

**CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA  
CCAC BOARD OF DIRECTORS MEETING  
MINUTES  
April 23, 2008  
Double Tree Hotel, Sacramento**

After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors was called to order by President Franell Prather at 9:05 AM,

**BOARD OF DIRECTORS PRESENT:** Franell Prather, Peggy Smith Andersen, Denise Roscoe, Paula Sutton, Sylvia Hernandez, and Tedi Kostka.

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:** Kathy Bettger, Debbie Brumfield, Robyn Davila, Susan Kissinger, and Siena Van Heusen.

**Past Presidents:** Bonnie Crawford, Nancy Proclivo, and Carol Riley.

**Agenda:** the Agenda was amended to include discussion of the CSET exam scores. A motion was made by F. Prather and seconded by D. Roscoe. The motion carried.

**President's Report – Franell Prather:**

*Announcements*—Phyllis Jacobson, California Teaching Commission, Dr. Richard Allen and Janet Bell, Evaluation Systems Group of Pearson will be present later in the morning for a discussion on upcoming meetings and miscellaneous testing information.

*Budget Update*—overall less has been spent than last year to date. It is anticipated that food costs will be higher for meetings and conference this year. Negotiations with the hotel on these costs are needed. The Doubletree has not given the Conference Committee the same room deals as in the past. This is probably due to new ownership. B. Crawford, Past President, volunteered to discuss issues with the Doubletree management and see if they are willing to negotiate with us; otherwise, the BOD meetings and Conference Committee meetings may move to another hotel. F. Prather circulated the budget sheet. The current Liaison budget is \$1300. F. Prather motioned to increase the Liaison budget. This was seconded by T. Kostka. P. Smith Andersen moved to accept the budget as amended. The motion carried.

*Regional Meetings*—the dates are on the CCAC web site. D. Brumfield is coordinating the meetings. F. Prather will provide an updated agenda. C. Riley suggestion to have breakouts of the various groups (ex: IHE's). This would allow information to be targeted to topics that affect various groups. N. Proclivo discussed how the online system has affected analysts and the profession. Discussion also continued regarding the regional meetings and that the topics should be driven by membership needs and that the CTC shouldn't drive the topic content. F. Prather will create the agenda and send to the BOD and past presidents for review and corrections. D. Brumfield will distribute the approved agenda.

*Web Site Revision*—webmaster Robert Ericson created a web site using our organization as his assignment for a class. This will result in a new look for our web site.

*Past Presidents/CTC*—a letter was sent to the CTC to establish a new committee. F. Prather has received an acknowledgement that the letter was received. The response was vague in what would be accepted and stated that “representation” did need to be included.

*IHE Representative*—S. MacGregor has a new position as assistant to the vice provost and has resigned her CCAC position. Regan Ronayne from UC Berkeley Extension has been asked if she would be interested in the position. Another person has also been identified as a possible replacement.

*ADA update*—the fall conference registration form will ask if the attendee needs special accommodations. This will allow the Registrar to relay information to the Program Chair. What needs to be determined is if the request is reasonable and can be accommodated. Last year’s request for ASL signers was a reasonable expense. The BOD need to decide if a cost analysis should be done at this time or if we should just handle the request on a case-by-case basis. The analysis would provide information on our ADA responsibilities and the processes that would work. B. Crawford recommended that we allow an additional year on case-by-case basis. A motion to review special accommodations for the upcoming conference, on a case-by-case basis, and to include language in the registration form for requests for special accommodations was made by S. Hernandez. D. Roscoe seconded with an amendment that the BOD revisit the ADA policy next year. The motion carried.

*Western States 2009*—will be held January 6-8, 2009 in Austin, TX at the Renaissance Austin Hotel. Penny Early and Dr. Pascal Cordelioni have accepted invitations to speak. D. Roscoe and P. Andersen Smith went to this year’s conference in Palm Springs. C. Riley suggested we attend and ask for a workshop on the agenda. Another suggestion was made that we try to connect the workshop to the Pearson workshop. A discussion on the pros and cons ensued since past conferences haven’t been well organized. N. Proclivo saw it as a good opportunity to interact with CTC staff. She suggested that we ask for a letter from Janet to show the level of professionalism of our group which assists us in classification, etc. F. Prather asked BOD to keep forwarding ideas to her.

### **Vice President Programs – Peggy Smith Andersen**

*Conference 2008*—the first Conference Committee meeting is April 25. The title will be “30 Years—Sustaining Credential Excellence”. She circulated a sample postcard and asked for changes as soon as possible. The ADA language will be added to registration form and the FAQ’s will be posted to the web site. There are four or five hotel alternates that need to be included in the information to be disseminated to the listserv. Refund information will be included as well. Three speakers have been invited. Dr. Paula Cordero agreed to be the Wednesday keynote speaker, Penny Early has agreed to speak at two workshops, Brooks Allen will do the Friday morning session. P. Smith Andersen would like other suggestions from us on other speakers as well. C. Riley suggested asking Dr. Pearson welcome people to Sacramento as Commission chair.

