

DRAFT

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

May 11, 2011
Conference Call

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

Staff Members in Attendance: Matthew Ogle, Jerry Sullivan

Guests in Attendance: Adnan Bokhari

Call to Order

President McLaughlin called the meeting to order at 3:03 p.m. Eastern Time.

Approval of Agenda

MOTION 2011.05.01 – It was duly moved and seconded to approve the agenda. APPROVED

Minutes

MOTION 2011.05.02 – It was duly moved and seconded to approve the minutes of the April 13, 2011 Board Meeting. APPROVED

Reports of Standing Committees

Finance and Investments Committee

Vice President Krogh stated that at this meeting the Board would go through each of the March financial reports in detail. She noted these reports represent AACRAO's financial status at the middle of the fiscal year, and in addition, these reports include the financial outcomes of the Annual Meeting, which is important to the budget as well as an important event for AACRAO members. She suggested that reviewing the budget documents will also be useful for the Board members for the Strategic Planning discussions at the June Board meeting. Vice President Krogh invited Adnan Bokhari to lead the discussion for the two financial dashboard documents and the executive director financial report. He mentioned that we use a modified version of a current ratio in the dashboard and explained it to the Board. The first version of the financial dashboard he reviewed was a March 2011 to April 2010 comparison in order to compare the months in each fiscal year when the Annual Meetings were held. Executive Director Sullivan stated that a discussion about the targets for annual surpluses would be valuable at the upcoming Strategic Planning discussion. Mr. Bokhari next reviewed the executive director report. Vice President Krogh led the Board through the remaining March financial documents. Mr. Bokhari then explained the cash and income analysis spreadsheet. Vice President Krogh summarized the discussion about this analysis by the Finance and Investment Committee at its recent meeting and presented the committee's recommendation to move funds into the long term investment accounts.

DRAFT

MOTION 2011.05.03—It was duly moved by the Finance and Investments Committee to allocate \$300,000 towards the Board designated long term investment funds to be allocated to each of the three funds in accordance with the current Board investment policy and to be transferred to the funds in equal monthly distribution amounts through the end of the 2010-2011 fiscal year. APPROVED

Governance Committee

President-elect von Munkwitz-Smith noted that the Governance Committee's report is on the Board website, and briefly reviewed the report. The committee has looked at the Board committee charters, and will bring them all to the Board as a package. The committee is also reviewing a draft records retention policy.

Compensation Committee

Vice President Cunningham reported that the Compensation Committee is continuing to lay the groundwork for the executive director search. They are considering involving non-Board AACRAO members in the search and will report on this at the June meeting. He noted that the committee will meet with the search firm, Witt/Kiefer, at the June Board meeting, President McLaughlin, he and the Witt/Kiefer consultant will come to AACRAO office in June for discussions with the staff. He also reported that the committee will put together a communication plan to keep the membership informed during the search.

Strategic Planning/Program Review Committee

Vice President Myers reported that the committee is working to prepare materials for Board members to review before the Strategic Planning discussion at the Board meeting in June.

Reports of Officers

Past President

Past President Huff submitted a written report.

President-Elect

President-Elect von Munkwitz-Smith noted that session submissions for the 2012 Annual Meeting are lagging behind numbers from this time last year. The Program Committee is working to have committee chairs solicit sessions.

President

President McLaughlin reminded the Board that it will have reading to do before the June Board meeting. Bruce Lesley from BoardSource has been selected to facilitate the meeting, and he will arrange short individual phone meetings with each Board member prior to the June meeting. President McLaughlin ran through the proposed schedule for the June meeting. On Sunday afternoon and Monday morning committees will meet, and the Board will meet with Witt/Kiefer after committee meetings. The Board will meet with the Program Committee on Tuesday night for dinner and again on Wednesday morning for a breakfast meeting to discuss the 2012 Annual Meeting. Board will reconvene after this breakfast meeting for action items and wrap up.

DRAFT

President McLaughlin reported that the Witt/Kiefer contract and negotiations are ongoing and nearing completion. She also reported that the AACRAO Vanderbilt Institute registrations are currently open and there are 15 registrants.

