American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
August 8, 2012
Conference Call

Board Members in Attendance: Jim Bouse, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Paul Kyle, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Michael Reilly, Matthew Ogle

Call to Order
President von Munkwitz-Smith called the meeting to order at 3:02 p.m. Eastern Daylight Time on August 8, 2012.

Approval of Agenda
MOTION 2012.08.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2012.08.02 – It was duly moved and seconded that the minutes of the meeting of the Board of Directors on June 12-14, 2012 be approved. APPROVED

MOTION 2012.08.03 – It was duly moved and seconded that the minutes of the meeting of the Board of Directors on July 18, 2012 be approved. APPROVED

MOTION 2012.08.04 – It was duly moved and seconded that the minutes of the executive session of the Board of Directors on June 14, 2012 be approved. APPROVED

Reports of Standing Committees
Finance and Investments Committee
Vice President Krogh briefly reviewed the June Financial reports. She noted that the July Financials will be more descriptive of the current fiscal year financial progress as they will also include the Transfer and Technology conferences. Vice President Krogh also informed the Board that she visited the AACRAO Office on July 31 to meet with UBS and McQuadeBrennan.

Strategic Planning/Program Review Committee
Vice President Myers reviewed the two versions of the member satisfaction survey that he distributed before the meeting. The Board reviewed the surveys and made suggestions. Vice President Myers also indicated that the committee is still receiving information pertaining to the pilot program review and will have a discussion on the topic soon.

Compensation Committee
Past President McLaughlin reported the Compensation Committee has reviewed its tasks for the year and finalized a list of priorities for the Executive Director's first six months.

Governance Committee
President-elect McDay reported the Governance Committee has reviewed the estimated time commitment required by members of the Board of Directors for the Nominations and Elections Committee.

Reports of Officers
Vice President of Records and Academic Services
Vice President Myers reported Registrar 201 development is moving forward with most segments already outline and under review by the working group. Offerings of in-person Registrar 101 and Registrar 201 have been planned through 2013. The next on-line offering begins in October with three new presenters.

Past President
MOTION 2012.08.05 – It was duly moved and seconded to accept the resolution recognizing Barmak Nassirian for his service. UNANIMOUSLY APPROVED

Past President McLaughlin informed the Board that the call for awards nominations went out on August 8 and asked the Board to participate in that process.

President
President von Munkwitz-Smith reported on the nominations and elections process and that nominations are still open.

President von Munkwitz-Smith also stated he plans to send an update on the bylaw proposal to the membership in the next week. It has already been sent to past presidents and to the members of the Governance Task Force.

Reports of Staff
Executive Director
Executive Director Reilly updated the Board on the initiative with the Fair Elections Legal Network which was approved at the July meeting. He also briefly discussed AACRAO social media plan, the Fisher v. University of Texas Amicus Brief which AACRAO signed, and the search for a new Director of IT.

Executive Director Reilly briefed the Board on an initiative to develop an international data depository. Executive Director Reilly believes AACRAO should have a voice, and he will keep the Board involved as the discussion moves forward. He also updated the Board on a discussion to establish an International Admissions/Credential Evaluations Advisory Committee or Task Force with the Board. He will bring a proposal to the September Board Meeting.

There was further discussion of the renovations to the AACRAO Office, including the funding source from the budget.

Executive Session
MOTION 2012.08.06 – It was duly moved and seconded that the Board move into executive session at 4:10 p.m. APPROVED

MOTION 2012.08.07 – It was duly moved and seconded by the Compensation Committee in executive session to approve a personnel evaluation document. APPROVED

The Board reconvened at 4:18 p.m.

Adjournment

MOTION 2012.08.08 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:18 p.m. Eastern Daylight Time on August 8, 2012.

Attachments

Board of Directors Minutes June 12-14, 2012
Board of Directors Minutes July 18, 2012
Resolution Honoring Barmak Nassirian

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
June 12-14, 2012
San Francisco, CA

Board Members in Attendance: Jim Bouse, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Paul Kyle, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Michael Reilly, Janie Barnett, Matthew Ogle

Call to Order

President von Munkwitz-Smith called the meeting to order at 9:15 a.m. Pacific Daylight Time on June 12, 2012.

Approval of Agenda

MOTION 2012.06.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes

MOTION 2012.06.02 – It was duly moved and seconded to accept the draft minutes of AACRAO's 98th Annual Business Meeting to be submitted to the AACRAO membership for approval at the 99th Annual Business Meeting. APPROVED

MOTION 2012.06.03 – It was duly moved and seconded that the minutes from the meetings of the Board of Directors on March 31, 2012, April 4, 2012, and May 16, 2012 be approved. APPROVED

Reports of Committees

<u>Finance and Investments Committee</u>
Vice President Krogh reported that the Finance and Investments Committee met on May 30, 2012 and she reviewed the April financial statements with the Board. She also reviewed the Investment Performance Report and informed the Board about changes to the investment policy being considered by the committee. Vice President Krogh discussed with the Board the oversight of the PCI Compliance question raised by auditors and it was agreed the issue will be addressed by the Audit Committee. Vice President Krogh also reported that the committee met with the Strategic Planning and Program Review Committee on June 11 to explore areas of mutual interest and responsibility.

