

CREDENTIAL COUNSELORS AND ANALYSTS OF CALIFORNIA
CCAC BOARD OF DIRECTORS & ADVISORY COMMITTEE MEETING
MINUTES
March 3, 2010
DoubleTree Hotel, Sacramento

After it had been determined by a roll call that a quorum was present, the meeting of the CCAC Board of Directors and Advisory Committee was called to order by President P. Smith Andersen at 8:35 AM.

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

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Valerie Flatt, Gay Maas, Laura Koger, Renee Larson, Carla Rayon, and Elisa Regalado.

EXCUSED ABSENCE: none

Agenda

C. Greene and S. Hernandez requested that discussion of AB 1025 (Activity Supervisor Clearance Certificate) and other IHE/District discussion be added to New Business. F. Prather moved and L. Olson seconded that the March 2010 Agenda be adopted with these changes. The vote in favor was unanimous. The Agenda is included in the attachments.

President's Report—Peggy Smith Andersen

BOD/AC Roster Updates – P. Smith Andersen clarified that David Simmons' job responsibilities no longer allows him to attend CCAC meetings and he has resigned. Valerie Flatt has agreed to serve in his place, and the Board approved her appointment by email. The Board and Committee signed a good wishes/goodbye card for David.

P. Smith Andersen requested that BOD/AC members send her any updates to their contact information so she can send out the current information to all members.

Western States Certification Conference – The Conference was held in San Diego January 6 – 8, 2010 P. Smith Andersen shared some of the pertinent topics with the group. One notable topic was that the state of Montana does not use subject matter examinations, but has a portfolio system.

Regional Meetings – P. Smith Andersen said she is concerned about the costs of holding regional meetings this year, and the possibility of very low attendance, and asked for discussion. V. Flatt said that having a day out of the office is problematic for many county offices of education. She added that the CTC's webcasts have been successful, and have probably replaced much of the use of a regional meeting for many county members. E. Regalado said that webcasts are increasingly important and the Spring CTC workshops will be attended or watched. L. Koger agreed that school districts are in the same situation. C. Rayon said that most districts have no travel budget even for driving expenses. L. Olson moved and C. Greene seconded that CCAC would not hold Regional meetings in 2010 because of economic strain on members and their employers. The vote to approve was unanimous.

CTC Pizza Party – P. Smith Andersen asked P. Sutton to report on the Pizza lunch provided for the Commission on Teacher Credentialing Tuesday, March 2. P. Sutton said that about 130 CTC staff attended, including managers. CCAC BOD/AC members volunteered and hosted the lunch, and received many thanks

from the staff. There was general agreement that the annual Pizza lunch is a good networking and “goodwill” opportunity for CCAC.

Budget – P. Smith Andersen distributed new budget scenarios and there was much discussion. Last year we budgeted for 650 conference attendees and had just over 600. F. Prather spoke of conference attendance in the last couple of years and that we had fewer attendees each year than our budget. Although we have reserves, the annual fall conference pays for the organization’s annual expenses. We must fill a minimum of 945 hotel-nights (Sunday through Thursday) to prevent extra room charges, and we also have a minimum catering obligation. We are contracted with the Doubletree through 2011. The 2009 room-night obligation was met; catering minimum was barely met. If we get 807 (85%) of room-nights filled, the session rooms are free; if room-nights filled is 806 – 664, we would owe \$5000; if 521-663, we would owe \$10,000, if 378-520 we would owe \$15,000; below 377 room-nights, we would owe \$22,000. If we were to cancel the conference, we would owe the hotel 80% of the total amount we are contracted for. We have cancellation insurance for terrorist or emergency situations, but not for a no-show or low attendance situation.

F. Prather moved we adopt an amended budget for 550 attendees; P. Sutton seconded. There was more discussion. P. Sutton mentioned the idea of moving the “newbie” networking dinner to the hotel, which would help offset our catering commitment. Olson suggested a friendly amendment to the motion to reduce the amount to 500 attendees. The amendment did not receive a second. The vote for 550 was carried. The amended 2009-2010 budget will be set at a projected attendance of 550.

Immediate Past President — Franell Prather

As Immediate Past President, F. Prather will be in charge of the elections to the Board of Directors and Advisory Committee for 2010-2011. Advisory Committee members E. Regalado will be the county election representative; L. Koger will be the district election representative; G. Maas will be the IHE election representative. Information will go to the membership in May; voting will take place in July. F. Prather explained the election process to new members.

F. Prather also mentioned that P. Smith Andersen has asked her to informally manage travel arrangements for BOD/AC meetings for transportation sharing, etc. Other members expressed their appreciation for this.

