

CAIR Executive Committee Meeting Minutes

Thursday, May 31, 2007

Monterey

Participants: Cel Johnson, President; Craig Hayward, Past President; Bill Armstrong, Vice President; Fran Horvath, 2007 Conference Co-chair; Bettina Huber, Treasurer; Julian Fernald, Secretary; Sam Agronow, UC Rep

The meeting was called to order at 9:00 a.m.

I. Minutes

Minutes from the April 2007 conference call were approved.

II. CAIR 2007 - Monterey, 11/14-11/16

A. Speakers

Confirmed – David Shulenburg, Vice President Academic Affairs, NASULGC will speak on the Voluntary System of Accountability being proposed by AASCU and NASULGC

Tentative – Board members are currently following up with several other tentative speakers.

B. Save the Date Notice/Membership Drive

A “save the date” notice for the conference and a call for papers, and a membership renewal request will be sent to the membership list in June.

C. Conference Website

is live: <http://www.cair.org/conferences/index.html>

D. Entertainment

Cair will host a beach party/barbeque on Wednesday evening, and a hotel reception Thursday evening. Buses to and from Cannery Row will be provided on Thursday evening for participants to get dinner on their own.

E. Workshops

CAIR will present 3 workshops on Wednesday afternoon from 3:00-6:00:

- 1) IPEDS data retrieval tools (Cel Johnson, Exec. Director Institutional Research and Planning, University of San Diego)
- 2) Assessment of Graduate Programs (Joseph Hoey, VP for Institutional Effectiveness, Savannah College of Art and Design)
- 3) Statistics workshop (AIR representative)

F. Fees

Conference rates for participants will be the same as last year: \$275 registration, \$225 first time registration, \$185 one day registration.

Rates for vendors will increase to \$600, \$400 one-day, \$100 for inserts.

III. CAIR 2008 – Southern California

The bid from the Hilton Pasadena was higher than anticipated for both room rates at \$155, and occupancy requirements (80%). Possible alternative sites were considered and Board members agreed to research potential sites further before making a final decision.

IV. 2008 Board Elections

Open positions for 2008 are Vice President, which by tradition should rotate to CSU, Treasurer, Secretary, and segment reps from UC and the Independent Universities and Colleges. Fran Horvath was nominated for Treasurer, and Sam Agronow for Secretary. Nominations for the other open positions are pending.

V. Website Changes and Update

- A) The CAIR 2007 conference website is live.
- B) The board discussed and will recommend modifications to the new CAIR website designed by Chao Wang.

VI. Tour of Facilities & Review of Accommodation Requirements

The board met with the convention services manager to review the contract and finalize accommodation requirements for the 2007 conference. Room rates are \$99.00 + tax Gardenside, and \$139 + tax Oceanside. Parking is \$10/day, wireless internet access is free.

The meeting was adjourned at 4:00 pm