



**Credential Counselors and Analysts of California
Board of Directors/Advisory Committee Minutes
December 17 & 18, 2018
Holiday Inn, Sacramento**

Call to Order

After a quorum was determined, the December 2018 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President, Denise Payne at 1:00 pm.

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Jenny Teresi,

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Myla Adeva, Susan Carlisle, Paul Deal, Jason Drewry, Rachelle Sousa

EXCUSED ABSENCES: Susan Taylor, Jenny Teresi (Day 1)

Approval of Agenda

Action: A motion was made by J. Elemrani, seconded by T. Torres to approve the December meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.
A copy of the agenda is attached to the minutes.

Approval of Minutes

Action: A motion was made by T. Torres, seconded by J. Elemrani to approve the October Business meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Reports of Officers and Committees

President's Report – D. Payne

- **Holiday Cards Sent to CTC**

- **Professional Development Opportunity**
Ted Andrews Winter Symposium (TAWs) January 2019. CCAC will send two representatives. Highlights of the conference will be in the February minutes.
- **Review of BOD/AC Meeting Schedule for 2019**
No changes were made to the meeting schedule.
- **Future CCAC Highlights**
P. Deal, Jr. County Representative, has volunteered to assume the CTC Highlights duty.
- **CTC Thank You Reception**
The CCAC Board of Directors will host the annual CTC Thank You reception to acknowledge all CTC staff for their much-appreciated work on the 2018 40th Annual CCAC Conference. The reception is scheduled on February 5, 2019, CTC Board Room, from 3:00 p.m. – 4:00 p.m.
- **CTC Methodology Project**
CCAC President, D. Payne, will generate an updated survey, recipient list and provide to CTC for distribution from their Accreditation listserv. This ongoing project takes place every two years.
- **Dropbox Passwords/Details**
CCAC materials will continue to be maintained and updated electronically. A Gmail account was set up for CCAC business, this was decided to bring systems current and streamlined to minimize the need for different usernames, emails, and passwords. With the exception of the Treasurer email, the goal is to have one uniformed email and username for use throughout all item of business.
- **Storage Unit- Names on account**
D. Payne will contact office to update names on account. In addition to the President and VP being on the account it was determined that a Nor CA representative should have a key in the event there's a need to access in between Board meetings.
- **Travel Reimbursements**
Expense forms were updated, filled out by each board member and travel reimbursements will be processed at the end of the second meeting day.

Secretary's Position – Vacant, presented by D. Payne

- **Appointment for December Meeting**
Erin Naudin, University of Phoenix, was elected for the 2018-19 year. In December, E. Naudin accepted a new position outside of credentialing and is no longer with the University of Phoenix. Due to vacancy of the Secretary position, D. Payne asked for a volunteer from the current Board and/or Advisory Committee. P. Deal, Jr. County Representative, volunteered to fill the position of Secretary.

Action: A motion was made by D. Payne, seconded by T. Torres to appoint P. Deal to fill the role of Secretary for the remainder of the 2018-19 term. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous

- **Traveling Mailbox**
M. Adeva volunteered to take care of the traveling mailbox
- **2019 Room Reservations**
All room reservations for 2019 have been tentatively reserved.

Vice President for Membership – J. Elemrani

- **Membership Numbers**
Total Membership for new Membership Year 2018-19 – **863**
County – 146
District – 509
IHE – 145
Charter – 54
Other – 9
- **Review Conference Refund Policy**
It was suggested that we move this item for discussion to the February meeting.
- **Action Item: Refund Requests**
There were 16 refund requests submitted after the deadline date. All requests were reviewed.

Action: A motion was made by D. Payne, seconded by J. Elemrani to approve the 16 refund requests. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Treasurer’s Report – Vacant, presented by D. Payne

- **Appointment of Future Treasurer**
Due to the unexpected passing of the elected Treasurer in November 2018, Debbie Brumfield, the Board discussed contacting the election runner up to inquire about serving in the role for the remainder of the year. Kathy Tamez, Sutter COE, was the runner up and has expressed interest. D. Payne will reach out to talk with her about details of the role. Should K. Tamez not be available, the Board explored the value of seeking the temporary assistance of a bookkeeper or the CPA firm that handles CCAC’s tax preparation.

