

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

May 15, 2024
Virtual Meeting

Board Members in Attendance: Hala Abou Arraj, Jackie Carter, Ari Kaufman, Cassandra Moore, Connie Newsome, Roslyn Perry, Julia Pomerenk, Tiffani Robertson, Brenda Selman, Kristi Wold-McCormick

Staff Members in Attendance: Tina DeNeen, Quintina Barnett Gallion, Melanie Gottlieb, Martha Henebry, Tiffany Hsu, Mike Simmons

Guests in Attendance: Fred Magdaug

Call to Order

President Wold-McCormick called the meeting to order at 2:34 PM EDT on May 15, 2024.

Approval of Agenda

MOTION 2024.05.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2024.05.02 – It was duly moved and seconded to approve the April 6, 2024 meeting minutes and the 2024 Business Meeting minutes as presented. APPROVED

Officer Reports

Vice President for Access and Equity

Vice President Perry announced a couple updates from each of the caucuses:

- The Women’s Caucus hosted a webinar called “#IAmRemarkable”.
- Tammy Johnson has rolled off the LGBTQIA Caucus leadership. Chris Dorsten and Jordan Jameson are now the Co-Chairs of the Caucus. The LGBTQIA Caucus will hold a webinar in June in honor of Pride Month.
- Portia LaMarr will assume the role of Chair of the Black Caucus at the 2025 AACRAO Annual Meeting in Seattle. The caucus is working on webinar ideas to celebrate Juneteenth. In addition, there’s also a call out to the membership for constructing a new Executive Board. The caucus would like to get some men of color as members.
- Historically, the Black Caucus Meet and Greet has taken place on the Tuesday evening of the AACRAO Annual Meeting. The caucus has found that this conflicts with the International Dinner and the State and Regional Receptions so they will be looking into possibly moving that to Sunday night after the opening session.
- The AAPI Caucus hosted a “Run with AAPI” event in celebration of AAPI Heritage Month in May.

Vice President for Admissions and Enrollment Management

AACRAO is working on putting the AO (Admissions Officers) back in AACRAO. Vice President Selman and a couple AACRAO staff members will begin the work through an internal document from survey feedback and listening sessions.

Vice President for Finance

Vice President Kaufman presented some goals that he would like to accomplish for the year:

1. To ensure that AACRAO is financially well
2. Using the new Strategic Spending Policy to make good use of the money that is allotted to re-invest back in the organization
3. Ensuring that the new Vice President for Finance is well prepared to assume the role
4. Establish a community/caucus for neurodivergent individuals

Vice President for International Education

Vice President Abou Arraj presented some goals that she would like to accomplish for this year:

1. Host more webinars related to international issues and some country studies
2. Group 2 committees would like to recruit more committee members for each committee
3. The Study Abroad Committee is looking for someone to take on the role of Committee Chair

The Study Abroad Committee has proposed changing the name of the committee to the Education Abroad Committee. The thought behind the change was that the term Education Abroad is more holistic and inclusive.

The International Publications Advisory Committee (IPAC) is also proposing a name change to the International Research Advisory Committee. The original name appears to be tied with hard copy printed publications. Vice President Pomerenk asked why IPAC specifies five members. Executive Director Gottlieb explained that this is due to a hefty list of requirements for who was allowed to join the committee as the group used to be used to vet international research in country studies.

The Board of Directors agree with the reasoning behind the name changes. In addition, President Wold-McCormick thinks it is good practice for committees to regularly review committee names to ensure that descriptions are accurate and inclusive.

Vice President for Leadership and Management Development

Vice President Robertson met with Executive Director Gottlieb and AACRAO Staff Hsu to review the details of the State and Regional Agreement that will be rolled out with the Leadership Meeting in June. In addition, they discussed a communication plan for the distribution of that agreement. With the roll out of this agreement, AACRAO would also like to schedule a brief meeting with each of the State and Regional Executive Boards to not only discuss the agreement, but also to see whether or not the association uses MemberClicks and

what the feedback is from the use of that platform. Vice President Robertson, AACRAO Staff Hsu, and Executive Director Gottlieb will attend the meeting based on availability.

