

CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA
CCAC BOARD OF DIRECTORS & ADVISORY COMMITTEE MEETING
MINUTES
April 20, 2010
Doubletree Hotel, Sacramento

After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors & Advisory Committee was called to order by President P. Smith Andersen at 8:47 AM.

BOARD OF DIRECTORS PRESENT: Peggy Smith Andersen, Sylvia Hernandez, Lane Olson, Cindy Greene and Franell Prather.

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Valerie Flatt, Gay Maas, Laura Koger, Renee Larson, Carla Rayon, and Elisa Regalado.

EXCUSED ABSENCE: Paula Sutton

Agenda

P. Smith Andersen asked for approval of the April Board of Directors & Advisory Committee Meeting Agenda. C. Greene moved and F. Prather seconded a motion to approve the agenda; the motion was carried.

President's Report—Peggy Smith Andersen

P. Sutton is absent, as her father passed away last week and she is in Oklahoma this week. F. Prather moved that the BOD/AC send a plant to P. Sutton; C. Greene seconded the motion; the motion was carried.

June BOD/AC meeting date – The June meeting is scheduled for June 1, which would require travel on the Memorial Day holiday. P. Smith Andersen requested that we move the BOD/AC meeting to Friday, June 4. We will have guests at the BOD/AC meeting from Pearson/NES and CTC, and should plan a full day's meeting. F. Prather moved that these changes be approved; L. Olson seconded the motion; the motion was carried. The June meeting week will be:

- Tuesday, June 1 – travel day
- Wednesday, June 2 – Conference Committee Meeting
- Thursday, June 3 – CTC Meeting
- Friday, June 4 – BOD/AC Meeting

Budget Updates – As approved in March, we're budgeting for 550 conference attendees. This is less than our attendance in 2009. There was discussion about conference attendance expectations; some feel 2011's attendance will be lower than 2010. While budgeting for 550 attendees, we are prepared to adjust expenses where needed if attendance is lower.

Regional Meetings – P. Smith Andersen asked if there was any feedback about not having regional meetings in 2009 and 2010. There was agreement that as budget cuts are more and more severe, travel is difficult and being out of the office is even more problematic. C. Rayon appreciated having a regional meeting close to her office and that people were able to attend who otherwise cannot. V. Flatt and E. Regalado pointed out that they cannot physically be out of the office without a problem.

CTC Communications – P. Smith Andersen is meeting with Dale Janssen and members of his staff on April 21 to discuss webinar issues and general communication with the field. In a discussion of future needs of the

organization, concern was expressed that CCAC members need to keep open lines of communication with CTC and electronic presentations have many technical problems and questions are not always answered.

V. Flatt appreciates that CTC is no longer returning applicant materials with problems; it is helping her workflow. CTC staff are also calling her for information which speeds up application issues. R. Larson also appreciates the CTC staff calls. There was discussion about some areas such as online recommends when the candidate does not complete the application. E. Regalado said that TCCs cannot be issued until the applicant has paid for credential. There was also discussion of examination expirations; applicants want “proof” that scores really do expire. Expiring scores are an increasing problem at the universities.

P. Smith Andersen will ask for an organization chart of CTC so BOD/AC members know whom to contact.

R. Larson asked about the CCAC Survey of Approved Coursework for Ryan credentials; it is posted on the CIG but is not updated. It is still used frequently by IHEs and district/county offices.

Immediate Past President’s Report – Franell Prather

F. Prather read the CCAC Mission to the group, and reminded us that is our responsibility to ensure that the mission is being fulfilled.

Elections for 2010-2011 BOD/AC – F. Prather discussed procedures and timeline for elections. She will oversee the process. Nominations will be called the end of April. One IHE, county and district member will be elected for the A/C; junior members handle the election for their constituency. F. Prather handles the BOD election. Another CCAC member must help count ballots. Discussion held about requiring signature on envelope, which is required by the CCAC By-Laws. A signed envelope can be placed in an outer envelope for mailing if the member wishes privacy. Results of elections are finalized in August. She asked BOD/AC members to look for candidates for positions.

Initial Policy Review Discussion – CCAC Policies can be changed by BOD vote, and are used to guide the use of the By-Laws (which are difficult to change). F. Prather said that our current budget categories may need to be reviewed. A discussion was held on the list-serves, which are currently not addressed in the Policies. She encouraged all BOD/AC members to look at the Policies and how they affect our positions, and asked that members please send any concerns or suggestions to her before the next BOD/AC meeting.

F. Prather informed the BOD/AC of some of the issues following the earthquake in the east San Diego area. Calexico School District is still closed.

Vice President Programs — Paula Sutton

F. Prather gave a brief report on conference plans for P. Sutton who is absent. Since the first Conference Committee meeting is April 21 (tomorrow), there was no discussion on conference particulars.

Vice President Membership—Sylvia Hernandez

S. Hernandez reported that membership has held steady (693 members); she has received one additional membership application since the last report. Breakdown of current CCAC membership is as follows:

- 62 CSU
- 11 UC

- 100 Independent IHE
- 131 county
- 349 district
- 40 other

The annual “Membership Letter” attesting to the location of membership records is being distributed with these minutes.

Treasurer — Lane Olson

L. Olson distributed the following financial reports:

- 2009 Profit Loss Standard Sheet for Business Meeting
- Transaction Detail by Account for Business Meeting
- Trial Balance for Business Meeting.

