

Oklahoma Association for Institutional Research Board

Regular Meeting

Minutes – January 20, 2022 – 10:33 a.m. – Electronic Meeting Via Zoom

Call to Order: Tiffany Bryant called the meeting to order at 10:33 a.m. once a quorum was met.

Attendees: Tiffany Bryant, Susannah Livingood, Julie Sawyer, Patrick Kubier, Kirstin Krug, Diane Fitzsimmons

Tiffany gave the president's report. She is also working on some corrections to the OK-AIR web site with the assistance of Patrick.

Susannah gave the treasurer's report. The account balance remains at \$11,807.09. She is continuing to follow up on uncashed checks.

Julie moved to accept the Jan. 5, 2022, minutes with the following corrections, and Kirstin seconded the motion. The motion was unanimously approved.

*In the heading:*

Minutes – January 5, 2022 – 10:37 a.m. – Electronic Meeting Via Zoom

Adding a call to order

Call to Order: Tiffany Bryant called the meeting to order at 10:37 a.m. once a quorum was met.

*Adding an attendee, deleting a duplicated attendee:*

Attendees: Tiffany Bryant, Susannah Livingood, Julie Sawyer, Jennifer Ivie, Julie Sawyer, Kirstin Krug, Diane Fitzsimmons

*Additions and corrections to the minutes:*

Susannah Livingood gave the treasurer's report and will email the full report to the board later. The balance is \$11,807.09. There are still about \$500 in uncashed checks from the previous conference that she will follow up on if expired. Susannah has prepared a financial report for the year. Tiffany asked Susannah to prepare an annual budget for presentation at the next meeting. The budget will be based on a fiscal year. The budget will be for FY22, and the board will look ahead to planning the FY23 budget.

Tiffany asked if OK-AIR ever asks for donations other than from sponsors. Tiffany posed the possibility of asking for suggested donations for attending professional development classes. However, Julie noted that the purpose of offering the classes for free was to provide a special benefit for membership.

...

Tiffany also suggested a new format for the heading of the minutes. The new heading will read: Oklahoma Association of Institutional Research Board, Regular Meeting, Minutes – Date – Time of Meeting **Start**. (The heading will be adjusted for other types of meetings.)

...

Tiffany also plans to schedule regular board meetings ~~every two weeks. That meeting will tentatively be scheduled~~ for 10:30 a.m.-noon **on the** first and third Thursday each month.

Susannah moved to adjourn the meeting. Julie seconded the motion. The motion was approved unanimously. **Meeting adjourned at 12:12 p.m.**

Patrick had no report on the web site.

Kirstin gave the following report on the professional development program. A survey of OK-AIR members indicates an interest in:

- Data Visualization
- Project Management
- Technical/Software Skills
- Work Culture
  - Organizational Change/Organizational Culture
- Research, Assessment and Publishing
- Team Process
  - Teamwork/Collaboration/Team Building
  - Communication Listening Skills/Emotional Intelligence
  - Conflict Resolution
  - Dynamic Leadership

She noted that OK-AIR board members could cover topics like Data Visualization, Research, Assessment and Publishing. Additionally, she has contacted the following coaches/trainers with several professional specialties. They include:

1) Walter Miller with Echelon

- certified Master Lean Six Sigma Black Belt (great for project management and process improvement and also is great for leadership topics)
- Hourly rate \$150 (\$450 per session for 3 hours)
- Walter can cover:
  - Communication and Listening Skills/Emotional Intelligence/Conflict Resolution
  - Dynamic Leadership
  - Project Management

2) Erin Greilick with CMA (<https://cmaconsult.com/>)

- doctorate and psychology background (great for organizational change and culture, teamwork)
- Hourly rate \$250 (\$375 for 1.5 hours or \$500 for 2 hours)

- Erin can cover:
  - Teamwork/Collaboration/Team Building
  - Change Management/Organization Change

Kirstin suggested setting up a series of 3-4 professional development workshops with a training opportunity every 6-8 weeks. The series would start in February and end in June. Each workshop would be 3 hours or less; if a subject required more time, a two-part workshop could be scheduled for two days, back to back. The sessions would be offered online.

She proposed the following schedule:

- Week of 2/14 - Organization Culture and Change (1 session, \$375-\$500/1.5-2 hours)
- Week of 3/28 - Project Management (if 2 sessions, \$900/6 hours)
- Week of 5/16 - Data Visualization (free, presented by board members)
- Week of 6/27 - Research and Publishing (free, presented by board members)

Kirstin moved to schedule the professional development trainers for:

- The week of Feb 14, 2022 - Organization Culture and Change, for one session of 90 minutes to 2 hours for a cost of \$375 to \$500.
- The week of March 28, 2022 - Project Management, for two sessions for 6 hours total at a cost of \$900.

Susannah seconded the motion.

The full cost would be \$1,400.

Susannah said the account balance is \$11,000, so the amounts are affordable. She said she thinks the events would help re-engage members and former members. Julie and Diane agreed.

The board agreed to open the first workshop to any registrant but will decide who is eligible to attend the second workshop at a later date.

The board discussed days of the week or time for the sessions. Board members agreed that Tuesdays through Thursdays and afternoons tend to work best. Kirstin said she will try to schedule the speakers for that time-day range.

The motion was approved unanimously.

The board discussed the upcoming spring conference on the University of Oklahoma campus. Susannah is still investigating parking possibilities and catering vendors. The OU Provost's Office suggested the following vendors: Penny Hill Subs, Dara Marie's Bakery, Firehouse Subs, Pickleman's, and Einstein's Bagels.

Susannah has also asked OU's new provost, Dr. André-Denis Wright, to give a welcome at the conference.

Kirstin will work on scheduling a keynote speaker. She suggested Walter Miller with Echelon. The board agreed that a keynote topic should be something different than professional development. Kirstin noted that if the topic is sensitive, such as workplace communications issues, registrants could be polled in advance on what issues they face in the workplace. The questions could then be given to Miller, who could address specific and relevant issues.

Julie moved to secure Walter Miller as keynote. Susannah seconded. The board agreed that scheduling and advertising the keynote speaker in advance will attract registrants.

The board unanimously approved the motion.

Susannah will provide a report on the annual budget by the next meeting.

Tiffany gave a report on expiring terms and elections. Board memberships are three-year terms.

Diane's term ends in February, and she is stepping down from the board and the secretary's position. The chart below shows the current board members:

<b>Board member</b>	<b>Term Start</b>	<b>Term End</b>	<b>Current Term End</b>	<b>Notes</b>
Julie Sawyer	1-Jan-19	31-Dec-21	22-Apr-22	Appointed to stay on until the next conference
Diane Fitzsimmons	26-Feb-19	25-Feb-22		
Susannah Livingood	1-Jan-20	31-Dec-22		
Patrick Kubier	6-Mar-20	5-Mar-23		
Tiffany Bryant	6-Mar-20	5-Mar-23		
Kirstin Krug	6-Mar-20	5-Mar-23		

Jennifer Ivie	1-Jan-22	31-Dec-22	1 yr term as Immediate Past President (term limit doesn't apply)
---------------	----------	-----------	--

Two board members – Jackie Oram and Justin Porterfield – have resigned since 2020. No one has been appointed to fill their specific positions. The bylaws state the board shall have at least five members and no more than 11 members.

Julie moved to adjourn the meeting. Patrick seconded the motion. The motion was approved with Julie, Patrick, Kirstin, Diane, and Tiffany voting for the motion. Susannah had to leave the meeting early and abstained. The motion was approved, and the meeting was adjourned at 11:42 a.m.