

# CREENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA

## CCAC BOARD OF DIRECTORS MEETING

### MINUTES

December 8, 2009

DoubleTree Hotel, Sacramento

After it had been determined by a roll call that a quorum was present, the December 2009 meeting of the CCAC Board of Directors was called to order by President P. Smith Andersen at 8:40 AM.

**BOARD OF DIRECTORS PRESENT:** Peggy Smith Andersen, Paula Sutton, Sylvia Hernandez, Lane Olson, Cindy Greene and Franell Prather.

**PRESIDENTIAL ADVISORY COMMITTEE PRESENT:** Gay Maas, Laura Koger, Carla Rayon, and Elisa Regalado.

**EXCUSED ABSENCE:** David Simmons; Renee Larson

### Agenda

F. Prather requested that we remove discussion of the 2010 election from the agenda and P. Smith Andersen requested discussion of the 2009 Conference survey results. S. Hernandez moved and L. Olson seconded that the December 2009 Business Meeting Agenda be adopted with these changes. The vote in favor was unanimous. The Business Meeting Agenda is included in the attachments.

### President's Report—Peggy Smith Andersen

*Introductions and Orientation* – P. Smith Andersen asked members of the Board of Directors and Advisory Committee to introduce themselves and thanked members for their service to the organization. She then reminded members that they should use their USB thumb drives to store CCAC files pertinent to their positions, and those drives will then be passed on to the next person in that position. She explained procedures to confirm and cancel hotel reservations when needed for meetings, and asked all present members to meet for dinner tonight to get to know each other better.

*Western States Certification Conference* – The conference will be held January 6 – 8, 2010 in San Diego. F. Prather discussed CCAC's historical participation in the conference, as well as the value of a professional development opportunity. P. Smith Andersen asked the board to consider inviting Tedi Kostka, past president, to attend with her. F. Prather motioned to approve CCAC support for P. Smith Andersen and T. Kostka to attend; S. Hernandez seconded the motion. The motion was carried by unanimous vote.

*Budget* – P. Smith Andersen passed out a proposed budget worksheet for 2010. Discussion was held on how to maintain a safe and useful Fall Conference while cutting costs to allow for probable lower attendance. F. Prather explained that while the membership year for the organization is November – October, the fiscal year is January – December. There was extensive discussion of line items of the proposed budget as follows:

- President's expenses – those required expenses outside of BOD/AC meetings
- Conference – all conference expenses including planning meetings, hotel, catering, printing, etc.
- BOD/AC – all meeting expenses, including travel
- Highlights – expenses for CCAC's Highlights of the Commission report, now a shared responsibility which has reduced expenses

- Liaison – anything for CCAC outside of line items, (legislative committee, quality control group, etc)
- Professional Growth – Western States Certification Conference
- Regional meetings – these were not held in 2009 because of budget, but covers room rental, catering expense, travel expense for President or other designee
- Past President – we have five active past presidents; this covers attendance for one board meeting attendance for each one
- Legal – covers legal advice when needed, CPA for tax work, keeping a corporate address (F. Prather explained process of re-incorporating CCAC years ago and need for corporate address to new members), document and material storage unit in Sacramento (discussion of corporate credit/debit cards)
- Website/listserv services – Fees and web expenses
- Elections – any expenses specifically for ballot counting (by two CCAC members not on the ballot); no longer printing/postage expense with electronic voting process
- Membership – expenses for tracking membership, postage etc., minimal
- Treasurer – postage, check printing costs
- Supplies – miscellaneous
- Equipment – computers, printer, etc. as required
- Verizon – 3 Verizon wireless internet cards for board member use, including Conference use (used by President, Immediate Past President and Vice President Programs)
- Encumbered emergency fund – a reserve rollover amount

*Contractors* – P. Smith Andersen and F. Prather led discussion of CCAC’s contracts for Fall Conference.

Doubletree Hotel contract was renegotiated in 2009; included in the contract is a better (state) rate for BOD/AC meeting rooms. Both the Doubletree and the Hilton require that our attendees fill a minimum number of rooms.

*CTC Pizza Party* – P. Smith Andersen explained to new members about the annual thank-you pizza lunch that CCAC delivers to CTC staff each spring. She will contact CTC managers about appropriate dates for 2010, as CTC furloughs have complicated the options. BOD/AC members who are in Sacramento on the day of the pizza party are encouraged to attend.

*Equipment* – P. Smith Andersen introduced a discussion on the need to inventory CCAC equipment. L. Olson and P. Smith Andersen will prepare a list and survey BOD/AC members by email for a future report.

