

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

May 12, 2010
via Conference Call

Board Members in Attendance: Betty Huff, Wanda Simpson Munson, Nora McLaughlin, Bruce Cunningham, Nancy Krogh, Adrienne McDay, Brad Myers, Michele Sandlin, Jeff von Munkwitz-Smith, Robert Watkins

Staff Members in Attendance: Jerome Sullivan, Janie Barnett, Matt Ogle

Call to Order

President Huff called the meeting to order at 2:02 Central Time.

Approval of Agenda

MOTION 2010.5.01 – It was duly moved and seconded that the agenda be approved with the addition of an item to consider the day and time of the Business Meeting at the 2011 Annual Meeting. ADOPTED

Minutes

MOTION 2010.5.02 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on April 20, 2010 be approved. ADOPTED

MOTION 2010.5.03 – It was duly moved and seconded that the minutes from the 96th Annual Business Meeting be approved. Discussion followed.

MOTION 2010.5.04 – It was duly moved and seconded to table motion 2010.5.03 until the June Board Meeting to revise language. ADOPTED

MOTION 2010.5.05 – It was duly moved and seconded that the minutes from the meeting of the Board of Directors on April 24, 2010, be approved with the corrections noted. ADOPTED

Reports of Standing Committees

The Chair of the Finance and Investments Committee reported the Committee has met and has discussed reviewing and updating its tasks according to the charter of the Committee and the Board Handbook. The Committee also plans to review the Board Financial reports for clarity and usefulness to the Board.

The Chair of the Audit Committee reported that the AACRAO Office has currently received one proposal and four indications of submissions to the RFP process for a new audit contract. The staff is working on the selection criteria draft for the Audit Committee to review.

The Chair of the Compensation Committee stated the Committee will meet prior to the June Board Meeting.

The Chair of the Governance Committee stated the Committee has a conference call scheduled for Monday, May 17, 2010. The last year's Chair of the Governance Committee, Paul Wiley, has been contacted about passing the updated Board Handbook to the 2010-2011 Committee. This should be received within the next week.

The Chair of the Program Review and Development reported a list of four items for discussion by the Program Review Committee in the coming year were sent to the President as per her request of all Board Committees earlier in the day before the Board met.

The Chair of the Strategic Planning Committee announced the Committee met via conference call on May 11, 2010. All members participated, along with Betty Huff. The Committee discussed the linkage between the Operating Plan and the Strategic Plan. Jeff von Munkwitz-Smith will take a first attempt at identifying the pertinent strategy/goal information for each item in the Operating Plan. The Committee plans to review the Committee charter and propose revisions, as necessary. The Committee will be doing an environmental scan relative to issues that might have effect on the Strategic Plan, and intends to bring this information to the Board in June, but would welcome comments or suggestions from Board members prior to May 24.

Reports of Officers

Vice President von Munkwitz-Smith

Vice President von Munkwitz-Smith has been in discussions with SPEEDE Chair Truan Do about the committee's activities for the year. He reported that talks have been productive.

Vice President Myers

Vice President Myers reports that he has already begun working on the Registrar 101 and FERPA workshops, as well as adding these to the program for scheduled events, scheduling more events, and examining options for online versus in-person options for the future.

Vice President Cunningham

Vice President Cunningham is working on arranging for Board members or staff members to serve as AACRAO Representatives at State or Regional Meetings.

Vice President Watkins

Vice President Watkins reports that the AACRAO-Forum for Education Abroad Working Group on the School of Record issue would be submitting its initial draft for review by the entire Working Group on Friday May 14.

President-Elect McLaughlin

MOTION 2010.5.06 – It was duly moved and seconded that AACRAO should hold the Annual Business Meeting at the Annual Meeting on the penultimate day of the conference in Seattle as was done at the New Orleans meeting. ADOPTED

Past-President Simpson Munson

Past President Simpson Munson reported the 2010-2011 Awards Committee has been contacted and a conference call is scheduled for Monday, May 24, 2010. The Committee will discuss the manner by which recipients are nominated. She proposed that we use the same process used to nominate officers, and that the presentation of the awards at the annual meeting be conducted differently to keep things moving and to involve more Board members.

President Huff

President Huff requested agenda items for the June Board Meeting be sent to her as soon as possible. She informed the group that they will be having dinner with the program committee on the Monday evening of the Seattle Meeting.

President Huff ordered the written reports of the officers to be filed.

Report from the Executive Director

Executive Director Sullivan gave his report.

Review of the Action Items from April 20, 2010**Adjournment**

MOTION 2010.5.07 – It was duly moved and seconded that the Board of Directors meeting be adjourned.
ADOPTED

The Board of Directors meeting adjourned at 2:53p.m. Central Time.

Attachments

Board of Directors Meeting Minutes, April 20, 2010

Board of Directors Meeting Minutes, April 24, 2010

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 20, 2010

Board Members in Attendance: Sam Conte, Bruce Cunningham, Betty Huff, Adrienne McDay, Glenn Munson, Wanda Simpson Munson, Michele Sandlin, Jeffrey von Munkwitz-Smith, Robert Watkins, Paul Wiley

Staff Members in Attendance: Matt Ogle, Jerome Sullivan

Board Nominees: Nancy Krogh, Nora McLaughlin, Brad Myers

Call to Order

President Simpson Munson called the meeting to order at 8:35 a.m. Central Time.

