

Board of Directors Meeting

Meeting Agenda

August 30, 2023, 2pm

Board Members Invited: D. Everhart (President), E. Giddens (Vice President), S. Santos (Secretary), R. Cherland (Treasurer), A. Cress (Past President), R. Belerique (Director), D. Lee (Director), L. Cradoc Moore (Director), J. Zane (Director). T. Akers (Director), M. Le (Director), J. Sykes Seiverd (Director)

Guests Invited: R. Hoadwonic (Treasurer-in-Training)

Attendance: D. Everhart (President), E. Giddens (Vice President), S. Santos (Secretary), R. Belerique [SS1] (Director), D. Lee (Director[SS2]), L. Cradoc Moore (Director), J. Zane (Director). T. Akers (Director), M. Le (Director), J. Sykes Seiverd (Director); R. Hoadwonic (Treasurer-in-Training)

Location: Zoom

[Link to the agenda](#)

[Link to the Minutes](#)

2:05pm - Call to Order (Don calls to order the meeting)

1. Approval of previous board meeting minutes (Everhart)
 1. February 2023
 1. Motion to approve by Elizabeth Giddens; Mike Le Seconds)
 2. Tina Aker, Ryan Hoadwonic, Susana Santos abstiene
 3. Jazmin, Jaime Leeshawn, Mike, Elixabeth, and Don approve minutes.
 2. June 2023
 1. Motion to approve by Tina Akers, Don seconds.
 2. Approved by all, 2 abstentions (Ryan Hoadwonic and Susana Santos)

2:05-2:20pm - Finance Committee (Everhart, Giddens, Cherland)

1. Treasurer's report
 1. Ryans met. The Hyatt OC has asked for the credit application. We will have between 30 to 40 thousand.
 - i. Update by Ryan - The non-profit credit card was no longer offering the interest rate, so we will be looking to see if there is another opportunity with another bank that allows us to have a non-profit credit card for the organization without being connected to our personal credit history.

2. 217,000 is in our account; a portion will be taken out for the conference. Ryan will update the numbers.

{*Note: From Don: Registration is low, at 100 so far. Once proposals are accepted, we expect the numbers to go up}

2. [Approval of 2024 budget](#)

1. Elizabeth has made some adjustments to the 2024 budget.
2. Made a more conservative contractual obligation. Keeps us in the “black” at 325.
3. Registration fees of \$585 are still in the black.
4. Motion to approve Elizabeth’s budget. Approved by Mike Le, second by Jaime.
5. All approved, no abstention
6. Jaime thanks Elizabeth for addressing the discussion so thoroughly.

3. Sponsor Update

1. 1 platinum sponsor
 1. Gray Associates- paid
2. 5 gold sponsors
 1. Academic Analytics- paid
 2. Anthology- not paid
 3. Interfolio- paid
 4. SAS- not paid
 5. Watermark- paid
3. 1 silver sponsor
 1. Precision Campus- paid
4. 1 potential sponsor in consideration
 1. Plaid Analytics -

Overall, some have paid, and some have not (see section above). Elizabeth asks for help with contacts for further sponsors.

Jaime Seiverd provided an update on Trellis (501- 3C) company has submitted the cutoff for acceptance to see if they want to turn it into a sponsor session. Trellis is presenting a survey of what they sell. Our Trellis contact is asking for an extension on the proposal.

Don says that when it comes to nonprofits presenting at CAIR it is important to reach out to them and ask them to sponsor. Don believes if the proposal looks good and made it through the criteria, he is ok with allowing them to present but also reaching to sponsor.

Jazmin asks, “isn’t Stata typically a platinum”. Don said yes.

2:20-2:30pm - Strategic Planning (Akers, Zane, Lee, Cress)

1. Review of board feedback on the proposed [strategic plan](#)
 1. As of this morning Tina saw 3 responses to the strategic plan. At the last session we had a consensus, so this was another opportunity to give feedback.
 2. A lot of the comments are more action focused.
2. [Timeline](#) for adoption of the strategic plan

1. Tina is hoping we can adopt the strategic plan today but wants to postpone it.
2. Today we finalize the draft and by mid-September send it out to the CAIR community and then review at the November meeting and approve.
3. Jaime had a comment about showcasing the strategic plan at the conference, once approved, possibly at a session.
4. The strategic plan is for 2024 thru 2029.
5. Rosa asks if there is a committee that is looking at what we have and what we strive to be.
 1. Are there action items that do not have a home.
 2. Most of the committees fit within one of the strategies.
 3. Putting on the conference is not showing up as a goal. Rosa wonders if this should be a goal.
 1. Tina references Strategy 1.4 that looks at enhancing professional development.
6. Jaime and Tina both concur that setting up a conference is lased throughout the strategic plan. We hosted the conference to achieve all the goals and strategies.

