

Ellicottville, NY  
June 15-17, 2005

### **Call to Order**

President Kelli Parmley called the meeting to order June 16, 2005.

### **Approval of Minutes**

Kelli announced that the minutes for the June 2004 business meeting prepared by Michael D'Alessandro were distributed in everyone's folder.

The minutes were presented with no objections and were accepted as stated, seconded and approved by the membership.

### **Treasurer's Report**

The treasurer's report was also accepted as stated, seconded and approved by the membership.

### **Amended ByLaws**

The amended by-laws prepared by the executive committee were presented and approved. The major change was splitting the secretary treasurer position into two positions and including both the new position of secretary and the treasurer position in the executive committee.

Kelli stated that AIRPO has been growing over the years and the Secretary/Treasurer position involves a tremendous amount of work. To alleviate the burden on the person in the position the executive committee would like to ask the membership to vote on splitting the position and nominating a new Secretary. This position would be a 3 year term and be staggered with the treasurer as to try and not have a new secretary and treasurer at the same time. Kelli stated the details could be found in everyone's folders on the Pink paper. Kelli asked for a motion to make this change. The motion was accepted as stated and there were no comments/questions, the motion was seconded and approved by the membership.

### **Policies and Procedures Manual**

Kelli stated that the executive committee would also like to create a policy and procedure manual. This manual would include the by-law but would also include rules and regulations not usually included in the by-laws. There will be more on that soon. The executive committee will work on it and then we will post it on the AIRPO web site and vote on it next June

### **Nomination and Elections of New Executive Officers**

The slate of officers prepared by the nominating committee chaired by Cathy Alvord was presented and approved.

The following positions were approved:

Vice President Elect: Julie Rao (Monroe CC)

Community Colleges, Large: Mary Jane Feldman (Niagra CC)

Comprehensive Colleges: Lillian Zhu (SUNY Brockport)

System Liaison: David Lamphere (SUNY System)

Secretary: Eileen Driscoll (Cornell)

After one year of being president elect and vice president, Emily Thompson became president. After her year as president, Kelli Parmley became past president.

### **Announcements**

Tim Judd (Rockland CC), past AIRPO president, and Sherrill Ison (Monroe CC) have retired. Congratulations and best wishes to both.

### **Thank You's:**

Michael thanked Mary Ann Landolina for preparing the list of conference attendees as well as putting together the folders and many other things. Corrected lists of conference attendees and emails will be available.

Kelli thanked and gave gifts of thanks to Dave Seguin for the local arrangements at Holiday Valley, Kris Altucher, program chair for the June 2005 conference, Pete Partel who was the program chair for the January 2005 conference and Catherine Regan who was the local arrangements chair at Saratoga in January. Kelli thanked Michael D'Alessandro for his many contributions to the organization and the success of the conference.

Online Course Evaluations demonstrated their software during the conference and gave a door prize of one free semester of online course evaluations. AIR also gave several door prizes. Thanks to both.

**Changing of the Guard:** The Presidential baton was ceremoniously passed to the 2005-2006 President, Emily Thomas. Emily accepted the baton and gave Kelli a parting gift for her term as President.

### **New Business**

As incoming president, Emily Thomas outlined her vision for the next year by identifying two projects: to draw schools not participating in AIRPO into the organization and to gather information about SUNY IR office staffing and responsibilities. The first project will require identifying the schools that are not attending AIRPO, learning why they are not attending, and encouraging them to participate. The second will be accomplished through an on-line survey. Emily invited all AIRPO members to attend the spring 2006 conference at Stony Brook. She asked if people would prefer to stay in dorm rooms instead of a hotel, and approximately

one third of attendees expressed interest. Emily plans to have the winter conference in the Albany area and still needs local arrangement and program chairs. Conference dates will be announced soon.

Meeting Adjourned. A motion was made to adjourn the business meeting, seconded and approved.

Respectfully submitted,  
Michael D'Alessandro, past Secretary  
Eileen Driscoll, Secretary 2005-2008