American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
March 31, 2012
Philadelphia, PA

Board Members in Attendance: Jim Bouse, Bruce Cunningham, Luisa Havens, Betty Huff, Tracey Jamison, Nancy Krogh, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith, Robert Watkins

Board Nominees in Attendance: Melanie Gottlieb, Paul Kyle, Adrienne McDay

Staff Members in Attendance: Ryan Bingham, Barmak Nassirian, Matthew Ogle, Jerry Sullivan

Guests in Attendance: Mike Reilly

Call to Order
President McLaughlin called the meeting to order at 9:21 a.m. Eastern Time on March 31, 2012.

Approval of Agenda
MOTION 2012.03.10 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2012.03.11 – It was duly moved and seconded to approve the minutes of the March 14, 2012 Board of Directors meeting. APPROVED

MOTION 2012.03.12 – It was duly moved and seconded to approve the minutes of the March 14, 2012 Board of Directors Executive Session. APPROVED

Reports of Standing Committees

Finance and Investments Committee
Vice President Krogh reviewed the February financial reports with the Board. She informed the Board that cash funds had been moved from the UBS account into the AACRAO bank account which will prevent cash from being inadvertently moved into long term funds without authorization. She informed the Board that the Finance and Investments Committee briefly met with the Strategic Planning and Program Review Committee on March 30 and the committees plan to have a longer meeting together at the June Board meeting. She also announced the committee conducted its last meeting by using the Google Hangout web conference feature.

Compensation Committee
Vice President Cunningham announced the work of the Compensation Committee has moved from the search for the new executive director to the transition to the new executive director. The transition team will consist of the 2012-13 Compensation Committee, the Vice President for Finance, and AACRAO staff members Janie Barnett and Jeff Petrucci. The transition team will meet and work with Mr. Reilly for a smooth transition into the Executive Director position. The

committee also noted the importance of having a succession plan in place for the executive director as well as the senior staff.

Strategic Planning/Program Review Committee
Vice President Myers announced that the committee would continue forward with the pilot version of the program review after the Annual Meeting was over. They are also working with the AACRAO office on the member satisfaction survey which should be sent to the membership in May. He noted the committee plans to continue discussion with the Finance and Investments Committee about division of responsibilities.

Audit Committee
MOTION 2012.03.13 – It was duly moved by the Audit Committee to approve John Hall, Executive Director of Enrollment Services & University Registrar at Southern Methodist University, to fill the position of Member-At-Large on the Audit Committee of the AACRAO Board of Directors for a two-year term commencing with the conclusion of the 2012 Annual Meeting. APPROVED

Officer Reports

Vice President for Leadership and Management Development
Vice President Cunningham updated the Board on scheduled visits to upcoming state and regional meetings. He will distribute a summary of the visits for 2011.

Vice President for Access and Equity
Vice President Havens referred the Board to the updated charge for the AACRAO Task Force on Institutional Gender Identity Recognition she sent prior to the meeting.

MOTION 2012.03.14 – It was duly moved and seconded to approve the charge to the AACRAO Task Force on Institutional Gender Identity Recognition. APPROVED

Vice President Havens noted she will prepare a proposed roster of members to the task force and bring these names to the Board.

President
President McLaughlin led a brief review of Board duties during the Annual Meeting as outlined in the Annual Meeting Script and told nominees that they are invited to anything the Board will attend.

Executive Director
Executive Director Sullivan referred the Board to his written report. He spoke briefly about the SEM Endorsement Program. There was also a discussion with Mr. Sullivan about the process by which Annual Meeting sites are chosen.

Unfinished Business
Vice President Jamison led a review of the Admissions Summit document which she circulated for the March 14 Board conference call. There is conversation regarding the admissions sessions being put on at the Annual Meeting. The Board discussed the document and agreed that feedback

should be given to the group. The Board agreed that the draft will be shared with the PAC chairs and the Program Committee in its draft format.

