Association for Institutional Research
Board of Directors Teleconference
December 17, 2019

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

Absent: Wendy Kallina

Guests: Christine Keller, Jason Lewis, Leah Ross, and Robinson Neidhardt from the AIR Executive Office

Call to Order
President Marty Fortner called the meeting to order at 12:32 p.m. Eastern. A quorum was established.

Required Approvals

1. Minutes

Shari Ellertson moved to approve the minutes of the November 19 teleconference. Christine Ross seconded.

The motion passed.

2. Monitoring Reports

Asset Protection (EL.VII.)

Shari Ellertson confirmed that the Asset Protection monitoring report was received on time. Michelle Appel moved that the interpretation was reasonable, the data supports the interpretation, and that no further information is needed. Shari Ellertson seconded.

Christine Keller provided background information about certain sensitive information that will be redacted from the public version of the report. She also addressed the one question that was raised regarding terminology in the report. The sweep account is used to ensure that the Association remains compliant with FDIC requirements and has the added benefit of being interest bearing.

The motion passed.

Committee Updates (Policy GP.XI.)

1. Nominations & Elections (NEC)

Michelle Appel reviewed the process that was used for nominations this year, run within the new AMS. All nominees were contacted through the AMS and those who did not complete the questionnaire by mid-November were contacted personally by the NEC members. Over 100 individuals responded to the call and 52 expressed willingness to be considered for an elected position. She provided an overview of
the ways that the NEC attempted to ensure diversity on the ballot by considering institutional types and sectors, geographic locations, gender, race/ethnicity, and levels of experience. Substantial discussion was held about the importance of the NEC and whether the Board might consider ways of additional representation of former Board members.

Michelle Appel moved to approve the ballot. Paige Borden seconded.

**The motion passed.**

2. Ethics Review Workgroup

Michelle Appel moved to dissolve the Ethics Review Workgroup by striking GP.XI.B.3. and its subsections. Shari Ellertson seconded.

**The motion passed.**

3. Governance Orientation & Training

Heather Kelly noted that she would be convening the committee after the January face-to-face meeting to make plans for upcoming orientation and training.

4. Membership Categories

Eric Yang provided an update on the committee’s recent work, which includes the plan to create a fact sheet to communicate the benefits of organizational membership, convening a group to help flesh out the approach, and reviewing membership categories and structures from peer organizations. He shared initial information about a possible hybrid model that will be discussed at the January face-to-face meeting. Finally, Eric introduced the committee’s suggestion to change its name to Membership Committee and to update the committee’s charge and structure per GP.XI. This policy recommendation will be considered at the January face-to-face meeting.

5. Charles F. Elton Best Paper Award

Marty Fortner indicated that this committee has not been active since the committee completed its initial research. The work of this committee will be reviewed and next steps considered at the January face-to-face meeting where Leah Ross also agreed to provide relevant background information at that time.

6. IR Future

The committee has not met and will be discussed at the January face-to-face meeting.

**Treasurer Update**

This item was deferred.
Executive Office Updates

Christine Keller announced that the AIR Executive Office will be closed December 24 through January 1, 2020. She noted that the call for scholarships and awards continues through December 31. This includes a new scholarship for emerging professionals from community colleges to attend the Forum, which was created to honor the memory of Jeff Seybert.

Christine Keller provided the Board with information regarding an application for Affiliate Organization status that was received from the Higher Education Data Warehousing (HEDW) consortium.

Michelle Appel moved to accept the application from HEDW to become an Affiliate Organization. Eric Yang seconded.

The motion passed.

Michelle Appel moved to reconsider the motion. Paige Borden seconded. Discussion centered on the criteria and process for evaluating future requests for Affiliate Organization status as well as potential reciprocal benefits for AIR.

President Marty Fortner called for a second vote on the main motion to approve Affiliate Organization status for HEDW.

The motion passed.

Members of the Executive Office staff left the meeting.
David Troutman and Michelle Appel left the meeting.

Executive Session

Marty Fortner called the Board into Executive Session at 2:02 p.m. without objection.

Marty Fortner called the roll. A quorum was established.

Shari Ellertson moved to exit Executive Session. Mary Lelik seconded.

The motion passed.

Executive Session concluded at 2:36 p.m.

Adjournment

The meeting was adjourned by unanimous consent at 2:37 p.m. Eastern.

Shari Ellertson
Board Secretary