She thanked S. Hernandez, P. Smith Andersen and F. Prather for their help with the accounting software. She is working with our accountant; taxes are due for filing in May. She requested that we all turn in travel reimbursement requests before the next scheduled meeting. E. Regalado thanked L. Olson for her quick response and help with reimbursement forms.

There was discussion of BOD/AC travel arrangements to keep within budget, such as timing of air reservations, car rental, etc. Rental of a minivan for BOD/AC meetings has kept costs down by eliminating taxi and shuttle expenses.

F. Prather moved and P. Smith Andersen seconded a motion to accept treasurer’s reports and the 2009 Balance Sheet/Previous Year Comparison as presented. The motion was carried.

Secretary’s Report — Cindy Greene

C. Greene announced that the March 2010 CCAC BOD/AC Minutes were distributed electronically to the Board and Advisory Committee members, and she distributed an addendum to the minutes. S. Hernandez moved to approve the March Minutes and L. Olson seconded the motion. The motion carried. As a reminder, the approved minutes are posted on the CCAC website.

Advisory Committee Reports

District Report

L. Koger received a regional award of Confidential Employee of the Year yesterday from the Association of California School Administrators. District offices have been dealing with necessary layoff situations. She presented a draft survey she has created for conference topics, which will be sent through Survey Monkey. She asked the BOD/AC to review the draft survey, and email suggestions to her.

C. Rayon also received the Confidential Employee of the Year from the Association of California School Administrators for her region. Her district is also finalizing layoffs, mitigated in part by retirement incentives. Both representatives mentioned that many programs are being cut.

County Report

V. Flatt reported some layoffs in her county, including classified staff. San Mateo County may close their Professional Library, as it is not required by statute although much used and appreciated. She is working on a plan to help school districts in her county alleviate the credential analysts' and technicians' workload.

E. Regalado reported that her county has a new superintendent. They will be hosting a webcast on special education for county personnel on April 30, sponsored by CTC. The county office will have five furlough days next year; they also have increased applications for substitute teachers.

IHE Report

R. Larson's campus internal audit has been completed and she is preparing for a joint accreditation visit in May 2011. University of Phoenix is adding an Administrative Services credential program, and they have seen a huge increase in CTEL/CLAD program and CL-469 requests.

G. Maas reported that there have been no layoffs yet at CSU, Chico, but the campus is doing some restructuring and combining two academic departments.

Old Business

There was no Old Business.

New Business

S. Hernandez reported that she had attended an interesting presentation by Encorps, a group working to recruit people from industry into teaching math and science. She said Encorps seems to be especially interested in helping people decide if a teaching career is really appropriate for them.

The next Board of Directors & Advisory Committee Meeting will be held June 4, 2010, at 8:30 am at the Doubletree Hotel in Sacramento.

C. Greene moved to adjourn the meeting and the motion was seconded by S. Hernandez. The motion carried, and the meeting was adjourned.

ADDENDUM: between the April 2010 and June 2010 official Board of Directors meetings, votes were taken via email on the following items (Article V, Section 11):

Item I: On May 10, 2010, P. Smith Andersen motioned for approval of payment to Valerie Flatt for her March 2010 BOD/AC meeting travel expenses. F. Prather seconded the motion and the motion carried.

Item II: On May 28, 2010, P. Smith Andersen motioned for approval of payment to the Doubletree Hotel for expenses for the April Board of Directors and Advisory Committee and Conference Committee meetings. F. Prather seconded the motion and the motion carried.



APRIL 2010 Board of Directors/Advisory Council Meeting
Tuesday, April 20, 2010, Doubletree-Sacramento

8:30 am Call to order

Approval of Agenda

Board of Director's Report

President: Peggy Smith Andersen
June BOD/AC meeting DATE!
Budget – proposed 2010 - updates
Regionals –
CTC Communications – schedule of meetings.

Past President: Franell Prather
Election for 2010-2011 BOD/AC
Initial Policy review discussion

VP Programs: Paula Sutton
Conference 2010 - update

VP Membership: Sylvia Hernandez
Membership Update

Treasurer: Lane Olson
Treasurer's Report –
2009 Profit Loss Standard Sheet for Business Meeting
Transaction Detail by Account for Business Meeting
Trial Balance for Business Meeting

Secretary: Cindy Greene
Approval of Minutes from March 2010 meeting

Advisory Committee CCAC Reports

District Representatives:
Laura Koger
Carla Rayon

County Office Representatives:
Valerie Flatt
Elisa Regalado

IHE Representatives:
Renee Larson
Gay Maas

Old Business

New Business

Next Meeting, June 1, 2010, (discuss start time) Doubletree-Sacramento

Adjournment

Credential Counselors and Analysts of California



2009-2010

To Whom It May Concern:

The names and addresses of the Credential Counselors and Analysts of California current voting members are located at California State University, San Marcos, Student Services Center, College of Education, 333 S. Twin Oaks Valley Rd. San Marcos, CA, 92096-0001. The information is contained in an Excel database and tracked individually by IHE, District, County, and Other. The conference registrar, Linda Hunt, at the University of Redlands, also has a copy of the membership list. The database is maintained by Vice President for Membership, Sylvia Hernandez.

For additional information concerning CCAC membership details please contact me.

Sincerely,

Sylvia R. Hernández
Vice President Membership
E-mail: shernand@csusm.edu