2:30-2:45pm - Board Selection (Giddens, Cress, Cradoc Moore, Zane)

Don moves Mike Le to a private room so the board can review the candidates.

Elizabeth says the selection committee went well. There was an extension until the end of July 2023. The committee met in early august to review applications. Mid-august had interviews.

The committee has recommendations. Reminds us that we need 4 new board members because Michael Le is moving to VP. (See outline of recommendations below)

1. 4 New board members (Directors)
 1. Jesus Rivas, Research & Planning Analyst at San Diego College of Continuing Education
 - i. Jaime wants to note Jesus is now the Associate Dean of Research.
 1. Kristin Rascon, Research Analyst at Kern Community College District
 2. Pamela Ong, Research Manager at Association of Independent California Colleges & Universities
 3. Sammy Elzarka, Director of Institutional Research at Westcliff University
2. 1 New board officer (2024 Vice President)
 1. Michael Le, Director of IR, Analytics, & Reporting at Cal Poly Humboldt

Don reminds us that the announcement of new members happens at the conference.

Leeshawn motions, Jaime seconds. All approved. No opposed. No abstentions.

Mike Le is brought back in from the break room and welcomes him to the board as VP. Mike will give his vision at the conference. But he tells us that he thanks everyone for their support and confidence in him.

2:45-3:00pm - Partnerships and Grants (Akers, Belerique, Cherland)

1. Update on results of letter of intent to the Russell Sage Foundation
 1. Grant submitted for \$174,000.
 2. Elizabeth and Don were listed as PI.
 3. Sadly, we were not accepted. There is no clear reason why we didn't get it.
 4. It was a great experience to work on the application and they are excited to meet in new ways.
 5. Don is amazed that CAIR was able to submit a letter of interest.
 6. Don recommends that the organization take another look at by-laws at which forms and applications that board members can work on.
 1. This is an area where the partnership and grant committee can move and change how the board does business.
 - 2.
2. Update on partnerships

We have had a long-standing partnership with WSCUC of presentations for presentations. Tina has reached out to the following 3 partnerships. All 3 have links with contradeal.

1. RP group [contradeal](#)
 - i. RP is on board and requested to meet with Tina, Don, and Elizabeth to determine what the partnership will look like.
2. ACCJC [contradeal](#)
 1. VP is open to presenting in our community college sessions about the new standards.
 2. They are not as ready to commit to us having invited sessions.
 3. We are still proposing registration for registration and sponsor table for sponsor table.
3. SCUP partnership
 1. Not fully flushed out.
 2. We are looking forward to doing one of the invited sessions. It would be a strategic planning session and we would invite SCUP because we used their model for our strategic plan.
 1. They will submit an invited session form.

The Executive committee is the one that approves partnership. Recommendation that the Partnership and Grant committee approve and then EC signs.

3:00-3:05pm – Break

Meeting resumes at 3:05pm

Tina wants to confirm if we want to have a set limit on the contradeal. Debby Lee recommends our approach to formalize it if it is at our favor depends on how many registrations we get, and they get.

Debbie says that WSCUC is not a formal agreement but it a spoken agreement with David Chase.

Tina says she would like a formal agreement in case members leave and those unofficial working relationships with partnerships are gone.

3:05-3:20pm - Conference Proposals (Seiverd, Akers, Le, Cress, Everhart)

1. Conference Proposal Analysis and Results

1. CAIR received 54 proposals. Recommendation of 45 accepted proposals and 9 not accepted.
 1. Jaime thanks everyone on the committee
 2. Met with volunteers for the calibration of the rubric.
 3. We have a total of 54 proposals.
 1. 45 made the cut-off score.
 1. 29% are methodology presentation.
 2. 18% for assessment
 3. 16% for data visualization
 2. We are accepting 42 concurrent sessions.
 3. 1 poster presentation will be asked to do a concurrent session.
 4. 2 submissions for a workshop; 1 will be recommended to a concurrent session.
 5. Out of 45, we have the UC making 45%; 31% CSU; 16% CC; 9% Private; rest are other.
 6. The committee is working on coming up with additional concurrent sessions that could be useful.
 7. Jaime wants to know where we are with sponsored sessions so that she can move forward with the next steps.
 1. Elizabeth says that we would have 7 additional sponsored sessions.
 2. How many other session spots should we hold?
 1. Elizabeth says we want to make another \$10,000 more so ideally, she would like us to hold 2 additional spots.
 2. Elizabeth is interested in knowing if 9 sponsor sessions is too much.
 3. Jaime says that the PB committee is working on a couple of 101 sessions to help balance out the sponsor session.

