

**Association for Institutional Research
Board of Directors Meeting – Phoenix and Virtual
June 9, 2022**

Attendees in Person: Laura Palucki Blake, Jonathon Gagliardi, Braden Hosch, Mitchell Nesler, Junelyn Peeples, Wen Qi, Karen Vance, Karen Webber

Attendees via Video: Maren Hess, Elizabeth Lee, Christopher Peña

Absent: Karen Egypt (Excused)

Guests: Christine Keller from the AIR Executive Office

Call to Order

President Karen Webber called the meeting to order at 8:02 a.m. MST. A quorum was established.

Elizabeth Lee joined the meeting at 8:14 a.m. MST.

Required Approvals and Acknowledgements

Meeting Minutes

Karen Webber postponed approval of the minutes for the June 6, 2022 Board meeting to the next meeting on July 25, 2022.

Annual Business Meeting

Christopher Peña reported that the Annual Business Meeting took place on June 8, 2022.

Laura Palucki Black moved to acknowledge that the Annual Business Meeting occurred as required. Braden Hosch seconded.

The motion passed.

Board Budget

Braden Hosch provided a summary of Board spending for the 2021-22 fiscal year, noting that it crosses two AIR budget years. He explained that spending was lower due to reduced travel for in-person meetings, governance training, and listening sessions. The Board discussed the possibility of leveraging virtual meetings more to reduce travel expenses. Board members noted that in-person meetings are qualitatively more productive and yield stronger relationships and collaboration.

Braden Hosch explained that budgeted funds that are not spent in a fiscal year are returned to the Association. Braden Hosch and Christine Keller recommended against directing funds back to the Executive Office before the end of the year, as was done pre-emptively last year in response to COVID. He did not expect expenses to exceed the budgeted \$130,000 for the new Board year.

Committee Assignments

Karen Webber discussed current Board committees and noted that prior year assignments are available in Teams. Board members will remain on current committees for now as Karen reviews assignments and determines which ones need new chairs or members.

Standing Committees

Standing committees include the Nominations and Elections Committee (NEC), which will be chaired by Junelyn Peeples; and the Governance Orientation and Training (GOTC) Committee, which will be co-chaired by Karen Webber and Jonathan Gagliardi.

Ad Hoc Committees

Ad hoc committees include the Membership Committee, which will be chaired by Braden Hosch; the Awards Committee, which will be chaired by Mitch Nesler; and the Board Structure for Accountability and Effectiveness Committee, previously chaired by Heather Kelly. Leadership and membership of the Board Structure Committee will need to be reviewed with the conclusion of Heather Kelly's Board service.

Braden Hosch will consult with Christine Keller on the Membership Committee to determine which practices are helpful for the Executive Office to execute changes when needed.

Karen Webber reported that the AIR Board Members as Ambassadors Committee successfully completed its charge. She expressed her appreciation for their work and the strong leadership of the committee chair, Michele Hansen.

Karen Webber is considering an additional ad hoc committee for the new Board year. This potential committee would be focused on the future of higher education and institutional research. This committee could help move the Board to action faster by identifying and researching topics in a smaller setting and then presenting recommendations to the full Board for review.

Agenda Planning

Agenda Preparation

Karen Webber will maintain the Board Planning Sheet and the Board Work Plan and prepare agendas for monthly Board meetings accordingly. About seven to ten days before each meeting, Karen will call for items to add to the agenda. By Wednesday of the week prior to the meeting, she will send out a final agenda. Board members should review the agenda in advance of the meeting and submit any questions beforehand.

Standard Operating Calendar (SOC)

Christine Keller will continue to maintain the SOC. She explained that she uses an updated version from Appendix A. The SOC identifies from the policies which activities need to be addressed at a Board meeting each month. This process includes annually scheduled activities to ensure a smooth rhythm for the Board. The last page of the SOC is a calendar of tasks that should not be forgotten. Christine

Keller will replace this list in the policy documents once updates are finalized.

Forum Updates

The Board and Executive Director discussed their initial observations about the Forum, including attendee satisfaction, accessibility, COVID testing, and arrangements for the afternoon’s policy governance training.

Other Business

Karen Webber postponed the planned discussion of parliamentary procedures to the next Board meeting on July 25, 2022, to allow time for Christine Keller and members attending in person to transition to an AIR Forum activity.

Adjournment

Karen Webber adjourned the meeting at 9:46 a.m. MST.