Vice President Programs — Paula Sutton

P. Sutton reported that the Conference Steering Committee had their third and final meeting on March 2, 2010. L. Olson has made arrangements for Dr. Mary Gendernalik-Cooper from Sonoma State to speak Wednesday. Sutton is working on getting other speakers, focusing on communications. There will be New Certification Training and Academy changes: brand-new people will have an orientation on how to navigate and get the most from conference, and will receive a certificate of completion of their initial training. V. Flatt added that most newbies are overwhelmed and need help in navigating what is most important to their situation.

P. Sutton wants to have a workshop on renewal codes and interpretation, which the group agreed is needed. There is increased confusion with candidates and some in the field on roles of IHEs, BTSA, etc. in clearing credentials. It was suggested that we offer a Best Practices workshop for county and district personnel.

P. Sutton reported that the personalized reservation page for the Doubletree hotel has not been released to membership, as the terms and conditions are not correct. She is working with hotel to make corrections and hopes to eventually have it public.

It has been agreed that the \$235 registration fee will continue, and there will be only minor changes to the registration form.

C. Rayon will help with organizing and staffing the registration desk; Daniel Parsons will help with technology issues; Sienna Van Heusen will organize the networking reception; and Christina Haas of San Bernardino County will help with facilitators. R. Larson is looking into prices and quality, etc. of personalized items.

Vice President Membership—Sylvia Hernandez

S. Hernandez has had 71 membership apps since conference. Membership breakdown is:

| | |
|-------------|-----|
| County | 131 |
| CSU | 61 |
| District | 349 |
| Independent | 100 |
| Other | 40 |
| UC | 11 |

We have a total of 692 members.

Treasurer — Lane Olson

L. Olson sent out 1099s to two people, and the IRS 1096 was submitted. She is working on our tax preparation with the accountant. All conference refunds are complete. She discussed current budget reports.

There was some discussion about transportation for board members.

F. Prather moved and S. Hernandez seconded a motion to accept treasurer's reports. The motion was carried.

Secretary's Report — Cindy Greene

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

Advisory Committee Reports

District Report

L. Koger and C. Rayon have been discussing district-centered workshops for conference, and would like to survey district members using the CCAC Survey Monkey membership. Discussion was held about best way to reach CCAC district members. Both representatives said that they are experiencing additional severe cuts to their district budgets.

County Report

V. Flatt reported that she is also experiencing major layoffs of teachers and other school personnel. Her county budget is healthier this year than in years previous, but some districts and schools are still having serious problems. She shared information about a district in her county that is under federal investigation.

E. Regalado shared that her time base is being cut 25% and a colleague will be 50% reduced, effective July 1, 2010. She agreed with V. Flatt about the layoff and budget situations.

IHE Report

R. Larson reported that her institution is having its annual internal audit, and is preparing for accreditation. G. Maas said that her campus has not had layoffs yet.

Old Business

There was no Old Business to discuss.

New Business

L. Olson reminded the group that travel request reimbursements must be received by her within 60 days of incurrence, or approval must be by the entire board. F. Prather moved and S. Hernandez seconded that reimbursement be approved for C. Rayon's December travel expenses. The vote to approve was unanimous.

There was discussion of the impact to the field of the Activity Supervisor Clearance Certificate.

The group discussed the ongoing issue of the integration of IHE/county/district information for advising teachers, and credential applicants, i.e., how to best advise those who are trying to add authorizations and/or obtain employment; there were additional suggestions for conference workshops on working with fewer resources.

Guest Speakers — Susan Browning and Tammy Duggan, CTC

Susan Browning and Tammy Duggan of the Certification Unit of CTC were guests at the meeting, and members of the Board of Directors and Advisory Committee introduced themselves.

T. Duggan addressed issues that the CCAC/CTC Workgroup have been discussing, and reported the following items:

- Credential checklists will be on the CTC website for credential requirements for credential analysts and technicians; she would like feedback on the concept and format. They are to be on the CIG under Quickclicks, also will be in the online training pages for easy access. She will add a date to each checklist and possibly a number to track. ("R" usually means Ryan.)
- Another recommendation was to send a bi-monthly update to program sponsors' credential analysts; she wants each IHE to indicate who should receive that information. A suggestion was made to create a mailing list that CCAC members can subscribe to; CCAC could announce it to general membership that this is available. It may be called In-the-Loop or ITL mailing list.