### **Immediate Past President’s Report— Franell Prather**

F. Prather explained a brief history of CCAC for the benefit of the new BOD/AC members. She reminded everyone that our purpose is to represent the field to CTC and other agencies, and to foster communication. P. Smith Andersen as President is the official voice of CCAC to the CTC; other members of the organization attend but do not speak for the organization.

### **Vice President Programs—Paula Sutton**

P. Sutton introduced the 2010 Steering Committee for the Fall Conference, which will have three meetings. Members of the Steering Committee are Valerie Flatt, Lane Olson, Paula Sutton, Peggy Smith Andersen, Sylvia Hernandez and Franell Prather. The first meeting was held December 7, 2009. The Committee is considering a theme, keynote speakers and scheduling, while looking for cost savings and preparing for a wide range of attendees. The Doubletree room reservation block will not open until scheduling and hotel

negotiations are final, but should be open in early spring. The hotel will probably give CCAC a personalized portal page for reservations.

P. Sutton reported on the results of the electronic post-conference survey, completed using SurveyMonkey. We received 251 responses out of 613 attendees, including 114 from school districts, 67 from IHEs, 59 from county offices of education, 6 from BTSA, and 5 others. She announced that the organization has purchased an annual membership for SurveyMonkey, so the service is available for other organizational needs.

### **Vice President Membership—Sylvia Hernandez**

S. Hernandez has received approximately 50 membership applications since the Fall conference, mostly from district members who could not attend conference. There was some discussion about the listserve, and S. Hernandez and C. Greene will work on adding more listserve information to the membership information on our website.

### **Treasurer—Lane Olson**

L. Olson will email the Treasurer's reports to BOD/AC members this week, as they were finalized too late to provide before this meeting. She explained reimbursement procedures to the BOD/AC members, and will email forms this week. Receipts must be submitted for reimbursement consideration; they may be scanned and emailed to L. Olson, P. Smith Andersen and P. Sutton for approval. She requested that members enter their name and event date in the email subject line.

L. Olson requested BOD approval for two refund requests from conference. F. Prather moved and C. Greene seconded a motion to refund conference fees for Amber Wann and Cynthia Hutten-Eagle; the motion was carried unanimously. There were also three requests from people who were not able to attend conference and had received refunds less a \$40 membership fee, and wished to have the membership fee refunded as well. F. Prather moved and C. Greene seconded the motion, and the vote was unanimous to refund the fees. It was noted that the option to withhold a membership fee should be added to the refund request.

### **Secretary's Report—Cindy Greene**

C. Greene announced that the October 2009 CCAC BOD Minutes were distributed electronically by P. Sutton to the Board and Advisory Committee members, and she distributed an addendum to the minutes. P. Sutton motioned to approve the Minutes and F. Prather seconded the motion. The motion carried, and the minutes were approved. As a reminder, the minutes are posted on the CCAC website.

### **Advisory Committee Reports**

#### **District Report—Laura Koger**

L. Koger reported that she would like to prepare a SurveyMonkey survey of district members to develop workshops for Fall Conference.

## **County Report—Elisa Regalado**

E. Regalado reported that school districts are relying on county offices more than previously as there are now fewer school district personnel. This increases the load on the county staff.

## **IHE Report—Gay Maas**

G. Maas reported that she is looking forward to working with Renee Larson to represent IHE issues for CCAC, and she has specific issues for those working in a one-person office.

## **Old Business**

P. Smith Andersen distributed the Legislation Report Summary prepared by Mel Hunt to the Board of Directors and Advisory Committee members for their information.

## **New Business**

The CAEE Conference will be held January 15, 2010 at Point Loma Nazarene University. F. Prather, P. Sutton and S. Hernandez would like to attend as CCAC representatives. A motion to approve was made by C. Greene and seconded by L. Olson. The motion was carried.

## **Guest Speaker—Patty Wohl, Certification, CTC**

Patty Wohl, Director of the Certification, Assignment and Waivers Division of CTC, was a guest at the meeting. Before she spoke, F. Prather explained to the BOD/AC members that the Work Group meets to guarantee accuracy and quality of the online recommendation system. At 11:00 am, Patty was introduced to the members of the BOD/AC. She discussed many aspects of the online system, including

- Training and technical issues
- 70% of program sponsors credential analysts have two years or less of experience
- The Work Group has made recommendations to CTC management, including
  - Checklists for each credential type, probably 30-40 total
  - Establish mentors for new credential analysts
  - Automatic signup to be available for new analysts for the CTC email lists when they receive signature authority
  - A designated person in large program sponsor offices to be responsible to disseminate information to their staff
  - Publish a Quarterly or Biennial summary of certification changes, including updating of leaflets, etc.
- Furloughs have impacted response time to questions as well as application processing
- IHE-Online email is monitored daily
- New credential computer system will be in-house so will be easier to manage
- 25% of their respondents did not have personnel trained to process Subject Matter and Supplementary Authorizations

