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**AHEAD Board of Directors Spring Meeting**

**April 9, 2022**

NOTE: Minutes include business meeting that occurred on April 9, 2022. April 7-8 BOD met to conduct strategic planning activities. Business was not conducted and minutes not taken/required during strategic planning activities.

**Members Present:** Amanda Kraus (AK), Katy Washington (KW); Jill Sieben-Schneider (JSS), Stephan Smith (SS), Melanie Thornton (MT), Allen Sheffield (AS), Karen Andrews (KA), Chester Goad (CG), Enjie Hall (EH), Zebadiah Hall (ZH), Crystal Hill (CH), Maria Schiano (MS), Tammy Berberi (TB), Chinwendu Okornokwo Burns (COB),

**Members Absent:** None

**Meeting Called to Order (unanimously):** 9:02am

**Meeting Adjourned (unanimously):** 3:36pm

**Meeting Minutes:** Fall 2021 Minutes, Approved. CG moved. KW seconded.

**Old Business:** None

## Strategic Planning

* BOD members to word smith with AHEAD staff included. If needed, will pull in AHEAD members or others (JPED editors, AHEAD Research staff, etc.) from various areas to gather input on objectives and more.

## Active Policy Solutions Update

Policy Platform

* Rights and Protections: Gov. policies that protect the rights of students with disabilities and other “minority” groups.
* Diversity, Equity, Respect, and Inclusivity: Gov. policies that promote diversity, equality, respect, and inclusivity in higher education for students with disabilities.

Accomplishments

* Rise Act bipartisan support and inclusion in house effort.
* NCCSD saved and renewed ($2.5 million secured to date). Looking to double the $2.5 million this year for fiscal year 23.

Relationships fostered

* Over 175 individual contacts, over 200 meetings with over 100 offices and organizations
  + Includes Deputy Secretary of Education and the Office for Civil Rights
* Solicited policy interests of AHEAD members
* Developed a policy agenda of nearly 15 policy items. Of the 15, 3 were chosen as the top policy items to focus on--created the policy platform based on the policy priorities.
* Kept AHEAD informed throughout year.

Updates

Pell Grant Flexibility

* Introduced in the House. Closing in on introduction in the Senate. Working with committee staff to get their approval. Possible inclusion in bipartisan mental health bill package.
* Flexibility in how package is awarded-reduced course load without Pell grant award penalties. Would still be considered full-time student.
* Working with FFHSA (financial aid national organization) to educate on bill and ask for feedback.
* May be titled "Pell Grant Accommodation" in future with "Flexibility" removed.

Education Media Reasonable Accommodations

* Technical assistance request (TA) letter to Department of Education Office for Civil Rights. Raised awareness. Garnered direct contact with office for any AHEAD member. Potential future webinar.

Next Steps

* AHEAD's 45th anniversary
* Policy education
* Member engagement
* Policy issues/policy platform/policy agenda
* 118th Congress. With turnover coming in January, APS will have to go back to rebuilding base of contacts

## CAS Update

* Work on updating standards has begun-8-12 month process. Anne Newman, VP of Rutgers University, serving as team lead for DRS CAS updates. The work is divided into two teams, the subcommittee and the expert committee. In March, a call to members to participate in subcommittees was put out on the community board and 17 individuals have volunteered from various schools across the country with various years of experience—need to have fresh perspectives. Subcommittee dedicated to editing the standards. The expert committee includes 13 individuals representing various institution types (community college, online, etc.) and interested areas (DEI, etc.). The expert committee will serve as a secondary review of the subcommittee edits and will also serve as the editor for the contextual statement. Led by Jill Sieben-Schneider and Ann Knettler as AHEAD CAS representatives.

## Achieve the Dream Update

* Community college network. Network does DEI work well and are recognizing the gap with disability. Maria and Katy conducted a presentation for the group. Hoping that it opens doors for working together more.
* Idea presented--sending philosophy pages or meeting with organizations like ACPA, NASPA or small group of leaders from AHEAD to talk about disability. Presenting at their conferences may be an opportunity to connect in a meaningful way, but it will be important to consider how the presentation is marketed to student affairs professionals and language used (e.g. social justice, disability, etc.). Inviting their presidents to come to our conferences for a presidential partnership. Membership/conference registration exchange with other organizations. AHEAD gap with topic of student development. Are there other conferences (like NCORE), AAAED (American Association for Access, Equity, and Diversity) organization from compliance end and ACHA (American College Health Association) that we should be considering. Are there opportunities for joint conferences. Utilizing CAS standards to communicate with other organizations. Connect to strategic plan.

## Awards

* Presidential awards for recognizing work and contributions to disability and disability field.
* Not ready to create new awards at this time. Establishing award or fellowship - tie any future awards back to strategic plans, philosophies, values. Revisit award guidelines and requirements in summer or fall meeting.

