

**CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA
CCAC BOARD OF DIRECTORS MEETING**

June 14, 2007

MINUTES

Double Tree Hotel, Sacramento

June 14, 2007: After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors (BOD) was called to order by President Tedi Kostka at 9:00 a.m.

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

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Susan Carlisle, Sarah MacGregor, Nicholas Novosel, Valerie Flatt

ABSENT (Excused): Bonnie Crawford, Susan Kissinger, Siena Van Heusen

The meeting opened with a welcome from President T. Kostka to guests Dick Allen and Janet Bell from NES. Also in attendance were past CCAC presidents Carol Riley and Nancy Proclivo. Dr. Phyllis Jacobsen from CTC also attended. NES representatives and [Dr. Jacobsen](#) provided the latest update on exams, registrations, and new fingerprint process for registrants.

Dick, Janet, and Phyllis left at 10:300 a.m. The meeting of the Board of Director's began at 10:50 a.m.

Agenda: F. Prather moved and P. Smith Andersen seconded the approval of the June 2007 Agenda be adopted. Vote in favor was unanimous. June agenda included in attachments.

Prior Minutes: P. Smith Andersen moved and T. Kostka seconded the approval of the April 2007 minutes with amendment to 2nd page adjusting language to reflect "CDE has been extended an invite to have a representative join on the conference committee." Also to remove the integrated degree programs listed at CSU San Luis Obispo on 3rd page. The vote in favor was unanimous. See attachment of the amended April 2007 Minutes.

Past Presidents: Carol Riley and Nancy Proclivo

Both Past Presidents commended CCAC's proactive involvement by carrying the organization in the right direction while focused on the best interests of the organization. They also expressed positive feedback regarding involvement with legislation. C. Riley communicated that the COA recognizes CCAC with positive comments indicating CCAC plays a key role for credential analysts in the field. Executive Director of the Commission, Dale Janssen, has also indicated that he is impressed with CCAC's support; "CCAC is the group who really knows what's going on." C. Riley shared that a small group is working on the "Online Advisory Committee" The committee is made up of representatives of CSU, Independent Universities, County, District, Executive Director,

Janssen, and several Commission staff. They've been working on a training module now online for induction employees to learn how to recommend online. Soon to come, a blog page that will allow online quests to be sent from the field with responses from CTC. New features will be presented at the CCAC Conference.

Both recently went through the accreditation process and encouraged all to have a back-up plan in the event technology or unexpected events occurs. NCATE wants data; aggregated evaluation/accreditation

President's Report – Tedi Kostka:

▪*Budget Update:* It was reported that the budget is on track. A budget list was distributed for review and the BOD will revisit it at the August meeting.

FAQs: The FAQ sheet for the CCAC website was distributed for review. Past President, C. Riley, thought it would be helpful to the organization. There was discussion regarding categories of the FAQ. It was agreed to remove sections NCLB & Williams Act since these areas don't directly pertain to the purpose of CCAC. It was also agreed to move the last paragraph to the CCAC section so all related items flow smoothly.

Legislative report: The legislative report completed by Mel Hunt was presented. CTC bills are moving along on track. T. Kostka will talk with Mel about posting the legislative report on the CCAC website. The BOD was pleased with the report and appreciated Mel's continued work.

Treasurer's Report – Debbie Brumfield

Reports:

It was moved by T. Kostka and seconded by F. Prather to approve the Treasurer's report. The vote in favor was unanimous and the motion carried.

Reimbursements over 60 days:

It was moved by F. Prather and seconded by T. Kostka to approve reimbursement over 60 days to Cindy Greene for listserv expenses from January 2007 – May 2007 in the amount of \$126.25. The vote in favor was unanimous and the motion carried.

The April hotel bill was presented and clarified. It was moved by F. Prather and seconded by P. Smith-Andersen to pay the bill in the amount of \$8,490.10. The vote in favor was unanimous and the motion carried.

Vice President Programs – Franell Prather:

Southern Regional meeting: The meeting was a great success with over 50 attendees.

Conference:

Conference planning is going well. The conference committee has been working on contracts with the hotel, dj, graphic artist. An estimate from the graphic artist, Marcy, will be forthcoming from the printer; business contracts have been approved. The conference committee is in the process of finalizing details of the overall conference.

Vice President Membership – Peggy Smith Andersen

It was moved by F. Prather and seconded by D. Roscoe that P. Smith Andersen use the liaison budget to purchase name badges in the amount of \$20.00 per tag for four past presidents, Board of Directors, and the Advisory Committee.

2006 membership list and conference registrants will be forthcoming on e-mail.

It was reported that P. Smith Andersen was selected as employee of the year at CSU San Luis Obispo. The BOD congratulated Peggy on her outstanding accomplishment.

Secretary – Denise Roscoe:

June 2007 minutes were presented and approved with amendments at the beginning of the meeting.

Action item for August BOD meeting: BOD and AC members to send T. Kostka a professional description of their experience/involvement with CCAC.

Mission Statement update: S. MacGregor will send an electronic version of a mission and vision statement to the BOD.

Past President – Tedi Kostka on behalf of Bonnie Crawford:

Elections: An e-mail went today, June 14th, announcing nominees on the ballot. Responses dues by July.

Advisory Committee Reports:

Siena Van Heusen, District Representative: (Excused absence)

Valerie Flatt, County Representative

Made 1209 out-of-state quick reference sheet. Reported new superintendent. Good changes/structured. Site staff (clerical) cutbacks.

Susan Kissinger, County Representative (Excused absence)

Susan Carlisle, District Representative

It was reported that Capistrano USD's audit for induction was a good review. They have sent release forms to teachers but will be rehiring 40. They are in the process of a search for an interim superintendent.

Nicholas Novosel, IHE Representative

Reported CSUN has good leadership. They are looking to hire a recruiter for education. Discussion was initiated regarding issuing certificates for training/professional development for credential personnel.

Sarah MacGregor, IHE Representative

Reported changes in leadership and processes.

Old Business: None

New Business: T. Kostka reported per Dr. Phyllis Jacobsen, CTC, the following:
Combine CBEST + 4th CSET Test = Multiple Subject (1209) Subject matter.
Proposed: CBEST + CSET to include Single Subject areas (9 hour test).
Encore program = recruitment of retired baby boomers. Engineering, math, and sciences.

- NEXT MEETING(S): Conference Committee Meeting is scheduled for Wednesday, August 8, 2007 at the Holiday Inn Hotel with a brief BOD meeting in the afternoon following the conference meeting.
- Commission meeting is scheduled for Thursday, August 9, 2007.

It was moved by P. Smith Andersen and seconded by F. Prather to adjourn the meeting at 3:00 p.m. The vote was unanimous and the motion carried.

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

Item 1: May 1, 2007 – It was moved by F. Prather and seconded by D. Roscoe to approve Premier Entertainment (DJ) for Tuesday evening conference entertainment. No deposit required but need to approve to reserve date. – APPROVED. Vote was unanimous and the motion carried.

Item 2: May 16, 2007 – A proposal was made for a policy change to wording for membership on Item #6 on page 2 of the [CCAC Policies](#). The purpose of the proposal was to delineate the uses between the membership list and the listserv. It was moved by D. Roscoe and seconded by F. Prather to approve the change of wording in membership section item #6 on page 2 from several bulleted sections and condense to two sections. Vote was unanimous and the motion carried.