Approval of Agenda

MOTION 2010.4.01 – It was duly moved and seconded that the agenda be approved as presented.
ADOPTED

Appointment

MOTION 2010.4.02: Pursuant to Article III, Section 9 of the Association Bylaws, Bruce Cunningham is appointed Acting Vice President for Leadership and Management Development, pending a membership vote to appoint him for the remaining two years of former Vice President Cherie Hatlem's term of office.
ADPOTED

Reading and Approval of Minutes

MOTION 2010.4.03 – It was duly moved and seconded to approve the minutes from the meeting of the Board of Directors via conference call on March 31, 2010. ADOPTED

- Approval was also given to make minor corrections to the October 2008 and February 2010 minutes.

Reports of Board Committees

Finance & Investments Committee

The chair of the Finance & Investments Committee presented its report.

MOTION 2010.4.04 – It was duly moved and seconded to approve the recommended changes to the Investment Policy. ADOPTED

Compensation Committee

The chair of the Compensation Committee presented its report

Audit Committee

The chair of the Audit Committee presented its report.

MOTION 2010.4.05 – It was duly moved and seconded to approve Daniel R. Weber as the Member-at-Large for the Audit Committee ADOPTED

Governance Committee

The chair of the Governance Committee presented its report. The committee is continuing to work on a Board Handbook.

Strategic Planning Committee

The chair of the Strategic Planning Committee presented its report under New Business.

President Simpson-Munson ordered the reports to be filed.

Report of Executive Director

Executive Director Sullivan presented a review of the highlights of his written report.

President Simpson-Munson ordered the Executive Director's report filed.

Reports of Individual Officers

Vice President Watkins

- Presented an update on the status of the International Guide and discussed the School of Record Working Group Forum.

Vice President McDay

- Informed the Board that she has received the reports and the action plans from all of her committees.

Vice President Sandlin

- Reported that there was now a chair for the Financial Aid Committee.

Vice President Munson

- Updated the Board regarding the Electronic Transcript Task Force.

Vice President Conte

- Reported to the Board on the results of his audit of the Executive Director's expense reports.

Vice President Hatlem's Report

- President Simpson Munson and President-Elect Huff have filled in during the vacancy created by the resignation of Vice President Hatlem (meeting with the co-chairs of the State & Regional Relations Committee, etc.). They reported that the State & Regional Relations Committee finalized the agenda for the AACRAO annual meeting.

Past President Wiley

MOTION: 2010.4.06 – It was duly moved and seconded that Honorary Membership be conferred upon James C. Blackburn, Director, Enrollment Management Services, California State University, Office of the Chancellor effective July 1, 2010, and that he be publicly recognized at the 2011 Annual Meeting.
ADOPTED

President-Elect Huff

- Re-worked the Board committee assignments based on Vice President Hatlem's resignation from the Board.

President Simpson Munson

- Briefly reviewed the Board's responsibilities for the Annual Meeting and pointed out a minor change to the final script.

President Simpson-Munson ordered the reports to be filed.

Reports from Ad Hoc Committees

Approved Ethics Task Force Proposal – This proposal will be discussed at the Town meeting and presented for a vote by the membership at Business meeting.

Governance Task Force – The Task Force report will be discussed at the Town meeting; additionally, three forums will be held during the Annual Meeting for member feedback.

Unfinished/Old Business

Action Items – The Board's action items list was reviewed and updated.

Leadership Project – Executive Director Sullivan updated the Board on the status of the Leadership Project with Vanderbilt University.

New Business

Discuss AACRAO Membership in PESCS – It was reported that we have continued our membership in PESCS.

Report of Board Committee, continued

Program Review & Development Committee

The chair of the Program Review & Development Committee presented its report.

MOTION 2010.4.07 – It was duly moved and seconded to reinstate the entire Leadership Meeting in its original December time slot. ADOPTED

Executive Session

The Board of Directors met in Executive Session.

Adjournment

MOTION 2010.4.08 – It was duly moved and seconded that the Board of Directors meeting be adjourned.

ADOPTED

The Board of Directors meeting adjourned at 4:20 p.m. Central Time.

Attachments

Board of Directors Meeting Minutes, March 2010

Board of Directors Financial Update, 2010

Audit Committee Report

Executive Director Report

Investment Policy

American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors
April 24, 2010

Board Members in Attendance: Bruce Cunningham, Betty Huff, Nancy Krogh, Adrienne McDay, Nora McLaughlin, Wanda Simpson Munson, Brad Myers, Michele Sandlin, Jeffrey von Munkwitz-Smith, Robert Watkins

Staff Members in Attendance: Janie Barnett, Matt Ogle, Jerome Sullivan

Call to Order

President Huff called the meeting to order at 1:50 p.m. Central Time.

Approval of Agenda

MOTION 2010.4.09 – It was duly moved and seconded that the agenda be approved with the addition of an agenda item regarding Annual Meeting comments. ADOPTED

Welcome 2010-2011 Board Members

President Huff offered her welcome to the 2010-2011 Board.

Discussion of Future Board Meetings

President Huff discussed the schedule for future Board meetings and noted the schedule distributed may change due to conflicts for Board members

Comments Regarding 2010 Annual Meeting

Associate Executive Director Janie Barnett reviewed attendance numbers for the annual meeting. President Huff led a discussion of the Annual Meeting.

Discussion of Leadership meeting for 2010

The Board discussed the timeframe and format for the December Leadership Meeting which will be held the first weekend of December, 2010.

Discussion of Board Committees and committee membership

The Board discussed the roster of Board committees and Board committee membership. President Huff asked the Governance Committee to take comments and feedback about Board committees from the Board members.

Adjournment

MOTION 2010.4.10 – It was duly moved and seconded that the Board of Directors meeting be adjourned. ADOPTED

The Board of Directors meeting adjourned at 3:00 p.m. Central Time.