



*For Approval by Membership at the 2018 ALAIR Business Meeting*

## **2017 ALAIR Annual Business Meeting Minutes**

*Date:* Friday, March 10, 2017

*Time:* 12:00 p.m. to 1:30 p.m.

*Location:* Auburn University at Montgomery (AUM)  
Room 221, Taylor Center, Montgomery, AL

*Present Board Members:*

President	Toner Evans (Samford University)
Vice President/Program Chair	Kelly Birchfield (Alabama Community College System)
Treasurer	Tienhan Ma (Jacksonville State University)
Secretary	Julianna Proctor (The University of Alabama)

*Absent Board Members:*

Past President	Angel Jowers (University of West Alabama)
Member-at-Large	Lesley Shotts (J.F. Drake State Technical College)

*Conference Theme:* 2017 ALAIR CommUNITY Conference

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**Call to Order:** After morning conference sessions on the Auburn University at Montgomery (AUM) campus, the 2017 Alabama Association for Institutional Research (ALAIR) Annual Business Meeting was called to order by President Toner Evans at 12:30 p.m. on Friday, March 10, 2017. President Evans welcomed ALAIR members and thanked the conference hosts, AUM and the Alabama Community College System (ACCS). He also expressed gratitude to the Program Chair Kelly Birchfield and her team for their efforts in making this a great conference.

A moment of silence was observed to remember Donna Sanders, Troy University, who passed away in October 2016. President Evans asked members to keep the prayers coming for those in need. He also announced that the husband of Angel Jowers (UWA) is now cancer-free.

**Approval of Minutes:** The minutes from the April 15, 2016, ALAIR Business Meeting were distributed at the registration desk with the conference materials. Secretary Julianna Proctor highlighted items from last year. President Evans asked the membership if there were any

questions or changes to the minutes. There were no suggested changes and the motion passed to accept the minutes.

**Treasurer's Report:** The ALAIR Treasurer's Report was distributed at the registration desk with the conference materials. Treasurer Tienhan Ma stated that the March 8, 2017, balance of ALAIR funds at Regions was \$23,039.22 (\$5,654.24 of which is in a certificate of deposit). The total cash on hand does not include all registration fees or conference costs. The report also includes a detailed three-year comparison of the 2014, 2015, and 2016 conference revenue and expenses. The 2017 Conference had 73 members registered, 4 cancellations, and 2 on-site registrations, resulting in 71 attendees (a 29% increase from last year's conference). This year, members were given the choice to pay by credit card using the PayPal account set up by Treasurer Ma; however, that option was not available during the conference. President Evans asked the membership if there were any questions or changes to the Treasurer's Report. There were no suggested changes and the motion passed to accept the Treasurer's Report.

**ALAIR Best Paper 2016:** President Evans congratulated the 2016 ALAIR Best Paper recipient, Wendy Broyles (Troy University) for her presentation: "Best Cinematography: Personality and Inter-Office Relations". Wendy plans to use the \$300 ALAIR stipend to travel and present at AIR in Washington, DC, in May 2017. President Evans also acknowledged the 2015 ALAIR Best Paper recipient, Andrew Luna of the University of North Alabama. Conference attendees will be given the opportunity to nominate the ALAIR Best Paper for the 2017 Conference during the online conference evaluation process.

**Joseph T. Sutton Leadership Award 2017:** There was no recipient of the Joseph T. Sutton Leadership Award for 2017. President Evans acknowledged the 2016 recipient, Mimi Johnson of Trenholm State Community College.

## OLD BUSINESS

**ALAIR.ORG Website:** After many years of being hosted by Auburn University (AU), the ALAIR.ORG website is now being hosted by The University of Alabama (UA). In addition to the historical information and forms currently available on the website, we'd like our members to share:

- conference presentations,
- institution/office news,
- job postings,
- personnel changes (new faces, new places/job change, retiring, etc.), and
- pictures (conference, office, etc.).

Please send your information to [jproctor@ua.edu](mailto:jproctor@ua.edu).

