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

January 18, 2012

Conference Call

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

**Board Nominees in Attendance:** Melanie Gottlieb

**Staff Members in Attendance:** Jerry Sullivan, Matthew Ogle

**Call to Order**

President McLaughlin called the meeting to order at 3:05 p.m. Eastern Time.

**Approval of Agenda**

MOTION 2012.01.01 – It was duly moved and seconded to approve the agenda. APPROVED

**Approval of Minutes**

MOTION 2012.01.02 – It was duly moved and seconded to approve minutes of the December 2, 2011 Board Meeting. APPROVED

MOTION 2012.01.03 – It was duly moved and seconded to approve minutes of the December 2, 2011 executive session. APPROVED

**Reports of Standing Committees**

Finance and Investments Committee

Vice President Krogh called the Board's attention to the November and December financial reports which were distributed with the Board documents. She reminded the Board that the December financial reports were particularly important because they represent the end of the first quarter of the fiscal year. She noted that Board members should review the 2012/2013 Budget that was distributed with the meeting documents for this meeting. President McLaughlin reminded Board members to come ready to the February meeting with questions or comments.

Governance Committee

President-elect von Munkwitz-Smith reviewed plans for the orientation of the Board Nominees to be conducted between the February Board meeting and the AACRAO Annual Meeting in April.

Strategic Planning/Program Review Committee

Vice President Myers submitted a written report stating the following:

Vice President Myers and Vice President Bouse continue to receive data from the national office related to the pilot program review project. They are now reviewing which

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items they need to receive from the list finalized in December, and are beginning to analyze the information received. They also need to develop a revised timeline. The committee plans to finalize a membership survey that can be conducted in the spring. It recently asked for input from folks in the national office and plan to present a final draft to the Board at the March conference call. The committee wants to keep moving forward with the Strategic Plan, which includes various folks developing action items. The committee and the Board as a whole will be involved in that process. The group agreed that having a more extended discussion opportunity (e.g. a “mini-retreat”) with the Finance/Investment Committee would be a good use of time for the June Board meeting.

## **Reports of Officers**

### **Vice President of Records and Academic Services**

Vice President Myers filed the following written report:

Online Reg 101 is set for three offerings in 2012, with the first one beginning the last week of January. That class session is already full. At the Annual Meeting in Philadelphia, we will expand the instructional pool for Reg 101 (in-person and online) with the addition of the new Reg 101 work group. Glenn Munson has agreed to serve as the coordinator for developing the Reg 201 class, which will be offered for the first time at AACRAO Tech/Transfer this summer in Chicago.

### **Past President**

Past President Huff reviewed the proposed changes to AACRAO’s awards as distributed to the Board prior to the meeting.

MOTION 2012.01.04—It was duly moved by the Ad Hoc Committee on Awards that the proposed changes to AACRAO’s awards be adopted. APPROVED

### **President**

President McLaughlin reviewed plans for the February Board meeting.

## **Executive Director Report**

Executive Director Sullivan noted that a draft of the Association’s Audit for the 2010/2011 Fiscal Year has been received from the auditors. He is working with the Vice President Watkins, chair of the Audit Committee, to schedule a meeting to review the report before the February Board Meeting.

## **New Business**

MOTION 2012.01.05—It was duly moved and seconded by the Awards Committee to approve the awards recommendations as presented. APPROVED

## **Executive Session**

MOTION 2012.01.08—It was duly moved and seconded that the Board move into Executive Session. APPROVED

The Board retired into executive session at 4:03 p.m. Eastern Time.

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The Board reconvened at 4:27 p.m. Eastern Time.

**Adjournment**

MOTION 2012.01.09 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors meeting adjourned at 4:27 p.m. Eastern Time.

**Attachments**

Board of Directors Minutes December 2, 2011

Award Recommendations from Awards Committee January 2012

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

December 2, 2011

Washington, DC

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

**Staff Members in Attendance:** Barmak Nassirian, Jeff Petrucci, Matthew Ogle

**Call to Order**

President McLaughlin called the meeting to order at 9:16 a.m. Eastern Time.

**Approval of Agenda**

MOTION 2011.12.01 – It was duly moved and seconded to approve the agenda. APPROVED

**Approval of Minutes**

MOTION 2011.12.02 – It was duly moved and seconded to approve minutes of the November 16, 2011 Board Meeting. APPROVED

**Reports of Staff**

Associate Executive Director Petrucci informed the Board about his work to further improve AACRAO's standing in the international community.

Associate Executive Director Nassirian reported to the Board that he and Executive Director Jerry Sullivan were exploring a potential partnership with a publishing company.

MOTION 2011.12.03—It was duly moved and seconded to endorse further negotiation between AACRAO and Jossey-Bass regarding the electronic SEM Journal, pending further discussion between the Board and the AACRAO office. APPROVED

**Reports of Standing Committees**

Finance and Investments Committee

Vice President Krogh called the Board's attention to the October financial reports which were distributed with the Board documents and noted that the November reports will be available soon.

