

CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA
CCAC BOARD OF DIRECTORS MEETING
MINUTES
June 4, 2008
Double Tree Hotel, Sacramento

After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors was called to order by President Franell Prather at 9:20 AM.

BOARD OF DIRECTORS PRESENT: Franell Prather, Peggy Smith Andersen, Denise Roscoe, Paula Sutton, and Sylvia Hernandez.

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Kathy Bettger, Debbie Brumfield, Robyn Davila, Susan Kissinger, and Regan Ronayne.

ABSENT (Excused): Robyn Davila, Tedi Kostka, and Siena Van Heusen.

P. Smith Andersen and D. Roscoe seconded the approval of the June 2008 Agenda and to accept the excused absences. The Vote in favor was unanimous.

President's Report – Franell Prather:

Announcements—Regan Ronayne was introduced as the new IHE representative. She will complete Sarah MacGregor's term as an IHE representative.

Budget Update—Reviewed spreadsheet comparison from 2007 Conference to 2008 Conference and so far we are within budget. However, costs have increased in the following areas: per diem, mileage rate, and food. Conference costs are up \$2,000 due to this. Cost for the Board of Directors and Advisory Committees are up about \$8,000 due to hotel costs at the Doubletree. It is cheaper to stay at the Holiday Inn because they will give us the State rate but they do charge for the use of a conference room. P. Smith Andersen and F. Prather plan to meet with Megan, from the Doubletree, to see if anything can be done to reduce hotel costs. CCAC income is down in comparison to last year. This is due to lack of conference registrations at this time. If less than 950 attend it will affect the budget since registration pays for conference. P. Smith Andersen moved to approve the budget as explained and S. Hernandez seconded the motion.

Website FAQ's—there was discussion on no longer differentiating between Members and Associate Members but F. Prather said the Bylaws would need to be changed and that could be costly. The membership application link needs to be updated or make it generic so it links to the current application.

Report on President's Items—at our last meeting included discussion on the professionalism of the organization. She contacted Janet at Evaluation Systems Pearson to request a letter of support regarding our organization. Pearson had had asked for our assistance with another state's constituency who did not have an organization such as ours. The letter may be something

we would want to post in addition to the pamphlet on the CCAC organization. The pamphlet should also be printed for conference.

Letter to CTC— a response was sent to F. Prather about setting up a small task force regarding our concerns about the on-line system. An audit process needs to be created since the CTC doesn't have a system of checks and balances in place for the on-line recommendations. For instance, it was discovered that users have full access to recommend for any credential. This is problematic since many users are not authorized to recommend for all credentials or their institution may not offer all credentials. Susan Browning and Tammy Duggan of the CTC will work with CCAC representatives to create an audit plan to pilot by December 2008.

R. Ronayne recommended that we create a "Standards of Good Practices" using the model created by the college counselor organization.

F. Prather will meet with Patty Wohl to discuss the task force representation. P. Smith Andersen suggested that scenarios be created and sent to F. Prather to present to the CTC. S. Kissinger was asked to provide some scenarios and R. Ronayne will provide her scenario of her initial credential analyst experience. These will be provide to F. Prather.

It was announced that the CTC will stop issuing documents soon and candidates will be able to print their documents that module is created.

There was discussion on some CCAC insurance issues. For example, the Show Stoppers insurance is the cancellation insurance in case conference is cancelled. We need to be sure to do this each year since this company does not automatically bill us for this each year.

Members have been inquiring about Mike McKibbin's retirement date and it will be January 1, 2009.

Vice President Programs – Peggy Smith Andersen

Conference 2008—the preparation is moving along. The postcard has been mailed to the membership. Extra postcards have been printed to send to county offices. The Steering Committee is identifying the hot topics in credentialing. She will ask Dale Janssen if the Chair of the Commission should be invited to do the Wednesday welcome. There was a suggestion to have a Thursday General Session and to have Penny Early be the speaker. D. Roscoe suggested that Dale be invited to do the Wednesday welcome. P. Andersen Smith will meet with Edith Thiessen on the organization of the notebook. Corporate Image was the only printer that responded to the bid for conference, however, this company was used last year.

S. Kissinger will follow up on entertainment since a contract was supposed to be sent to her by fax.

Vice President Membership—Denise Roscoe

D. Roscoe announced that Cal Baptist will be getting a new Assistant Dean. Her office has hired a new graduate advisor and they will be interviewing for a second advisor soon. She has been approved to begin the Board of Institutional Reviewers (BIR) training in June. Bonnie Crawford and Edith Thiessen were also approved for BIR training.

