Association for Institutional Research  
Board of Directors Virtual Meeting  
September 18, 2020

Attendees: Laura Palucki Blake, Soon Merz Flynn, Michele Hansen, Braden Hosch, Heather Kelly, Elizabeth Lee, Mary Lelik, Junelyn Peeples, David Troutman, and Eric Yang

Excused: Marty Fortner

Absent: Wendy Kallina

Guests: Christine Keller, Jason Lewis, Miguel Pineirovigo, and Leah Ross from the AIR Executive Office.

Call to Order

President Heather Kelly called the meeting to order at 12:06 p.m. ET. A quorum was established.

Required Approvals and Acknowledgements

Meeting Minutes

David Troutman moved to approve the minutes of the August 21, 2020 Virtual Meeting. Braden Hosch seconded.

The motion passed.

Ends Monitoring Report

Heather Kelly confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, the data support the interpretations, and that no additional information is needed. Mary Lelik seconded.

The motion passed.

Heather Kelly moved to provide a new schedule for the Ends Monitoring Report beginning January 2021. The primary Ends report is due January 31 each year and the interim/mid-year Ends report is due July 31 each year. Soon Merz Flynn seconded.

The motion passed.

Treatment of Members Monitoring Report

Heather Kelly confirmed that the monitoring report was received on time and moved that the interpretations were reasonable, the data support the interpretations, and that no additional information is needed. Junelyn Peeples seconded.

Discussion included a request from the Board for quick reference data on membership numbers to provide context for monitoring reports. It was suggested that “quick facts” can be added to Board orientation packets to serve this purpose.
The motion passed.

Treasurer’s Report

{Wendy Kallina was absent, so no formal report was made.}

Committee Reports

Nominations and Elections: Marty Fortner was excused, so no formal report was made. Christine Keller shared that the nominations process will open this month.

Governance Orientation and Training: Junelyn Peeples shared that the committee will meet for the first time next week. The group will focus on the value of the policy governance consultant and plans moving forward.

Membership: Eric Yang shared that the committee met last week to review its charge. Members discussed expansion of the committee to be more representative of institution type. The committee will meet monthly moving forward.

Charles F. Elton Best Paper Award: Michele Hansen shared that the committee is meeting and will make its recommendations to the Board at its December 2020 meeting.

Board Structure for Accountability and Effectiveness: Heather Kelly shared that the committee is meeting monthly.

12:53 p.m. ET. Elizabeth Lee joined the meeting; David Troutman departed; a quorum was maintained.

Changes to Board Committee Policy Language (GP XI. Board Committee Structure):

Michele Hansen moved to amend the language of the Charles F. Elton Best Paper Award Committee structure to read “At least three individuals, appointed by the President, including 1 current Board member to serve as chairperson, 1 staff member from the Executive Office, and 1 past recipient of the Elton or Suslow Awards” (XI.B.2.b.) Laura Palucki Blake seconded.

The motion passed.

Heather Kelly moved to amend the language of the Board Structure for Accountability and Effectiveness Committee structure to be “Membership: At least 3 2020-21 Board Members, a minimum of 1 from each cohort, 1 of whom will serve as chair, 1 former past-president who served under policy governance, 1 current or former member of the NEC, and 1 staff member from the AIR Executive Office to serve as ex-officio” (XI.B.3.b.) Junelyn Peeples seconded.

The motion passed.

Eric Yang moved to amend the language of the Membership Committee structure to be “Time Frame: Recommendations to be presented at a future Board Meeting no later than December 2021” (XI.B.1.c.) Mary Lelik seconded.

The motion passed.
**Executive Office Updates**

**March 2021 Board Meeting:** The current plan is to meet in-person in Louisville, Kentucky March 22-23.

**Technology for Board Activities:** The Executive Office is moving most Board activities to Microsoft Teams. Christine Keller will present a timeline and plan to Heather Kelly and David Troutman for their review before phased implementation.

**Board Coffee Chat for AIR Community:** Christine Keller and Heather Kelly would like to invite a guest speaker from the Chronicle of Higher Education (or similar) to be followed by small group discussions facilitated by Board members. The date will be set when responses to speaker invitations are received.

**Stakeholder Survey:** The survey closed earlier this month. Initial findings will be shared at the October 2020 Board meeting.

**The Knowledge Exchange:** This new resource will launch this fall as a member benefit (non-members may pay to participate). The Knowledge Exchange will offer compilations of resources paired with discussion groups on key topics. The first topic, COVID, will launch in October, and the second topic, diversity and equity, will launch in November.

**Future of IR and Higher Education**

The goal of the October 2020 two-day Board meeting is to address administrative work in the first day so that the second day can be devoted to conversation about the future of IR and higher education. Discussion will be informed by results of the stakeholder survey and listening sessions, and will include conversation about inclusion of diversity, equity, and social justice in the Board’s work and in the field. Heather Kelly welcomes feedback and suggestions in preparation for that meeting.

**New Business**

{None.}

**Adjournment**

Heather Kelly moved to adjourn the meeting. Eric Yang seconded. The meeting was adjourned at 1:29 p.m. ET.

The motion passed.