

**CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA
CCAC BOARD OF DIRECTORS MEETING
NOVEMBER 29, 2006
MINUTES
Double Tree Hotel, Sacramento**

November 29, 2006: 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 Tedi Kostka at 8:40 a.m.

BOARD OF DIRECTORS PRESENT: Tedi Kostka, Franell Prather, Peggy Smith Andersen, Debbie Brumfield, Denise Roscoe, Bonnie Crawford.

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Valerie Flatt, Susan Kissinger, Susan Carlisle, Siena Van Heusen, Nicholas Novosel, Sarah MacGregor.

ABSENT: None

Additional attendees: Patty Wohl, CCTC CAW Manager, was invited to join the BOD for lunch as a welcome, describe the role of CCAC, share interests on behalf of the field, and to continue a liaison relationship between the field and CCTC.

Agenda

F. Prather moved and D. Roscoe seconded the approval of the November 2006 Agenda be adopted. The vote in favor was unanimous. The November Agenda is included in the attachments.

Prior Minutes

P. Smith Andersen moved and T. Kostka seconded the approval of the October 2006 Minutes be adopted with amendments. The vote in favor was unanimous. See attachment of the approved October 2006 Board of Director Minutes.

President's Report – Tedi Kostka

The annual budget was reviewed by comparing columns of approved budgets to actual amounts spent as well as a proposed budget for 2007. Some fees for travel may increase due to the increased number of CCTC meetings from 6 meetings to 10 meetings beginning 2007. The amounts of columns will be reviewed at each BOD meeting to determine amounts for future. There was discussion on category definitions and an adjustment was made to the location of the emergency reserve fund on the budget category sheet to reflect the reserve fund be below income since it's money available, but has not actually been spent.

A motion was made by P. Smith Andersen and seconded by F. Prather to approve the 2007 Budget as revised. The vote was unanimous.

A motion was made by P. Smith Andersen and seconded by F. Prather to approve the amended 2006 budget. The vote was unanimous.

A motion was made by T. Kostka and seconded by P. Smith Andersen to approve the purchase of a laptop and printer for the secretary not to exceed \$2,000.00 and to reconfirm BOD approval before actual purchase. The vote was unanimous.

An Independent Contractor Contract was presented. This contract is an agreement for the listserv moderator and webmaster. It was moved by D. Roscoe and seconded by F. Prather that the Independent Contract form be approved under a 1099 wage category. The vote was unanimous.

A proposed position for a Legislative Liaison was presented. It was agreed by the BOD that approval of the position be tabled until the Board has sought counsel from the attorney.

A proposed job description for a Legislative Liaison was presented. It was moved by P. Smith Andersen and seconded by D. Brumfield that the proposed job description be recommended with edits upon the approval of the attorney. The vote was unanimous.

The Western States Conference will be January 9-11, 2007. This federal conference provides professional growth and global ideas. T. Kostka invited Board members to attend.

It was moved by F. Prather and seconded by D. Roscoe that Robert Erichsen, the new webmaster research new "Event Identity" (instead of 'logo') ideas. The vote was unanimous and the Board is looking forward to a new updated look for the CCAC website.

It was agreed that the CCAC Mission Statement needs updating. D. Roscoe, S. MacGregor, and P. Smith Andersen will propose an update with new language at the February meeting.

It was announced that the Board will host a thank you luncheon for Commission staff on Friday, February 9, 2007. The purpose of the luncheon is to thank staff for their excellent efforts and support at the annual CCAC conference as well as our appreciation for their continued support throughout the year. Board needs to let T. Kostka know by the end of December if they plan on attending the luncheon.

The Board of Directors meeting for February only will change to another location due to the DoubleTree's full capacity. B. Crawford will contact the Holiday Inn to check availability and will update the Board accordingly.

Because CCAC Board of Directors is made up of volunteers, T. Kostka offered to write a letter to supervisors to thank them for allowing participation on the Board.

It was moved by P. Smith Andersen and seconded by D. Roscoe to approve the Board meeting dates for 2007. The vote was unanimous.

A list was circulated for Board members to update contact information.

Vice President for Program's Report – Franell Prather

It was announced that within 60 days of the close of the Conference Steering Committee, specific issues are to be reviewed. Recommended discussion items include: 1) Registration desk, 2) Registrar issues, 3) Registration process, and 4) Evaluations (low response). These items will be discussed at a future Steering Committee meeting.