Strategic Planning/Program Review Committee

Vice President Myers updated the Board on the progress of the pilot program review the committee has begun. He hopes to use the pilot to create a framework for future program reviews and to have the review ready by the Annual Meeting. Vice President Myers also discussed with the Board how to present the Strategic Plan to the Leadership & State and Regional Group.

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Finally, Vice President Myers noted that the committee is developing a member satisfaction survey that will be proposed to the Board at its February Meeting.

Compensation Committee

Vice President Cunningham noted that his committee would have a report during the executive session.

Ad Hoc Committee on Awards

Past President Huff updated the Board on the committee's progress and reviewed the recommendations. She will bring a proposal to the January Board meeting.

Governance Committee

President-elect von Munkwitz-Smith reviewed a plan to transition to a new Board structure if the governance changes are approved at the upcoming Annual Meeting.

MOTION 2011.12.04—It was duly moved and seconded to approve the Governance Committee's transition plan as amended with the stepped approach to increasing the size of the Board. APPROVED

President-elect von Munkwitz-Smith noted that the committee was working on plans for the orientation of the Board nominees.

**Reports of Officers**

Vice President of International Education

Vice President Watkins filed the following written report:

The EDGE Admin Group and International Education Standards Council (IESC) will meet on the afternoon of Sunday, December 4 to review content issues in EDGE. Monday, December 5, Dale Gough, Bill Paver and Vice President Watkins will meet with several Department of Homeland Security (DHS) visa adjudication officers at their office to answer questions they have about how IESC arrives at credential advice within EDGE. DHS' embrace of EDGE is a very important step and casts AACRAO in a major role regarding standards-setting in international education.

Vice President of Finance

Vice President Krogh reported that the office's FY2012-2013 budget is currently in development. She stated the Board will spend additional time at the February meeting on financial reports for Board orientation.

Vice President of Records and Academic Services

Vice President Myers filed the following written report:

Registrar 101 was offered at SEM (regular format) and a shorter version was offered in conjunction with MSACROA in November. An online session of Registrar 101 also finished up in November and another one begins in January. Registrar 102 is still under

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development, with a current target start date of the Philadelphia Annual Meeting.

#### Vice President of Access and Equity

Vice President Havens is in conversation with Steve Smith, chair of the GLBT caucus, about co-chairing a working group/task force to review the policy recommendations sent to AACRAO by the Stonewall Center for transgender students earlier this year. She will bring an official proposal for approval of the approach, charge and suggestions on the membership of the workgroup to the next Board meeting.

Vice President Havens would like to formalize the chair election process for all caucuses. She will talk with the caucus chairs to get their suggestions on how to proceed.

#### Vice President for Admissions and Enrollment Management

Vice President Jamison held a meeting with a group of members who are involved with admissions at the AACRAO Office on Thursday, December 1 to solicit their ideas about future AACRAO services.

#### President-elect

President-elect von Munkwitz-Smith announced that the Board would meet October 5-7, 2012 in Portland, ME. The Board should plan to arrive on the afternoon of Thursday, October 4 and depart after noon on Sunday, October 7.

#### President

President McLaughlin reviewed a proposal to amend the terms of committee membership.

MOTION 2011.12.05—It was duly moved and seconded to approve a revision to section F.2.1.Association Committee Member Policy in the Board of Directors Handbook which removes the last sentence of the second paragraph. APPROVED

#### Vice President for Information Technology

Vice President Bouse reported that his next project is to become more involved with an ongoing InCommon and AdmitMe project and to evaluate possible AACRAO involvement or endorsement. The goal of this project is to create a single set of credentials for high school students who interact with higher education or related companies.

#### **Unfinished Business**

The list of action items was reviewed and updated.

MOTION 2011.12.06—It was duly moved and seconded to approve the Strategic Plan as presented by the Strategic Planning/Program Review Committee. APPROVED

#### **Executive Session**

MOTION 2011.12.07—It was duly moved and seconded that the Board move into Executive Session. APPROVED

#### **Adjournment**

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MOTION 2011.12.08 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors meeting adjourned at 3:50 p.m. Eastern Time.

**Attachments**

Board of Directors Minutes November 16, 2011

Board of Director's Handbook Section F.2.1. – Association Committee Member Policy

AACRAO Strategic Plan

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## **Award Recommendations from Awards Committee January 2012**

Submitted by John Fletcher

Achieving Professional Excellence in Education Administration (Apex) Award for Student Success – Christine Kerlin (SunGard has approved via email)

Award for Excellence in International Education – Nancy Keteku

Distinguished Service Award – Paul Kyle

Founders Award for Leadership – Heather Eckstein

Elbert W. Ockerman State and Regional Professional Activity Award – PACRAO

## **Award Recommendation from Past Presidents Committee**

Committee consisted of Heather Smith, Louise Lonabocker, and Paul Aucoin

Thomas A. Bilger Citation for Service – Dennis Hicks

## **Honorary Membership**

Based upon nominations and upon review of Criteria

Sam Conte

Kathy Plante

Mike Allen

Mary Baxton

Submitted for Board Approval by Past President Huff  
January 18, 2012

Approved 1/18/12