



Credential Counselors and Analysts of California

Board of Directors

MINUTES

Thursday, April 1, 2021

4:00 p.m. – 5:41 p.m.

Zoom

Call to Order

After a quorum was determined, the April 2021 meeting of the CCAC Board of Directors was called to order by President Denise Payne at 4:04 p.m..

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Katie Tucciarone, Kandi Gravenmier

I. Discussion of the Role of President

- a. A discussion took place around the bylaws that govern the role of CCAC President as current President Payne is no longer employed in an LEA. [Bylaws](#) that shaped the conversation were:

1. **ARTICLE II MEMBERSHIP** (Page 6)

- a) **Section 2. Qualifications for Membership.** Regular Membership shall be open to individuals currently employed by colleges, universities, county offices of education, and school districts whose official job responsibilities include providing teacher training programs, credential services and/or advice regarding credentialing to candidates for education-related credentials. Agencies must be accredited by the Commission on Teacher Credentialing or be a state agency having authority directly relating to credentialing located in the State of California, including California campuses of out-of-state institutions that are accredited in California.

2. **ARTICLE VII OFFICERS** (Page 18)

- a) **Section 7 Vacancies:** A vacancy in any office for any reason, including a vacancy created by the removal of a director by the members, shall be filled for the remainder of the term by the Board of Directors, or by the unanimous written consent of {00821989.DOC; 1} -19- the directors. The eligibility requirements of Section 2 of this Article VII, above, shall apply to filling a vacancy in any given office.
- b) **Section 8 President:** If the office of the President becomes vacant, the Vice-President Membership, or if the Vice-President Membership is unwilling or unable to serve, the Vice-President Programs will serve as President until the position is filled pursuant to Section 7, above.

II. Action Items

Resignation: President Payne will leave her position and [submit a resignation letter](#) dated April 1, 2021.

Next President: The Vice President of Membership is next in line according to the By-laws to assume the role of President. A motion was made by T. Torres, seconded by K. Gravenmier to appoint Jennifer Elemrani as the President of CCAC for the remainder of the current term . None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. J. Elemrani agreed to serve as President.

III. Next Steps - Transitions

- a. **IHE Junior Representative:** Jenna Hayes, California Baptist University, will be leaving her job in April to move out of State. The Board agreed to appoint Ms. Randi Haney, Concordia University, to fulfill the role for the remainder of the term.
- b. **Immediate Past President:** This role was vacated at the end of January 2021 upon the retirement of Jenny Teresi. The next Immediate Past President in line who will serve in the role is Edith Thiessen, Fresno Pacific University.
- c. **New VP of Membership:** With the appointment of J. Elemrani as President, the position of VP of Membership is vacant. The Board appointed Rachelle Sousa, Chico State University. Rachelle meets the criteria requirements to serve on the Board of Directors because she served previously for 2 years as Treasurer.
- d. **New Membership List:** J. Elemrani will provide Paul Deal with the current list of CCAC members.
 - Paul will also be asked to update the website with the change of Board Members.
 - Former President Payne and J. Elemrani will craft a statement to be sent to CCAC members to update the membership of current transitions. This will be given to the Webadmin, Paul Deal, to send.
- e. **Doubletree Contract:** Following to determine status of the 2021 contract.

Next meetings:

- CCAC Board of Directors and President’s Advisory Committee: April 8, 2021 at 11:00 am via Zoom

Adjourn: 5:41p.m..

Respectfully submitted,
Katie Tucciarone
CCAC Secretary