



ALAIR

Alabama Association for Institutional Research

Draft to be approved
**ALAIR Annual Board
Meeting Minutes**

Date: Friday, April 13, 2018

Time: 12:32pm-1:22pm

Location: Hampton Inn & Suites- Orange Beach Conference Room, Orange Beach, AL

<i>Present:</i> President	Kelly Birchfield (ACCS)
Vice-president/Chair	Julianna Proctor (UA)
Past President	Toner Evans (Samford)
Treasurer	Mandy Lanier (Wallace)
Secretary	Hayley Johnson (UWA)
Member-at-Large	Wendy Broyles (Troy)
Member-at-Large	Ginny Cockerill (UAH)
Member-at-Large	Lesley Shotts (DSCTC)

Conference Theme: Learning from the Experts

Call to order: After the morning conference sessions at the Hampton Inn & Suites, the 2018 Alabama Association for Institutional Research (ALAIR) Annual Business Meeting was called to order by President Kelly Birchfield at 12:32pm on Friday, April 13, 2018. President Birchfield welcomed ALAIR members and thanked Julianna for planning the conference. President Birchfield stated planning a conference is not an easy task, and Julianna did it all so well. President Birchfield also wanted to thank the conference sponsors: SAS, Alliant Data Systems, and Campus Labs. President Birchfield also thanked Dr. Jim Purcell for an inspiring call to action during his keynote address.

Approval of minutes: President Birchfield asked all members to review the March 10, 2017 board meeting minutes. After giving members five minutes to review the minutes,

President Birchfield asked if there were any questions or changes to minutes. There were no suggested changes, and a motion passed to accept the minutes.

Treasurer's report: The ALAIR Treasurer's Report was distributed before the business meeting started. Treasurer Mandy Lanier stated that the March 2018 bank account statement balance was \$20,020.13. The treasurer report started on March 10, and the beginning balance was \$17,384.98. The current balance as of April 10 was \$25,834.57. Estimated expenses for the conference are \$2,405. 56 members attended the conference, and 21 used PayPal to register. Mandy explained that using PayPal does cause ALAIR to lose around 3% on each registration, but otherwise, it worked very well. 54 people, including guests, attended the special event this year. President Birchfield mentioned that the conference team last year worked hard to save money, and it has paid off. She pointed out that ALAIR has \$11,000 more in the bank at the close of the conference than at the end of last year's conference. President Birchfield stated the budget of ALAIR has never been this strong, and her challenge to ALAIR for the next year is to determine how we can use some of these funds to better serve the state.

There were no suggested changes to the treasurer report, and the motion passed to accept the minutes.

Recognition of current executive board members: All executive board members were presented with a certificate of appreciation from President Birchfield for their service to ALAIR. She thanked each member for their participation and their service to the organization. President Birchfield thanked Angel Jowers for her service to ALAIR as a member of the nominating committee along with various other board member roles and Jessica Carroll, who was recently selected to serve on the nominating committee.

ALAIR Best Paper 2017: President Birchfield stated that Dr. Channing Ford and Emily Wilkins presented their 2017 ALAIR best paper at the 2017 SAIR conference.

Sam Lowther Travel Grant award: Jessica Merklin, from the University of South Alabama, was the recipient of the 2018 Sam Lowther travel grant, and she will be provided funds to travel to the 2018 AIR conference. President Birchfield also stated that Jessica was recently accepted into a doctoral program.

Joseph T. Sutton Leadership Award 2018: President Birchfield stated there were no 2018 Joseph T. Sutton Leadership award nominations.

NEW BUSINESS

President Birchfield stated that Dr. Yardley Bailey mentioned in his conference presentation that Complete College America is coming to Alabama, and the campaign is being called Complete College Alabama. The kickoff for this event will be held on April 27, 2018 at Lawson State Community College, and President Birchfield encouraged conference attendees to register and attend this event.

President Birchfield stated the 2018 SAIR conference will be held in Norfolk, Virginia this year on October 6-9, 2018. AIR will be held in Orlando, Florida on May 29-June 1, 2018.

ALAIR Conference 2019: President Birchfield asked if anyone had location suggestions for the 2019 ALAIR conference. John Acker suggested Orange Beach or Gulf Shores again. President Birchfield also mentioned that Eufaula and Guntersville have also been suggested as locations. President Birchfield stated there is a form on the ALAIR website that you can fill out if you would like your institution to serve as a host institution. If interested, you can complete that form, or email one of the board executive members.

