

AACRAO Governance Task Force Minutes
March 6-8, 2009
Dallas, Texas

Present: Robert Doolos, Nancy Krogh, Barbara Blaney, Dennis Bailey-Fougner, Bruce Cunningham, Carl Einhaus, Frederick Fresh, Kathy Hartmann, Tracey Jamison, Kathy Jones, Christine Kerlin, Nora McLaughlin, Mary Neary Morley, Nancy Penna, Eric Staab.

Guests: Paul Wiley, Matt Ogle, Berit Lakey

Berit Lakey, a senior consultant from BoardSource, presented information about the AACRAO Board's assessment of itself, and about best practices in board governance.

The Task Force members discussed:

- Clarification of the scope of what we are to address
- Research assignments
- Timeline/milestones
- AACRAO's Strategic Plan
- AACRAO annual meeting sessions
- Determine scope
- The board's charge to the task force
- Communication
- 5-second elevator speech to respond to members at AACRAO's annual meeting.

Questions raised:

- What would be the most effective board structure for AACRAO's 2nd century?
- Who owns, direct, facilitates, and continues the strategic direction? Board? Board Chair?
- How is continuity assured? (Continuity does not mean there is no change, but it does mean that maintenance of a strategic direction is assured.)
- Who assumes the accountability for the operations, as well as the implementation of the strategic plan?

- The Task Force planned activities at the AACRAO meeting. Events include:
 - Meeting: Monday April 13 7am – noon; at that time also schedule ourselves to attend the caucuses and roundtables.
 - Meeting: Thursday, April 16, 1-3:30
 - Session: Tuesday 1:30
 - Session: Thursday: 9:15

We looked at the current mission and a proposed new mission/vision/values statement.

Mission, Vision, Values and Strategic Statements

CURRENT STATEMENT: The mission of the American Association of Collegiate Registrars and Admissions Officers (hereafter referred to as the Association) is to provide professional development, guidelines and

voluntary standards to be used by higher education officials regarding the best practices in records management, admissions, enrollment management, administrative information technology and student services. It also provides a forum for discussion regarding policy initiation and development, interpretation and implementation at the institutional level and in the global educational community.

Draft NEW Mission: To serve and advance higher education by providing leadership in academic and enrollment services.

Vision: AACRAO will be recognized as the leading authority in academic and enrollment services within and outside the higher education community.

Values:

[AACRAO will demonstrate...]

- Accountability
- Collaboration
- Inclusiveness
- Innovation
- Inquiry
- Integrity
- Learning

4 Broad Strategies (as recently proposed by the Board,

- Prepare AACRAO members to meet the challenges of a continually evolving environment.
- Provide leadership in policy development and advocacy.
- Assure that the Association is structured to meet current needs, anticipate future challenges and opportunities and promote sustained growth.
- To ensure fiscal strength.

We discussed the Charge. Noted that if changes to governance are recommended that these would naturally impact the national office staff and the committee structure. Paul Wiley suggests that this committee does not need to address the exact details of the staff impact. "That would be worked out." If we believe that a restructuring (or creation) of committees/bodies is part of the recommendation, then we may need to make suggestions along that line.

Note: We want to be aware that member involvement and participation in AACRAO is very important.

The Task Force listed aspects of the current structure that we may want to discuss:

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| • Diversity | • Education |
| • Size | • Legal duties |
| • Tasks | • Removal of member |
| • Roles | • Relationships with the executive director |
| • Titles | • Selection of the board leader |
| • Experience/background of the ideal board members | • Compensation |
| • Term limits | • External members |
| • Length of term | • Qualifications for board service |
| • Assessment of candidates' qualifications | |

Mary Neary, Kathy Hartman and Kathy Jones agree to serve as the sub-committee to explore structures of other organizations. They will determine the data elements.

Nancy Krogh, Robert Doolos, Nancy Penna will work on the session format.

Nora and Barbara will work on a distillation of the Board assessment and a summary for a PowerPoint for the sessions at AACRAO.

The group discussed logistics for future meetings.

The Task Force adjourned on March 8, 2009 at noon.