Executive Director Report

Executive Director Sullivan reported that membership invoices have been sent out. There was an issue with the Matrix Maxx software, but the problem was resolved. The Transcript and Records Guide has sold very well and the next book to be published will be about SEM in Canada. The latest update to the Transfer Credit Practices Guide is also coming soon. He reported the Technology Conference currently has 45 current registrants, and that AACRAO has a new closing speaker for the conference, Brian Kelly, Managing Editor of US News and World Report. He reported that our point of contact at the Vanderbilt Institute has left and there are discussions about the replacement contact. Barmak Nassirian and Leroy Rooker put on a webinar earlier today about the FERPA NPRM. Next week the Public Policy Committee will be meeting in Washington, DC. He also stated the iMIS association management software project is on schedule, but the website project continues to fall behind. He noted that the site is done, but updating and training still need to take place.

Unfinished Business

The list of action items was reviewed and updated.

New Business

The Board serenaded Vice President Bouse with a poor rendition of the happy birthday song.

Adjournment

MOTION 2011.05.04 – It was duly moved and seconded that the Board of Directors meeting be adjourned. APPROVED

The Board of Directors meeting adjourned at 4:19 p.m. Eastern Time.

Attachments

Board of Directors Meeting Minutes, April 13, 2011
Past President Report March 2011

DRAFT

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

April 13, 2011
Conference Call

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

Staff Members in Attendance: Matthew Ogle, Jerry Sullivan

Call to Order

President Nora McLaughlin called the meeting to order at 3:03 p.m. Eastern Daylight Time.

Approval of Agenda

MOTION 2011.04.01 – It was duly moved and seconded that the agenda be approved.
APPROVED

Minutes

MOTION 2011.04.02 – It was duly moved and seconded to approve the minutes of the March 12, 2011 Board Meeting. APPROVED

MOTION 2011.04.03 – It was duly moved and seconded to approve the minutes of the March 16, 2011 Board Meeting. APPROVED

MOTION 2011.04.04 – It was duly moved and seconded to approve the minutes of the March 12, 2011 Executive Session. APPROVED

Reports of Standing Committees

Finance and Investments Committee

Vice President Krogh briefly reviewed the February financial reports. The committee is planning to bring a revision to the investment policy to the May Board conference call. The Board has previously discussed the proposed revisions with financial advisor Arun Sardana at its February meeting. The committee is also continuing a review of the Association's dues and membership.

Governance Committee

President-elect von Munkwitz-Smith reported that the committee met on April 6, 2011 and discussed the results of the Board Meeting Evaluation from the March 12 Board meeting. The results of the survey have been distributed to the Board. He stated nothing really stood out among the responses. There was some confusion whether the incoming Board members should participate, and that we should be clear about that next year. Because expectations for participation in the meeting are different for the incoming members, their responses to some questions (e.g., those relating to over- and under-participation) could possibly skew the results. The committee plans to discuss the survey instrument further. The committee plans to have the survey available soon after future in-person Board meetings. Matt Ogle has been asked to

DRAFT

investigate other options for doing the survey (e.g., Survey Monkey) that might make it easier to set up and to analyze the responses.

The Nominations and Elections Committee has been asked by potential nominees for the Board for information on the time commitment involved in Board membership. The committee thinks this would be useful to potential nominees. Vice President Myers created a draft which the Governance Committee is updating. The committee will share it with the Board after our review.

The committee plans to review the Board committee charters at an upcoming meeting with the goal of standardizing language, particularly for common elements, such as reviews of the committees' performance.

Compensation Committee

Vice President Cunningham reported the Compensation Committee is meeting on a bi-weekly schedule due to the executive director search. The committee is finalizing the contract for search services with Witt/Kieffer. The firm has proposed a revised timeline for the search, based on conversations with the Compensation Committee. The committee has discussed this timeline and will forward it to the full Board when finalized. He also reported Witt/Kieffer will meet with the full Board during the June Board meeting to discuss its views on where AACRAO is headed and what we feel we need in terms of future executive leadership. Witt/Kieffer will also meet with the Compensation Committee on the Wednesday afternoon after the Board meeting. President McLaughlin and Vice President Cunningham will join the firm for a meeting with AACRAO staff in late June. Based on the discussions above, a communication will be prepared and distributed to the membership, updating them on the search and requesting input. The committee will also reach out to selected key stakeholders to solicit their feedback.