R. Sousa agreed to take the bookkeeping documents and laptop and schedule a meeting with K. Tamez if she accepts the treasurer role. Together they will review everything and propose next steps to Board.

- **Action Item: CCAC Budget Approval**

D. Payne explained the need to approve a portion of this year's budget in order to maintain regular operations and requested a motion. D. Payne reiterated that expenses need to be preapproved if they are unusually high or outside of the normal cost range.

Action: A motion was made by J. Elemrani, seconded by P. Deal to approve up to 1/6th of the 2018-2019 budget. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

- **Action Item: DoubleTree Hotel – Final Conference Invoice**

D. Payne provided an update regarding the process of finalizing the DoubleTree bill for the 2018 Fall Conference and requested a motion to approve payment once the remaining clarification is resolved.

Action: A motion was made by J. Elemrani, seconded by J. Teresi for the President to pay the final version of the DoubleTree invoice for the 2018 CCAC Fall Conference upon receipt. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Advisory Committee Reports

Reports were given by committee members.

Listserv Administrator – Edith Thiessen

- **Training/Back-up**

E. Thiessen requested that the Board identify someone to prepare to assume her role as the Listserv Administrator as she intends to step down after completion of this term.

VP Conference Chair's Report – T. Torres

- **Introduction**

T. Torres shared that she is preparing for her work as VP Conference Chair and looks forward to discussing the role with J. Elemrani who has previously served in the position. T. Torres also mentioned her appreciation of R. Sousa, Sr. IHE Representative, ideas for this year's conference and looks forward to exploring further.

D. Payne emphasized the need to bring new people into leadership in order to keep the organization thriving. Conference committee is a great way to become involved and a stepping stone towards a more formal role on the Board/Advisory Committee.

- **Steering Committee – Pre and Post Conference Survey Feedback**

R. Sousa shared a summary of the pre and post conference survey responses by IHE's. The board found the summary informative and a foundation to begin creating possible agenda topics for the spring regionals and/or the next fall conference.

T. Torres requested Advisory Committee County and District Reps develop similar summaries of the comments from their constituencies. This should be completed prior to the February meeting as it will also help shape the 2019 pre-conference survey.

D. Payne will share the post-con survey results with CTC leadership prior to the annual February CCAC/CTC leadership meeting.

- **Conference Planning Committee recruitment of members**

D. Payne will send a list of election nominees to T. Torres with the hope that previous nominees will be interested in serving on the conference committee.

- **Conference Chair Coordinator**

T. Torres nominated J. Elemrani for Conference Chair Coordinator based on J. Elemrani's experience as Vice President Conference Chair and J. Elemrani agreed to serve.

- **2019 Conference Committee meetings**

D. Payne confirmed that all conference committee meetings with CTC are scheduled to be held in the Commission Board room. Catering will need to be scheduled.

- **Conference Keynote suggestions**

T. Torres suggested Michelle Kuo, author of "Reading with Patrick". She will reach out to her about her availability: <https://www.michellekuo.net/reading-with-patrick/>

M. Adeva suggested Sarita Maybin: http://www.saritamaybin.com/#about_me

J. Drewry suggested Dr. Dome from Epoch Education in Sonoma: <https://epocheducation.com/about/>

- **Pre-Conference survey – February 2019**

It was discussed whether the Board should identify topics of interest and send those out to the membership via the survey to gauge interest in them.

Further development in content for IHE was identified as a key need for the next conference.

T. Torres asked R. Sousa to email a copy of her summary of IHE comments with the Board and AC.

R. Sousa mentioned the possibility to extend the time length for the CSU system meeting per CSU's request. The Board was supportive of the idea.

The Board discussed the need for veteran analysts from the constituencies to invest in making the fall conference sessions more valuable for seasoned attendees. J. Drewry and P. Deal shared how this was a discussion topic at PASSCo recently.

R. Sousa suggested asking system's meetings facilitators to take notes on their sessions and pass along to CCAC directors in order to utilize for future reference by the next year's system facilitators. She suggested facilitators choose pivotal topics where the group discussion can produce tangible results.

E. Thiessen suggested the need for IHE's to drive the topics to develop IHE strands and/or sessions.

There was discussion about the possibility of CTC representation, similar to PASSCO, at CCAC Board meetings to enhance communication and fall conference development as well as to satisfy D. Payne's desire to incorporate elements of professional development into the CCAC meetings.