- S. Browning said they have had 1500 online new apps in about nine weeks of use (not including Certificates of Clearance), mostly 30-day substitute permits and Multiple and Single Subject out-of-state applications. CTC is getting too many wrong applications for Single and Multiple Subject credentials, where the applicant thinks they are applying for a Certificate of Clearance. The group agreed that this was a problem. CTC will issue a refund for those people.

She said we should tell applicants to go to the Checklist for a Certificate of Clearance (not “start the student login” page). The applicant only needs to send in additional information if they have answered “yes” to one of the questions.

- S. Browning said that the ASCC training webinar was generally successful; there is pending legislation that may change or tweak the regulations.
- The CIG update is going slowly; David Craybill is working on it with S. Browning and is making progress. They will add a calendar to website to show what’s going on at CTC, including furlough days, etc.
- T. Duggan explained a couple of items on the CTC Meeting Agenda for March:
 - Cleanup of Education Code 80001 – the CTE regulations were very difficult to get through because of application form duplicate issues; they will validate all applications and then can clean up and add new application forms when they are needed.
 - There will be a Public Hearing for English Learner and Bilingual authorizations.
- S. Browning reported the following items:
 - CTC Spring workshops will be broadcast from CTC April 16.
 - A coded correspondence on the CTE credential will be coming soon; a CIA on the CCDE is also coming soon.
 - When CTC sends reject letters for direct applications, they won’t be sending the accompanying materials back to the applicants, only a letter of explanation. They will keep the supporting materials for a certain length of time. Eventually they want these to all be electronic.
 - CTC is expecting implementation of AB 1871 on the new bilingual authorizations by late March or early April. These authorizations, along with the CTE and the new Special Education authorizations will eventually be implemented in online application system.
 - Assignment monitoring is changing for special education.
 - ASCC will be added to the CTC online system, but after that they cannot add any other credentials or certificates until the new in-house system is running.

The next Board of Directors and Advisory Committee meeting will be held April 20, 2010, at the Doubletree Hotel in Sacramento.

There was discussion that the original plan to hold the April meeting at 1:00 pm on April 20, would not allow enough time to conduct the necessary business. C. Greene made a motion to change the April meeting to begin at 8:30 am on Tuesday, April 20, with travel to Sacramento on Monday, April 19. L. Olson seconded the motion, and it was unanimously carried.

F. Prather moved to adjourn the meeting; it was seconded by P. Sutton. The motion carried, and the meeting was adjourned.

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

Item I: On March 5, 2010, P. Smith Andersen motioned for approval of payment to the Doubletree Hotel for rooms used by the Steering Committee in January. This payment was originally approved at the March meeting, but there was a correction to the bill. P. Sutton seconded the motion and the motion carried.

Item II: On March 17, 2010, P. Smith Andersen motioned for approval of payment to the Doubletree Hotel for rooms used by the Board of Directors and Advisory Committee for the March meeting. F. Prather seconded the motion and the motion carried.

Item III: On April 13, 2010, P. Smith Andersen motioned for approval of a conference fee refund to Sandy Green, less a \$40 membership fee and a \$35 processing fee. F. Prather seconded the motion and the motion carried.

**March 2010 Board of Directors/Advisory Council Meeting
Wednesday, March 3, 2010, DoubleTree Hotel, Sacramento**

8:30 am **Call to order**

Approval of Agenda

Board of Directors Report

President: Peggy Smith Andersen

BOD/AC Roster updates
Budget – proposed 2010 - updates
Report on Pizza Party – Tues, Mar 2nd
Regionals – savings – attendance???
Western States Conference – San Diego

Past President: Franel Prather

Election for 2010-2011 BOD/AC

VP Programs: Paula Sutton

Steering Committee Meeting
Conference 2010 - update
WHEN DT registration BLOCK will open?

VP Membership: Sylvia Hernandez

Membership Update

Treasurer: Lane Olson

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 December 2009 meeting

Advisory Committee CCAC Reports

District Representatives:

**Laura Koger
Carla Rayon**

County Office Representatives:

**David Simmons
Elisa Regalado**

IHE Representatives:

**Renee Larson
Gay Maas**

11:00 am **Susan Browning and Tammy Duggan, CTC:**

Topics:

- Update on 'Checklists' – Status and Next Steps!
- Self-recommendation issues
- CTC website development and
- Current issues of interest to the field

NOON Lunch Break – City Side Café – with Susan and Tammy

Resume meeting and continue with AC reports

Old Business

New Business

Consideration of Travel Reimbursement request over 60-days

Next Meeting, April 20, 2010, (discuss start time) DoubleTree Hotel, Sacramento

Adjournment