



**Credential Counselors and Analysts of California
Board of Directors/Advisory Committee Agenda**
February 5 & 6, 2019
Holiday Inn, Sacramento

CTC Thank You Reception
Tuesday, February 5, 2019, 3:00 p.m. – 4:00 p.m.
Holiday Inn, Sacramento

Call to Order

After a quorum was determined, the February 2019 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 8:40 am.

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

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

EXCUSED ABSENCES: None

Approval of Agenda

Action: A motion was made by J. Elemrani, seconded by P. Deal to approve the February 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 J. Teresi, seconded by J. Elemrani to approve the December Business meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Announcements:

Kandi Gravenmier has accepted the appointment to fill the Junior County Office of Education Advisory Committee representative role.

Reports of Officers and Committees

President's Report – D. Payne

- **Job Descriptions**

CCAC Job Descriptions were distributed to members for review. D. Payne requested any suggested revisions be submitted by February 15, 2019 for discussion at the April board meeting.

- **Banking Updates**

D. Payne provided information on the status of various CCAC accounts.

- **Bookkeeping**

D. Payne and R. Sousa met with CCAC's CPA firm and discussed the terms of potential bookkeeping services. Gilbert Associates, Inc. will submit a letter of engagement to the CCAC Board for consideration.

- **Travel Expense Forms**

In order to maintain the practice of having three board members approval all travel expense reimbursement requests, J. Teresi has agreed to fill the role of third approver until a new Treasurer is appointed.

- **Vendors**

D. Payne reported that CCAC vender account user profiles have been updated to reflect the changes on the Board.

- **Use of CCAC Email Accounts**

The appropriate use for various CCAC email accounts was discussed and decisions were made as follows:

1. CCACvpmembership@gmail.com: This address should be used on the CCAC membership application form and for responding to membership-related questions.
2. CCACleadership@gmail.com: This address should be used in most instances.
3. CCACconferenceregistrar@gmail.com: This address is only used for Conference Registrar duties.
4. Info@ccacteam.com: This address has been used to facilitate CCAC listserve communications but will now be replaced with the CCACleadership@gmail.com instead.

Vice President Programs, Conference Chair Report – T. Torres

- **2018 Post-conference survey**

Advisory Committee members identified key themes in the feedback from their constituencies as T. Torres facilitated discussion on how to use those insights to inform the planning for this year's conference.

- **2019 Pre-conference survey**

It was decided that the post-conference survey provided sufficient information for developing the 2019 conference so no pre-conference survey needs to be sent out this year.

- **Future Hotel Contracts**

T. Torres reminded the group that the fall conference is scheduled for November 6th-9th this year and that CCAC has contracts in place for 2019 and 2020

It was discussed that the Board needs to finalize contracts for an additional two years. The DoubleTree hotel has penciled in some 2021 and 2022 dates but with construction scheduled at the convention center in 2021, the hotel believes their calendar will fill up quickly.

D. Payne confirmed a meeting with the DoubleTree management staff was confirmed for 4 p.m. on February 6th following the conference committee meeting in hopes of finalizing the additional 2021 and 2022 dates.

Conference Dates:

11/6/19 – 11/8/19 -Confirmed

11/1/20 – 11/6/20 -Confirmed

11/1/21 – 11/6/21 -Tentative

10/29/22 – 11/5/22 -Tentative

- **Conference Planning Committee**

T. Torres discussed the need to recruit a couple additional members for the conference committee. D. Payne emphasized the importance that they understand the expected level of commitment regarding time and effort. J. Elemrani suggested thought should be given to how much credential work experience committee members should have. T. Torres suggested Shannon Nelson (Jurupa Unified School District) who has previously served and Maricela Ibarra (Sonoma State University) who had expressed interest in participating. P. Deal mentioned Hunter Ferrara (Sonoma County Office of Education) might also be interested.

- **Conference Positions**

T. Torres announced that Conference Coordinator will be J. Elemrani and that M. Adeva will again serve as Conference Registrar.

- **Keynote Suggestions**

T. Torres indicated preliminary contact was made with a couple potential keynote speakers:

Michelle Kuo has moved to France but would be willing to come speak at a reduced fee but the rate higher than CCAC has traditionally paid.

Sarita Maybin indicated availability but was also asking for a fee that may be cost-prohibitive.

T. Torres will continue to reach out to potential speakers including Dale Henry (M. Adeva) and Dr. Dome from Epoch Education (J. Drewry).

- **Conference Vendors**

T. Torres discussed the subject of vendor participation at the fall conference and whether it would benefit the membership if more vendors participated. There was discussion about recruiting vendors willing to sponsor various parts of the conference. J. Elemrani referred the board to the NASDTEC's standards for vendors as a good example.

- **Refund Policy**

J. Elemrani reminded the Board that currently the refund processing fee for the Fall Conference is \$45. The Board discussed the need to reevaluate the fee rate and the deadlines for when refunds can be applied for now that the conference has been moved to November. Currently members can request a registration refund up to September 1st with no justification and receive a refund of the payment less the processing fee. After September 1st, refunds are only granted with a valid reason and the appropriate documentation and the \$45 processing fee is still deducted from the refund amount. Refunds requested after the cut-off must be reviewed and approved by the board after the conference which delays refunds being issued.

Vice President for Membership's Report – J. Elemrani

J. Elemrani provided updated membership totals:

23 new members since December:

- County – 2
- District – 11
- IHE – 10
- Charter – 0
- Other – 0

Total Membership is 886:

- County – 148
- District – 520
- IHE – 155
- Charter – 54
- Other – 9

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

- **Financial Reports**

D. Payne reviewed CCAC's bank account balances but noted that the Board will wait to generate new financial reports until a bookkeeper has been retained.

