

Board of Directors Meeting

Minutes: August 26, 2025



Association for Institutional Research Virtual Board of Directors Meeting August 26, 2025

Attendees: Craig Abbey (Parliamentarian), Brent Drake (Chair), Yenny Anderson, Angie Bell, Vincent Castano, Bethany Crowell (Treasurer), Ivana Fredotovic, Adrea Hernandez (Vice Chair), Jillian Morn, Debbie Phelps, David Rudden (Secretary)

Guests: Christine Keller, Jason Lewis, Miguel PineiroVigo from the AIR Executive Office

Absent: Liile Lekena-Bayaga

Call to Order

Brent Drake called the meeting to order at 11:02 (EST). A quorum was established.

Approval of Meeting Minutes and Board Operating Calendar

Angie Bell moved to accept the minutes of the July 9th, 2025 board meeting. Adrea Hernandez seconded.

There were no questions or comments related to the operating calendar.

The motion passed.

Board Committee Updates

Governance Orientation and Training Committee

Brent Drake moved to revise section c. of Governance Policy XIII 2. (Governance Orientation and Training Committee) such that the maximum annual staff hours used for this committee move from 25 to 12. Debbie Phelps seconded. The purpose of the motion is to align expectations for use of staff time for the Governance Orientation and Training committee to the same expectations for other Board committees.

The motion passed.

Review of Proposals for New Awards

There were no proposals for new awards this year.

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Charter for Ad hoc Committee to Review Board Requirements for Election

Brent Drake proposed a charter to establish an ad hoc committee to review Governance Policy XIII A.1. (Nominations and Elections Committee) to review election policies and practices related to current Board members. The proposed charter included:

- a. Charge: The committee will review and update NEC procedures for elections as well as Board screening criteria outlined in GP XIII, A-1, taking into account feedback received from the members of the Board and NEC, previous members, and AIR members.
- b. Membership: The committee will be chaired by the Chair of the NEC. The committee will also have membership from the Board/NEC Liaison, an additional Board or NEC member, and one former NEC member.
- c. Time Frame: To present recommendations to the Board for their input, review, and vote by no later than the February 2026 Board meeting. This timeline allows for the 2026-27 NEC to incorporate the new procedure into the election process
- d. Authority for the Committee: To use no more than 5 hours of staff time.

Vincent Cascio seconded. Discussion focused on the intent of this committee – to examine a proposal from NEC to alter the election process specifically for existing Board members running for reelection, and a suggestion to broaden the proposed membership to include more NEC members and former Board members.

Craig Abbey moved to amend the proposed charter language to “The committee will review the AIR Constitution and all current Governance Policies and By-Laws related to AIR Election policy and potentially make recommendations for change to NEC procedures for elections and to screening criteria, taking into account feedback received from current members of the Board and NEC, previous Board and NEC members.” Jillian Morn seconded.

The motion passed.

Jillian proposed adding language to charter’s membership language to include - “... and up to 1 other AIR member.” Vincent seconded. Craig opposed.

The motion passed.

The proposal passed with the amended language.

Treasurer’s Report

Bethany Crowell (Treasurer) shared Board budget data through the end of June 2025. The 2024-2025 Board annual costs went over budget, primarily due to higher-than-expected meeting costs. Travel and meeting costs for the 2025-2026 Board budget are being allocated differently than in prior years to better align with an expectation of total travel costs from prior years but reduced total meeting costs. The AIR executive office requested that the Board consider moving the spring 2026 Board meeting, which had been scheduled to be in person, to a virtual meeting. Board members were amenable to this change.

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The treasurer is currently working with the AIR executive office to identify firms for the annual audit. An RFP will be drafted in the fall, and the Board will create an Audit Firm Selection committee to assist in identifying the audit firm. A proposal for the ad hoc committee will be brought forth to the September or October Board meeting.

No other questions.

Compensation and Benefits Monitoring Report

David Rudden moved to accept the Compensation and Benefits Monitoring report from the executive director. Jillian Morn seconded. There were no questions for the executive director.

The motion passed.

Ends Monitoring Report (Policy B)

David Rudden moved to accept the Ends Monitoring report for Policy B from the executive director. Yenny Anderson seconded.

Conversation included suggestions for potential alternative or additional metrics to be used in measuring the achievement of ends. There was a question about how employee satisfaction thresholds (75% targets) are established. The executive director noted that thresholds were established based on review of best practices across a broad range of industries.

The motion passed.

Discussion of Board Self-Monitoring Report

Noted during the conversation that the By-Laws were modified during AIR Board meeting at the 2025 AIR forum and should be added to the self-monitoring report.

There was also an additional ad hoc committee that was established last year (to review Board policy for voting outside of formal meetings) that was not included in the self-monitoring report.

The Board chair will add those elements and then share the updated version with the Board for review at a future meeting.

Executive Director Updates

The executive director highlighted that the proposed federal data collection process for admission procedures from the Department of Education will have a great deal of impact on many AIR member institutions. The inherent issues in the current proposal will present a great deal of difficulty for many institutions and IR offices. AIR has been working with other national higher education associations to advocate for delaying the proposed data collection, as well as for limits in the proposed data to be collected. delay the process and to request to limit the data being collected. It is likely that some/much of the proposed data to be collected can already be obtained using the already-implemented IPEDS admissions survey.

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The executive director requested that board members share any feedback from members regarding the proposed admissions data collection process that could then be shared with contacts at the federal level.

New Business

None

Adjournment

David Rudden moved to adjourn the meeting at 12:34p (EST). Jillian Morn seconded.

The motion passed.