Strategic Planning/Program Review Committee

Vice President Myers reported that the committee is working with Executive Director Sullivan and with others in the AACRAO office, as well as the AACRAO Board, to identify a set of association programs that should be reviewed, to identify a timetable for the review, to identify which programs to review during the coming year, and to establish a process by which to conduct that review. The committee will also assist with the planning process for the strategic planning discussion at the June Board meeting. After the June discussion the committee will decide how best to move strategic planning forward for the remainder of the year. The committee's goal is to provide an environmental scan and background information to the Board by the end of May to help prepare for the June meeting strategic planning process. President McLaughlin is lining up a consultant for the June meeting to help with this process.

Reports of Officers

Vice President for Leadership and Management Development

Vice President Cunningham reported that the previously named New Member Mentoring Committee changed its name to the Mentor Services Committee. Heather Eckstein will chair this committee and Wendy Kutchner will serve as vice-chair. He also reported that scheduling of Board members to attend State and Regional meetings is proceeding.

DRAFT

Vice President for International Education

Vice President Watkins reported that the Memorandum of Understanding with Baden-Württemberg is close to being finalized. The School of Record working group is compiling best practices and guidelines and has a draft. It was showcased at the Forum on Education Abroad annual conference in two presentations which were well received.

Vice President for Records and Academic Services

Vice President Myers is working with Executive Director Sullivan and Associate Executive Director Barnett to set up a meeting to develop a framework for a REG 102 and/or REG 201 course. He is also working in conjunction with Vice President Cunningham to set up guidelines for state and regionals that would like to offer AACRAO workshops at their meetings.

Vice President for Access and Equity

Vice President Havens reported that Dan Wilson will be the Program Committee Coordinator for Group V for the 2012/2013 program year.

Vice President for Admissions and Enrollment Management

Vice President Jamison reported there are no new developments in the AACRAO/International Baccalaureate project. Executive Director Sullivan and Associate Executive Director Nassirian hope to hear from International Baccalaureate soon to schedule a meeting. She is also working with a new chair for the Financial Aid Committee, Roberta Johnson of Iowa State University, to get her up to speed with the committee. Shannon Gundy, Director of Admissions at the University of Maryland, will be an instructor for the final module of Admissions Counselor/Recruiter 101. Vice President Jamison is also working with AACRAO staff member Linda Smith on curriculum for Admissions Management 101. They will seek input from Group I Committee chairs and committee members.

Vice President for Information Technology

Vice President Bouse has been working to recruit new members for his committees, especially the Institutional Research Committee. He is looking to increase representation from the admissions field and also from members of community colleges on his committees.

Past President

Past-President Huff reminded the Board that at the February 2011 Board Meeting she had appointed an ad hoc committee consisting of John Fletcher, Chair of the Awards Committee, Wanda Simpson Munson, and herself to review AACRAO Awards. This was a recommendation from then Past-President Simpson Munson on behalf of the 2010-2011 Awards Committee. On Wednesday, April 13, 2011, Mr. Fletcher and Past-President Huff met by conference call. Ms. Simpson Munson was unable to join the call due to technology issues. They agreed to the following:

1. Each committee member will review the existing awards and do bullet points about good things and things to change. This may include deleting, combining, or changing the description.
2. If they have suggestions for a new award program, they will send it to the Board in June for a preliminary review and response prior to a formal proposal and possibly add it to the

current award cycle. Other changes adopted would be in the next award cycle since the call for nominations has already been made.

3. They will discuss the best time to make the awards, i.e. at the Annual Meeting when the most members will be available to help recognize the member receiving the award.
4. They intend to have an initial review by the end of May, a draft set of recommendations ready to send to Board members via email in late July or early August for their suggestions and response, and formal recommendations for the Board agenda at the October meeting.

President-Elect

President-Elect von Munkwitz-Smith reported that John Lenzi, the University Registrar at the University of Massachusetts – Amherst, has accepted the Group VII Coordinator position on the Annual Meeting Program Committee. He noted the public/committee session split for the 2011 Annual Meeting was 47 to 53 percent, excluding workshops and vendor sessions. The 2010 split was 38 to 62 percent. The goal has been to have a 35 public to 65 committee session split.