## Affiliate Update

* 37 states have affiliates. Only 7 have sent in appropriate paperwork so far. Not unusual as it can take months to get paperwork in. Work to maintain regional affiliates from the board roles is becoming too much. What can the board do to provide resources to maintain support for the affiliates.
* KW to assist with lunch at Cleveland. Listening session to hear what is needed from AHEAD. KA and Jane might have an existing model with Jane serving as the administrative person and KA serving as the Board representative. *Action item: SS to work to see who in AHEAD can manage the administrative piece.*
* Each BOD to take a handful of affiliates and reach out regarding membership renewals. *Action item: MS to follow up with BOD on who to reach out to.*
* To work long term affiliate solutions into the strategic plan

## NASA

* Would like to engage with AHEAD. To provide funds and resources for open science initiative, collaborate on presentations, and more. SS to be the person to liaise.

**Executive Director Report**

## Professional Development Updates

* Accessing Higher Ground: 245 in person participants and 295 virtual attendees. Averaged approximately 700 attendees prior to the pandemic. If booked an annual conference AHEAD would be released from the attrition/liability penalties for missed conference.
* Management Institute: Consisted of four tracks and had 120 participants which is on par with what AHEAD typically has. Had 40 participants in the community college health accommodations track. The Management Institute is highly participatory, immersive, and aims to assist attendees with network building. These outcomes make it difficult to deliver online. Would like to go back to hosting in-person in 2023
* Spring Webinar Series: Averaged over 300 people per webinar for spring webinar series. In the past, we would only have 50 people per webinars. Looking to ensure members have more affordable options. $59 per webinar. Used to be $99 per webinar.
* Spring Colloquium: 198 participants registered.
* AHEAD Conference: 300 people have already registered. Have projected a significant drop in attendance in comparison to pre-pandemic. 700 expected. Down from 1400. Oxford abstracts review system for proposals. System has worked well-able to incorporate 90 reviewers into system. Ended up with 15 pre-conference sessions and 90 concurrent sessions. Seeing good registration numbers for sessions that are occurring at the same time the legal sessions are occurring.
* AHEAD Live: Free. Will be conducted monthly.
* Working with Dept of Education on grant with University of Minnesota. AHEAD serves as co-PI on grant. Nearly complete with agreement to move forward. Dept. of Education has already started paying out grant. Wendy Harbour is working on grant full-time and Richard Allegra is working on grant part-time. In year two, a graduate assistant will be added.
* Have reached 4100 members so far for the year. Anticipating 4500 members by the end of the year. When someone signs up for membership, AHEAD does not ask for personal demographic information but members are followed up with separately with an opportunity to volunteer demographic information for themselves and their institutions. International membership is low at 100 members. *Action item:* SS to gather available data from Sally to get to BOD.

## Budget Report

Revenue Highlights

* Projected surplus of $73,924 due to membership numbers. Expected to adjust these numbers again due to anticipated increase in members throughout rest of year.
* Audio, Webinar, and Distance Education have exceeded projections and is currently at $213,704.
* NCCSD error. No cost extension. Did not originally incorporate year 1 grant funds as unclear if grant was going to move forward. Now have $150,686 as carry forward that was not originally accounted for. Recommend keeping in savings and see where market is at in October to potentially invest elsewhere.

Expense Highlights

* Website/LMS. Will spend entire amount of funds allotted.
* May not have in-person AHEAD staff meeting this year as originally planned which means money that was allotted for it will not be spent.
* Professional development instructors-funds are spent as events were already held. No more workshops for the fiscal year, money to carry over.
* Credit card processing-have spent 38k out of $55k already. Have taken in over $800k in membership, almost all of which comes in via credit card payments which equates to additional revenue that AHEAD had to pay credit card fees for.
* Liability insurance-at $14k used to be $3500k. Now have to pull out a professional liability policy (covers anyone who works on behalf of AHEAD and AHEAD employees) and umbrella policy.
* Public policy- spoke with AHEAD executive board. Have decided to invest additional funds into public policy expenditures. Originally budgeted $48k. With more policies being pushed (Pell Grant Bill, NCCSD funding support, Higher Ed Act) increased to $60k.
* Conference expenses-changed captioning company and in doing so, saving $50/hr. Will save AHEAD $20k for conference expenses. Estimating that conference expenses will come in $50k under what was originally budgeted for.
* Spring BOD meeting much less than budgeted as facilitation cost no longer.
* Expense request. No staff increases in last 2 years (July 2019)--invest $60k in staff salary increases. Offer more flexibility in work week (flex scheduling) beginning fall 2022. *JSS moved to approve and CG seconded. Approved.*

## Site Research Conducted for Conference

* Two site visits. Milwaukee and Providence. Both would be small convention center where AHEAD would be only attendee. Book both-one for 26' and 27'. Providence 26 and Milwaukee 27.