American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
February 21, 2024
Virtual Meeting

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

Incoming Board Members in Attendance: Carrie Jeffers, Cassandra Moore

Staff Members in Attendance: Quintina Barnett Gallion, Melanie Gottlieb, Martha Henebry, Tiffany Hsu

CLA Guests in Attendance: Fred Magdaug

Call to Order
President Carter called the meeting to order at 2:32 PM EST on February 21, 2024.

Approval of Agenda
MOTION 2024.02.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2024.02.02 – It was duly moved and seconded to approve the January 18-19, 2024 meeting minutes as presented. APPROVED

Committee Reports

<u>Finance, Investments & Audit Committee</u>
The FI&A committee met recently to finalize updates to the AACRAO Investment Policy and new Strategic Spending Policy. Both of the documents were brought to the full Board for review and approval. Both documents were previously reviewed and approved by the FI&A committee.

MOTION 2024.02.03 – It was duly moved and seconded to approve the revision of the AACRAO Investment Policy. APPROVED

MOTION 2024.02.04 – It was duly moved and seconded to approve the Strategic Spending Policy. APPROVED

Governance Committee

Vice President Newsome brought some considerations for the Board to discuss regarding changes to the PAC Handbook. One consideration was to change the term length for the PAC Vice-Chair. Currently, Chairs serve 2-year terms and the Vice-Chair only serves a 1-year term. The proposal is to allow for an extension of an additional 1-year term if the Vice-Chair requests it. The Governance Committee will discuss as a group what the process is to extend one's term before bringing this back to the Board. The Board also discussed whether or not there should be a limit to serving on a PAC and whether or not AACRAO should limit people from serving in multiple roles. It was suggested that at least one year should pass before someone is allowed to serve on an appointed AACRAO position.

Human Resources & Compensation

Vice President Robertson noted that the committee is continuing the conversation surrounding a 360 evaluation for the Executive Director role. Based on the discussions that took place at the January meeting and also at the committee meeting last week, the Human Resources & Compensation Committee believe that a 360 evaluation is not really what the committee is looking for as far as information and gaining feedback. The committee continues to look for an evaluation option and will discuss in more details within the next couple of meetings.

Officer Reports

President-Elect

President-Elect Wold-McCormick is continuing to have ongoing conversations with Associate Executive Director Simmons and AACRAO Staff McConahay on some initiatives surrounding alternative credentials. In addition, President-Elect Wold-McCormick is also serving on the HLC Credential Lab and they are meeting the third week of March to discuss the beginnings of the work being done.

Staff Reports

Executive Director Gottlieb noted that while she was doing research to see what other associations had for a grievance policy, she realized it would be difficult to adopt a policy to fit the organization. It appeared that other association policies were lacking infrastructure around a code of professional ethics and there was no clear distinction around a code of ethics/code of conduct. Associate Executive Director DeNeen happens to serve on the ASAE Ethics Committee so Executive Director Gottlieb and Associate Executive Director DeNeen worked together to come up with a proposal for the Board to consider. The Board was not asked to vote on the proposal at the meeting, but instead, Executive Director Gottlieb would like for the Board to discuss this proposal at the next meeting.

One of AACRAO's goals is to create credentialed career pathways. In order for AACRAO to achieve this goal, a curriculum infrastructure needs to be set in place. AACRAO needs to ensure that the credentials are in alignment with its core competencies and proficiencies and that they are relevant to the AACRAO audience. Executive Director Gottlieb would like to propose that a Curriculum Committee be created under the Programmatic Liaisons umbrella. This committee would be chaired by a staff member (AACRAO's Director of Content and Curriculum) and it would be made up of 12 members. When putting out the call for members, AACRAO would be looking for workforce experience and not membership experience. After some discussion, the Board felt it was a good direction to move in.

MOTION 2024.02.05 – It was duly moved and seconded to approve the creation of a Curriculum Committee. APPROVED

Executive Director Gottlieb will write an article for Connect and ask the AACRAO Comms Team to put out an open call to members before the Annual Meeting so that members could be recruited at the meeting.

Executive Director Gottlieb directed the Board's attention to Dropbox for additional details on her report. The potential candidate from EDUCAUSE, for the position of the External Board Member, has declined the offer because the time commitment is just simply too big. Executive Director Gottlieb will reach out to NACUBO, which was the second choice.