## NEW BUSINESS

**Association for Institutional Research (AIR) Forum 2017:** President Evans reminded the ALAIR membership that registration is underway for the upcoming 2017 AIR Forum in Washington, DC. The Forum will be May 29-June 2, 2017, at the Washington Marriott Marquis. For more details, visit the <http://www.airweb.org> website.

**Southern Association for Institutional Research (SAIR) Conference 2017:** ALAIR member and SAIR Vice President and Program Chair Matthew Campbell invited the ALAIR membership to attend the SAIR 2017 Conference in Fort Worth, Texas. The Conference will be October 7-10, 2017, at the Worthington Renaissance. The hotel layout is perfect for hosting conferences. For more details, visit the <http://sair.org/> website.

**ALAIR Conference 2018:** President Evans asked for a show of hands to determine the level of interest in having the next ALAIR Conference at the beach. After seeing overwhelming interest from the membership, he asked for feedback about any concerns, stating that the in-state per diem of \$75 per day would cover one hotel stay in the amount of \$150. It was suggested to consider a location over the state border in Florida and to keep spring break schedules (postsecondary and high school) in mind. The Board will consider these suggestions while searching for an early March 2018 conference location and facility.

**ALAIR Board Elections 2017-18:** President Evans expressed thanks to the Nominating/Awards Committee, consisting of Past President and Committee Chair Angel Jowers (UWA), Karen Hamby (Samford), and Hayley Johnson (UWA). He then presented the 2017-18 slate of officers for approval by the membership. The slate consists of the following nominees:

- **Vice President/Conference Chair:** Julianna Proctor (The University of Alabama)
- **Treasurer:** Tienhan Ma (Jacksonville State University)
- **Secretary:** Hayley Johnson (University of West Alabama)
- **Nominating Committee:** Justin Chandler (Auburn University at Montgomery)  
Angel Jowers (University of West Alabama)
- **Members-At-Large:** Wendy Broyles (Troy University)  
Ginny Cockerill (The University of Alabama in Huntsville)

There being no nominations from the floor, the motion to accept the proposed slate of officers was made and seconded. The motion passed and the slate was accepted.

**Announcements:** Vice President and Conference Chair Kelly Birchfield (ACCS) thanked the ALAIR membership for their attendance and was delighted to see all the new faces from a wide variety of roles and institutions, truly making this a CommUNITY Conference. Next, she thanked the sponsors/exhibitors (Alabama Supercomputer Authority, Alliant Data Systems, and LiveText) for their important role and support in making this ALAIR conference a great one.

In addition, Kelly thanked these organizations for their contribution of promotional items for the conference:

Auburn University at Montgomery  
Bevill State Community College  
Jefferson State Community College  
Southern Union Community College  
Trenholm State Community College

Kelly also thanked the Alabama Community College Association (ACCA) for their donation of conference bags and printing costs.

Kelly offered special thanks for the invaluable support and teamwork of Jessica Carroll (Auburn University at Montgomery) and Sacha Smith (Alabama Community College System). Kelly also acknowledged the support of Anita Allman and Cara Mia Braswell, both of Auburn University at Montgomery (AUM).

Finally, in keeping with ALAIR tradition, Kelly presented President Toner Evans with an engraved wooden box to show our appreciation and sincere thanks for all of his support and service to ALAIR.

Finally, Kelly acknowledged the support of those that were instrumental in pulling the conference together.

**Focus on Networking:** Kelly closed the conference by announcing the winners of the networking competition. Attendees were asked to meet as many colleagues as possible and gather contact information on the back side of their business cards. Business cards were returned to encourage after-conference contact with our new professional peers. Networking prizes were provided by Campus Labs and the list of winners follows:

First Prize (\$50):	Jon Acker (UA) with 54 contacts
Second Prize (\$25)	Wendy Broyles (Troy) with 47 contacts
Third Prize (\$25)	Hubert Griffin (J.F. Ingram State Technical College)

Kelly asked Jon Acker to reach out to his 54 contacts after the conference and properly introduce himself.

**Adjournment:** The IPEDS Workshop follows the Business Meeting at 2:00 p.m. There was no other business and the meeting was adjourned at 12:54 p.m.

Respectfully submitted,

Julianna Proctor  
ALAIR Secretary 2016-17