<u>Governance Committee</u>
President-elect McDay reported the Governance Committee met the morning of June 12 and discussed a proposed style guide for Board minutes and also discussed creating a template to guide the creation of any ad hoc task force. The Governance Committee will consider this issue further before making any recommendations to the Board.

<u>Compensation Committee</u>

The Compensation Committee met the morning of June 12 to review its charter and to discuss priorities for its work for the year. These priorities include working with the Executive Director to establish reasonable goals for the year, the annual evaluation of the Executive Director, review of the compensation and benefits program, succession planning, and review of any contracts. In addition, the committee will review its charter, report on its work, and review staff salaries as directed in the charter. Finally, the committee will participate on the transition team to support the successful orientation of the Executive Director.

Audit Committee
The Audit Committee met to discuss its priorities for the year including a review of conflict of interest policies, oversight of the Association's annual audit, and review of the Association's IRS Form 990. Vice President Jamison reminded the Board that the committee's new at-large member is John Hall of Southern Methodist University.

Reports of Officers
Vice President for Leadership and Management Development
Vice President Kyle called the Board's attention to the updated schedule for Board member attendance at state and regional meetings. There was discussion of doing more with the review forms submitted by Board members after visiting state or regional meetings.

Vice President for International Education
Vice President Gottlieb attended the Liaison Group Meeting in Washington, D.C. in May. The two main topics of that meeting were IIE's newest Open Doors Report and NACAC's work on the use of agents in international recruiting. The Board discussed providing best practice and policy guidance on this issue from AACRAO. Vice President Gottlieb summarized the recent NAFSA conference and discussed some of the differences in our services to our respective members.

Vice President for Records and Academic Services
Vice President Myers reported on the status of the Association's Reg101 offerings including enrollments in the current online class which is being redesigned and the in-person classes to be offered at the Transfer/Technology conferences in Chicago and at SEM in Orlando. He also announced that he, Glenn Munson, Tim Amyx, Stan Demerritt and Kim Schipporeit will facilitate the first offering of Reg 201 at SEM in Orlando. Materials are also being developed by Tina Falkner.

Vice President for Access and Equity
Vice President Havens reported on her trip to Australia with Vice President Kyle and AACRAO's Senior Director of AACRAO Consulting Bob Bontrager. The tour was organized to discuss issues of access and equity in Australian higher education and was sponsored by the Australian Government and AACRAO.

MOTION 2012.06.04 – It was duly moved and seconded to approve the membership of the Task Force on Gender Identity. APPROVED

Vice President for Admissions and Enrollment Management

Vice President Jamison updated the Board on her work with the issues that came out of the Admissions Summit.

Vice President for Information Technology
Vice President Bouse reported that InCommon is still working on use cases and their efforts to set up identification management and proofing at SAT and ACT testing locations. He is also working to identify possible publishing topics surrounding project management.

Past President
Past President McLaughlin asked Board members to remember to nominate members for awards.

President-elect
President-elect McDay reported on the activities of the Program Committee as it works toward the 2013 San Francisco Annual Meeting.

President
President von Munkwitz-Smith briefly previewed the topics that he hopes to cover later in the Board meeting regarding the next steps for the proposed changes to the Association's Bylaws, and stated the Board also needs to discuss the changes that need to be made to bring the Association into compliance with District of Columbia law. He updated the Board on the Twitter account @AACRAO_Prez. He also passed along information regarding the current state of the nominations and elections process.

Reports of Staff
Executive Director
Executive Director Reilly informed the Board about some of his early impressions about the AACRAO office, and updated the Board on his plans to fill the positions left open by the recent departures of Ryan Bingham and Barmak Nassirian.

Continuation of Board Orientation
New Board member orientation continued by reviewing materials not covered in the February orientation session. The Board discussed the document the Finance Committee drafted which delineates the responsibilities of each of the parties in AACRAO's financial oversight and management.

Vice President Myers led a review of Parliamentary Procedure, the reasons behind it, and the basic differences between Robert's Rules of Order and Sturgis's Rules of Order.

New Board member orientation wrapped up with various tips related to topics not covered in other sections of the orientation.

The Board recessed at 3:27 p.m. and reconvened at 9:55 a.m. on June 13, 2012.

Unfinished Business

The Board discussed the pros and cons of switching to AACRAO email addresses for Board related emails. The decision was made to continue with use of institutional email addresses for this purpose.

After discussion, it was decided that the Governance Committee will continue to review expectations for Board attendance at AACRAO's meetings.

The Board discussed ways to honor Barmak Nassirian.