Old Business
The Board did not have any old business to discuss.

New Business
Vice President Kaufman directed the Board to AACRAO Exchange for his proposal on a new award for state and regional members. Currently, AACRAO offers the Ockerman Award, which goes out to one specific state or regional ACRAO, but there might be an opportunity to honor two or three state and regional individual leaders each year during

the Annual Meeting. Vice President Kaufman is not proposing a monetary value to be attached to the awards, but rather that it might be a good opportunity to recognize some state and regional members who normally wouldn't be recognized at the AACRAO level. Vice President Kaufman noted that winners shouldn't be required to be physically present at the Annual Meeting to receive the award either. This new award might create some additional pathways for state and regional leaders to be identified and recognized at the national level. It might also be a good way to transition these state and regional leaders to become more involved with AACRAO.

President Carter noted that because this is a new award, the proposal was shared with the Awards Committee and they felt like the proposal should come to the Board for feedback and approval. One piece of feedback from the Awards Committee was that they felt like state and regional leaders have plenty of awards for their members already so this might not be necessary.

The Board discussed how some state and regionals offer awards, but others do not. There really isn't a way to tell which ones do and do not because there are so many state and regional associations. Overall, the Board felt like this would be a good opportunity for state and regional members to be recognized at the national/AACRAO level and a good opportunity to increase engagement with our state and regional members. The Board asked that the Awards Committee come up with a set of standards/criteria for the award before that comes back to the Board for approval.

MOTION 2024.02.06 – It was duly moved and seconded for the Awards Committee to develop a set of criteria/standards for the new award. APPROVED

Past President Kitch will take this back to the Awards Committee and ask them to develop a set of criteria for the new award before bringing it back to the Board for approval.

Executive Director Gottlieb directed the Board's attention to AACRAO Exchange for the creation of a membership access grant. Executive Director noted that the membership team has always been very accommodating to institutions who have experienced challenges with paying their membership dues. The team will often pro-rate membership dues and although this is done on a case-by-case basis, the feedback that AACRAO has received has been positive. This type of accommodation, however, feels a bit exclusive and isn't very transparent to the entire membership. In order to increase transparency, Executive Director Gottlieb would like to the Board to consider approving a member access grant process. The Board could choose to designate an amount (or not), but there would be a process involved where a member could apply to get an access grant if they are unable to join or renew their membership. This grant would provide AACRAO an opportunity to do some fundraising. This also allows organizations and companies to contribute to the grant, which would in turn provide greater access for under-resourced institutions or institutions who are underserved and do not have access to membership. Between now and May, Executive Director Gottlieb would like finalize the details about how the process would work. This timeframe allows the staff time to figure out how to manage this process in-house. This would be a staff process and not a Board process.

After much discussion, the Board agreed that this would provide transparency to an accommodation that is already being done. Incoming Vice President Jeffers asked whether or not there would be any parameters set around how many times an institution could be considered for the grant and how many times an institution would be able to apply. Executive Director Gottlieb noted that in the current proposal, this would be a one-time waiver, however, this is definitely something to think about as we move forward. If the Board feels this is a good direction to move in, the staff can work on operationalizing it, but would certainly need to think through the steps and parameters. Vice President Perry made a note that her concern would be in the rubric and application piece where institutions would need to note why they are having trouble paying the dues. For some institutions, they may not want to indicate that type of information because it is private. President Carter noted that there is still time to flush out the details and the Board can continue to have conversations surrounding this proposal.

The meeting was adjourned at 4:32 PM EST.

Attachments
Agenda
January 18-29, 2024 Meeting Minutes
February 2024 VP Admissions and Enrollment Management Report
Proposal: Membership Access Grants
ED Report February 2024
PROPOSED PAC HANDBOOK CHANGES_02.2024.docx
DRAFT Strategic Spending Policy.docx
AACRAO Investment Policy – Approved May 2021 (Revised Jan. 2024) – 2.docx
DRAFT for Discussion: Grievance Policy/Code of Ethics
Proposal: AACRAO Curriculum Committee
Hung Officer Report February
Proposal for New AACRAO Awards for Individual S&R Contributors