



**ALAIR**

**Alabama Association for Institutional Research**

*Approved*

## **ALAIR Annual Business Meeting Minutes**

*Date:* Friday, March 8, 2019

*Time:* 12:20pm-1:15pm

*Location:* Lake Guntersville State Park Lodge, Guntersville, AL

*Present:*

President	Julianna Proctor (The University of Alabama)
Vice-President/Chair	Wendy Broyles (Troy University)
Past President	Kelly Birchfield (Alabama Community College System)
Treasurer	Mandy Lanier (Wallace Community College-Dothan)
Secretary	Hayley Johnson (University of West Alabama)
Member-at-Large	Ginny Cockerill (The University of Alabama in Huntsville)
Member-at-Large	Melissa Rice (Snead State Community College)

*Not Present:* Member-at-Large Kellei Samuels (Tuskegee University)

*Conference Theme:* Reaching New Heights

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**Call to order:** After morning conference sessions at the Lake Guntersville State Park lodge, the 2019 Alabama Association for Institutional Research (ALAIR) Annual Business Meeting was called to order by President Julianna Proctor at 12:20pm on Friday, March 8, 2019. Julie welcomed ALAIR members and thanked Wendy for planning a great conference. She also introduced all of the present board members, as well as the eight former ALAIR presidents that were present at the conference. They included Debbie Dailey (1990, UAB, now BSC); Teresa Hall (2000, UAB, now BSC); Cara Mia Braswell (2006, AU, now AUM); Yardley Bailey (2008, UA system); Jon Acker (2014, UA); Angel Jowers (2016, UWA); Toner Evans (2017, Samford); and Kelly Birchfield (2018, ACCS).

**Approval of minutes:** Prior to the start of the Annual Business Meeting, members were given 15 minutes and asked to peruse the minutes, treasurer's report, and proposed Constitution/Bylaws changes. Julie asked if there were any changes to the minutes. There were no suggested changes. Yardley Bailey (UA System) made a motion to accept the minutes as is, and Toner Evans (Samford) seconded the motion. The minutes were accepted as is.

**Treasurer's report:** The ALAIR Treasurer's Report was distributed before the business meeting started. Treasurer Mandy Lanier stated the current treasurer's report starts on April 16 and ends on February 28. The current bank account balance is \$25,168.64, and the CD balance is \$5,665.08, all totaling \$30,833.72. Mandy stated she has deposited all the checks she has received prior to last week, and she has not moved the money from PayPal yet because it charges a small amount each time you do that. She said there is a little over \$3,000 in the PayPal account currently.

Mandy stated that all attendees at the conference have paid except for one. All people who registered attended this year.

Mandy asked if anyone had any questions. Teresa Hall (Birmingham Southern) asked how many people registered for the conference. Mandy stated 53 people registered for the conference, which included vendor registration.

There were no suggested changes to the treasurer report. Teresa Hall made a motion to accept the minutes as is, and Yardley seconded the motion. The treasurer's report was accepted as is.

**Sam Lowther Travel Grant award:** There were no applications this year. Because the AIR Forum isn't until May and the SAIR Conference isn't until September/October, the membership was told the deadline would be extended until April 1, 2019.

**Joseph T. Sutton Leadership Award 2018:** Julie stated there were no 2019 Joseph T. Sutton Leadership award nominations. Wendy stated there was a list of former winners on page 14 of the conference guide. She said that the gaps in years for the award are good because they indicate we take this award serious, but bad also because there are so many good leaders in the organization. She highly encouraged everyone to nominate someone for the grant. She said one of the previous winners was Debbie Dailey.

## **NEW BUSINESS**

**Constitution and By-laws Proposed Changes:** Julie explained that Member-at-Large, Ginny Cockerill (UAH) looked at all of the Constitution/Bylaws and noted some changes that could be necessary. Julie explained to the membership how some two-year colleges needed to have the choice to join ALAIR using an institutional membership or an individual membership. Julie explained we made that change to the

membership registration for this year to accommodate all members. She stated there were five two-year colleges who used the institutional membership this year.

