



*Approved at the 2010 ALAIR Business Meeting*

**ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH**

2009 Annual ALAIR Business Meeting  
Auburn Marriott Opelika Hotel and Conference Center  
Tuesday, March 31, 2009

MEETING MINUTES

The 2009 Annual ALAIR Business Meeting was called to order at 12:30 p.m. by ALAIR President Diane Sherman. Ms. Sherman thanked Program Chair Alicia Simmons for the wonderful job she did in organizing the 2009 conference and also thanked Cara Mia Braswell, Sam Lowther and Shirley Harrington from Auburn University for their work as Conference Planning Committee Members.

The 2008 Business meeting minutes were distributed in the registration packets to those in attendance. Patricia Pratt asked if there were any changes and/or additions to the ALAIR 2008 Business minutes. There were none. Mary Beth Adams made a motion to accept the minutes as submitted; Linda Caldwell seconded the motion, and it was unanimously approved.

Janis Newborn read the treasurer's report; there were no changes/additions to the treasurer's report. Sam Lowther made the motion to accept the treasurer's report as submitted; Cara Mia Braswell seconded the motion, and it was unanimously approved.

Past President Yardley Bailey thanked the Nominating Committee members, Michelle Hower and Dena Stephenson. Yardley stated that two applications were received for the AIR Travel grant. The Nominating Committee met on March 11, 2009, and chose Gordon Mills of the University of South Alabama as the recipient of the \$300 award. The award certificate was awarded to Mr. Mills by Yardley Bailey. Dr. Bailey then presented the slate of officers for approval by the membership as follows:

Vice President/President-Elect	Tara George (Jefferson State Community College)
Treasurer	John McIntosh (Northwest Shoals Community College)
Nominating Committee	Gordon Mills, Jr. (University of South Alabama)
	Jowaune Williams (Alabama State University)

There being no nominations from the floor, the motion to accept the proposed slate of officers was passed and the slate was approved.

Dr. Bailey then stated that two nominations were submitted to the Executive Committee for the Joseph T. Sutton Leadership Award. He reminded members that this award was created in 1992 to recognize Alabamians who have demonstrated leadership and outstanding accomplishment in institutional research and related fields. The award was named in honor of Dr. Joseph T. Sutton, the first individual recognized by ALAIR for his professional accomplishments and leadership.

Dr. Bailey indicated that the winner of the 2008 Joseph T. Sutton Award is a colleague and friend to many attending the conference. Those who nominated her referred to her as easily reachable, always approachable, service oriented and someone who welcomes everyone. She has been very active in ALAIR, SAIR and AIR. Dr. Bailey presented Ms. Mary Beth Adams (University of Alabama at Birmingham) as the winner of the 2008 Joseph T. Sutton Leadership Award and presented her with a gift from ALAIR.

Ms. Sherman then introduced Natalie Williams, Member at Large, who would provide a summary of an Experience and Expertise Survey she and other ALAIR members developed to find out how many ALAIR members would be willing to help other ALAIR members with different skills. Natalie first thanked Dr. Andrew Luna, and Steve Spratlan, other Members at Large, and Sam Lowther and Lisa Zhang from Auburn University for all their help. Natalie reported that 44 members responded to the survey and that 21 of those responding indicated a willingness to help others. She also reported that data mining and data warehousing

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were the two skills most individuals were interested in learning. Natalie thanked everyone who participated in the survey and said that it would be posted on the ALAIR website in the near future.

Ms. Sherman then presented Ms. Pamela Arrington, ACHE Director of Instruction, Planning and Special Services as the guest speaker who would be speaking on the State Plan for Alabama Higher Education 2009-2014. Ms. Arrington described the vision, purpose, and guiding principles of the plan as well as the mission of the Alabama Commission on Higher Education. She indicated that the new plan was started in the Fall of 2008 with an appointed Advisory Group who had determined the strengths, weaknesses, opportunities and threats for the state and then identified five statewide priorities. The five goals are (1) increase students' preparedness for college and career, (2) establish a PK – 20 Council, (3) increase graduates in Science, Technology, Engineering, and Mathematics (STEM) fields, (4) seek necessary financial resources for education in Alabama and (5) establish a comprehensive Workforce Development Plan for Alabama.

Ms. Sherman thanked Ms. Arrington for her attendance and information regarding the State Plan for Alabama Higher Education.

Past-President Yardley Bailey then presented a gift to Diane Sherman for a job well done as the 2008-09 ALAIR President.

The presidential gavel was then turned over to the new president Dr. Alicia Simmons of Jacksonville State University.

After door prizes were distributed, the meeting was adjourned at 2 p.m.

