

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

West Point, NY
June 16-18, 2004

Call to Order:

President Cathy Alvord called the meeting to order, June 17, 2004.

Approval of Minutes:

Michael D'Alessandro announced the minutes for the June 2003 Business Meeting was distributed in everyone's folder.

The minutes presented received no objections. Michael asked for a motion to approve the minutes. They were accepted as stated, seconded and approved.

Treasurer's Report:

Michael D'Alessandro reviewed the amounts presented on the Treasurer's Report, which were the green sheets in everyone's folder. It was stated that we are in good financial standing. We made money on our last two conferences. In the past we barely broke even. There are many factors as to why we made money this time two of which is the savings of checking fees and the increase in membership fees. We now have enough money in the association's account to cover the cost of one conference in case we have to cancel. The association would still be responsible for the cost.

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

Executive Committee:

- I. Changes to AIRPO By-laws:** Catherine Regan proposed a change in the current AIRPO by-laws. The proposal was the pink sheets in everyone's folder. The change is to reflect the SUNY Taxonomy of institutions. This would change the composition of the executive committee from 8 to 6 institution representatives. She opened the floor for discussion.

The change presented received no objections. Catherine asked for a motion to pass. It was accepted as stated, seconded, and approved.

- II. Survey Results:** Julie Rao presented the results from a survey that was sent out in February 2004. A copy of the results was in everyone's folder. She reported that 40% of the people surveyed responded and that the results showed that the membership was in favor of opening AIRPO meetings outside of SUNY's 64 campuses. The ones with the highest interest were NYSED, IPEDS, Middle States, CUNY, and privates within NYS.

Cathy Alvord asked for a discussion on the results. It was stated that this is the best way to include meetings with more "professional" development mixed in with SUNY updates. Cathy stated that we would now start sending invites to people and agencies outside of SUNY.

- III. Mission Statement:** Marlene Arno presented a mission statement that was created for AIRPO by current and many of the past presidents. She stated AIRPO never had a mission statement. A copy of the proposed mission statement was in everyone's folder.

Marlene opened the floor for discussion. She asked for a motion to pass the mission statement. It was accepted as stated, seconded, and approved.

The new mission statement will appear on the AIRPO web site soon.

Nomination and Elections of New Executive Officers:

Cathy asked for nominations for outgoing officers:

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

- Vice President, Elect – 3-year term, VP, President, and Past President
- Community Colleges Small – 2-year term
- Technology Colleges - 2-year term
- Doctoral Institutions - 2-year term

Kelli Parmely standing in for Tony Napoli the nominating committee chair presented the following people for nomination:

Nominated

Emily Thomas – SUNY Stony Brook
Tom Wright – Columbia Green
Jackie Andrews – Delhi Tech.
Dan Jardine - Binghamton

For What

Vice President
Community Colleges - Small-Medium
Technology Colleges
Doctoral Institutions

Kelli opened the floor for other nominations. 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:

IV. Welcoming of Newcomers: Cathy welcomed the newcomers and asked that other members look for the red dots on the name badges and make a point to welcome all the new members.

V. Thank You's: Cathy thanked everyone from Rockland (Tim Judd, April Rothwell, Alison Smith) - Local Arrangements Chair's, Shawn Van Etten, Angel Andreu, Pete Partell - Program Chair's, Michael D'Alessandro, and the Hotel staff for their service to help make this conference a happening.

Cathy thanked AIR for the display. See Future meeting for information on the next AIR meeting.

Cathy stated this year's conference had 71 enrollee's. That is the highest in 8 years!

VI. Future Meetings: Cathy Alvord, President

November 2004: NEAIR conference. This conference will be November 13th – 16th, 2004 in Portsmouth, NH Information is available on NEAIR's website www.neair.org. Cathy encouraged everyone to attend.

May 2005: AIR will be in San Diego, CA. Check www.airweb.org for details

VII. Changing of the Guard: The Presidential baton was ceremoniously passed to the 2004-2005 President, Kelli Parmely. Kelli accepted the baton and gave Cathy a parting gift for her term as President.

VIII. Other Business:

Position opening: Kelli asked Gail Hermosilla to make an announcement. Gail announced she was retiring and that Dutchess Community College is conducting a search for the Director of IR. If anyone is interested they should apply and if they had any question Gail would be happy to answer them.

Birds Survey: The presenters of Birds asked that the group who attended the workshop fill out the survey and return it.

IX. New Business:

Kelli distributed a letter indicating how she sees AIRPO expanding in the next year. She wants to try and connect with people at a higher level within the institutions and SUNY. She is looking to reach out to "IR Friendly" Presidents and Provosts.

AIRPO January 2005: Kelli announced the meeting would be held in Albany January 15th and 16th 2005. Catherine Reagan will be local arrangements chair and Peter Partell the Program Chair. Kelli suggested that the "winter" workshop should be extended to three days. She asked everyone to let her know if they would be interested in that or if 2 conferences a years with threes days each is too much?

AIRPO June 2005: Kelli announced the meeting would be held June 15th – 17th. We are going to the western part of the state for this one. Dave Seguin volunteered to be local arrangements chair. Kelli asked for volunteers for program chairs. Maren Hess – Corning Community College and Christen Altucher – Tompkins Cortland Community agreed to co-chair.

NEAIR 2005: Kelli announced that NEAIR 2005 would be in Saratoga, NY that is close to us all. She encouraged everyone to try and attend. Details can be found on their web site with the same link as above.

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

Respectfully Submitted,
Michael D'Alessandro
Secretary/Treasurer 2003-06