

**SUNY - AIRPO**  
**State University of New York**  
**Association for Institutional Research and Planning Officers**

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Rochester, New York  
June 13-14, 2002

Call to Order:

President Bruce Szelest called the meeting to order.

Approval of Minutes:

Minutes for the June 2000 were distributed and approved. There were informal gatherings as special interest groups at the annual NEAIR [Nov 2001] and AIR [June 2002] conferences; however, no official minutes were transcribed and/or distributed.

The minutes presented received no objections. They were accepted as stated, seconded and approved.

Treasurer's Report:

Cathy Alvord reviewed the amounts presented on the Treasurer's Report.

The treasurer's report presented received no objections. It was accepted as stated, seconded and approved.

Nomination and Elections of New Executive Officers:

Bruce asked for nominations for outgoing officers:

The following positions were up for nomination and/or re-election:

- Vice President – 1-year term
- Secretary/Treasurer - 1-year term
- University Centers – 2-year term
- Specialized Colleges - 2-year term
- Community Colleges, Small - 2-year term
- Statutory Colleges - 2-year term

The following people were presented for nomination:

<u>Nominated</u>	<u>For What</u>	<u>By Whom</u>
Cathy Alvord	Vice President	Julie Rao
Michael D'Alesandro	Secretary/Treasurer	Cathy Alvord
Dan Jardine	University Centers	Pete Partell
Bob Simins	Specialized Colleges	Catherine Regan
Julie Rao	Community Colleges, Small	Bruce Szelest
Jean Marriott	Statutory Colleges	Tony Napoli

Bruce opened the nomination to the floor and there were no other nominations presented. All of the above nominations were seconded and accepted. Because there were no other nominations for an official election, the nominees were voted on at the meeting. The slate of nominations was moved, seconded, and unanimously passed.

Other Business:

A) AIRPO Special Recognition Award: Bruce Szelest proposed to the quorum a new recognition award to be presented annually or when colleagues went above and beyond their own IR boundaries. To be selected for this award recommendations are to be sent directly to the Executive Committee. The Executive Committee would review the recommendation for award possibilities. This new award was accepted, seconded and approved.

Bruce presented this new award to Marty Wisniewski and Gary Blose for their work in developing and presenting an Access-based transfer tracking system that was shared on several occasions with our AIRPO colleagues.

Marty did an excellent job in preparing and presenting the ACCESS software application he developed to work with Gary's tracking files. His presentation at Cayuga was excellent and very well received. He is distributing the application to all who want it. He did this on his own time and obviously spent many hours of hard work on the system. His travel expenses come from his own budget and are not supported externally.

Gary's role was both supportive and facilitating, while Marty did the work with converting and organizing the data in ACCESS. Gary worked to develop and champion the transfer data for SUNY. It was his idea to get the data out to the institutions in the first place, and he attempted to find ways to make the data format more useful. He certainly played a major role in sheparding this project forward and worked closely with Marty to give access to the data. He also volunteered to work with anyone else on this project.

B) Membership Fee: Cathy Alvord, Secretary/Treasurer, stated the Association voted on raising the membership fee to \$25.00 at last year's conference. Due to statewide budget cuts and other factors after the September 11<sup>th</sup> disaster, the Executive Committee agreed to not impose the new fee for 2002-03. This was seconded and unanimously passed. The new annual membership fee will be raised to \$25.00 starting with the summer conference in June 2003.

C) Recognition of Newcomers: Bruce Szelest asked all the first-timers to AIRPO to please stand and be introduced.

D) Other: Bruce Szelest thanked Sherrill Ison, Local Arrangement Chair and Julie Rao, Program Chair for their outstanding service to help make this conference a happening. He also thanked all presenters and various other individuals for assisting him during his term as President.

Changing of the Guard: The Presidential baton was ceremoniously passed onto Tony Napoli, the 2002-03 President. Tony accepted the baton and gave Bruce a parting gift for his term as President.

A) Future Meetings: Tony Napoli, President

November 2001: Annually there has been an hour or so scheduled for the AIRPO group to meet at the NEAIR conference. This conference will be November 16-29, 2002 in Annapolis, MD. Information is available on NEAIR's website. The group agreed it would be beneficial for an agenda to be prepared by the President and for someone from System to attend to present any updates or concerns at that time. Tony Napoli or Michael D'Alesandro will contact NEAIR for AIRPO to appear on the program as a Special Interest Group (SIG).

Winter Workshop, 2003: There continues to be an interest in SUNY Administration to work with the AIRPO group in arranging a winter workshop. Some suggestions were: Albany; Cayuga CC; Sagamore in Lake George; or Bear Mountain. Tony Napoli suggested if anyone was interested in hosting the winter workshop, to contact him or Cathy Alvord soon.

May 2003: Annually there has been a time scheduled for the AIRPO group to meet at the AIR forum. This conference will be May 19-21 in Tampa, FL. Information is available on AIR's website. The group agreed it would be beneficial for the President and someone from System to attend. This might be a time to present any updates or concerns regarding SUNY. As with the NEAIR conference, Tony Napoli or Michael D'Alesandro will contact AIR for AIRPO to appear on the program as a Special Interest Group (SIG).

June 2003: Several suggestions were presented for next summer's annual conference. These included: New Paltz; Chautauqua region; Binghamton; or Jamestown and the 1000 Island area. Tony suggested anyone interested in hosting the summer conference to contact him or Cathy Alvord by January 2003.

Tony again asked for suggestions for the next two year's worth of winter workshops and conferences. He would like to nail down places and local arrangement chairs till June 2004. He will ask for volunteers for the program and local committee chairs when the various conference locations are finalized.

Meeting Adjourned

The business meeting was requested to be adjourned, seconded and so moved.

Respectfully Submitted,

Michael D'Alesandro  
Secretary/Treasurer 2002-03