

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
October 15-17, 2009

Board Members in Attendance: Sam Conte, Cherie Hatlem, Betty Huff, Adrienne McDay, Glenn Munson, Wanda Simpson Munson, Michele Sandlin, Jeffrey von Munkwitz-Smith, Robert Watkins, Paul Wiley

Staff Members in Attendance: Janie Barnett, Barmak Nassirian, Matt Ogle, Jeff Petrucci, Jerome Sullivan

Guests: Robert Doolos, Nancy Krogh, Berit Lakey

Call to Order

President Simpson Munson called the meeting to order at 10:54 a.m. Eastern Time.

Approval of Agenda

MOTION 2009.10.01 – It was duly moved and seconded that the agenda be approved as presented.
ADOPTED

Reading and Approval of Minutes

MOTION 2009.10.02 – It was duly moved and seconded to approve the minutes from the meeting of the Board of Directors on June 16 & 17, 2009. ADOPTED

MOTION 2009.10.03 – It was duly moved and seconded to approve the minutes from the meetings of the Board of Directors via conference calls on July 29, August 26, and September 30, 2009, be approved as presented. ADOPTED

Reports of Board Committees

Compensation Committee

The chair of the Compensation Committee presented its report.

Audit Committee

The chair of the Audit Committee presented its report.

Finance & Investments Committee

The chair of the Finance & Investments Committee presented its report.

Strategic Planning Committee

The chair of the Strategic Planning Committee presented its report.

Governance Committee

The chair of the Governance Committee presented its report.

Program Review & Development Committee

The chair of the Program Review & Development Committee presented its report.

MOTION 2009.10.04 – It was duly moved and seconded that approval by the Board is required for the establishment of any new AACRAO program that requires the execution of a contract with a hotel, event planning service, institution, individual, or other entity. A new program is defined as any activity initiated

by the AACRAO Office which is intended to be or has the potential to be an ongoing venture or business line. ADOPTED

Reports of Individual Officers

President Simpson-Munson reported on the status of the schedule for the annual meeting in New Orleans, including the plans for the Centennial Dinner, and the status of the Leadership and State & Regional meetings.

Past President Wiley reported on the status of the AACRAO Awards nomination process.

President-Elect Huff presented a status report from the Program Committee and from the Annual Meeting Volunteers.

Vice President Conte presented a preliminary financial update for the fiscal year end (September 30, 2009).

Vice President Hatlem reported on the status of planning for the State & Regional meeting during the Annual Meeting in New Orleans.

Vice President Watkins discussed the status of nominations for international award; provided an update to the expected completion date of the international guide publication; and, discussed the status of the EDGE database.

Vice President McDay reported having a teleconference with caucus chairs regarding succession planning and getting names of incoming chairs.

Vice President Munson reported on planned changes to the Registrar 101 Workshop (expanding from one day to a day-and-a-half).

Vice President Sandlin – reported on her continuing efforts to reconstitute the financial aid & enrollment services committee, including the selection of a chair.

President Simpson-Munson ordered the reports to be filed.

Reports from Ad Hoc Committees

Ethics Task Force – the Board reviewed the proposed Professional Practices and Ethical Standards document from the Ethics Task Force. A committee of the Board, comprised of President-Elect Huff and Vice Presidents Munson and Sandlin will produce a final draft for review by the full Board.

President Simpson-Munson ordered the reports to be filed.

Board Meeting in Recess – 5:24 p.m. Eastern Time (10/15/09)

Board Reconvened – 8:32 a.m. Eastern Time (10/16/09)

Report of Executive Director

Executive Director Sullivan presented a review of the highlights of his written report.

President Simpson-Munson ordered the Executive Director's report filed.

Unfinished Business

Action Items – the Board’s action items list was reviewed and updated

Leadership Project – Meetings with Vanderbilt occurred in January and August. It appears that the first offering of this program would be during the summer of 2010 at the earliest.

Review of BoardSource Governance Report

Berit Lakey from BoardSource reviewed the AACRAO Governance Assessment.

Report from Governance Task Force

Co-chairs Robert Doolos and Nancy Krogh reviewed the proposal of the Governance Task Force.

Board Discussion of Governance Task Force Proposal

The Board discussed the Governance Task Force proposal.

Board Meeting in Recess – 5:25 p.m. Eastern Time (10/16/09)

Board Reconvened – 8:29 a.m. Eastern Time (10/17/09)

Public Policy Task Force Issues & Government Relation Update

Associate Executive Director Nassirian provided the Board with a government relations and public policy update.

Continuation of Discussion of Governance Task Force Proposal

The Board continued discussion of the proposal of the Governance Task Force.

Executive Session

The Board of Directors met in Executive Session.

MOTION 2009.10.05 – It was duly moved and seconded to authorize the Executive Director to award salary increases of 2.4% along with accompanying fringe benefits to the AACRAO staff. ADOPTED

Adjournment

MOTION 2009.10.06 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 11:00 a.m. Eastern Time.

Attachments

Board of Director Meeting Minutes, June 2009

Board of Director Meeting Minutes, July 2009

Board of Director Meeting Minutes, August 2009

Board of Director Meeting Minutes, September 2009

VP for Admissions & Enrollment Management Report

Proposed Professional Practices and Ethical Standards

Executive Director Report

Governance Task Force Cover Memo

Governance Task Force Draft Report