The first two proposed changes to the ALAIR Constitution (Article III, Sections 3 and 6) concerned adding the institutional membership category to accommodate the reimbursement policies at some two-year institutions. Julie asked if anyone had any questions or discussion about this. There were no questions or discussion.

In regards to the proposed change in the ALAIR Bylaws concerning pre-conference site visits (Article III, Meetings), Julie explained that Board members have not always visited the conference location within 60 days prior to the conference. Yardley Bailey said we should not change this Bylaw because the primary purpose is to ensure the conference location meets the conference needs and Board approval, and the Bylaw should remain as is.

For the last proposed changes to the Bylaws (Article VI, Committees), Julie explained we did not have a local arrangements committee for Orange Beach, and it isn't always necessary to have a local arrangements committee based on the conference location.

Julie asked the membership if we should take a vote. Yardley Bailey moved to strike the two changes to Articles III and VI of the Bylaws. Debbie Dailey asked about the purpose of the visit at least 60 days prior to the conference. She said the proposed wording to the Bylaw makes it sound like you don't have to visit at all. Debbie said she really thinks it is imperative to have the place checked out. Cara Mia Braswell (Auburn University-Montgomery) added that even if one person went and then called the ALAIR Executive Committee while there, it could be considered a visit (which was the situation at the Orange Beach conference site visit last year).

All members present were in favor of approving the two changes to the ALAIR Constitution, and both changes were accepted.

The proposed change to Article III (pre-conference site visit within 60 days) of the ALAIR Bylaws was not accepted, and no change was made to this Bylaw.

All members present were in favor of approving the change to Article VI (local arrangements) of the Bylaws, and the change was accepted.

After the Constitution/Bylaws discussion, Julie gave the dates of the AIR Forum (May 28-31, 2019 in Denver, Colorado) and the SAIR Conference (September 28-October 1, 2019 in Greenville, South Carolina) and encouraged everyone to attend.

Julie asked if there were any more new business, and there was none.

#### **ALAIR Board/Committee Elections:**

Past President Kelly Birchfield explained there had been some discussion this morning about how elections are held. She said she wanted to urge the leadership in the future

to consider how the election process is done. According to the bylaws, the slate of officers must be presented during an election at the annual business meeting and confirmed by the membership.

Kelly said there were multiple nominations for every vacancy: treasurer; vice-president/president-elect; and two nominating committee slots. There were multiple candidates for each position. After the nominating committee (Kelly Birchfield (ACCS), Somer Givens (Troy), and Jessica Merklin (USA) received all nominees, they selected a candidate for each position. Kelly also reminded the membership that individuals could be nominated from the floor for the open positions.

Kelly stated who was nominated for each position, and read a short bio on each of the candidates. The following candidates were selected by the nominating committee to serve on the ALAIR 2019-2020 Executive Board:

**Vice-President/President-Elect: Lesley Shotts: J.F. Drake State Community College**

*Lesley Shotts serves as the Acting Director of Institutional Effectiveness at J.F. Drake State Community and Technical College, working with institutional research, effectiveness, assessment, and serving as the accreditation liaison. She has over thirteen years of experience in higher education. She is a current member of ALAIR, SAIR, and AIR. She has previously served as the secretary and as a member-at-large for ALAIR. She has also served as a reviewer of proposals for the community college track and the Best Fact Book, Best Mini-Fact Book, Best Electronic Fact Book, and Best IR Website awards for SAIR. She has presented at SACSCOC, SACCR, SAIR and ALAIR. She is currently pursuing an Ed.D. in Community College Leadership at Morgan State University.*

**Treasurer: Nareiko Stephens, Jefferson State Community College**

*Nareiko Stephens is a graduate of Concordia College-Selma, where he received his bachelor's degree in Business Administration. Nareiko went on to receive his master's degree in Leadership and Management from Amridge University.*

*He has over eight years of higher education experience including time in financial aid, athletics, and his current position in Institutional Effectiveness and Research. While working in these various capacities, Nareiko has exhibited an excellent work ethic and garnered a reputation for being dependable and team oriented. Nareiko initially became a part of ALAIR in 2014 when he took over the role of Institutional Research Analyst at Jefferson State Community College.*