President Birchfield said she had a couple of items she wanted the organization members to consider as a group and then vote on at a later time if necessary. First, President Birchfield started the discussion of changing the name of ALAIR to ALAIRE to recognize that institutional research is a crucial component of institutional effectiveness. All offices are “doing” institutional effectiveness. President Birchfield said this topic has been discussed as adding a big E or a little e. President Birchfield wanted everyone at the conference to discuss this with their colleagues and then we can vote on this topic if necessary later.

Second, President Birchfield discussed that the Alabama Community College System will not pay an individual membership fee to a professional organization. So, she suggested that the organization combine the membership fee and the conference registration fee. It was also suggested that the organization establish a different fee structure for community colleges. If this was done, ALAIR could establish an institutional fee for the community college system. One member suggested that in another professional organization she is a member of, there is an institutional membership fee, whether there are 10 or 50 members. Another member suggested that the institutional fee could include up to 3 people, then that might encourage more people to attend the conference. President Birchfield stated she knew of at least two community college members who were not present at the conference due to the fee situation.

President Birchfield explained that the individual membership fee is \$25. Yardley asked if the organization thought that \$25 really held members back from attending the conference. President Birchfield said that sometimes people are asked to pay out of pocket again, and they just don't want to do it. Someone else said it could become an accounting nightmare in the Business Office, and then they just don't want to worry about it. Another member suggested that if the membership fee is included into the registration fee, then they would be able to attend that way. President Birchfield said that for the community college system to cover per diem, she has to already be a paid member of the professional organization before she can be reimbursed with per diem for the conference costs.

Someone suggested we could form a committee on this topic to research all possible solutions.

President Birchfield stated we have two options: Membership A could make the membership fee and conference registration fee separate, and Membership B could establish one fee that includes both the membership fee and conference registration fee. Someone stated that the two items must be invoiced out separately to the community college system. Mandy explained the new legislative rule about 100% reimbursement for all travel costs. Another member also suggested that ALAIR lower the membership fee to \$1, and then raise the conference registration fee. Matthew Campbell stated that maybe we should explicitly say in the bylaws that the membership fee is good from conference to conference.

ALAIR Board Elections 2018-2019:

Past-President Toner Evans asked to review actions taken by the Executive Board at their last meeting. Due to Justin Chandler's (nominating committee member from AUM) departure to Wake Forest and in accordance with Article 2 of the ALAIR by-laws, the Executive Board voted to appoint Sommer Givens and Jessica Merklin to his vacancy by a unanimous vote.

In addition, and in accordance with Article 2, the Executive Committee voted to fill the secretary vacancy by appointing Hayley Johnson to the position. Hayley is now able to succeed herself as secretary for a two-year term.

The current Nominating Committee was presented as Toner Evans, Angel Jowers, and Jessica Merklin. Toner also presented a slate of nominees for other positions as follows:
Wendy Broyles- Vice-President
Hayley Johnson- Secretary
Sommer Givens and Jessica Merklin- Nominating committee

A motion to accept the appointments was presented and approved.

Conference Host Closing Thoughts and Door Prize Winners:

Julianna stated that moving from one role to the next role can be very challenging. She thanked Kelly for all of her hard work, and she thanked the board for helping out with this conference. All participated in helping with conference preparation. Julianna reminded attendees about completing the conference and session evaluations by either using the QR code or the link. She stated all who complete those will be entered into a \$250 drawing.

Julianna also thanked Abby and Emily from AU; Ginny from UAH; Jacob from UA; and Wendy from Troy for presenting, some multiple times. She also stated we would have a \$250 cash drawing for those who complete the Learning from the Experts survey.

Julianna also thanked Jon Acker for serving as the conference photographer; Dr. Purcell for attending and presenting the keynote presentation; the conference sponsors: SAS- Platinum (co-sponsored special event), Alliant- provided refreshments Thursday, Campus Labs- provided refreshments Thursday, and Precontour- a new sponsor; and Tish Worthington for her assistance in conference planning.

Kelly mentioned that all photos added to the ALAIR Facebook page would have to be approved. She asked all members to go to the FB page and like the ALAIR posts. Then, also go to the ALAIR website. The name and picture of the photo winner will be in the next newsletter.

Door prizes were given out, and Kelly thanked everyone for donating the door prizes.

Adjournment: The IPEDS workshop followed the Business Meeting at 2:30pm. There was no other business to discuss, and the meeting was adjourned at 1:22pm.

Respectfully submitted,

Hayley Johnson
ALAIR Secretary 2017-2018