Association for Institutional Research  
Board of Directors Teleconference  
August 23, 2019

**Attendees:** Michelle Appel, Paige Borden Shari Ellertson, Soon Merz Flynn, Marty Fortner, Michele Hansen, Wendy Kallina, Heather Kelly, Mary Lelik, David Troutman, and Eric Yang

**Absent:** Christine Ross

**Guests:** Christine Keller, Jason Lewis, Robinson Neidhardt, and Miguel Pineirovigo from the AIR Executive Office

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**Call to Order**
President Marty Fortner called the meeting to order at 12:31 p.m. Eastern. A quorum was established.

**Required Approvals**

1. **Minutes**
   
   Shari Ellertson moved to approve the minutes of the July 17 teleconference. Eric Yang seconded.
   
   The motion passed.

2. **Monitoring Reports**

   **Compensation and Benefits (Policy Type EL.IX.)**
   
   Shari Ellertson confirmed that the updated Compensation and Benefits monitoring report was received on time.
   
   Michelle Appel moved that the CEO’s interpretation of the policy is reasonable, the evidence supports the interpretation, and that no additional data or external review is required for the Compensation and Benefits monitoring report. Shari Ellertson seconded.

   No questions were raised regarding the report.

   The motion passed.

   **Ends (EL.X.)**
   
   Shari Ellertson confirmed that the updated Ends monitoring report was received on time.
   
   Shari Ellertson moved that the CEO’s interpretation of the policy is reasonable, the evidence supports the interpretation, and that no additional data or external review is required for the Financial Planning monitoring report. Soon Merz Flynn seconded.
Christine Keller responded to comments that were sent forth from the Board. She mentioned that the Executive Office's support of the statement of ethical principles may be mentioned in next year's report, but the work on the principles themselves is the purview of the Board and, therefore, not listed in the report. She further described the framework of operations of the Executive Office and differentiated these from similar items outlined in Board policy.

The motion passed.

Executive Office Incidental Information (EL.X.)

Marty Fortner acknowledged receipt of the incidental information.

Committee Updates (Policy GP.XI.)

1. Nominations & Elections (NEC)

Michelle Appel reported that the NEC has been meeting. They are working to revise the nominee questionnaire and the process for answering the questions. They also are updating the website.

2. Ethics Workgroup

Michelle Appel reported that a lot of good feedback was received from the membership regarding the draft that was circulated. The workgroup has incorporated the feedback and will be sending a revision out to the Board for consideration at the September meeting.

3. Governance Orientation & Training

Heather Kelly mentioned that the committee has not yet met although preparations are being made for our October governance training in Denver.

4. IR Future

Wendy Kallina referred to the working document of this committee, which will be discussed at the October meeting. She will distribute the committee’s report for the October meeting.

5. Membership Categories

Eric Yang reported that the committee has met and will continue to meet every six weeks. The committee has reviewed the background and work thus far on organizational membership as well as the timeline and process for moving forward.

Policy Governance Training Update

Marty Fortner provided an overview of the preparations for the October training. The consultant, Bill Charney, has spoken with Marty, Heather Kelly, and Christine Keller. Bill will be distributing a survey to Board members who are encouraged to complete the survey when requested.
**Executive Office Updates**

Christine mentioned that the joint analytics statement from AIR, NACUBO, and EDUCAUSE was launched today as well as a microsite.

**Board Self-Monitoring Report** (Policy GP.II.)

Marty introduced the discussion of the Self-Monitoring Report that Michelle Appel submitted at the conclusion of her presidency. He provided an overview of possible areas for improvement (e.g., committee operations, communications, and needs; budget planning for the Board).

Marty also suggested that we consider reconvening the listening sessions in some form, particularly with affiliated organizations. He shared that listening sessions were held in 2017-18 and encouraged Board members to become familiar with the work that was completed. Marty would like the Board to consider existing opportunities, such as insights from surveys of the Executive Office and engagement at Forum. Finally, Marty reviewed the previous Board’s discussion about engagement with the policy governance consultant and the progress thus far.

The floor was opened for discussion. A majority of the discussion centered on engagement with the membership with the key question being how to engage with members and remain cost effective. For example, in what ways could Board members’ participation in affiliated organizations be leveraged (e.g., through discussion sessions at the regional events) and blend this with other approaches for information gathering (e.g., surveys)?

**Adjournment**

Paige Borden moved to adjourn. Eric Yang seconded.

The motion passed.

The meeting adjourned at 2:08 p.m. Eastern.

Shari Ellertson
Board Secretary