



**CAIR Board of Directors Meeting**  
**Tuesday, May 29, 2012 (10:00-3:30)**  
**DoubleTree by Hilton Hotel Anaheim - Orange County**  
**100 The City Drive**  
**Orange, CA 92868**  
**(714) 634-4500**

Present: Mark Robinson (President), Alice van Ommeren (Vice President), Chris Cullander (Immediate Past President), Tongshan Chang (Treasurer), Heather Brown (Director), Yingxia Cao (Director), Robert Daly (Director), Mallory Newell (Director).

Absent: Berkeley Miller (Secretary)

The meeting was called to order at 10:00 am.

#### SCHEDULE

8:45 – 9:45 Past President, President, and Vice President meet

10:00 – 11:00 Full Board meets in International Board Room

- Update on Keynote speakers: possible Disneyland speaker and executive director of AIR. Need for a strong Wednesday afternoon speaker; Thursday morning speakers on the WASC redesign with a complementary speakers for the community colleges; Thursday afternoon Randy Swing from AIR; Friday morning a panel on the K-20 database that will be similar to last year's panel; Friday afternoon lunch speaker is a possible speaker from Disney on the use of analytics at Disney.
- Discussion of the Wednesday afternoon speaker probably from 2 to 3pm. If not, a panel based on the conference theme. Suggestion to ask Charlie Reed and Jack Scott to be speakers. Also a suggestion to ask Kathleen Chivira and/or Mark Baldassare of the Public Policy Institute of California <<http://www.ppic.org/main/bio.asp?i=91>>, Cliff Adleman of the Institute for Higher Education Policy <<http://www.ihep.org/about/bio-detail.cfm?id=18>>. All as part of a panel.
- Possible sponsor workshops on Thursday afternoon. STATA workshop too. From 3 to 4 and possibly from 4 to 5.
- IPEDS Workshop through AIR: making arrangement via AIR before CAIR12. Board needs to decide which modules to offer. The Board recommends that both modules be offered (A

minimum attendance is 24 and max is 40), and Chris will also look into offering the finance module at the conference or as a separate workshop.

11:00 – 12:30 Tour of meeting rooms, etc. with hotel representative (Jeremy)

The Board members were given a tour of the DoubleTree hotel's conference facilities by Jeremy Kinton, Senior Event Services Manager.

12:30 – 1:30 Working lunch provided by hotel

1:30 – 3:30 Full Board meets in International Board Room

#### Call for Proposals

- Discussion about the need to get the call for proposal published soon. Guidelines for submissions need to be established. Mark to create a call for proposals.

#### Local Arrangements Chair

- Recommendation that the local arrangement chairs be Heather and Bob. Bob agreed with Heather's help.

#### Update regarding conference food planning and sponsors

- Alice is still arranging sponsors.

#### Buffer versus plated meals

- Extensive discussion about food orders and buffet versus plated meals.

#### Possible hotel sites for 2013

- A possible hotel in Santa Cruz--a new place. Concern about room rates by November 2013. In the Bay Area, few choices. Suggestion made to return to the DoubleTree in Rohnert Park. Another suggestion was made to consider a site in South Lake Tahoe.

#### Treasurer's report, filing of forms

- See handouts distributed by Tonshan.

#### Cloud-based services update

- Bob asked if the digitized version of the Director's Manual was useful and if development and updates should continue. The Directors did wish to see this implemented. Bob agreed to continue development using cross-Platform applications and will keep the manual up to date.
- Bob led a discussion of possible cloud based services. He suggested that the Board consider using Google for Non-profits <<http://www.google.com/nonprofits/index.html>>. It offers services that could be very useful for CAIR. Concerns about the privacy of the CAIR's documents stored on Google servers was raised.

#### Board member travel expenses

- The Board's President asked all Board members to keep travel expenses as low as possible. He made a recommendation that CAIR would only reimburse for the lowest airfare. Board members in attendance agreed.
- A recommendation was also made to increase the mileage rate for Board members to match the state rate or 55.5¢. The proposal was approved by the Board, effective on May 28th.

#### Conference Planner for CAIR

- A recommendation was made to hire a conference planner for the Association. Concern WAS raised if the organization can afford a conference planner. The recommendation was not agreed to by the Board members in attendance. An alternate suggestion was made to have more conference related responsibilities and duties could be assigned to other Board members. The Board agreed that (who?) would review at the current conference planning Gantt chart to see what responsibilities can be reassigned.

#### Nominating Committee

- The Board will need two new members to start in January 2013. Mallory Newell agreed to chair the nominating committee. The Immediate Past President Chris Cullander, and Board member Yingxia Cao will also serve on the committee. It was recommended that two additional CAIR members be added to the nominating committee.

#### Welcoming Committee:

- An outreach effort to increase CAIR membership and conference participation was discussed. It was suggested that colleges and universities currently involved in the accreditation be contacted, and other universities such as one in Mexicali be contacted. Yingxia Cao agreed to lead this effort.

Adjourned at 3:25pm.

Meeting notes gratefully prepared by Bob Daly