Respectfully submitted,

Patricia R. Pratt  
ALAIR Secretary, 2008-2009

## Alabama Association for Institutional Research

Treasurer's Annual Report: April 3, 2008 - March 31, 2009

09 Annual Conference - Auburn Marriott Opelika Hotel and Conference Center, Opelika, Alabama

Total funds from previous Report:

\$13,502.80

### Checking Account

Check	Date	Transaction	Debit	Credit	Balance
	3/25/2008	Beginning Balance			\$8,201.56
185	4/3/2008	Quiznos: Exec. Comte. Lunch	\$98.82	\$0.00	\$8,102.74
186	4/3/2008	Linda Caldwell: reimbursement-gratuities	\$60.00	\$0.00	\$8,042.74
187	4/3/2008	Sodexo: ALAIR Conference Catering	\$3,318.60	\$0.00	\$4,724.14
188	4/4/2008	Diane Sherman: reimbursement-supplies	\$178.23	\$0.00	\$4,545.91
	4/23/2008	Conference/Memberships Deposits	\$0.00	\$3,330.00	\$7,875.91
	4/25/2008	Stop Payment + fee*	\$28.00	\$0.00	\$7,847.91
189	5/6/2008	Brian Noland (Speaker Exp)	\$589.00	\$0.00	\$7,258.91
	5/12/2008	Membership Deposit	\$0.00	\$100.00	\$7,358.91
	5/15/2008	Membership Deposit	\$0.00	\$60.00	\$7,418.91
	7/9/2008	Conference/Memberships Deposits	\$0.00	\$500.00	\$7,918.91
	8/7/2008	Conference/Memberships Deposits	\$0.00	\$515.00	\$8,433.91
	9/25/2008	Membership Deposit	\$0.00	\$20.00	\$8,453.91
190	10/29/2008	Brian Noland (Speaker Exp) Replaces #189	\$589.00	\$0.00	\$7,864.91
189	10/30/2008	Stop payment of check #189	\$0.00	\$589.00	\$8,453.91
	10/30/2008	Stop payment fee*	\$36.00	\$0.00	\$8,417.91
	10/30/2008	Membership Deposit	\$0.00	\$20.00	\$8,437.91
191	10/30/2008	William Hughes-ALAIR Travel Grant (SAIR)	\$200.00	\$0.00	\$8,237.91
192	2/2/2009	Arlene Wimbley (Workshop Presenter Exp)	\$110.74	\$0.00	\$8,127.17
193	2/2/2009	Diane Sherman Reimbursement (Wksp Exp)	\$53.16	\$0.00	\$8,074.01
	2/6/2009	Memberships Deposit	\$0.00	\$60.00	\$8,134.01
194	3/12/2009	VOID	\$0.00	\$0.00	\$8,134.01
	3/17/2009	Membership Deposit	\$0.00	\$3,835.00	\$11,969.01
195	3/17/2009	UA Conference Registration Refund	\$75.00	\$0.00	\$11,894.01
196	3/26/2009	Janis Newborn (Treasurer's Supplies)	\$14.34	\$0.00	\$11,879.67
	3/27/2009	Membership Deposit	\$0.00	\$1,405.00	\$13,284.67
		<b>Current Balance</b>			\$13,284.67

## Alabama Association for Institutional Research

Treasurer's Annual Report: April 3, 2008 - March 31, 2009

2009 Annual Conference - Auburn Marriott Opelika Hotel and Conference Center, Opelika, Alabama

### Savings Account

Date	Transaction	Debit	Credit	Balance
	Beginning balance			\$301.24
3/31/2008	Deposit - Interest		\$0.09	\$301.33
6/30/2008	Deposit - Interest		\$0.07	\$301.40
9/30/2008	Deposit - Interest		\$0.08	\$301.48
12/30/2008	Deposit - Interest		\$0.08	\$301.56
	<b>Current Balance</b>			<b>\$301.56</b>

### Certificate of Deposit

Date	Transaction	Debit	Credit	Balance
10/26/2007	Beginning Balance - CD Purchased		\$5,000.00	\$5,000.00
4/26/2008	Deposit - Interest (180 Day Term)		\$121.81	<b>\$5,121.81</b>
10/23/2008	Deposit - Interest (180 Day Term)		\$81.33	<b>\$5,203.14</b>
	<b>Current Balance</b>			<b>\$5,203.14</b>

<b>Total from Checking:</b>	<b>\$13,284.67</b>
<b>Total from Savings:</b>	<b>\$301.56</b>
<b>Total from CD:</b>	<b>\$5,203.14</b>
<b>Total Cash on Hand:</b>	<b>\$18,789.37</b>

Respectfully Submitted: Jan Newborn, Treasurer

March 31, 2009