Meeting Minutes

**Institutional Research, Effectiveness & Sustainability Subcommittee**

**April 12, 2022 - 1:00pm, Trulson Conference Room G217**

**Attendance: Shauna Babcock, Marsha Bourdon, Jennifer Eggers, Jessana Palm, Gary Gonthier, Amber Gavriluk & Karen Schaefer.**

**Absent: Kate Marcouillier & Cory Schofield**

**Call to order – meeting was called to order at 1:03pm.**

**Approval of Minutes –** Marsha Bourdon motioned to approve the minutes from our March 22, 2022 meeting. Jessana Palm second the motion. Jen Eggers asked if there was any discussion. Jen Eggers stated the motion from Corey Schofield to amend the minutes should reflect a motion to amend the changes to the IRES Bylaws.

Jen Eggers also suggested forming a subcommittee for grants. We also should include action items as a separate bullet or check box in the minutes.

***Motion*** *– Marsha Bourdon motioned to approve the minutes as amended. Jessana Palm second the motion. All approved. Motion passed.*

**Membership –** Jen Eggers stated the Data Information Officer (Gary Gonthier) and Business Operations Officer (Marsha Bourdon) are standing committee members. Members are two years, officers are one year, with unlimited repeat terms.

Jessana Palm suggested staggering the completion of terms so we don’t see a large withdrawal all at the same time. Jennifer Eggers stated Kate is unable to consider the co-chair position so we will look to Jessana Palm and/or Shauna Babcock to accept the role. We could look outside the committee if we need to.

A recommendation was made by Amber Gavriluk to have Marsha Bourdon as staff co-chair since the role is a permanent one. Past NHTI president Gretchen Mullin-Sawicki, Melanie Kirby & Jennifer Eggers met this past fall and it was decided the Business Operations Officer (BOO) should be a standing member, however, to avoid Marsha Bourdon taking on co-chair as a brand-new member of NHTI, it was decided the BOO does not need to be the permanent staff co-chair. We would have to change our bylaws if we required the BOO to be a standing staff co-chair. Jennifer Eggers will email Kate Marcouillier to see if she wishes to extend her term.

**Institutional Research –** Jennifer Eggers hoped everyone had a chance to review the policy. We need to remember IRES is not a working group and this policy needed more time and consideration. Andrew Fisher will put together a group, Kate Marcouillier & Jessana Palm are on the group, Jen maybe as well. Jen will follow up with Andrew Fisher on a meeting date/time.

**Grants –** Has an ambiguous definition. Assemble a small group of people to discuss what we feel the definition would be. Amber Gavriluk, Gary Gonthier, Shauna Babcock & Marsha Bourdon agreed to be part of the group defining grants. Members of this group do not have to be subcommittee members. Look at federal grants (Perkins). Should we include pandemic funds which involved millions of dollars. Is a grant and fund raising separate? What is a grant, what are we approving, what over sight? Some felt including the Systems Office and Laura Scott in this process. Shauna Babcock felt there should be oversight so we aren’t applying for the same thing for two different areas or competing against each other. Is it a donation or are we asking for the money? If anyone else wants to be in the group, let Amber Gavriluk know. The group will come up with a draft definition for grants to be reviewed in the fall, so we have something in place.

**Survey -** Amber Gavriluk & Jennifer Eggers met with Chancellor Rubinstein to discuss sending out a second assessment to the NHTI community. All three agreed not to. It was presented to College Council and no one questioned the decision. Currently there are two viable models of shared governance. A summary, approved by former NHTI President Gretchen, was provided to Cassandra Hoefs & Alan Lindsay for College Council. Jennifer Eggers, Gary Gonthier & past NHTI president Gretchen Mullin-Sawicki are the only ones who have the original raw data. Amber Gavriluk suggested the NHTI president be consulted in distributing any raw data comments since the president was involved in the original decision. There was support for this by IRES members.

Meeting adjourned 1:52pm.

Submitted by,

Karen Schaefer

Maintenance Office Manager