

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
February 19, 2020
Virtual Meeting

Board Members in Attendance: Tammy Aagard, Tim Amyx, Stan DeMerritt, Tina Falkner, Luisa Havens Gerardo, Rhonda Kitch, Jack Miner, Jennifer Minke, Jerry Montag, Tiffany Robinson, Kristi Wold-McCormick

Incoming Elected Board Members in Attendance: Rock McCaskill, Sherry Wells

Staff Members in Attendance: Tina DeNeen , Michala Gallion, Melanie Gottlieb, Mike Reilly

Call to Order

President Havens Gerardo called the meeting to order at 2:32 P.M. Eastern Daylight Time on February 19, 2020.

Approval of Agenda

MOTION 2020.02.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

Due to the delay in the January 2020 meeting minutes, they will be brought forward for approval at the next meeting on March 18, 2020.

Discussion List

Ombudsperson

Vice President at Large Kitch is leading a small working group to determine what resources need to be put in place to better serve our members who may have questions about Governance procedures. Past-President Falkner, President Havens Gerardo, Vice President at Large Amyx, President-Elect Miner, Jackie Carter and Scott Dittman are part of this group. Deputy Director Gottlieb will work with AACRAO's Communication Team to establish a feedback form on the AACRAO website where members can address their questions and concerns about Board procedures. Past-President Falkner will provide Deputy Director Gottlieb with a sample form from NASFA to start the process.

External Board Member and Executive Director Search Announcements

President Havens Gerardo asked the Board about whether or not there had been any communication plans around the unveiling of the external board member, as well as the listening session on the qualities of the new Executive Director. Both sets of topics are scheduled for the 2020 Annual Meeting. Vice President Kitch and President-Elect Miner will work on together on communicating the piece about the Executive Director search. Vice President Amyx and Deputy Director Gottlieb are working with scholarship recipients for a meet-and-greet at the AACRAO booth during the 2020 Annual Meeting.

Standing Committee Reports

Finance, Investments and Audit Committee

Vice President DeMerritt provided an overview of the *2018 AACRAO 990 Return IRS Form*. This document was drafted by Jones Maresca & McQuade PA and approved by the FI&A Committee prior to the meeting. The form indicates all numbers compiled from the last audited statement. Vice President DeMerritt confirmed that a notice will go out to the membership about budget approval within 30 days prior to the start of the 2020 Annual Meeting. President-Elect Miner addressed the issue of where this information will be made available for the public to view on the AACRAO website. A suggestion was made that it could potentially be housed under the “Who We Are” section of the website. Executive Director Reilly will look into the matter and follow up with the Board.

MOTION 2020.02.02– It was duly moved by the Finance, Investment and Audit Committee to approve the *2018 AACRAO 990 Return Form*. APPROVED

Human Resources & Compensation Committee

Vice President Kitch indicated that there was not a February call due to technical issues. The Committee charge will be reviewed, edited, and finalized in the next few weeks for Governance to review.

Governance Committee

President-Elect Miner reminded the group to send in evaluations from the last in-person meeting as soon as possible.

Officer Reports

Vice President for Leadership and Management Development

Michelle Kelley, Vice-Chair for the State and Regional Relations Committee, and Texas Ruegg, Chair for the State and Regional Relations Committee will step into their new roles officially after the 2020 Annual Meeting. Vice President Montag expects a smooth transition.

Vice President for Records and Academic Services

Vice President Wold-McCormick provided an update on the Campus Closures and Mergers Workgroup. The workgroup has been formed and consists of 10 members. The kickoff call will be held next Thursday, February 27, 2020 to discuss the charge, timeline, as well as ideas for future publications.

President-Elect

President-Elect Miner would like for everyone to notify himself or AACRAO staff member Michala Gallion about any travel plans that are outside of the norm.

President-Elect Miner is also encouraged Board members who are continuing in their positions and those that are moving to other positions, to communicate with him about topics of concern that should be discussed for the upcoming year. President-Elect Miner will schedule time throughout the year to discuss those topics. It was also noted that any ideas for guest speakers or books to build a theme around are welcome so that the Board can begin to plan the 2021 Annual Meeting. Vice President Aagard discussed a book titled The Day the Crayons Quit as an example. The overarching theme of the book was about utilizing each of the crayons in the box differently instead of adhering to the standard norm. President-Elect Miner will take the suggestion into consideration while looking into additional options.

Staff Reports

Executive Director Reilly discussed the recent circulation of emails from various event managers about procedures and protocols surrounding COVID-19. The Board was briefed on what the current AACRAO insurance policy covered for acts such as Terrorism or Communicable Diseases. Executive Director Reilly informed the Board that Communicable Diseases is covered on AACRAO insurance for events which include: the AACRAO Annual Meeting, Tech and Transfer Conference, and the Strategic Enrollment Management Conference.

Executive Director Reilly would like to work with Board members from 4-year institutions to survey students about excess credit. AACRAO would like to do more of these surveys which is similar to a survey put out through SEM-EQ last year. The survey included both native and transfer students and showed that both groups have some excess credit. If an institution would like to work with AACRAO on a new survey and help to identify a group of students graduating in Spring/Summer/Fall, AACRAO would issue an MOU with the institution to conduct the same survey. This will help prepare for a discussion at the next Transfer Task Force meeting. Interested Board members are encouraged to connect with Executive Director Reilly for further instructions.

The next issue of AACRAO Transcript will highlight a piece on regional versus national accreditation. Executive Director Reilly explained that recently, there have been several questions revolving around the Department of Education's rules in differentiating between Regional and National Accreditation. The Department of Education is changing the terminology on their end to align with what is currently stated in the Higher Ed Act. All agencies will move to using the term National Accreditor, however, this will not really change for regional accreditors. The piece in AACRAO Transcript will clarify this.

Executive Director Reilly along with Associate Executive Director Green and Vice President McConahay attended the IMS Global Learning Consortium in Atlanta, Georgia. The event drew in between 400-500 people, all working extensively on comprehensive learner records. Several AACRAO members were took part in various panels during the meeting which shows that AACRAO is leading the way in this initiative.

Christopher Trembley will take over Jeff Von Munkwitz-Smith's position as C&U Editor after the 2020 AACRAO Annual Meeting. Executive Director Reilly will thank Von Munkwitz-Smith for his contribution to this role during the Business Meeting at the 2020 Annual Meeting.

Executive Director Reilly provided an update on the following:

- 4 applications have been received for the role of Parliamentarian
- 3 applications have been received for the Engagement Scholarship
- 4 applications have been received for the FI&A at-large position
- 43 applications have been received for PPAG.

Associate Executive Director DeNeen informed the Board that the 2020 Annual Meeting Opening Session start time has been changed to 4:45 PM CDT to allow more time for the participants to enjoy Joel Zeff's opening session.

Unfinished Business – Vice President DeMerritt indicated that the action item list will be sent out for updating by persons responsible prior to the next meeting.

Adjournment

MOTION 2020.02.03– It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board meeting ended at 3:23 PM Eastern Daylight Time on February 19, 2020.

Attachments

Agenda

2018 AACRAO 990 Return Form