MOTION 2012.03.15 – It was duly moved and seconded to create an ad hoc committee of Board members to review the Admissions Summit summary and create a proposal for moving forward with those recommendations. The committee will consist of Vice President Jamison, Vice President Havens, President McLaughlin, Vice President Nominee Kyle, and President-Elect Nominee McDay. APPROVED

This ad hoc committee will have an initial report ready for the Board meeting in June.

Unfinished Business
The Action Items List was reviewed and updated.

New Business
The Board discussed the recently announced partnership of AACRAO with the American Geophysical Union on Unique Research Experiences for Two-year College Faculty and Students and asked about the nature of the relationship. The Executive Director defined the relationship and the Board agreed it was a good outcome.

Mr. Reilly noted that the he has recently received an invitation from EDUCAUSE to attend a summit regarding big data and analytics. The Board agreed that we would investigate how we establish relationships with other associations more broadly and use the environmental scanning exercise to evaluate this.

Staff Reports
Associate Executive Director Barmak Nassirian presented a draft of the Public Policy and Education Agenda 2012 report. Both the Public Policy Advisory Committee and the Advocacy listserv group will have the opportunity to review and comment on the document after the Board reviews it. This will not be adopted as a formal document until after membership review. The Board agreed that this is not a prescriptive document, but a framework for AACRAO views on the topics contained in the report.

Chief Information Officer Ryan Bingham introduced the AACRAO NetWork. This is a new social tool that will integrate with our member database to provide additional opportunities for our members to network with each other. The Board will be a pilot group for the site.

Adjournment
The Board of Directors meeting adjourned at 4:55 p.m. Eastern Time.

Attachments
Board of Directors Minutes March 14, 2012
AACRAO Task Force on Institutional Gender Identity Recognition Charge

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
March 14, 2012
Conference Call

Board Members in Attendance: Jim Bouse, Bruce Cunningham, Luisa Havens, Betty Huff, Tracey Jamison, Nancy Krogh, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith, Robert Watkins

Board Nominees in Attendance: Melanie Gottlieb, Paul Kyle, Adrienne McDay

Staff Members in Attendance: Jerry Sullivan, Janie Barnett, Matthew Ogle

Call to Order
President McLaughlin called the meeting to order at 3:04 p.m. Eastern Time on March 14, 2012.

Approval of Agenda
MOTION 2012.03.01 – It was duly moved and seconded to approve the agenda. APPROVED

Approval of Minutes
MOTION 2012.03.02 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on February 3-5, 2012 be approved. APPROVED

MOTION 2012.03.03 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on February 22, 2012 be approved. APPROVED

MOTION 2012.03.04 – It was duly moved and seconded that the minutes from the executive session of the Board of Directors on February 4, 2012 be approved. APPROVED

Reports of Standing Committees

Finance and Investments Committee
Vice President Krogh informed the Board that the February financial reports are available. The committee will review them at its upcoming meeting and report to the Board during its March meeting.

Vice President Krogh notified the Board that our investment firm transferred funds from the operating account into the investment account without proper authorization. There were no negative financial consequences for AACRAO. She and Executive Director Sullivan informed the Board about the circumstances and about the steps taken to prevent it from occurring again.

Governance Committee
MOTION 2012.03.05 – It was duly moved by the Governance Committee that the Record Retention Policy be approved as presented. APPROVED

Strategic Planning/Program Review Committee

Vice President Myers submitted the following written report:

The committee's current priorities are as follows:

- Summarizing any Board-related operational initiatives from the Strategic Plan.
- Finalizing the membership survey for Spring 2012 distribution.
- Keeping the Strategic Planning pilot review moving forward.
- Working with the Finance and Investment Committee to plan a retreat for the June Board meeting in San Francisco.

Audit Committee
Vice President Watkins reminded the Board of the Audit Committee's recent review of the IRS Form 990.