4. Leeshawn says they have between 6-8 sessions about 101 and 201 sessions. But only have 5 confirmed at the moment. Tina would do a 201 session.
5. All this doesn't include the Strategic Planning Session by CAIR
6. WSCUC also has a session.
7. Jaime says that we could have 60 to 64 sessions.
8. Jaime is also ok if we want to lower the admitted proposal score. The proposals not accepted were decent, but they didn't meet the initial rubric cut-off.
 1. Don has no objection in including them and feels we "don't have to be selective for selectivity's sake."
 2. Jaime concurs.
 3. Elizabeth is also ok with Jaime bumping up the number of people, given that we have space and that our mission is to communicate best practices.
 4. Recommendation: Rosa says to work with a conference at a glance sheet to see if we have more spaces to fill.
8. 9 were not accepted.
9. Don says that as early as tomorrow we can start sending acceptance letters.
2. [Conference Proposal Acceptance Images](#) (DL put this here in case I'm not there in time)

3:20-3:35pm - Professional Development (Cradoc Moore, Zane, Akers, Seiverd)

1. 2023 Invited Sessions
 1. IR 1010
 1. Cinnamon had overwhelming support in her 101 sessions.
 2. Jessica has been asked to come back to do a 101 session.
 3. Janine gave a workshop at RP that was highly welcomed. Jaime is doing a take on it with her. They will tap at qualitative experts too; the session will be equity centered.
 4. IR 201 on leadership and management. Tina will work on pulling a panel on this. She was waiting for today's mtg to have more context and will begin working on this after today's Board Meeting.
 5. Arturo is willing to do a Tableau workshop.
 6. Ken will be out of the country so he can't do the Power BI session.

2. CAIR Book Club
 1. Jaime and Jazmin have a recommendation of the speaker's book from last year's conference
3. CAIR Mentorship Program
 1. We have 3 pairs that have matched. All 3 are having wonderful experiences.
 2. One mentor offered to take on additional mentees.
 3. Jazmin will meet with mentees next week and will have them complete an evaluation after the conference.
 4. The heavy part is the matching and Andrew did a great job.
4. Regional Groups (CAIR Centers)
 1. We have \$1500 to fund regional group.
 2. Committee will want to get a special interest groups.
 1. Tina wants to first wants to map out the interest
 2. First one will probably in February in South CA.

3:35-3:40pm - EDI (Zane and Le, Cradoc Moore, Seiverd)

1. EDI Training for the Board
 1. Will be looking to recruit someone from the board next year.

3:45-3:55pm - Conference Assessment Committee (Zane, Le, Seiverd, Belerique)

1. Overall Conference Evaluation form ([please see WIP Draft](#))
 1. Removed some redundant EDI items and kept other items they felt were critical to CAIR, such as accessibility.
 2. Added items for site selection.

Added item at 3:47 pm by Don and Debbie is on:

IPEDS Pre-Workshop

1. We have the IPEDS workshop "Beyond Compliance". This session is relevant to any enrollment professional. There need to be at least 10 people at the session. So IPEDS is concerned that we will not get the number of people. We will need to promote the session.

Pilot IPEDS workshop

2. IPEDS has revised their site and use of data and would like to pilot a workshop on the changes they have made.

a. This workshop is not offered on-line. Only one group of people have seen it so it is a good opportunity.

Want to break up the sessions to 2 different dates or have the sessions be concurrent?

Can we do a pre- and post-conference workshop? We will need to check with the venue to see what our contract says.

Mike says that they have already booked their plane tickets, so CAIR needs to send out an update to our community.

Don agrees with Rosa and says we can change for pre and post conference fees. But Debby reminds us that we can't charge for IPEDS.

At 3:59pm Don calls for a motion to adjourn. Tina and Mike motion. The motion carries and the meeting is adjourned.

[ss1]Rosa joined meeting at 2:24pm

[ss2]D. Lee Joined at 3:05