Immediate Past-President's Report – J. Teresi

- **Action item: Spring Regionals**

J. Teresi explained the scheduling of this year's regional meetings. Charlie Watters (CTC) indicated availability dates and requested host sites be located near airports when possible. J. Teresi and C. Watters confirmed the following host sites and dates:

April 23, 2019	SCOE Sacramento – Michele Mickela, P. Deal (Solano COE)
April 24, 2019	CSU Chico – R. Sousa
May 8, 2019	CSU Northridge– T. Torres
May 9, 2019	UC Santa Barbara –Katie Tucciarone and Tom Heiduk (Santa Barbara COE)
May 15, 2019	San Joaquin County Office of Education – Aggie Christensen
May 21, 2019	Riverside County Office of Education – J. Teresi
May 22, 2019	Orange County Department of Education – Susana Fernandez

D. Payne asked the BOD/AC for topic suggestions for the Spring Regionals. She explained that the Board is in a difficult transition due to two vacated positions - Treasurer and Secretary and would the additional distributed workload impact the ability to offer regionals. T. Torres suggested the possibility of reducing the number of regionals and the BOD/AC discussed the challenges around determining the number and location of sites while still meeting CTC criteria and membership needs. It was also mentioned that Spring Regionals do not necessarily have to be solely presented by CTC.

The Board discussed the need to ensure balanced content for all constituencies.

The Board was in agreement to continue Spring Regionals for 2019 with the work distributed between the host sites and Board and A/C members.

M. Adeva offered to manage Eventbrite registration process for the regionals.

J. Teresi agreed to oversee coordination of the spring regionals with CTC and the host sites.

J. Teresi will work with AC reps to collect topics. The team discussed how to handle topics that merit discussion/presentation but are not subjects under CTC purview.

R. Sousa pointed out we can use the post-con survey to drive content for the spring regionals.

Due to inconsistencies with food ordering costs at varying host sites in the past, the Board determined a slight increase to the registration fee will allow each site to provide ample food for a continental breakfast and lunch. The registration fees are allocated to food costs and not absorbed by CCAC or host sites. D. Payne asked J. Teresi to verify if any of the sites have restrictions on food vendors and what those restrictions are. She also asked J. Teresi to confirm that there are no fees involved for meeting rooms at the various sites.

D. Payne requested that J. Teresi create a job description and process of steps for future reference for the annual development of the Spring Regionals. Documenting processes ensures the continued flow of efficiency and a reference point for future Board/Advisory members.

J. Teresi will send out by January 21, 2019 the initial draft of the entire process of putting on the Spring Regionals.

R. Sousa discussed the question of providing lunches for site staff that assist with set up at the regionals but don't attend the actual meeting. D. Payne indicated that host sites would need to determine if they can fit that additional cost into the food budget or not.

Current BOD/AC members attendance is complimentary at Spring Regionals; a perk of serving in leadership for the work that goes into developing regionals.

D. Payne agreed to reach out to C. Watters to convey the need for a PSD member to attend the Spring Regionals.

Action: A motion was made by J. Elemrani, seconded by J. Teresi to move forward with the Spring Regionals for 2019 with the registration fee set at \$40 and payable by credit card only. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Old Business

None to report.

New Business/ Proposals

None to report.

Announcements:

None to report.

Adjourn

Action: A motion was made by D. Payne, seconded by J. Elemrani to adjourn Day 1 at 5:05 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Action: A motion was made by J. Teresi, seconded by D. Payne to adjourn Day 2 at 1:35 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Next meetings:

- **Board of Directors/Advisory:** Tuesday, February 5, 2019, 8:30 a.m. – 2:00 p.m.
Holiday Inn
- **CCAC President & CTC Leadership Meeting:** Tuesday, February 5, 2019, 2:30 p.m. – 3:00 p.m.
- **CTC Thank You Reception:** Tuesday, February 5, 2019, 3:00 p.m. – 4:00 p.m., CTC Board Room
- **Conference Committee Meeting:** Wednesday, February 6, 2019, 8:30 a.m. – 3:00 p.m., Holiday Inn
- **CTC:** Thursday, February 7th and Friday, February 8th, CTC Board Room

Respectfully submitted,
Paul Deal
CCAC Secretary