MOTION 2012.03.06 – It was duly moved by the Audit Committee that the IRS Form 990 be approved as presented and filed with the IRS. APPROVED

Officer Reports
Vice President for Access and Equity
Vice President Havens distributed a draft charge for the Task Force on LGBT Issues for the Profession. She requested the Board give her feedback so she could make any necessary changes and get an updated version to the Board by the March 31 Board meeting.

Vice President for Admissions and Enrollment Management
Vice President Jamison submitted a report on the admissions summit that was held in December.

President
President McLaughlin encouraged the board to participate as facilitators at the first-time attendee session on Sunday from 3:45 to 4:45. She asked board members to review the script, and send any changes to Janie Barnett this week. Finally, she asked that officers and committee chairs notify her by Monday, March 19 of agenda items for the board meeting on March 31. She will confirm with the chairs this week which committees need to meet prior to the board meeting.

Executive Director
Executive Director Sullivan discussed the current budget and noted that both IES and AACRAO Consulting are doing well. He also noted that a smart phone application is being prepared for the Annual Meeting and will be released in a few days. Associate Director Barnett gave a brief update on Annual Meeting registrations.

Unfinished Business
The action items list was reviewed and updated.

Executive Session
MOTION 2012.03.07 – It was duly moved and seconded that the Board move into executive session. APPROVED

MOTION 2012.03.08 – It was duly moved and seconded in executive session that the Board appoint a transition team to support Mike Reilly's orientation as AACRAO's executive director. The team will consist of the compensation committee of the Board, the Board chair, the Vice President for Finance, and staff members Janie Barnett and Jeff Petrucci. APPROVED

Adjournment

MOTION 2012.03.09 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors meeting adjourned at 4:33 p.m. Eastern Time.

AACRAO Task Force on Institutional Gender Identity Recognition

Background

The Consortium of Higher Education Lesbian Gay Bisexual Transgender Resource Professionals (Consortium) recommends the inclusion of gender identity on institutional forms and documents. The Consortium believes this will help transgender students feel welcomed and included on college campuses, and will raise the awareness at institutions of the presence and needs of transgender students.

AACRAO's LGBT Caucus reviewed the Consortium's proposal and supports addressing the need for institutions to recognize gender identity effectively. The Caucus asked AACRAO's Vice President for Access and Equity to propose to the Board of Directors that AACRAO review the Consortium's recommendations and begin a dialogue on this topic.
The Board of Directors agreed to create a Task Force on Gender Identity Recognition. This task force will review the recommendations from the Consortium as well as issues of data storage, data reporting, and whether AACRAO should 1) take a position on this issue and 2) develop a set of best practice recommendations.

Charge to the Task Force

The AACRAO Task Force on Gender Identity Recognition will examine the need for and appropriate methods of collection, recording, and reporting of gender identity in higher education student record systems. To this end, the task force will:

- Complete a full review of the recommendations from the Consortium.
- Consider recommendations for best practices in managing these data.
- Determine whether a policy statement regarding such data is warranted.

If in fulfilling its charge the task force identifies opportunities to raise awareness and sensitivity of LGBT issues to the membership, such opportunities should be included in the report.

The Task Force will report its preliminary findings and recommendations to the Board of Directors no later than September 15, 2012. A final report will be submitted by November 15, 2012.

Proposed Task Force Members

- Steven Smith, University Registrar at University of Maryland - Baltimore County and Chair of the LGBT Caucus
- Jack Miner, Associate Registrar at Ohio State
- Tammy Johnson, Director of Admissions at Marshall
- Keith Williams, Registrar at the University of Vermont
- Vern Granger, Associate Vice President and Director, Office of Admissions and First Year Experience at Ohio State
- Monique Snowden, Assoc. Provost for Academic & Enrollment Services at Fielding Graduate University
- Tina McEntire, Director of Undergraduate Admissions at University of North Carolina at Charlotte
- Reta Pikowsky, Registrar at Georgia Institute of Technology and member of the institutional research committee

- Luisa Havens, Executive Director for Enrollment Services and Director of Admissions and Recruitment University of Texas at El Paso, Board Liaison