Vice President Robertson also met with Katie Brown, Johnika Dreher, and Amber Cellotti to discuss the outline for the State and Regional Leaders programming at the June Leadership Meeting. The new State and Regional Partnership Agreement will be introduced at that meeting. The State and Regional Relations Committee Chair and Vice-Chair are still working on the slide deck for that meeting, however, the outline has been completed.

Vice President Robertson's goal for this year is to get acclimated into her new role as Vice President for Leadership and Management Development.

Vice President for Records and Academic Services

Vice President Pomerenk is also looking to put the AO back in AACRAO. She would like to work with the PAC Chairs under Group 3 to connect more broadly around academic services and the opportunities within AACRAO where the membership could be more involved.

Vice President at Large

Vice President Newsome's focus for the year is on taking a deep learning dive on the different forms that inclusion and accessibility can take. She would also like to empower people by engaging and promoting positivity.

Past President

Past President Carter noted that back in March, the proposal for the creation of an award to recognize specific individuals from State and Regional Associations was punted back to the Awards Committee for clarification of the criteria for award recipients. The committee came back with a proposal that suggested either the creation of a scholarship, similar to the Connor Scholarship or Tina Falkner Engagement Grant, or an award. A meeting registration waiver would be included if this new award. Executive Director Gottlieb asked if there was a discussion within the Awards Committee from where the funding would come from. Associate Executive Director Henebry noted that perhaps the proposal could be directed towards placing some emphasis on the Emerging Leader Award. It was noted that when Vice President Kaufman presented the proposal, he was hoping that a new award would be created and that this would not be an expansion of an already existing award. In the event that the Board of Directors decides to designate the award as a scholarship, the Board will need to make a motion to designate the Connor funds to the award. In addition, Executive Director Gottlieb suggested that the Awards Committee engage with the AACRAO Comms Team to see if there are pathways to support this new award or scholarship.

President-Elect

President-Elect Moore is grateful and proud to serve the association. She is having discussions with the Presidential Trio surrounding the role of the President-Elect and what duties the role may entail. She also pointed the Board in the direction of AACRAO Exchange for her report.

Committee Reports

Strategic Planning Committee

The committee is working through the Strategic Plan Action Items list and continuing to monitor the “In Progress” items.

Finance Investments and Audit Committee

Vice President Kaufman gave a brief overview of the Form 990 draft explaining that Robbie Williams from CLA went over the tax return form with the FI&A Committee during the May 8th meeting. One of the goals of the form is to tell the association’s story through the public facing form. Vice President Kaufman noted that AACRAO does pay income tax on one of the lines of work which is AACRAO Jobs.

MOTION 2024.05.03 – It was duly moved and seconded to accept the Form 990 for the fiscal year 2023 as presented. APPROVED

Executive Director Gottlieb met with the FI&A Committee, Investment Advisors (Raymond James), and with Truist. It appears that the best way forward with the bond covenant discussion, through a discussion with Truist, is to revise the bond covenant in a way that requires AACRAO to have two times the amount of debt in reserves. Executive Director Gottlieb did try to negotiate the terms with the bank, however, the bank was not able to move on that piece. What this does mean however, it that AACRAO will not have trouble meeting the covenant. There was also some discussion about AACRAO paying down the bond amount. Executive Director Gottlieb is thinking about paying down between \$1 to \$1.5 million of the bond before the end of the fiscal year. Executive Director Gottlieb has reached out to Adam Proger from Raymond James to discuss when the best time to do that would be. When the time comes, the Board will need to approve that request and it will need to be documented in the meeting minutes. Paying off a portion of the bond allows AACRAO the flexibility to use investments to advance strategic planning initiatives. It doesn’t make sense to refinance the bond because interest rates are much higher now.

