



Credential Counselors and Analysts of California
Board of Directors and President's Advisory Committee
MINUTES
Tuesday, August 23, 2022
In Person: DoubleTree Sacramento

CALL TO ORDER:

After a quorum was determined, the August 23, 2022 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Jennifer Elemrani at 9:05.

BOARD OF DIRECTORS PRESENT:

President: Jennifer Elemrani

VP Conference Chair: Tina Torres

VP Membership: Rachelle Sousa

Treasurer: Jaspreet Khangura

Secretary: Amanda Shoffner

Immediate Past President: Denise Payne

PRESIDENT'S ADVISORY COMMITTEE PRESENT:

Sr. County Representative: Hunter Ferrara

Sr. District Representative: Melissa Cook-Rodriguez

Sr. IHE Representative: Katie Tucciarone

Jr. County Representative: VACANT

Jr. District Representative: Stephanie Paz

Jr. IHE Representative: Maricela Ibarra

CONFERENCE COMMITTEE MEMBERS:

Web Administrator: Paul Deal

Conference Registrar: Myla Adeva

EXCUSED ABSENCES: None

INVITED GUESTS: None

AGENDA ITEMS:

- I. **Review of Minutes and Agenda – Action Items _____ Jennifer Elemrani**
 - A. August 23, 2022, Agenda – Review and Approve
 - i. A motion was made by Amanda Shoffner, seconded by Jaspreet Khangura to approve the August 23, 2022 meeting agenda.
 - ii. None Opposed, No Abstentions
 - iii. Motion carried, the vote to approve was unanimous
 - iv. Link: [August Agenda](#)
 - B. April 5, 2022 Board of Directors and Advisory Committee Minutes – Review and Approve
 - i. A motion was made by Amanda Shoffner, seconded by Jaspreet Khangura to approve the April 5, 2022 meeting minutes.
 - ii. None Opposed, No Abstentions
 - iii. Motion carried, the vote to approve was unanimous

II. President _____ Jennifer Elemrani

A. Life Membership

- i. Review of policy for nominations
- ii. Jennifer – Nomination to add Edith Thiessen as a life member
 1. Discussion of Edith’s significant contributions to the field and years of service to CCAC
 2. A motion was made by Denise Payne, seconded by Tina Torres
 - a. None Opposed, No Abstentions
 - b. Motion carried, the vote to approve was unanimous

B. NASDTEC Proposal

- i. This year: Submitted proposal, CCAC was selected as an alternate
- ii. Jennifer – Request – Subcommittee to work on proposal for June 2023 conference in Phoenix

C. Project Updates:

- i. [SMR Survey Data](#) [Katie Tucciarone]
 1. 83 responded to the survey that was sent to the ListServ
 - a. 65% indicated evaluations done by Credential Analyst
 - b. Majority of evaluations being done for admitted and enrolled candidates at the evaluating IHE
 - c. 4% of respondents charge for evaluation
 2. Recommendation – Add to 2022 conference session
- ii. CCAC Forum [Paul Deal]
 1. Aaron Marquez proposed a forum linking CCAC webpage to a different website (not a part of CCAC website, but similar)
 2. All BOD/AC will have moderator permissions, with Paul/Reps as primarily moderating
 3. Draft CCAC forum policy was reviewed and available for feedback from BOD/AC
 4. Suggestion – topic list as framework to start threads and begin conversations

III. Immediate Past President _____ Denise Payne

A. Election committee report

- i. Meetings held in April, May, and July
- ii. Reviewed policies and bylaws, established meeting and election timelines
- iii. Google Form was created to solicit nominations from current CCAC members

B. SurveyMonkey + Mail-in ballots

- i. Bylaws require all members be notified of elections regardless of opted out of listserv. Members may request a paper ballot instead of voting electronically.
- ii. SurveyMonkey email invitation collector allows for only one response per email address

C. Proposed Timeline

- i. September 2022 – Call for nominations
- ii. October 2022 – Ballots due
- iii. End of October 2022 – Nominees notified
- iv. November 2022 Conference - New 2023 BOD/AC introduced. Transition meeting Thursday of conference week.

D. An election manual will be available for future use

IV. **Vice President for Programs / Conference Chair** _____ **Tina Torres**

- A. Rooms sold out at DoubleTree & Hilton
- B. Conference Registration Update [Myla Adeva]
 - i. 575 registered as of 08/23/2022
 - ii. Conference Registrations as of 8/22/2022:
 - 1. Total Registrations = 547
 - a. COE = 98
 - b. District = 337
 - c. IHE = 69
 - d. Other Agencies = 1
 - e. Charter School = 42
 - 2. First Time Attendees = 221
 - 3. Years of Experience:
 - a. 0-1 year = 144
 - b. 1-2 years = 50
 - c. 2-3 years = 36
 - d. 3-5 years = 93
 - e. 5-10 years = 98
 - f. 10-15 years = 42
 - g. 15-20 years = 38
 - h. More than 20 years = 46
 - iii. Registration cap: 600

V. **Vice President for Membership** _____ **Rachelle Sousa**

- A. Current Membership Numbers – Total: 870

County	District	IHE	Charter	Other
150	504	147	69	0

- B. Membership Dues – 2023 membership year
- i. \$40 dues have not been increased in over 15 years
 - ii. Discussion included suggestion to increase annual dues
 - 1. A motion was made by Tina Torres to increase to \$75.00, seconded by Amanda Shoffner
 - a. None Opposed, No Abstentions
 - b. Motion carried, the vote to approve was unanimous
 - 2. Online membership application will be updated in November 2022

VI. **Treasurer** _____ **Jaspreet Khangura**

- A. Bookkeeping updates
 - i. Sending out a new mileage form due to increase in mileage rate
 - ii. Insurance policies – Jaspreet is working on documentation for these
 - 1. Show Stoppers
 - 2. Employer practices
 - 3. Officer liability
- B. Accounts
 - i. \$9,323 in checking
 - ii. Will be transferring from savings to cover budgeted expenses
- C. Checking into the payout process for Eventbrite

VII. **Secretary** _____ **Amanda Shoffner**

A. No report

VIII. **President's Advisory Committee Reports**

Sr. County Representative: Hunter Ferrara

Jr. County Representative: VACANT

Sr. District Representative: Melissa Cook-Rodriguez

Jr. District Representative: Stephanie Paz

Sr. IHE Representative: Katie Tucciarone

Jr. IHE Representative: Maricela Ibarra

Board Meeting adjourned at 1:09 PM

UPCOMING MEETINGS:

Conference Committee: August 24, 2022, 9:00am, DoubleTree

CTC Meeting: Thursday & Friday, August 25-26, 2022, [Meetings \(ca.gov\)](#)

CCAC 43rd Annual Conference: November 2-4, 2022, DoubleTree

CCAC Annual Business Meeting, TBD (Nov 2-4) DoubleTree