

ALABAMA ASSOCIATION OF INSTITUTIONAL RESEARCH

Executive Committee Meeting
10:30 AM; September 13, 2013
Hotel Capstone/University of Alabama

Officers Present

President: Jon Acker
Past President: John McIntosh
Vice President: Annette Cederholm
Secretary: Michelle Hower
Treasurer: Tienhan Ma
Nominating Committee: A. J. Brigati

Officers Absent

Nominating Committee: Frank Barefield

MEETING MINUTES

CALL TO ORDER:

The meeting was called to order by Jon Acker at 10:35 AM.

MINUTES OF PREVIOUS MEETING:

Due to printer problems the minutes from May 31, 2013 were not available. They will be present formally at the next meeting. They will also be emailed to all Executive Committee members before the next meeting.

TREASURER'S REPORT:

Tienhan Ma presented the Treasurer's Report. The report was reviewed and accepted as written.

The Committee discussed the value of keeping funds in a CD when it earns so little interest. The Committee decided to review this issue when the CD is due for renewal.

NEW BUSINESS: THE RESOURCE DIRECTORY

The Committee discussed the effectiveness of the ALAIR resource directory in its current form. The Committee came to a consensus that the directory should be updated and reformatted to include pictures and other information about members, such as work and educational background to show diversity. The Committee also noted that it would be beneficial if the directory can have a printable format. Jon Acker will work on this project.

NEW BUSINESS: LISTSERV/WEBSITE

With the void left by Sam Lowther something must be done to keep up the listserv and website. Jon will discuss with Matt Campbell about Auburn University's ability and interest in continuing to host the listerv and website. If they are not interested or able to care for these, the University of Alabama is willing and able to do this because of their large number of graduate assistants. Tienhan Ma also noted that Jacksonville State University may also be willing and able to help with the listserv and website.

Annette Cederholm also noted that the Committee could consider a service that will handle the website and membership list. Starcheaper, such a service, has recently contacted Annette. Annette will explore this option, but the Committee noted that if the fees are expensive than such services will be declined.

OLD BUSINESS: POLICY ON CONFERENCE CANCELATIONS

Tienhan Ma noted that Kristi Barnett included SAIR's cancelation policy in the transition materials. Tienhan will review SAIR's policy and propose a policy to be submitted to the Committee for e-vote.

NEW BUSINESS: HONORING SAM LOWTHER

The Committee discussed several options for honoring Sam Lowther's contribution to ALAIR and the field of institutional research. The consensus that was reached was that if Auburn concurred, ALAIR would name the ALAIR Travel Grant after him. Jon will contact Matt Campbell at Auburn to get their feedback. If they do not concur, the Committee will revisit the topic with suggestions from Auburn. Jon will let the committee know the results by email.

NEW BUSINESS: SAIR

The SAIR conference is coming up in October. Michelle Hower emailed SAIR to reserve a SIG, but the SIG will need a sponsor. John and Jon will serve as SAIR sponsors.

NEW BUSINESS: CONFERENCE 2014

Annette Cedarholm presented Drake State's proposal to host the 2014 conference. The Committee voted to accept the proposal.

Now that the proposal is accepted, Annette and Drake State will check into holding the special event at the Space and Rocket Center in a similar format at the tailgate party of 2013. The Committee is looking more favorably at an April date if possible to avoid spring breaks.

John McIntosh reminded Annette and Drake State to go ahead and start contacting sponsors as their calendar fills up. John will send a list of former ALAIR vendors to Annette. Jon will send a list of former SAIR vendors to Annette.

NEW BUSINESS: CONFERENCE 2015

The Committee expressed great pleasure in the fact that Wallace State is interested in hosting the 2015 conference. The Committee would love to be able to review a proposal to host and vote to accept it as soon as possible so that we can begin announcing the conference location in future ALAIR communications.

Michelle Hower will resend the conference proposal paperwork to Frank Barefield. The Committee eagerly awaits their proposal.

OLD BUSINESS: DRIVE-IN WORKSHOP

John McIntosh believes there is an IPEDS workshop that has not been viewed by many ALAIR members. He will contact AIR to see if ALAIR is eligible to receive this workshop. If we are eligible, the workshop will likely occur during the winter

NEXT MEETING

The next meeting will be held about 6 to 7 weeks before the conference at the host site. The further details will be announced closer to the meeting.

The meeting was adjourned by Jon Acker at 11:45 AM.

Respectfully submitted,

Michelle Hower

Alabama Association for Institutional Research

Treasurer's Report
Southeastern Bible College
Friday, September 13, 2013

Total funds from 5/31/2013 Report: \$15,834.84

Checking Account*

Check	Date	Transaction	Debit	Credit	Balance
		Balance from July Bank statement			\$10,256.96
	9/13/2013	Current Balance			\$10,256.96

Certificate of Deposit*

Date	Transaction	Debit	Credit	Balance
	Value as of 5/23/2013			\$5,633.68
7/21/2013	Interest		\$0.91	\$5,634.59
9/13/2013	Current Value			\$5,634.59

Total from Checking:	\$10,256.96
Total from CD:	\$5,634.59
Total Cash on Hand:	<u>\$15,891.55</u>

Treasurer's Notes:

- There were no activities for checking account during June, July and August.
- By request, Jana Horton's (AL Southern CC) membership was replaced by Lindsay Hutcherson effective 7/25/2013.
- New checks for Checking Acct. were ordered, 9/9/2013. \$49.37 will be charged to the account when checks are printed.
- Next statement for Certificate of Deposit is due out on 10/21/2013.

Respectfully Submitted: Tienhan Ma, Treasurer

09/13/2013