President

President McLaughlin reported that for the June meeting she has talked with one facilitator, and will interview three others. Because of the richness of the agenda the Board will be scheduled tightly. The agenda will include strategic planning, which includes the recommendations from the task force association governance; meeting with the Witt/Kieffer team; a regular board meeting; and time with the Program Committee. Engaging a facilitator will help the Board with the strategic planning portion of its meeting. She also reported that she intends to consider using consent agendas to move along motions and routine business for which there is consensus, or perceived consensus. She will ask the current and former Board Parliamentarians, Past-President Huff and Vice President Myers for assistance. Before the May conference call she will get a description to the Board of how consent agendas may be helpful. She asked the Board to plan to arrive in Philadelphia by mid-late afternoon on June 12, in case the agenda will include committee meetings that afternoon or evening. The meeting will finish by noon on June 15. The Compensation Committee will meet again the afternoon of June 15.

President McLaughlin also reported the Public Policy Advisory Committee is meeting next month in Washington, D.C. to make progress on their agenda. She will ask them to provide input to the Board on the question of managing the concerns by members who work at for-profit colleges and universities. She will report on the work of that committee at the Board May meeting.

Executive Director Report

Executive Director Sullivan reported that next week the financial reports for March will be sent to the Vice President for Finance. These reports should give a good idea of the outcome of the Annual Meeting, and will give us an idea for recommendations for moving funds into long range funds as well as allow us to adjust business, if necessary. He requested that the Board approve a proposal to spend up to \$8000 from the Conner fund for: 1) one Vanderbilt graduate student to intern at AACRAO for ten weeks this summer and 2) two partial scholarships for members to attend the institute.

DRAFT

MOTION 2011.04.05 – It was duly moved and seconded to spend up to \$8000 from the Conner fund for: 1) one Vanderbilt graduate student to intern at AACRAO for ten weeks this summer and 2) two partial scholarships for members to attend the institute.

Discussion ensued. There was a question about why Vanderbilt was chosen as the institution for the graduate student intern. Executive Director Sullivan stated that Vanderbilt stepped forward to work with AACRAO and it strengthens our ties with the AACRAO/Vanderbilt Institute for Senior Professionals. Past-President Huff reported that questions were asked by students at Vanderbilt about how the internship could match their professional goals. Executive Director Sullivan stated it would help students learn more about our profession and give them experience in higher education association business. Vice President Krogh stated members may ask why the Board would not spend this professional development money on our members. The Board agreed that this is a strategic investment in our members through the relationship with Vanderbilt which offers a capstone for professional development for our members. It will build the future of our association and our profession and providing development for members. In addition, this is a one year investment that should be revisited if successful.

APPROVED

Old Business

The list of action items was reviewed and updated.

Adjournment

MOTION 2011.04.06 – It was duly moved and seconded that the Board of Directors meeting be adjourned. **APPROVED**

The Board of Directors meeting adjourned at 4:11 p.m. Eastern Daylight Time.

Attachments

Board of Directors Meeting Minutes, March 12, 2011

Board of Directors Meeting Minutes, March 16, 2011

Report from Past President Betty Huff
AACRAO Board Conference Call May 11, 2011

I attended the Association of University Administrators Meeting in Nottingham, England April 16-20, 2011 as a keynote speaker representing AACRAO. I was asked to speak on issues in higher education in the U.S. There were approximately 800 attendees as the meeting and 150-220 at my session. Given that there were four simultaneous keynotes, I was pleased at the turnout. Although I talked about higher education funding, changing enrollment patterns, time-to-degree, financial aid issues, etc. they were mostly interested in the for-profit controversy and concerns that the same trend could be happening in the UK as the government pushes for more private (their word for the profit section) providers of higher education.

The Ad Hoc Committee on Awards is discussing any recommendations that we may have for the Board.

Nominees are being submitted for awards for next year so I encourage the Board to remind people to nominate and the Chair, John Fletcher, will continue to advertise this through the committee.

Submitted
May 6, 2011