### **Vice President Membership—Denise Roscoe**

*Membership*—the membership list was distributed to the BOD as an attachment. There are additional names to be added to the list and she has received inquiries from people who couldn't attend Conference. Applications have been given to individuals who want to apply for membership. Discussion over the membership list continued since it is not published on the CCAC website. The reason for this is so individuals wouldn't be solicited from outside groups. It was suggested to put it on our website and make it password protected. This list would only show the name, affiliation, and email address. F. Prather, P. Andersen Smith and D. Roscoe were asked to research bylaws and policies to see what it states about release of the membership list.

### **Secretary – Paula Sutton**

*Approval of the Minutes of the March 2008 BOD Meeting*—P. Andersen Smith moved to approve but to amend the Minutes to include the items that were approved by the BOD by email. This was seconded by T. Kostka and the motion carried.

### **Treasurer – Sylvia Hernandez**

*Reimbursement Process, Approvals and Forms*— the CSU mileage rate was increased and she questioned whether the BOD wanted to revise the CCAC mileage reimbursement to be the same. F. Prather moved to increase the reimbursement for mileage expense to 55 cents per mile. This was seconded by P. Andersen Smith and the motion carried. She reminded us that a reimbursement for incidentals is also available. S. Hernandez also requested that when submitting travel reimbursement to format the subject line with your last name and reimbursement (ex: Roscoe and January reimbursement). This would help her organize the information quickly.

Three budget reports were sent out to the BOD by email. Changes to the liaison expenses and professional growth were made as discussed in last BOD meeting. P. Andersen Smith motioned to approve the budget reports. T. Kostka seconded the motion and the motion carried.

### **Past President – Tedi Kostka**

*Elections*--the call for the BOD and IHE representative nominations was sent out on the listserv. S. Van Heusen and R. Davila will contact the nominees for County and District representatives. A job description should be sent to individual inquiries regarding the position. A reminder will be sent again on April 29<sup>th</sup>. N. Proclivo and C. Pearson will help T. Kostka contact nominees for BOD and IHE representatives. All the ballots will go to the different committees. Nominees need to be active members. A count will be done by constituency. D. Roscoe will need to provide the updated membership list by June 1<sup>st</sup>. F. Prather will be notified. F. Prather will make an announcement on the listserv. T. Kostka will send an example to R. Davila of how she has handled the contact information in the past.

*The Southern Regional Meeting*—will be on Friday, May 30 and a continental breakfast and deli sandwich lunch will be provided.

### **Advisory Committee Reports**

**Susan Kissinger, County Representative:** *Northern Regional Meeting* is June 9th. ool. The Regional BTSA representative will be on P. Andersen Smith's committee. She reported problem with the designated subjects credentials' expiration date. She is in contact with the CTC about it.

**Siena Van Heusen, District Representative:** Her district has hired credential analysts. She is working on the banquet for newbies for fall conference. There have been certification issues regarding CLAD due to a few employees who have not obtained CLAD certification. Palo Alto is still hiring elementary teachers.

**Debbie Brumfield, IHE Representative:** Concordia's applications are down for the upcoming year. She also stated that several people are retiring or leaving Concordia this year.

**Kathy Bettger, County Representative:** Their new charter school is one of the largest growing charter schools. Some layoffs have occurred in administration and teachers. Her area still needs special education teachers.

**Robyn Davila, District Representative:**—San Bernardino City USD cut \$53 million in their budget and 155 teachers have been laid off.

### **Past Presidents: Carol Riley, Nancy Proclivo, Bonnie Crawford**

C. Riley brought concerns of erroneous information from CTC staff to candidates regarding test scores. The candidate's test score were expiring and the CTC staff member told her that it was the IHE's decision to accept the expired test scores. A CTC staff member provided C. Riley with the CTC internal policy. There was discussion that led to a suggestion that the CCAC meet with the CTC licensing staff regarding policy so information can be provided to the field. Examples of misinformation should be provided to the CTC regarding staff responses, CIG, etc.

N. Proclivo thanked us for all the hard work and encouraged us to continue working on getting information to the field and moving onto new a facility for the annual conference if necessary.

B. Crawford advised us to keep looking to the field for new BOD members and representatives since a number of members will be retiring.

**Old Business:** None

**New Business:** None

P. Andersen Smith moved and D. Roscoe seconded to adjourn the meeting at 2:40 pm. The vote was unanimous and the motion carried.

**Addendum:** Votes were taken via email (Article V, Section 11) on the following:

*May 16, 2008*—A motion was made by P. Smith Andersen that the bid for Fall Conference printing projects by Chuck Rebello be approved. This was seconded by F. Prather and the motion carried.

*May 16, 2008*—A motion was made by F. Prather that Regan Ronayne of UC Berkeley Extension replace Sarah MacGregor as IHE representative and complete the remainder of her term. This was seconded by S. Hernandez and the vote was unanimous.