Membership— she has been working with Linda Hunt on membership. A few memberships have been received since May 2nd. She sent Cindy Greene a list of names to be added to the listserv. The call for County Representative nominations and District nominations was sent out. Some undeliverable message replies were received and she will keep those addresses in case someone complains that they did not receive the message. A membership check was received but did not identify who it was for so she will try to resolve that. A welcome letter has been sent to the new members. It was suggested she include information about the website address so they can refer to it.

As of May 22nd, there are 206 new IHE members (68 CSU, private 120, UC 18). She will follow up on the numbers for district and county.

Secretary – Paula Sutton

Prior Minutes: S. Hernandez motioned to approve the Minutes of the April 2008 BOD Meeting as amended. The motion was seconded by D. Roscoe. The motion carried.

Treasurer – Sylvia Hernandez

The request to add the name in subject line for CCAC travel reimbursement is working out perfectly and she thanked us.

A bill from Gilbert Associates for taxes was received. F. Prather moved to pay Gilbert Associates and D. Roscoe seconded the motion. The motion carried.

Treasurer Reports—a motion was made by D. Roscoe to approve the Treasurer's Reconciliation Report. The motion was seconded by P. Sutton. The motion carried.

Past President – Tedi Kostka

F. Prather presented this report on behalf of T. Kostka. The CCAC Southern Regional Meeting which was hosted by T. Kostka's campus. It was very well done and there was good attendance. There were breakout sessions. The IHE session did reflect the frustration with inaccurate information being given by the CTC. The afternoon meeting was a roundtable discussion that was mostly attended by IHE's but some county and districts representative stayed voiced their frustrations with answers being given by the CTC staff.

Elections—T. Kostka sent ballots to D. Roscoe to disseminate to the membership list. To be eligible to vote, you must be a member by June 1st. The signed ballots are due July 16.

R. Ronayne asked to clarify her term as IHE representative. She will need to be nominated as an IHE representative if she wants to be considered for the 2008-09. T. Kostka will be asked if she can still be placed on the ballot.

Advisory Committee Reports

Susan Kissinger, County Representative: She is ready for the Northern Regional Meeting and 53 people have signed up. A total of 55 people will be attending including the CTC.

S. Kissinger is retiring this year and a replacement has not been identified yet. A discussion ensued on the Personnel Administrators and Steering Committee and how they provide training to new personnel. This group has statewide membership.

Siena Van Heusen, District Representative: Absent.

Debbie Brumfield, IHE Representative: Had 12 new candidates begin their program this summer. Her campus' undergraduate and transfer numbers for fall is going to be high.

Kathy Bettger, County Representative: Has been sending out their employment opportunities to the BOD/Advisory Committee to help disseminate their information.

Regan Ronayne, IHE Representative: Distributed brochures from UC Berkeley Extension. UCB Extension has CTE and adult credential programs. They also have professional development courses for those who already possess credentials.

Robyn Davila, District Representative: Absent.

Old Business: None

Mel Hunt, Past President—distributed Status of Bill report. The bills are dead if they are not out of the house of origin at this point. A few of the bills that died were discussed and those that are moving forward. M. Hunt will make some corrections to the report and email it to us for review.

Online recommendations are changing the relationship with the CTC and those issues were discussed with the CCAC Past Presidents. It has been suggested that a working group be developed regarding these issues.

New Business: None

A motion to adjourn the meeting at 4:40 pm was made by S. Kissinger and seconded by P. Smith Andersen. The vote was unanimous and the motion carried.

Addendum: Votes were taken via email (Article V, Section 11) on the following:

June 11, 2008--a motion by F. Prather to approve the Southern Regional expenses. This was seconded by S. Hernandez and the motion carried.

Item I: On July 14, 2008 the BOD unanimously voted to approve payments to John Pietsch to update the registration and membership database. The rate will be \$25 per hour for 15 hours and additional time needed not to exceed 30 hours.

Item II: On July 24, 2008 the BOD reviewed the policy options for the Showstoppers Event Cancellation insurance for Conference.

Item IV: On August 13, 2008 a motion by F. Prather to approve a Survey Monkey account at the cost of \$200 per year. It was seconded by P. Smith Andersen. The vote was unanimous and the motion carried.