

CAIR Executive Committee Meeting Minutes

Monday, January 23, 2006

Oakland

Participants: Craig Hayward, President; Brandt Kehoe, Past President; Cel Johnson, Vice President; Julian Fernald, Secretary; Sam Agronow, UC Rep; Terrence Willett, CCC Rep;

The meeting was called to order at 10:30 a.m.

I. Introductions

II. Minutes

Minutes from the September 2005 meeting, written by past secretary Marie Richman, were approved.

III. CAIR 2006 – Pasadena 11/1-11/3

Bettina was unable to attend the meeting but submitted a written report. The 2005 closing balance was \$31,376.92, a net gain of a little over \$1,100 from the 2004 closing balance. The unexpected gains resulted from higher than projected conference income, a function of 11 on-site registrations and “healthy” vendor payments, and lower than projected costs, due to low AV costs and the absence of a full-fledged special event.

Despite the overall modest gains it was noted that conference registration continued a downward trend. Possible reasons were discussed, including insufficient/late marketing and bad timing/overlap with other competing events. Suggestions for increasing conference attendance were to consider changing the timing of the conference beginning in 2009 to tag along with the Community College League of CA (CCLC) conference, and to send updates via CAIRNET. The possibility of increasing revenue by hosting workshops designed to build IR capacity was also discussed.

IV. 2005 Conference Review

Craig distributed the results of the overall conference evaluations. Highest rating went to the overall experience and the food (> 3 mean ratings on a 4 point scale). The mean ratings for the website, marketing, meeting rooms and bedrooms were all between 2 (fair) and 3 (good). The primary negative evaluations from the conference were about rooms, AV quality in some sessions, the inability to hear some of the keynote speakers, and the similarity of the keynote speakers’ topics.

Suggestions for improving next year’s conference included attempting to get big name speakers and diversifying the themes of the speakers. The possibility of purchasing AV projectors was also discussed.

V. Best Paper Award Process

A motion was passed to change the best paper award to the best presentation award beginning in 2006. Due to a lack of submissions no best paper award will be awarded from the 2005 conference.

VI. Changes to the CAIR Conference Structure – 2007 and 2008

Beginning with the 2007 conference the responsibilities associated with the annual conference will be restructured. In order to allow a year of learning during the Vice-Presidential year, the primary responsibility for the conference will shift from the Vice President to the President. Although, the President and Vice-President will share the conference co-chair title, the president will have full responsibility to the board for the successful execution of the conference. The treasurer will continue to act as conference registrar.

While the division of labor for the conference is subject to change by mutual agreement of the President and Vice President, the Executive Committee recommends the following distribution of responsibilities: President – speakers, marketing strategies, call for and review of proposals, advertising, problem solving and signatures; Vice-President – scheduling, AV, food, website updates, conference evaluations, arrangement of facilitators, and program printing; Treasurer – registration and vendors; Board – conference theme (with recommendation from co-chairs), and best presentation award.

The 2007 conference in Monterey will be a transitional year, with Past President (Fran Horvath) and the new Vice-President working as co-chairs. The 2008 conference will be the first year fully implementing the new responsibilities structure. The location has not yet been determined.

VII. CAIR Conference 2006

Proposed possible themes for 2006 included: the pipeline to success (intersegmental collaboration and CCC transfers to 4 year institutions), bringing class back in (the role of social class in higher education), the demographic dance in CA higher education (the impact of changing age demographics on the professoriate, students and IR professionals) and strategic planning in the university. The executive committee tentatively endorsed the theme strategic planning and the role of IR, but agreed we needed a much catchier title.

VIII. Website

Craig distributed the results of the website survey. With Suttee not present a full discussion of the report from the Web Site subcommittee was postponed until a future meeting.

The possibility of using the AIR server to host the CAIR website was discussed. Cel reported that CAIR could keep its domain name, and that the AIR site would allow for credit card payments for conference registration and membership dues. There was also discussion of the desire to keep the website and listserv separate. Cel will do more research about the AIR site and Suttee, as chair of website work group, will be responsible for making a recommendation at a later meeting.

IX. Membership Drive

It was noted that membership seems to be sporadic and tied to conference attendance. The problem of conference non-attendees not renewing their membership was discussed. It was once again noted that membership offered no particular benefits.

Snail mailing was rejected as expensive and potentially ineffective. There was agreement that the best way to increase membership is to solicit from the full “universe” of potential members, including new recruits and people who are not currently members. The segment reps agreed to take the lead in trying to compile more comprehensive up-to-date lists of potential members from their segments.

X. Candidate Selection

Positions that will open in 2006-07 are vice-president, CCC rep, and CSU rep. It was unclear whether Bettina can/will continue as treasurer. It was noted that according to the informal tradition of rotating the presidency among the segments, the next V.P should be from UC. The call for nominees should go out in May or June.

XI. Next Meeting

A conference call meeting was tentatively planned for February.

XII. Adjournment

The meeting was adjourned at 3:00 p.m.