

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

November 20, 2024

Virtual Meeting

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

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

Guests in Attendance: Mona Birchfield, Fred Magdaug

Call to Order

President Wold-McCormick called the meeting to order at 2:35 PM EST on November 20, 2024.

Approval of the Consent Agenda and Minutes

MOTION 2024.11.01 – It was duly moved and seconded to approve the consent agenda and October 23, 2024 meeting minutes as presented. APPROVED

Officer Reports

All officer reports were uploaded to AACRAO Exchange and approved as a part of the consent agenda.

Committee Reports

All committee reports were uploaded into AACRAO Exchange and approved as a part of the consent agenda.

Staff Reports

Executive Director Gottlieb directed the Board to Exchange for her November report and noted the following key highlights:

- The SEM conference attendance hit a record of 1,048 attendees
- The Tech & Transfer conference will be rebranded, focusing on the recognition of learning. The conference will be back in-person in 2025, taking place on July 20-23, 2025 in Arlington, Virginia.
- The National Student Clearinghouse will undergo a leadership change in February as their current CEO is set to retire. AACRAO will be watching closely how this leadership change impacts the organization's relationship with AACRAO.
- The Senior Fellow candidate has offered a verbal acceptance. An official announcement will go out in January.

- By-law changes in progress - aiming for annual meeting approval. AACRAO will host two town halls on January 28 and February 6, 2025 at 2 PM EDT as an opportunity for members to provide feedback and ask questions.
- Webinars planned on new administration, gainful employment, financial value transparency
- AACRAO signed Paris Declaration on recognition of learning

Old Business

AACRAO Staff Hsu walked the Board through the action items list and made updates.

New Business

AACRAO 2024 Election Results

Past President Carter called the Board's attention to 2024 election winners.

State and Regional Leadership Award

The Board approved five award recipients for 2025:

- Emerging Leader Award: Michelle Gruber & Portia LaMarr
- Thomas A. Bilger Award: Wendolyn Davis
- Janie Barnett Distinguished Service Award: Lara Medley
- Elbert Ockerman Award: CAPACRAO (accepted by Johnika Nixon)

MOTION 2024.11.02 – It was duly moved and seconded to approve the five award nominees. APPROVED.

Past President Carter noted that when the State and Regional Leader Award was created, the Board didn't include in the criteria that anyone who has served on the Board of Directors in the past three years is not eligible for the award. This piece of the criteria is included in all the other awards that AACRAO has. One recent board member was nominated for this award, which is why this was brought up. Past President Carter proposed that an amendment be made to the current criteria to allow for consistency with the other awards.

MOTION 2024.11.03 – It was duly moved and seconded to adjust the language on the State and Regional Leader Award criteria, which will state that anyone who has served on the Board of Directors in the past three-years is not eligible to receive the award. APPROVED

Nomination & Election Process

Past President Carter led a discussion with the Board on who is responsible for sharing the results of the election. It was noted during discussion that there appears to be inconsistencies with the language in how the Past President is addressed in the various N&E documents. Some documents list the Past President as "Past President" whereas others list that role as "Board Liaison". There is also an inconsistency with how the Executive Assistant/Board Liaison is

addressed as well and it was noted that the reference to “Board Liaison” may be confusing because it could refer to either the Past President (Board Liaison to the N&E Committee) or the Executive Assistant who is the liaison to the Board (former job title was Associate Executive Director of Board Services). Past President Carter wanted to clarify that the Board Liaison (usually Past President) to the N&E Committee should be the sole person responsible for sharing the election results with the full Board including the Executive Director. If the Past President is not available to share the results, it would default to the N&E Committee Chair to share that information with the full Board including the Executive Director.

The general consensus was that it would be helpful to review all the N&E documentation and provide more clarity and consistency.

MOTION 2024.11.04 – It was duly moved and seconded to approve that the Past President /Board Liaison to the Nominations & Elections Committee is responsible for sharing the election results with the full board. APPROVED

Past President Carter, Vice President Newsome, Vice President Robertson, Vice President Perry and Vice President Huang will review all documentation on the N&E process, which includes: orientation materials, handbooks, etc. and bring their findings back to the Board at the December meeting. This small committee aims to improve consistency, transparency, and the integrity of the N&E process.

February in-person meeting

President Wold-McCormick reminded the Board about making travel arrangements for the February in-person meeting. February 12 is designated as a travel day and the board meeting will start at 9 AM EDT on February 13. AACRAO staff Hsu will confirm travel and hotel accommodations with each board member.

Executive Session

MOTION 2024.11.06 – It was duly moved and seconded to enter Executive Session.
APPROVED

The Executive Session began at 4:12 PM EST.

MOTION 2024.11.07 – 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 4:30 PM EST.

Attachments

Agenda

October 23, 2024 Meeting Minutes

ED Report – November 2024

N&E Handbook

November 2024 President's Report

New Entry: President elect Board of Directors Report with attachment

Program Services Review Committee Report – November 2024

VP Records and Academic Services Officer Report – November 2024

FI&A Report – November 2024

Governance Committee Report

Huang Officer Report

Kaufman Officer Report for November

Newsome Report Nov 2024

HRC Committee Report November 2024

VP Robertson Officer Report November 2024

VP Admissions and Enrollment Management Report – June 2024

Strategic Planning Committee Report

Hala November 2024 Report

VP for Access and Equity Report _November 2024