2007 Annual Conference dates are October 9th – 12th, 2007 at the DoubleTree.

Vice President Membership Report – Peggy Smith-Andersen

CCAC Membership lists for 2005 and 2006 were distributed. Per the Bylaws, Article 10, Section 3, the membership list is to be distributed within 120 days of the fiscal year. Each board member is to receive a fiscal report (Article 2, Section 7) membership roster. This will be kept with the Vice President of Membership and each board member a copy.

Membership for 2005: 894 members

County: 152

Districts: 507

Other: 34

IHE: 201. CSU 67, Independent 115, UC 19

Membership for 2006: 940 members

County: 163

Districts: 552

Other: 21

IHE: 194. CSU 65, Independent, 108, UC 21

There were no changes to membership dues. The current fee remains \$40.00. A membership notice will go out with the next Highlights.

Treasurer's Report – Debbie Brumfield

The 2006 Budget was amended. Moved by P. Smith Andersen for approval and seconded by F. Prather. The vote was unanimous. Reconciliation detail, summary and balance sheets were presented. It was moved by F. Prather and seconded by B. Crawford to approve as presented. The vote was unanimous.

Secretary's Report – Denise Roscoe

Clarifications and addendums were made to the October minutes. Minutes attached. Addendums included action items between the August 2006 and November 2006 official board meetings. Votes were taken via e-mail (Article V, Section 11).

D. Roscoe will send a thank you letter on behalf of CCAC/Vice President Programs to Veronica Villalobos in appreciation of her willingness to speak at the Private IHE workshop at the annual conference. Her presentation was informative and well received.

D. Roscoe will send a thank you letter to the DoubleTree Hotel on behalf of CCAC to thank them for the hosted dinner and their appreciation of the Board's continued business.

D. Roscoe will send a Christmas card on behalf of CCAC to Dale Jansen, Interim Director of CCTC.

Past President's report – Bonnie Crawford

B. Crawford discussed update of policies and elections. FYI notice will be sent in February regarding upcoming elections.

Advisory Committee Reports:

Valerie Flatt, County Representative

The one year extension was reported to meet NCLB requirements until June 20, 2007. The county continues to address issues of alternative education. CCTC has been sending electronic copies of credentials to San Mateo County.

Susan Carlisle, District Representative

Districts working towards meeting NCLB compliance extension deadline June 20, 2007. A district representative was elected to the Committee on Credentials. There are three new board members. Capistrano Unified has an interim superintendent. There have been substantial cut-backs at school sites and district level.

Nicholas Novosel, IHE Representative

CSUN is using a center approach design to the credential program followed up with a "next step" for the final phase once candidates complete student teaching and move on to Career Services. They are recruiting for the Administrative Services Credential Level II program which is offered in one semester (12 units).

Sarah MacGregor, IHE Representative

Santa Clara has a new dean with new visions. They are moving away from subject matter programs. Brief discussion of the online recommendation process.

Susan Kissinger, County Representative

El Dorado County continues to discuss diverse and alternative programs (Charter/Home study academy) and the provision of funding for Child Development Permits. El Dorado's new director is doing a great job. Reauthorization of NCLB programs continues; looking for alternative ways of hiring. They have an approved induction program.

Siena Van Hussen, District Representative:

Palo Alto Unified continues to work toward NCLB compliance. Discussions of the affects of 1209 & BTSA. Clarification was made regarding change of restriction for intern candidate – done by the IHE. Palo Alto continues to implement accountability for teacher whose credentials expire=no pay.

The next Board of Director's meeting is Tuesday, February 6, 2007 at the Holiday Inn Capitol Plaza Hotel because the DoubleTree is at full capacity in February.

P. Smith Andersen moved and D. Brumfield seconded to adjourn the meeting at 3:40 p.m. The vote was unanimous and the motion carried.

ADDENDUM: Between the November 2006 and February 2007 official board meetings, votes were taken via email on the following: (Article V, Section 11)

Item I: On December 6, 2006 the Board of Directors unanimously voted via e-mail to approve a check in the amount of \$1,674.00 for the Western States Conference.

Item II: On December 11, 2006, the Board of Directors unanimously voted via e-mail to approve a check in the amount of \$5,550.74 payable to the DoubleTree Hotel for the BOAD/AC meeting.

Item III: On January 16, 2007, the Board of Directors unanimously voted via e-mail to approve the CCAC policies to align per diem and mileage with that of the CSU system effective January 1, 2007. The new rate is as follows:

Mileage: .485 cents per mile

Breakfast: \$10.00

Lunch: \$15.00

Dinner: \$25.00