CFO Magdaug gave a quick recap of the fiscal highlights through the period of March 31, 2024 and noted the following:

- AACRAO has generated approximately \$6.1 million in operating revenue, which is in line with the year-to-date budget
- The operating expenses through the first half of the fiscal year amounted to \$5.7 million, which is \$791,000 below the year-to-date budget

- AACRAO services fees were \$790,000, which is \$481,000 less than the year-to-date budget.
- Consulting services are the biggest contributor to being under budget
- The service fees from LSAC are ahead of budget by more than \$190,000
- Membership dues of \$1.7 million have exceeded the year-to-date budget by \$111,000
- Registration fees totaling \$1.2 million were ahead of the year-to-date budget by \$378,000. It was noted that the SEM Conference generated over \$1 million in registration fees, which exceeded the revenue budget by more than \$300,000
- Sponsorships were short of the year-to-date budget by \$342,000
- Grants and contributions are currently ahead of the year-to-date budget by \$373,000. The most significant grants received to date are from the Walmart Accelerator Grant (\$1 million) and the Strada Education Grant (\$270,000)

Governance Committee

In Vice President Huang's absence, President Wold-McCormick directed the Board's attention to AACRAO Exchange for the Governance report.

Human Resources and Compensation Committee

The Human Resources and Compensation Committee met with Executive Director Gottlieb to discuss the survey results and what work is being done surrounding the results.

Program Services and Review Committee

The committee continues to move ahead with reviewing the Leadership Meeting.

Staff Reports

Associate Executive Director DeNeen noted that she had been in contact with President Wold-McCormick and President-Elect Moore about adjusting the application process for the Program Committee Coordinators and Program Vice-Chair positions. As AACRAO went through the first cycle and conducted a debrief, it was determined that more advertising time needed to be added because the initial scheduling was running up against the annual meeting. Instead of advertising for the positions in November, it was decided that advertising for the positions right after the Annual Meeting would be much more beneficial. The applications will continue to open in October.

Executive Director Gottlieb directed the Board's attention to AACRAO Exchange for her report.

Executive Director Gottlieb also gave a brief Leadership Meeting update noting that she wanted to check-in with the Board to see how they felt about a change to the Leadership Meeting planned programming. Unlike previous years where there was an AACRAO hosted Friday night activity, there will only be an AACRAO hosted reception at this year's meeting. Afterwards, AACRAO will pay attendees the per diem rate, but dinner is on their own for the night. This change was based on feedback that was received from last year's meeting that attendees were looking for more individual time to connect. The general consensus from the Board was that it

seemed like a good change, allowing people to choose activities that they wanted to do. Executive Director Gottlieb also noted that the AACRAO Executive Team are still trying to finalize the speaker for the meeting.

On a separate note, Executive Director Gottlieb encouraged the Board to read the Gallup information that she shared via AACRAO Exchange.

Associate Executive Director Barnett Gallion shared that starting last September, the AACRAO Executive Team has spent six months examining the reach of influence and trying to get a sense of what racial equity means. In March, AACRAO released a climate survey to better understand the member experience. In the survey, respondents were asked to indicate their level of agreement with a series of statements at a five point micro scale with options ranging from strongly disagree to strongly agree. The survey covered overall culture, inclusive leadership, programming, personal experience, inclusion, and psychological safety. Over 800 members responded, but only 454 members fully completed the survey. To highlight some of the survey results, 76% of the members identified as white, 46% had been members for over 10 years, 88% had worked in higher education for at least 10 years.

Survey responses from individuals of racial or ethnic groups were so small that AACRAO couldn't disaggregate the data and that was the one piece AACRAO was really trying to pull out of the survey. AACRAO wanted to know how these groups felt about the responses. During the Annual Meeting, a series of focus groups were held to try to further understand the experiences of minority and small college members. Associate Executive Director Barnett Gallion would like this to be a key topic of discussion at the June Board Meeting.

Old Business

There was no old business to discuss.

New Business

The meeting was adjourned at 4:30 PM EDT.

Attachments

Agenda

April 6, 2024 Meeting Minutes

2024 Business Meeting Minutes

ED Report May 2024

New State and Regional Awards Proposal 2024

Q2 Financials_March 2024

2023 Form 990 (DRAFT)

Group 2 Name Changes

President-Elect Report

VP Admissions and Enrollment Management Report – May 15, 2024

Huang BOD Report May 2024