendance: Tina DeNeen, Tom Green, Melanie Gottlieb, Tiffany Hsu, Mike Reilly

Call to Order

President Miner called the meeting to order at 2:31 pm EDT on May 13, 2020.

Approval of Agenda

MOTION 2020.05.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2020.05.02– It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the April 3, 2020 Meeting and the 2020 Business Session as presented. APPROVED

Discussion List

Extension of CohnReznick RFP through FY 2020 Audit

Vice President DeMerritt proposed extending the CohnReznick Audit contract through FY 2020. The current contract with CohnReznick was only through FY 2019. Executive Director Reilly suggested that it might be a good idea to extend the contract because CohnReznick is already familiar with AACRAO's financial numbers. The Board asked Executive Director Reilly to speak to AACRAO CFO Aleem to see if the lead auditor from CohnReznick could be swapped out to ensure a more thorough and nonbiased audit.

MOTION 2020.05.03 – It was duly moved by the Finance, Investments and Audit Committee to extend the CohnReznick Audit contract through FY 2020. APPROVED.

Strategic Planning Schedule and Next Steps

The 2020 Leadership Meeting Cancellation Notice went out to leadership in late April 2020. All leaders were asked to set aside time on June 26, 2020 for a one-hour webinar on an introduction to Strategic Planning. The model for the new strategic plan will closely follow that of the AACRAO SEM plan. Associate Executive Director Green and AACRAO consultants will be leading the webinar. Virtual Roundtables will take place throughout the month of July with AACRAO consultants facilitating discussions with the leadership groups. Everyone, including AACRAO staff will participate, and the information will be compiled and presented the Board. The September Board of Directors Meeting will be a review of the environmental scans. There will also be a scan of the AACRAO staff as well.

Website Navigation

Vice Presidents DeMerritt, Kitch, Waldon-Wells, and Wold-McCormick will assist with improving the website navigation. They will work with Deputy Director Gottlieb and her team on this project. Vice President Waldon-Wells will coordinate the efforts.

Conference and Meeting Plans

Executive Director Reilly informed the Board that the cancellation of the 2020 Annual Meeting process is wrapping up. The last of the insurance claim information has been submitted and Executive Director Reilly is currently waiting to hear back from the insurance claim company.

The 2020 Technology and Transfer Conference in Boston has also been cancelled and the credit from the contract will be applied towards a future SEM Conference. The Technology and Transfer Conference was not a very profitable meeting and therefore, it was a good decision to cancel. Associate Executive Director DeNeen will work with her team to see if any of the content can be moved towards a virtual platform with a focus on content and social networking. The 2021 Technology and Transfer Conference in Denver is also cancelled and AACRAO will settle with the hotel for \$9,000. Executive Director DeNeen is working with her team and the conference hotel to cancel the 2022 Technology and Transfer Conference in Phoenix.

AACRAO sent out a survey to the membership and the survey revealed that 84% of those who responded are unlikely to travel from now until the end of this year. As a result of that survey, AACRAO is looking into cancelling the 2020 SEM Conference in Las Vegas. By cancelling the 2020 SEM Conference, AACRAO would be exposed to \$240,000 worth of damage fees. Associate Executive Director DeNeen is working with her team to negotiate that amount. AACRAO plans to send a save the date to the membership by June 1, 2020 to notify them about whether or not the meeting will still take place. Session proposals for the 2020 SEM conference were extended until May 1, 2020 with 80 submissions to date. Associate Executive Director Green and his team are working with Deputy Director Gottlieb and Associate Executive Director DeNeen to see if the meeting content can be converted to a virtual meeting.

Committee Reports

Finance, Investments and Audits

Vice President DeMeritt gave an overview of the numbers on the *FI&A-AACRAO Financial Update 2020 (Quarter 2).pdf* and *FI&A-AACRAO Portfolio Statement April 2020.pdf*. The portfolio shows that AACRAO was at 9.4 but started off at 10. As of May 13, 2020, AACRAO is sitting on 9.275 and the numbers will continue to fluctuate within the next few months. Vice President DeMerritt gave a special thanks to Raymond James for taking care of AACRAO. With the Board's approval of increasing the 5% variance to 10%, SPG is allowed do more things. SPG also informed AACRAO that a line of credit is available should AACRAO choose to use it.

Executive Director Reilly informed the Board that AACRAO received a \$320,000 loan from the Paycheck Protection Program. A separate account has been set up to track that money. The funds from that loan will convert to a grant should AACRAO keep full employment within the next

two months. The money from the grant will assist with employee payroll. Once converted to a grant, that money along with the line of credit from Truist, will assist AACRAO monetarily until the insurance claim money is received. Vice President DeMerritt does not see a need for AACRAO to dip into the portfolio at this time. Executive Director Reilly confirmed that cash flow has improved now that Membership Renewal has opened. Vice President DeMerritt informed the Board that AACRAO is sitting on about \$584,000 of cash in the long term investment portfolio at this time and available to access it, however, he does not see the need to access that money at this time.

Vice President DeMerritt directed the Board to look at the *FI&A-AACRAO Financial Update 2020 (Quarter 2).pdf*. Overall, Vice President DeMerritt indicated AACRAO is where they were at this time last year. The AACRAO office expenses are down and Vice President DeMerritt thanked Executive Director Reilly and his staff for controlling the expenses as they relate to the revenue coming in.

