

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

July 14, 2021  
Virtual Meeting

**Board Members in Attendance:** Tim Amyx, Stan DeMerritt, Karee Head, Philip Hunt, Rhonda Kitch, Jack Miner, Rock McCaskill, Cassandra Moore, Tiffani Robertson, Tiffany Robinson, Sherry Waldon-Wells, Kristi Wold-McCormick

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

**Call to Order**

President Robinson called the meeting to order at 2:33 PM EDT on July 14, 2021

**Approval of Agenda**

MOTION 2021.07.01 – It was duly moved and seconded to approve the agenda. APPROVED

**Approval of Minutes**

MOTION 2021.07.02 – It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the June 16, 2021 Meeting. APPROVED

**Officer Reports**

President

President Robinson asked the Board of Directors to complete the Doodle poll sent out by AACRAO Staff Hsu in order to determine a four-hour time slot in October dedicated to strategic planning. Interim Executive Director Gottlieb will find a guest speaker who can do some professional development activities with the group during that meeting.

Vice President for Access and Equity

Vice President Moore noted that she continues to work with one of the most engaged groups, Group 5. In the month of June, the Black Caucus hosted a Juneteenth webinar, the LGBTQIA Caucus hosted a webinar led by Past President Jack Miner and Steve Smith, and the Women's Caucus hosted a webinar on Zoom Fatigue. Group 5 continues to promote the monthly AACRAO Caucus Gatherings.

Vice President at Large

Vice President Amyx asked the Board to give a go ahead for the Mentor Services Committee to begin creating an Experience AACRAO event for the AACRAO Strategic Enrollment Conference in the fall and the AACRAO Transfer and Technology Summits.

### Vice President for Records and Academic Services

Vice President Wold-McCormick and Interim Executive Director Gottlieb have finished reviewing all the applications for the Alternative Credentials Work Group. They are considering extending the membership to all institutional members who applied. Three of the applications received were from associations (ECE, ACE, and IMS Global) and Vice President Wold-McCormick is working through ideas for including these associations into the regular workings of the work group. In the next few business days, once the invitations are extended, the work group should be able to begin work.

Carol Harrison who is the Group 3 Coordinator has expressed interest in developing a new work group centered around prior learning assessment. Interim Executive Director Gottlieb noted that this may be a good follow up to the Transfer Summit that occurred on July 8-9, 2021 and perhaps next year's Transfer Summit conversation could be focused on Prior Learning Assessment if the work group creates a strong set of guidelines. Vice President Wold-McCormick will reach out to Carol Harrison with the link to the work group builder form.

### **Committee Reports**

#### Governance Committee

Vice President Moore shared with the Board the *Work Group on Association Governance\_DRAFT\_Form\_csmoore\_July\_7\_2021.odt* document to discuss her plans for a work group built around Association Governance. She would like for the group to start in September and went over the timeline, members she would like to have in the work group, and other details.

Vice President Moore also had a question about a potential change to the Executive Director title. The Human Resources and Compensation Committee will be charged with this initiative and this topic will be discussed further during the Executive Session.

#### Strategic Planning Committee

Vice President Amyx noted that the committee met and looked at the committee charger. Currently, the committee charge is very open, which infers that certain activities should take place on an annual basis. Interim Executive Director Gottlieb is working on ideas to disconnect strategic planning activities from the Board Meeting in October. This year's meeting will not be about re-writing the strategic plan, but rather connecting the Board with the realization of the new goals in the new strategic plan.

### **Staff Reports**

Interim Executive Director Gottlieb directed the Board's attention to Dropbox for additional details about her July Executive Director report. The AACRAO Transfer Summit attracted over 475 attendees and was hosted with very low expenses, generating around \$70,000. AACRAO

will continue to explore similar meeting structures to the Transfer Summit as a low cost virtual meeting option for members.

AACRAO Consulting has been awarded a \$1.5 million grant with Lumina. As a result, AACRAO will be hiring a Consulting manager who will support and eventually replace Michele Sandlin's role when she retires at the end of the grant. The salary for this new position will be supported by the grant money.

The AACRAO Executive Team and Management Team are actively working to determine what the post-COVID workplace environment will look like. Colleagues from other higher education associations are also experiencing growing pains. Interim Executive Director Gottlieb will share additional information with the Board once more develops. The Executive Team and Management Team are looking at this post-COVID transition as a possible opportunity for sharing some office space with another association that may need space.

### **Old Business**

President Robinson reviewed the *BOD Action Items-Updated 7.14.2021.docx* document with the Board. AACRAO staff Hsu updated the progress of each pending item.

### **Executive Session**

MOTION 2021.07.03 – It was duly moved and seconded to enter Executive Session.

APPROVED

The Executive Session began at 3:35 PM EDT.

MOTION 2021.07.04 – It was duly moved and seconded to adjourn the Executive Session and the Board meeting. APPROVED.

The Executive Session and the Board meeting was adjourned at 4:06 PM EDT.

### **Attachments**

Agenda

June 16, 2021 Meeting Minutes

*Work Group on Association Governance\_DRAFT\_Form\_csmoore\_July\_7\_2021.odt*

*ED Report – July 2021.docx*

*BOD Action Items-Updated 7.14.2021.docx*