New Business
The Board discussed the proposed changes to the Association Bylaws which were defeated by vote of the membership at the 98th Annual Business Meeting. President von Munkwitz-Smith reported that, based on a conversation he had with the Association's attorney, there were several changes that the needed to be made to bring the Association's Bylaws into compliance with recent changes to District of Columbia law.

The Board recessed at 4:00 p.m. and reconvened at 9:20 a.m. on June 14, 2012.

The Board continued discussion of proposed changes to the Association Bylaws.

Unfinished Business
The Action Items list was reviewed and updated.

The Board discussed planning for the October strategic planning retreat.

Executive Session
MOTION 2012.06.05 – It was duly moved and seconded that the Board move into executive session at 11:05 a.m. APPROVED

The Board reconvened at 11:25 a.m.

Adjournment
MOTION 2012.06.06 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 11:28 a.m. Pacific Daylight Time on June 14, 2012.

Attachments
Board of Directors Minutes March 31, 2012
Board of Directors Minutes April 4, 2012
Board of Directors Minutes May 16, 2012
Membership Roster of the Task Force on Gender Identity

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
July 18, 2012
Conference Call

Board Members in Attendance: Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Staff Members in Attendance: Michael Reilly, Janie Barnett, Matthew Ogle

Call to Order

President von Munkwitz-Smith called the meeting to order at 3:04 p.m. Eastern Daylight Time on July 18, 2012.

Approval of Agenda

MOTION 2012.07.01 – It was duly moved and seconded to approve the agenda. APPROVED

Reports of Officers

Past President

Past President McLaughlin discussed a draft of a resolution to honor Barmak Nassirian. She will incorporate suggestions and submit for approval at the next Board meeting.

President

President von Munkwitz-Smith attended the AACRAO Technology and Transfer Conferences which were co-located in Chicago. He heard very positive feedback from attendees of both conferences and from the vendors and stated that co-locating the conferences seemed to have had the desired effect. He also reported that he represented AACRAO at an American Geophysical Union workshop for two-year college faculty, speaking on AACRAO resources for two-year colleges and on transfer. Angé Petersen and a colleague from the University of Central Florida presented via telephone on a UCF program that brings together science faculty from K-12, 2-year colleges, and UCF. While in Washington D.C., he met with Executive Director Reilly and Matt Ogle regarding plans for distributing governance proposal updates and also for launching the AACRAO Network. He reported that he shared the latest governance update with a number of past presidents, including those who opposed the changes this year. He stated they have been supportive with the sole objection noted being to adding an external director to the Board. He will be sending the update out to the Governance Task Force members and others in the coming days.

Reports of Staff

Executive Director

Executive Director Reilly reviewed his voter registration proposal with the Board and explained the proposed initiative with the Fair Elections Legal Network.

MOTION 2012.07.02 – It was duly moved and seconded to approve the initiative with the Fair Elections Legal Network. APPROVED

Executive Director Reilly discussed the strategic enrollment management journal proposal which the Board had previously discussed.

MOTION 2012.07.03 – It was duly moved and seconded to move forward with the creation of the AACRAO SEM Quarterly pending successful negotiations with Jossey-Bass regarding price and length of the agreement. APPROVED

Executive Director Reilly reminded the Board that he is considering improvement to the AACRAO office.

Reports of Standing Committees
Vice President Krogh briefly reviewed the May financial reports.

MOTION 2012.07.04 – It was duly moved and seconded by the Finance Committee to approve the revised AACRAO Investment Policy. APPROVED

Continuation of Staff Reports
Matt Ogle described for the Board the plan to move Board documents from the Board's website to the Board community section of the AACRAO Network.

Unfinished Business
The Action Items List will be reviewed and updated at the August Conference Call.

Adjournment
MOTION 2012.07.05 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:06 p.m. Eastern Time on June 14, 2012.

Attachments
Voter Registration Proposal
AACRAO Investment Policy

Barmak Nassirian Resolution

In appreciation for fourteen years of invaluable service, AACRAO's Board of Directors is pleased to award honorary membership to Barmak Nassirian. Serving as AACRAO's Associate Executive Director since 1998, Barmak was instrumental in both developing the strategy to stabilize AACRAO's finances and increasing significantly AACRAO's influence in policy decisions affecting higher education.

Barmak brought his considerable intellect to bear on his work in support of a variety of AACRAO functions. His early work at AACRAO focused on communications and information technology and he served as AACRAO's legal liaison, which was particularly important during the Association's incorporation.

Barmak served as AACRAO's Washington liaison and contributed eloquently and provocatively to communications on behalf of the association. With his guidance, AACRAO became an active participant in the development of public policy. Members of the administration, Congress, and other associations regularly seek AACRAO's input on issues relevant to our mission. Barmak understood that legislators depend on citizens to educate them about the effect of policies and he recognized AACRAO's responsibility to educate Congress about issues affecting academic and enrollment services.

AACRAO is a more mature and responsive association today due in part to Barmak's efforts, and we are indebted to Barmak Nassirian for his indefatigable and transformative efforts on behalf of the association.

Approved 8 August 2012