American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 2, 2022
In-Person Meeting, Portland, OR

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

Incoming Board Members in Attendance: Jackie Carter, Ari Kaufman, Connie Shipman Newsome, Julia Pomerenk,

Staff Members in Attendance: Melanie Gottlieb, Tiffany Hsu, Michele Sandlin

Call to Order
President Robinson called the meeting to order at 9:03 AM PDT on April 2, 2022

Approval of Agenda
MOTION 2022.04.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2022.04.02– It was duly moved and seconded to approve the meeting minutes of the Board of Directors from the February 17-19, 2022 and March 16, 2022 Meetings as presented. APPROVED

MOTION 2022.04.03 – It was duly moved and seconded to approve the executive session minutes of the Board of Directors from the February 19, 2022 Meeting. APPROVED

Officer Reports
<u>Vice President at Large</u>
Vice President Amyx noted that the Mentor Services Committee plans to host an Experience AACRAO type event at future AACRAO Strategic Enrollment Management conferences. Once the evaluations are received from the Annual Meeting, the committee will assess and move forward with planning the event. Executive Director Gottlieb would like to have the Mentor Services Committee work with AACRAO staff Apple, the new Community and Volunteer Manager, to develop a process for onboarding volunteers.

The Mentoring Work Group will present a version of their report, that is similar to the one presented to the Board in February, at a round table during the Annual Meeting. The Work Group will publish their report in the next month or so.

Vice President for Finance

Vice President DeMerritt noted that RFPs (request for proposals) for Audit and Accounting Services are currently in process. The FI&A Committee was set to evaluate conference vendors in the fall, but due to COVID, it was not the appropriate time.

Vice President for Access and Equity

Vice President Moore encouraged everyone to attend the Diversity Plenary with Traci Sorell at Annual Meeting and also the session that is taking place after.

Vice President for Records and Academic Services

The Alternative Credentials Work Group is working through a draft of their report.

Committee Reports

Finance, Investments & Audit Committee (FI&A)

Vice President DeMerritt informed the Board that the FI&A Committee has decided to extend the Member at Large position term to three-years. AACRAO Staff Hsu will update the Board Handbook with the changes to the FI&A Committee Charter.

MOTION 2022.04.04 – It was duly moved and seconded to extend the Member at Large position on the Finance, Investment and Audit Committee to a three-year term. APPROVED

Vice President DeMerritt notified the Board that AACRAO will need to have Truist re-do the bond because LIBOR is going away and will be replaced by SOFR, with a deadline of April 2023.

Governance Committee

Vice President Moore noted that a meeting has been set with attorney Matt Entenza for May 10th. The meeting will be recorded and Attorney Entenza will provide his recommendations.

Strategic Planning Committee

Vice President Amyx directed the Board's attention to the *SPC Charge Mark Up Version.docx* document and noted that the changes that he was making to the Strategic Planning Committee Charter. AACRAO Staff Hsu will make the updates in the Board Handbook.

MOTION 2022.04.05 – It was duly moved and seconded to accept the updated Strategic Planning Committee Charter as presented. APPROVED

Human Resources and Compensation Committee

The committee met and celebrated Melanie Gottlieb as the new Executive Director for AACRAO. They also reviewed the goals that the Executive Director set for herself.

<u>Program Services and Review Committee</u>
The committee met and went over the Charter. Vice President McCaskill also noted that there were some discussions around the leadership model and in particular, the Content Coordinators and how their roles interplay with all the other committees.

Staff Reports
Executive Director Gottlieb went over a couple items for her report. AACRAO will be issuing a statement on not withholding transcripts for small amounts of dollars. NACUBO will join AACRAO on that statement. Chris Apple will be joining the AACRAO team. This is the first time AACRAO has had a dedicated person who will be working exclusively with AACRAO's volunteer positions. AACRAO staff, Charles Han, has been promoted to IT Director. AACRAO staff, Julia Funaki, has been promoted to Director of the International Department. AACRAO now has two podcasts: "For the Record" and "Admit It". The Admit It podcast will now have two new hosts to help support James Miller. The two new hosts will be Dr. Stephanie Krusemark and Dr. Angela Brockelsby.

Executive Director Gottlieb will be tracking how well AACRAO does in terms of generating revenue with the Annual Meeting and will update the Board in June. In particular, the virtual meeting platform is very expensive and Executive Director Gottlieb would like to see how it works out after this year to see how to proceed planning for future meetings.

Executive Director Gottlieb explained that the CAS Board *(Council for the Advancement of Standards in Higher Education)* is allowing AACRAO to have one appointment and one alternate. Currently, Vice President Wold-McCormick is the appointment and Executive Director Gottlieb is the Alternate. Executive Director Gottlieb no longer has the time to be the Alternate so outgoing Vice President DeMerritt has agreed to be her replacement. Executive Director Gottlieb would like to develop a plan in place for appointments in the position. It was suggested by the Board that perhaps a call out to Past Presidents could be put in place to see if anyone is interested in being the appointed representative in the future.

Discussion List
<u>Annual Meeting</u>
The Board went into a discussion about the expectations for the Annual Meeting, policy on masking (masks encouraged but not required), and a review of scheduled events. AACRAO Staff Hsu reviewed the Business Meeting slides with the Board and went over the order of events for the meeting.

AACRAO Contributions
Vice President Moore noted that the Black Caucus had written a proposal and asked whether or not AACRAO would like be able to match a contribution that they were making for a charity that combats homelessness in the Portland area. Executive Director Gottlieb and the Board discussed the idea of how the AACRAO membership would feel if AACRAO did offer matching, and ultimately decided to go against the idea because members may not always agree on the cause or want their membership money to go towards a specific cause. AACRAO will continue to help caucuses spread the word of their contributions to various causes and ask that interested members make their contributions to the charity directly, but AACRAO will not offer a monetary match.

Leadership Discussion
Executive Director Gottlieb mentioned that Vice President Hunt would like to add a "How to Create a Strategic Plan" session to the State and Regional portion of the Leadership Meeting.

Possible Work Groups
Vice President Wold-McCormick noted that she is working with Program Committee Member, Carol Harrison on a possible Prior Learning Assessment Work Group. As she is rolling off the Board, Vice President Wold-McCormick will have Incoming Vice President Pomerenk update the Board on the status of the Work Group.

Naming Engagement Grant in Past President Tina Falkner's Name
There was a discussion with the Board on whether to name the Engagement Grant in Past AACRAO President Tina Falkner's name or another Grant or Award. President-Elect Kitch noted that Past President Falkner's passing is still too sudden and too raw for the Board to make a decision right away. The Board decided to process her passing first. Throughout the year, the Board will have further discussions on which Award or Grant they would name in her honor. The Board would like to make sure that the Award or Grant in her name would be a meaningful one.

Old Business
There was no old business to discuss.

New Business
There was no new business to discuss

The meeting was adjourned at 12:34 PM PDT

Attachments
Agenda

February 17-19, 2022 Meeting Minutes
March 16, 2022 Meeting Minutes
AM 2022 Portland Script preliminary3-30-220 10PMEDT.docx
FIA Member Composition Change 3-9-2022.docx
SP Charge Mark Up Version.docx