*Nareiko looks forward to the opportunity of serving ALAIR in the role of Treasurer due to the organization's involvement in adding so many valuable opportunities for IE/IR professionals in Alabama's institutions of higher education.*

**Nominating Committee: Jessica Carroll- Wallace Selma Community College**

*I have been employed in higher education for the past 8 years. I was employed at Auburn University at Montgomery from 2011 to 2019 as the Institutional Research Officer. My duties included developing and maintain IR databases, ensuring data integrity through error checks, completing federal and state reporting, responding to ad hoc data requests, and managing the accreditation/credentialing software, Strategic Planning Online. In February 2019, I accepted the Coordinator of Institutional Research position at Wallace Community College Selma.*

*I received my MS in Psychology from Auburn University at Montgomery in 2010 and my BS in Psychology from the University of Montevallo in 2007.*

*I have served on various college committees (including AUM's Banner Oversight Committee and AUM's Administrator Evaluation Committee), presented at ALAIR, and assisted with planning the 2017 ALAIR Conference. I look forward to serving on the ALAIR Nominating Committee.*

**Nominating Committee: Andrew Davis- Enterprise State Community College**

*Andrew Davis has served as the Director of Institutional Effectiveness and Planning at Enterprise State Community College (ESCC) since 2015. He attended ESCC in 2002 before transferring to Troy University and completing bachelor and master's degrees in business administration. In 2013, Andrew was hired to be the Director of Institution Research, Planning, and Effectiveness for TROY Global Campus. In total, he has 9 years of work experience in IR and 6 years in IE.*

After stating who was selected by the nominating committee and reading their respective bios, Kelly asked if any member wanted to nominate someone from the floor.

Yardley Bailey asked if we should do nominations for each one from the floor, and the membership agreed we should.

After no recommendations from the floor and a unanimous vote, Lesley Shotts (J.F. Drake State Community and Technical College) was approved as the Vice-President/President-Elect; Nareiko Stevens (Jefferson State Community College) was approved as Treasurer; and Jessica Carroll (Wallace Selma Community College) and Andrew Davis (Enterprise State Community College) were approved as members of the nominating committee.

Kelly congratulated all newly elected board members.

**Scavenger Hunt/Door Prize winners:** Wendy announced the winners of the scavenger hunt. Ashley Washington (Judson College) was the 1<sup>st</sup> place winner, and she was awarded a \$50 check. Mattie Hudson (Wallace State Community College) was the 2<sup>nd</sup> place winner, and she was awarded a \$30 check. Anran Xing (The University of Alabama) was the 3<sup>rd</sup> place winner, and she was awarded a \$20 check.

After scavenger hunt winners were announced, Wendy presented Julie with the President's box. Wendy thanked Julie for her great leadership, service to the organization, and legacy of her presidency. Wendy also explained that all of the past presidents that are present had a little token on their nametag to represent the turtle and the hare. The turtle was a noble guide that helped us find our way. Wendy said that Julie has been so helpful in all of these things.

Wendy also reminded everyone to check out the ALAIR Facebook page for conference pictures.

Wendy told the membership that if their institution marked institutional membership on the registration form, board members will be reaching out to make sure we have the right list of names for membership.

Door prize winners were then announced.

Wendy gave many thanks to the people who helped make the conference happen. She thanked the attendees, presenters, and the sponsors. She thanked the staff at the Lake Guntersville State Park lodge, who were so helpful. She also thanked the volunteers, friends and family, and CeCe and Jamie Laterizo for the work on the conference cover artwork.

Julie thanked the photographer, Johnathan Broyles; and Matt Medders and Chris Worthington, who helped with the special event preparations.

**Adjournment:** The IPEDS workshop follows the Business Meeting at 2:30pm. There was no other business to discuss, and the meeting was adjourned at 1:15pm.

Respectfully submitted,

Hayley Johnson  
ALAIR Secretary 2019-2020