MOTION 2020.05.04 – It was duly moved by the Finance, Investments and Audit Committee to approve the Quarter 3 Finance Report. APPROVED.

Vice President DeMerritt announced an idea for a slight change to the selection process for Conner Scholarship and Engagement Grant recipients. Staff will start the vetting process and screen for applicants meeting the minimum criteria. The Board of Directors will come up with the criteria. Once the applicants are pre-screened, the qualified applications will be forwarded to the Membership and Engagement Committee for selection using the rubric put forth by the Board. The Membership and Engagement Committee will then present their final selection to the Board for approval. President Miner asked the FI&A Committee to work on finalizing this process which will then be brought forth to the Board for approval at the June 2020 Board of Directors meeting.

Human Resources and Compensation

Vice President at Large Kitch notified the Board about a couple new documents in Dropbox. One document is the newly revised Human Resources & Compensation Committee Charge.

MOTION 2020.05.05 – It was duly moved by the Human Resources and Compensation Committee to approve the revised Human Resources & Compensation Committee Charge. APPROVED.

Strategic Planning

Vice President at Large Amyx had a conversation with Deputy Director Gottlieb and Associate Executive Director Green about the basic plan moving forward. AACRAO Consulting has been recruited to assist with leading the discussion.

Program and Services Review

The Program Services and Review Committee will work with the curriculum group. Any work that is done will be under the Program and Services Review Committee group. The group has not had a chance to be strategic.

Officer Reports

President

President Miner informed the Board about the new Executive Session Listserv exclusive to Board Members only. The new listserv should be used as communication between board members about the Executive Director search.

President Miner also informed the Board about the new format of Dropbox and asked that all board members change the name of the old “Upcoming Meeting Documents” folder to “AACRAO Board of Directors”.

In addition, President Miner indicated that all monthly Board of Directors Meetings will be held virtually unless otherwise indicated. President Miner and Executive Director Reilly are looking into whether or not the September in-person Board of Directors Meeting will still take place in Fort Worth, Texas. All Board Members are discouraged from booking flight tickets until the meeting is confirmed.

Vice President for Records and Academic Services

Vice President Wold-McCormick met with the Campus Closures and Mergers Workgroup. An update from that meeting is the deadline for the subgroup will be June 22, 2020. The AACRAO office will work on combining that with the draft deadline of July 1, 2020.

The IMS Global Credential Webinar had lots of good plugs about their collaboration with AACRAO. About a week ago, guidance standards for the Comprehensive Learner Records were published and this topic is generating lots of social media attention.

Vice President for Leadership and Management Development

Vice President Montag met with the State and Regional Leadership Group to discuss strategic planning plans with Vice President at Large Amyx’s group. The State and Regional Leadership Group is planning content for the 2021 Annual Meeting. Associate Executive Director DeNeen is working on a revising the call for proposals for Annual Meeting 2021 to allow presenters the option to present their content both in person and virtually to support a potential hybrid (in-person and virtual content) meeting. She will update the Board once the plans have been finalized.

Vice President for International Education

Vice President Minke updated the Board on the progress of the Cuba Project stating that the updated EDGE profile will most likely be active by the end of the month which will also be followed by a whitepaper.

Vice President for Admissions and Enrollment Management

Vice President Waldon-Wells met with the Admissions and Career WorkPath group and is still waiting on an executive summary.

Vice President for Information Technology

Vice President McCaskill sat in on a call with the SPEEDE Committee. The committee was informed on the cancellation of the 2020 Technology and Transfer Conference and confirmed that they would like to be involved in the Comprehensive Learner Records project.

Staff Reports

AACRAO Staff Hsu presented to the Board an overview of the *2020_Q2_ED Report (FINAL).pdf*.

Old Business

All members of the Board were asked to review the *BOD Action Items – Updated 04.20.docx* and update President Miner with any status updates on any Paused or In Progress action items.

Executive Session

MOTION 2020.05.06 – It was duly moved and seconded that the Board of Directors move into executive session. APPROVED

The meeting of the Board of Directors moved into executive session at 4:15 pm EDT on May 15, 2020.

MOTION 2020.05.07 – It was duly moved and seconded to accept the structure and charge for the Executive Director Search Committee. APPROVED.

MOTION 2020.05.08 – It was duly moved and seconded that the January in-person Board meeting be restructured to accommodate the Executive Director search process. APPROVED.

MOTION 2020.05.09 – It was duly moved and seconded to accept recommendation for the structure, charge, and composition of the RFP selection committee as amended. APPROVED.

MOTION 2020.05.10 – It was duly moved and seconded to adjourn the Executive Session and the regular Board meeting. APPROVED.

The Executive Session and the Board meeting was adjourned at 4:30 pm EDT.

Attachments

Agenda

April 3, 2020 Meeting Minutes

2020 Business Session Minutes

FI&A-AACRAO Financial Update 2020 (Quarter 2).pdf

FI&A-AACRAO Portfolio Statement April 2020.pdf

Human Resources & Compensation Committee Charge

2020_Q2_ED Report (FINAL).pdf