- If CCAC holds Regional Meetings in 2010, CTC will support having a CTC staffer available for questions and speaking, but not for training new personnel
- Direct Application Process
  - Frees cashiering and reduces costs
  - There are still too many duplicate Certificates of Clearance
  - New system will show which credential is “pending”
  - New tabs will be clearer and requirements for a credential will be listed before the application page
- CTC’s telephone system automatically counts number and duration of calls
- P. Wohl will speak at Thursday’s CTC meeting about the current workload

Next meeting will be March 3, 2010 at the Doubletree Hotel, Sacramento.

F. Prather moved to adjourn the meeting, and P. Sutton seconded the motion which was unanimously approved.

**ADDENDUM: between the December 2009 and March 2010 official Board of Directors meetings, votes were taken via email on the following items (Article V, Section 11):**

Item I: On December 8, 2009, P. Smith Andersen motioned for approval of payment to Sign Language Interpreting Services Agency for interpreting services at the 2009 Fall Conference in the amount of \$2722.50. P. Sutton seconded the motion and the motion carried.

Item II: On December 15, 2009, P. Smith Andersen motioned for approval of payment to Penny Earley for honorarium and expenses for the 2009 Fall Conference in the amount of \$1991.73. F. Prather seconded the motion and the motion carried.

Item III: On December 15, 2009, P. Smith Andersen motioned for approval of a new contract with the Doubletree Hotel for services for the Board of Directors/Advisory Committee meetings for 2010. S. Hernandez seconded the motion and the motion carried.

Item IV: On December 22, 2009, P. Smith Andersen motioned for approval of payment to the Doubletree Hotel for expenses for the December 2009 BOD/AC meeting in the amount of \$3146.03. F. Prather seconded the motion and the motion carried.

Item V: On January 12, 2010, F. Prather motioned for approval of payment of a conference refund to Andrea Snelling, for medical reasons. S. Hernandez seconded the motion and the motion carried.

Item VI: On February 5, 2010, P. Smith Andersen motioned for approval of an addendum to the contract with the Doubletree Hotel for an adjustment to room rates and free internet access for members. F. Prather seconded the motion and the motion carried.

Item VII: On February 22, 2010, P. Smith Andersen motioned for approval of payment to the Doubletree Hotel for expenses for the January 2010 Steering Committee meeting in the amount of \$1083.02. C. Greene seconded the motion and the motion carried.

Minutes submitted by Cindy Greene, Secretary



**December 2009 Board of Directors/Advisory Council Meeting**  
Tuesday, December 8, 2009, DoubleTree-Sacramento

**8:30 am**      **Call to order**

**Approval of Agenda**

**Board of Director's Report**

**President:**                    **Peggy Smith Andersen**  
Welcome New Members – Contact Information  
Orientation;  
Budget – proposed 2010  
Contractors  
Equipment  
CTC Pizza Party – Date needed  
Western States Conference – San Diego

**Past President:**        **Franell Prather**  
Election for 2010-2011 BOD/AC

**VP Programs:**            **Paula Sutton**  
Steering Committee Meeting  
Conference 2010  
Meeting with DoubleTree  
WHEN DT registration BLOCK will open?

**VP Membership:**       **Sylvia Hernandez**  
Membership Update

**Treasurer:**              **Lane Olson**  
Reimbursement refresher: approvals and forms  
Treasurer's Report –  
2009 Profit Loss Standard Sheet for Business Meeting  
Transaction Detail by Account for Business Meeting  
Trial Balance for Business Meeting

**Secretary:**                **Cindy Greene**  
Approval of Minutes from Oct 2009 meeting

**Advisory Committee CCAC Reports**

**District Representatives:**  
**Laura Koger**  
**Carla Rayon**

**County Office Representatives:**  
**David Simmons, Senior**  
**Elisa Regalado, Junior**

**IHE Representatives:**  
**Renee Larson, Senior**  
**Gay Maas, Junior**

**11:00 am**      **Patty Wohl, Director:** Certification, Assignment and Waivers Division  
**Topic: "CTC/CCAC Work Group" – Status and Next Steps!**

**NOON**            **Lunch Break – City Side Café – with Patty Wohl**

**Resume meeting and continue with AC reports**

**Old Business**

**New Business**

**Next Meeting, March 3, 2010, DoubleTree-Sacramento**

**Adjournment**