

Minutes of the  
**SAIR ANNUAL BUSINESS MEETING & AWARDS BREAKFAST**  
Charlotte, North Carolina – October 11, 2016  
Provided by Jayne Perkins Brown, Secretary 2016-2018

The 2016 SAIR Annual Business and Awards Breakfast meeting was called to order at 8:03 am and followed by a welcome to attendees by President Cara Mia Braswell (Auburn University, Montgomery) and brief comments regarding challenges of the year, including the snow storm during the January 2016 SAIR Board Planning Meeting and the most recent being the October 2016 Hurricane Matthew's landfall on the southeastern coastal areas of the U.S. even as we are meeting.

**Secretary's Report**

The minutes of the 2015 SAIR Annual Business Meeting and Awards Breakfast were presented to the membership by Member at Large Alice Simpkins (Paine College) for Secretary Nancy Floyd (North Carolina State University). The minutes were approved with no changes upon a motion by Denise Gardner (University of Tennessee, Knoxville). The motion was seconded by Doug Moore (Georgia College) and approved by acclamation.

**Treasurer's Report**

Treasurer Allen Gale (Xavier University of Louisiana) reported that according to his records prior to the meeting the number of registrants for the current conference included 333 regular attendees and 11 others, for a total of 344 dues paying registrants. This total was the second highest in the past ten years. Among professional and student members from the region, North Carolina had the most registrants, followed by Georgia. Registrants represented 15 states with other details outside the Southeastern region still under review. Mr. Gale advised that his goal was for the third, fourth and final 2016 financial statements to be included in the Winter 2017 newsletter.

**Financial Advisory Report**

President Braswell thanked the members of the Financial Advisory Committee and called on Bernie Braun (Louisiana State University), member of the Committee, to provide a report. Bernie noted that he was reporting on behalf of Donald Boeckman (Louisiana Board of Regents), chair. He noted the Committee's work was to review the previous budget year, 2015. Findings included the records accurately represented business proceedings. Based on their review and in the spirit of encouraging good stewardship with SAIR finances, the Committee had the following two recommendations:

1. In the first quarter financial statement in 2015, membership revenue was reported net of PayPal fees, it is recommended that going forward gross revenue be reported along with reporting the PayPal fees as an expense.
2. During calendar year 2015 the Treasurer was successful in implementing the recommendation to move the Association's investment funds to a more lucrative investment option. This included the consolidation of the accounting representation of the SAIR/CMG/PDCF funds on the quarterly and annual financial statements. This can be seen in the forth and annual statements where the SAIR/CMG/PDCF investment accounts were zeroed out, consolidated and attributed to the Capital One/Vanguard investment accounts. This committee agrees with the consolidation of those accounts for the purpose of the quarterly/annual statements, however, we recommend that the Treasurer append a document to the quarterly/annual statements that would provide an accounting of the fund-split between the SAIR/CMG/PDCF funds. We suggest that this could be in the form of a pie chart. It is also recommended that the Treasurer maintain these data and all supporting documentation for future membership edification.

He thanked all Committee members, including their third member Kathleen Morley (Baylor University), for their work in reviewing the organization's accounting, and noted that a copy of the Financial Review Committee's report was being entered into the minutes and was available upon request.

#### **Past President's Report: Nominating Committee**

Immediate Past President Sara Gravett (Wake Forest University) recognized and warmly thanked the members of the 2016 Nominating Committee. The SAIR membership voted the following newly elected officers and Nominating Committee members: incoming Vice President/Program Chair Matthew Campbell (Auburn University), Secretary Jayne Perkins Brown (Georgia Southern University); Members-at-Large Maren Hess (Campbell University) and Rick Burnette (Florida State University). Nominating Committee members are Nijah Bryant (Savannah State University), Andrew Luna (University of North Alabama), Nerissa Rivera (Duke University), Mimi Johnson (Trenholm State Community College), Lynne Crosby (Austin Peay State University).

#### **Past President's Report: Future Conference Sites**

Immediate Past President Sara Gravitt (Wake Forest University) announced that the 2019 SAIR conference will be held at the Hyatt Regency, Greenville, SC, September 28 to October 1, 2019.

#### **2016 SAIR Conference Report**

Vice President/Program Chair Lisa Lord (University of Louisiana at Lafayette) thanked everyone for attending and contributing to the conference. She cited the help of Laverne Macon-Jamison (Livingstone College) and her Local Arrangements Committee for help with local arrangements; Sandi Bramblett for help with conference photography; and track chairs who led efforts to evaluate program and workshop proposals. Lisa recognized Blackboard Analytics (BbA) and U.S. News Academic Insights as Gold sponsors of the 2016 Awards Breakfast.

