American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 26, 2024
In-Person Meeting, Columbus, OH

Board Members in Attendance: Hala Abou Arraj, Jackie Carter, Chris Huang, Philip Hunt, Ari Kaufman, Rhonda Kitch, Connie Newsome, Roslyn Perry, Julia Pomerenk, Tiffani Robertson, Brenda Selman, Rob Shomaker, Kristi Wold-McCormick

Incoming Board Members in Attendance: Carrie Jeffers, Cassandra Moore

Staff Members in Attendance: Joseph Beam, Tina DeNeen, Quintina Barnett Gallion, Melanie Gottlieb, Martha Henebry, Tiffany Hsu, Alex Lojko

Guests in Attendance: Liesl Fowler, Erika Peterson

Call to Order
President Carter called the meeting to order at 9:08AM EDT on April 6, 2024

Approval of Agenda
MOTION 2024.04.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2024.04.02 – It was duly moved and seconded to approve the March 20, 2024 meeting minutes as presented. APPROVED

Officer Reports
President-Elect
President-Elect Wold-McCormick has been working with Past President Kitch and AACRAO Staff Hsu on documentation for the onboarding of the Presidential Trio. The document will help with the transition of the Trio, and will include a listing of roles, responsibilities, and a timeline.

In May, President-Elect Wold-McCormick will be attending the Exceptional Boards event hosted by ASAE along with Executive Director Gottlieb. President-Elect Wold-McCormick and Executive Director Gottlieb are testing to see if this event will be beneficial for board member onboarding in the future.

Past President
Past President Kitch reminded the board members about the Honorees Reception taking place Monday night, April 8 at 6:15 PM EDT.

President

President Carter thanked Vice President Kaufman for looking out for the board members by passing along the concerns of the small colleges group. With his help, the Board can be better equipped to address the group's concerns about the membership dues change.

Committee Reports

Finance Investments and Audit Committee

Vice President Kaufman thanked the 2023-2024 FI&A Committee members for their work this past year. The Form 990 will be reviewed and presented at the next FI&A Committee meeting in May. The Raymond James portfolio currently has over $11,800,000 in investment funds.

Governance Committee

The committee wrapped up the bylaw review suggestions made by Attorney Entenza. Vice President Newsome thanked the committee members for their service.

Human Resources and Compensation Committee

The Human Resources and Compensation Committee got caught up at the meeting between the Presidential Trio and Executive Director Gottlieb when they went over some items related to the survey. The committee also looked over the timeline for the 360 eval, which is no longer taking place. Vice President Robertson is tweaking language for the timeline and will bring it to the committee for review and feedback once she's done editing.

Program Services and Review Committee

The committee is currently working on reviewing the Leadership Meeting program statement, provided by AACRAO Staff Hsu. Vice President Pomerenk noted the timeline to complete the review is currently estimated to be around six months.

Strategic Planning Committee

The Strategic Planning Committee continues to review and track the progress on the quarterly milestones and goals on the quarterly reports. In addition, Vice President Hunt would like to ensure that the Board continues to review on a monthly basis, the pending Strategic Planning Committee agenda items on the Action Items List.

Staff Reports

Executive Director Gottlieb noted that the LSAC lawsuit from the 1998 evaluation client has progressed. AACRAO's insurance company has appointed council and started the process to have the case dismissed. There was a $10,000 deductible for the lawsuit. The insurance company will most likely drop AACRAO as a result of this lawsuit and AACRAO may need to look for another company. Executive Director Gottlieb does not believe the case will go to court, however, AACRAO will follow the process and Executive Director Gottlieb will update the Board as things progress.

Executive Director Gottlieb attended the NASH (National Association of Higher Education Systems) conference. The company has ignited a process of change using the 90 day continuous cycle process. Executive Director Gottlieb initiated a discussion with Jason Lane, President of NASH, and Daniel Knox, Director, Institute for Systems Innovation and Improvement, about forming a partnership. This will be an important partnership to AACRAO because the NASH is focused on system improvements.

The Peer Mentorship Program has launched and over 121 individuals signed up and have been paired with a mentor.

Old Business
There was no old business to discuss.

New Business
AACRAO received a proposal for a Small College Collective Caucus. The process is for the proposal to have at least 10 members sign up before it can go to the Board for discussion, which it did. President Carter asked what the distinction would be between the formation of this new caucus (if it were approved) and the Small College Issues Committee. After much discussion, it was noted that a PAC (Professional Activities Committee) is a committee that plans sessions for the AACRAO Annual Meeting. Caucuses are individual identity based affinity groups. If the small colleges are looking for a place within AACRAO to advocate for their group, it was suggested that perhaps members could join the Small College Issues PAC. In order to attract more members or diversify their committee membership, it was suggested that the Small College Issues PAC could even consider changing their name to Small College Focus Committee, which is similar to what the Community Colleges PAC did. They were formerly called the Community College Issues PAC and renamed themselves as the Community College Focus PAC.

MOTION 2024.04.03 – It was duly moved and seconded to deny the request for the creation of a Small College Collective Caucus. APPROVED

Vice President Perry noted that she would like to touch base with Maribeth Widelo, PAC Chair of the Small College Issues Committee to let her know that there may be an increase in the number of individuals who would like to join the PAC. Once that conversation happens, she'll reach out to the member who submitted the caucus proposal to let them know that the proposal was denied, however, there's an opportunities for interested members to join the Small College Issues PAC. If the PAC feels like the name of the PAC needs to be changed, they can submit a proposal to the Board to change the name.

A discussion was held on how the Board would handle questions and comments if small colleges were to voice their frustration about the dues increase during the Business Meeting. Executive Director Gottlieb reassured the Board that Marc Booker, AACRAO's Parliamentarian has already been looped in on the situation and has already given guidance to President Carter and President-Elect Wold-McCormick on how to handle the situation if it were arise during that meeting. There was further discussion on whether or not audience microphones would be accessible during the meeting. After much discussion, it was determined that microphones would be available, and would turn on only if a member were to approach the microphone and President Carter would in turn recognize that member and give them an opportunity to speak. Due to the time allotted for the business meeting and the agenda items that the Board will need to cover during that meeting, there would not be an opportunity for additional new business items to be introduced or discussed.

The Board invited Liesl Fowler and Erika Peterson to attend the meeting and share the frustration and concerns from the small colleges group on the dues change amount and new membership model. It was noted by Fowler that although the new membership model allowed small colleges to add additional members to their rosters, the increased access to AACRAO member benefits doesn't make up for the increased dues. At her institution, she could add staff members to the roster, however, she doesn't believe that the benefits that AACRAO has to offer would be useful or beneficial to her hourly staff. The board members thanked Fowler and Peterson for their time and President Carter reiterated that there's no time to address this concern during the Business Meeting, however, the concerns brought forth by Fowler and Peterson will be noted in the board meeting minutes, which are viewable by the public once the minutes are approved and posted.

The meeting was adjourned at 4:25 PM EDT.

Attachments
Agenda
March 20, 2024 Meeting Minutes