- **Expenses and Reimbursements**

It was decided to continue the current practice of BOD and AC members electronically submitting travel expense reports for review and reimbursement. It was stated that these reimbursements can be made electronically if requested.

D. Payne advised the board and AC that everyone needs to secure their travel arrangements 6 weeks prior to travel to ensure reasonable rates on major costs like air fare.

Secretary's Report – P. Deal

No report was made.

Advisory Committee Member's Reports

Reports were given by committee members

Listserv Administrator – Edith Thiessen

E. Thiessen shared that she is still looking for someone to train for her position. J. Drewry agreed to discuss with his COE his interest in shadowing her and taking over the position. D. Payne noted that a backup person should be trained for the position as well. S. Taylor expressed an interest in the backup role once she has more availability in August or September.

E. Thiessen discussed her process for responding to questions submitted to the listserv. T. Torres suggested creating a fillable form available on the CCAC website that members can use to submit questions. E. Thiessen will begin developing a form.

D. Payne asked E. Thiessen to research 3 web developers to pursue bids for the development of a new website that is easier to maintain, more user friendly and better represents CCAC as a professional organization.

E. Thiessen agreed to transition to using the CCACleadership@gmail.com email address for her work on the CCAC listserv and to develop an outline of her processes for CCAC .

Immediate Past-President's Report – J. Teresi

- **Spring Regionals**

J. Teresi is drafting a walkthrough of the procedures for coordination of spring regionals and will provide it to D. Payne by February 15th.

Registration rate will be \$40, a maximum of \$30 per person can be allocated to food expenses. There are no refunds for spring regional registrations. Only one person from each host site can register at no cost. This should be done through M. Adeva who has agreed to oversee the

Eventbrite registration system for the regionals. D. Payne reminded everyone that the Board and AC don't pay to attend and should also register their attendance through M. Adeva.

J. Teresi will confirm room capacities and other details for this year's spring regional sites and relay that information to M. Adeva by February 15th. Most of the hosts are the same as last year but room locations may have changed and that may affect site capacity. J. Teresi will also inform hosts that the registration fee will be \$40 per person but the maximum that can be allocated to food costs will be \$30. D. Payne asked that J. Teresi clarify how the food procurement / payment process will work with each site in order to prepare for the bookkeeping.

M. Adeva will open registration for all regionals on February 21st and close registration for each site a week before the event date. D. Payne reminded everyone that all registrations must be paid by VISA.

- **Spring Regional Topics**

J. Teresi will meet with CTC to discuss spring regional topics. She noted that per Teri Clark, PSD will not send a representative to the regionals but will assign staff to be available during the regionals to answer questions via phone should PSD questions arise.

J. Teresi will draft the email to CCAC membership requesting topics and email it to E. Thiessen by the 15th. E. Thiessen will send it out on the listserv by the 18th. It will include a list of all the A/C representatives, so members know who to contact.

A few topics have already been submitted including:

R. Sousa shared the need to train newer staff regarding English Learner Authorizations and how they are earned and listed on preliminary credentials. The training should also cover which EL authorizations can be used for teaching English Language Development courses.

R. Sousa recommended a detailed overview of the clearing of a credential via teacher induction in a way that illustrates the involvement of the program and the employer so it will be of interest to all constituencies.

P. Deal noted that LEA's need training on how to properly staff CTE assignments considering the new CTC chart on CTE assignments and that ideally the training should use some actual scenarios.

J. Teresi suggested that the new assignment monitoring system being designed by CTC is of keen interest to COE's.

Action: A motion was made by J. Teresi, seconded by T. Torres to purchase a portable projector for use with the CCAC laptop at board and conference committee meetings. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Topics/Proposals for future consideration

- A. Recruitment of members
- B. Bylaws Subcommittee
- C. Policies
- D. BOD/AC Job Descriptions Subcommittee
- E. Elections
- F. Member suggestion - equivalency U.S. Constitution CIG

Old Business

None to report.

New Business/ Proposals

None to report.

Adjourn

Action: A motion was made by J. Teresi, seconded by P. Deal to adjourn at 2:03 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Reconvene

The meeting of the BOD/AC was reconvened on February 6, 2019 at 1:51 by D. Payne.

Action: A motion was made by T. Torres, seconded by P. Deal to increase the conference refund processing fee to \$55 and to extend the refund deadline to October 21st and to allow refunds with no justifications up until that date and then to grant no more refunds after that date for any reason. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Due to issues with the current Paypal account, it was decided that D. Payne or M. Adeva will close the old account and establish a new one.

Action: A motion was made by D. Payne, seconded by J. Elemrani that all BOD and Presidential AC members be exempt from the fall conference registration fee. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Action: A motion was made by J. Elemrani, seconded by D. Payne to grant travel expense reimbursement request for J. Teresi in the amount of \$608.12. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

It was decided for future board meetings to provide coffee and tea but not continental breakfast.

Action: A motion was made by T. Torres, seconded by J. Elemrani to approve the February 2019 Holiday Inn invoice for payment. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Action: A motion was made by J. Elemrani, seconded by T. Torres to adjourn at 2:55 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Next meetings:

Board of Directors/Advisory: Tuesday, April 9, 2019, 1:00 p.m. – 5:00 p.m., DoubleTree

Conference Committee Meeting: Wed., April 10, 2019, 8:30 a.m. – 1:00 p.m., CTC

CTC: Thursday, April 11, 2019 and Friday, April 12, 2019, Commission Room

Respectfully submitted,
Paul Deal
CCAC Secretary