#### **Vendor Relations**

Member-at-Large Kathleen Morley noted that twenty-seven (27) companies and NCAIR provided financial support for the 2016 Conference. She thanked all sponsors and exhibitors for their support which allowed SAIR leadership to maintain an affordable conference for members and participants. She noted that winners of the Exhibit Hall Scavenger Hunt were: Levit Sexton (Kennesaw State University), Tyranise Harris (Savannah State University), Patti Gregg (Georgia State University), and Joshua Moran (Alamo Colleges District).

#### **Newcomers and Grant Recipients**

Member-at-Large Alice Simpkins (Paine College) noted that the Newcomers' Workshop provided training and orientation to approximately 30 new IR/IE professionals. with the help of over a dozen current and former Board members. Next Alice shared details of the criteria for the Travel Grants for AIR and SAIR, and thanked Amanda Gustafson and Reginald Powell of Paine College (GA) for their assistance in evaluating applicants for the grants. She shared that five (5) travel grants of \$500 each were awarded to SAIR members to attend the Association for Institutional Research (AIR) Forum in New Orleans, May 31 – June 3, 2016. Recipients of these one-time travel grants were Rhonda Belton (Elon University), Amyn Abduk-Khalig, Fayetteville State University (NC), Dana Dalton, Forsyth Technical Community College (NC), Alexandra Henchy, Asbury Theological Seminary (KY), and Amanda Kin, Jefferson State Community College (AL) who received their checks at the Forum.

Next, Alice presented the Bill Fendley Newcomer's Travel Grant to Melanie Fox, Radford University (VA) and the 2016 SAIR Travel Grant Awards to the following: Beth Butler, Methodist University (NC); Kim Lovell, Piedmont College (GA); Philip Brodeur, Rhode Island Office of the Postsecondary Commissioner (RI); Juan Ren, Delgado Community College (LA); Cassandra Sessoms, Mississippi College (MS). The last grant was the Larry G. Jones Graduate Student Travel Grant presented to Holly Thomas, Radford University (VA). All recipients were presented with certificates and checks.

### **Awards**

Member-at-Large Emily Saleh (Louisiana Community and Technical College System) served as chair of the 2016 Awards Committee and announced the following winners:

Best Paper: Bobbie Frye (Central Piedmont Community College) *2015 SAIR Best Paper Award*, "The Propensity to Complete College Level Math."

Best Institutional Research Website: First Place: Georgia College; Second Place: Texas State University; Third Place: Georgia Tech

Best Electronic Fact Book: First Place: Texas State University; Second Place: Bethune-Cookman University; Third Place: Radford University

Best Printed Fact Book: First Place: Georgia College; Second Place: Radford University; Third Place: Florida State University

Best Mini Fact Book: First Place: Texas Tech University; Second Place: Spelman College; Third Place Florida State University

James Montgomery Outstanding Service Award: Roy "Ike" Ikenberry (retired, Belmont University); Edwin Litolff (University of Louisiana System Office)

### **AIR 2017 Invitation**

AIR President Glenn James (Tennessee Technological Institute) invited the SAIR Membership to attend the 2017 AIR Forum scheduled for May 29 to June 2, 2017 in Washington, D.C.. President Cara Mia Braswell (Auburn University, Montgomery) encouraged members to look for the SAIR SIG meeting at AIR and for SAIR gatherings at the SACSCOC meeting in December.

### **Recognition of Outgoing SAIR Board Members**

President Cara Mia Braswell (Auburn University, Montgomery) spoke briefly about encouraging members to consider making nominations for upcoming elections, and recognized the outgoing members of the SAIR Board and offered appreciation for their service: Nancy Floyd (North Carolina State University), Secretary; Emily Campbell (Louisiana Community and Technical College System), Member-at-Large; Jayne Perkins Brown (Georgia Southern University), Member-at-Large; and Sara Gravitt (Wake Forest University), Immediate Past President.

### **Conference Business**

Vice President/Program Chair Lisa Lord (University of Louisiana at Lafayette) announced session schedule changes.

**SAIR 2017 in Fort Worth, Texas**

Matthew Campbell (Auburn University), 2017 Program Chair invited attendees to the 2017 SAIR conference to be held at The Worthington Renaissance Fort Worth Hotel, and introduced a promotional video for Fort Worth, the City of Cowboys and Culture.

**Door Prizes**

Sherri Caraballo (Texas Wesleyan University) invited several members of TAIR to assist with the distribution of door prizes.

**Other**

No other business was discussed. Members were encouraged to attend Tuesday morning sessions and their respective SIGs.

Cara Mia Braswell, President, adjourned the meeting at 8:55 am.