

Credential Analysts and Counselors of California

Minutes of Business Meeting

October 16, 2008

Double Tree Hotel, Sacramento

The CCAC Business Meeting was called to order by President Franell Prather at 5:07 p.m.

Board of Directors Present Franell Prather, Peggy Smith Andersen, Tedi Kostka, Denise Roscoe, Sylvia Hernandez, Paula Sutton, and an additional 30 IHE members were present to constitute a quorum.

Advisory Committee Present Debbie Brumfield, Regan Ronayne, Susan Kissinger, Kathy Bettger, Siena Van Heusen, Robyn Davila.

Agenda

Carol Riley moved and Nancy Proclivo seconded that the October 2008 Business Meeting Agenda be adopted. The vote in favor was unanimous. The October agenda is included in the attachments.

President's report – Franell Prather

F. Prather provided an overview of the past year.

She thanked the Board for their efforts. She discussed the newly formed Credential Recommendation Policy and Quality Assurance Work Group which will be discussing issues regarding the online recommendation process, credential analyst training, and the future audit process. The Work Group is composed of members from the CCAC, a BTSA Induction Program representative, and members from the CTC. An initial meeting has taken place and another meeting will take place in December.

F. Prather thanked Carol Riley and Mel Hunt for their work as representatives of Technology Committee and she thanked Sarah Singh as the CCAC Highlights writer.

Past President's Report – Tedi Kostka

T. Kostka provided an overview of the function of the Past President's position which is to impart wisdom to the new CCAC President. She expressed thanks to the experienced members who stay on the Board of Directors since it contributes to the organization's efforts. She stated that the membership should feel free to express their concerns to the Board.

The election results for the new Board of Directors and Advisory Committee for the 2008-2009 year were announced as follows:

Board of Directors

- Franell Prather, San Diego State University: President
- Peggy Smith Andersen, Cal Poly, San Luis Obispo: Vice President Programs
- Denise Roscoe, California Baptist University: Vice President Membership
- Sylvia Hernandez, CSU San Marcos: Treasurer
- Paula Sutton, University of California, Riverside: Secretary
- Tedi Kostka: University of San Diego: Immediate Past President

Advisory Committee

- Debbie Brumfield, Concordia University: Sr. IHE Representative
- Renee Larson, University of Phoenix: Jr. IHE Representative
- Robyn Davila, San Bernardino City Schools USD: Sr. District Representative
- Sherry Alertas, Glendora USD: Jr. District Representative
- Kathy Bettger, Caleveras COE: Sr. County Representative
- David Simmons, Ventura COE: Jr. County Representative

Vice President Programs – Peggy Smith Andersen

P. Smith Andersen thanked everyone for their help with the conference and encouraged members to attend the Conference breakfast. She also thanked Linda Hunt for her work as Conference Registrar.

She reported that 762 registered for conference (noting that 20 registrants didn't pick up their materials). The following breakdown is by affiliation:

- 140 County
- 398 District
- 106 Independent IHE
- 59 CSU
- 15 UC
- 44 Other

New Certification Training had 111 registrations but more members attended. The attendance breakout follows:

- 16 County
- 60 Districts
- 35 IHE

The Credential Academy had 240 registrations and more may have attended. The estimated count was:

- 40 County
- 136 District
- 49 IHE
- 15 Other

Vice President Membership – Denise Roscoe

As of October 17, 2008, there were a total of 965 members for the 2007-2008 year. The membership breakdown by area is as follows:

- 563 District
- 164 County
- 203 IHE
- 35 Other

She discussed the membership confirmation process which is to send a welcome letter to each new member. She stated that members who do not attend conference are no longer a member unless they pay the membership fee. The membership is valid from 11/1/08-10/31/09.

This was her first year for this position. One of her duties was to organize the Registration desk. She thanked all the volunteers that worked at the Registration desk. D. Roscoe encouraged members to volunteer and be facilitators at conference. She encouraged members to attend the breakfast since \$200 of gift cards were purchased for the give aways and members have to be present to win a give away.

Past President Mel Hunt encouraged D. Roscoe to send out an email to the membership to remind them to register if they were unable to attend the October conference. Past President Carol Riley stated that she would like to see a membership list with the name, institution, and phone number on the website. This will be discussed at the next Board of Directors meeting.

Treasurer – Sylvia Hernandez

S. Hernandez announced that the CCAC Financial profit/loss reports were available for members to review. All conference expenses will be deducted from the CCAC's total income upon receipt of outstanding invoices and bills.

Secretary's Report – Paula Sutton

P. Sutton thanked the membership for allowing her the opportunity to serve. P. Smith Andersen moved that the August 2008 Minutes be approved. D. Roscoe seconded the motion. The vote in favor was unanimous.

District Report: Siena Van Heusen and Robyn Davila

S. Van Heusen discussed how her service the CCAC has provided networking opportunities and opened up avenues for her professional development. R. Davila thanked Siena for assisting her and stated that her position has helped her communication with the Institutions of Higher Education (IHE).

County Report: Susan Kissinger and Kathy Bettger

S. Kissinger is retiring and talked about the rewards of her service on the CCAC Board. K. Bettger expressed what a wonderful year it has been and that networking opportunities was a great reward. She has learned to embrace the differences in the needs for counties, districts, and IHE's.

IHE Report: Debbie Brumfield and Regan Ronayne

D. Brumfield has been a member for seven years and has served as the treasurer and is currently on the Advisory Committee. She urged the members to get involved. R. Ronayne served the remaining term of Sarah McGregor's. She thanked the Board and stated that the professional development opportunities during her service were incredible and she hopes to stay involved.

Past President's Reports:

Edith Thiessen has been with the CCAC about 20 years and served in many positions. It has given her wonderful friendships and courage. It has led her to the Board of Institutional Reviewers' (BIR) training which is a great professional growth experience and she credited the CCAC service for her ability to do this.

Carol Riley has attended 28 consecutive conferences and how far the organization has come over the years. She is very grateful for the many years she has been a member of the organization and urged members to get involved.

Nancy Proclivo expressed thanks to everyone for doing their jobs. She discussed how the CSU deans were asked to review the standards for the credential analyst series of the CSU. It is their hope that these will be updated and will benefit other IHE's.

Mel Hunt has completed his second year as Legislative Liaison. When this position was created the Commission on Teacher Credentialing (CTC) was in danger of disappearing and the CCAC needed a representative to follow the legislation regarding the CTC. Changes such as the online recommendation process have stopped this but we will continue to keep an eye on the legislation. Edith thanked Mel for working to make this process understandable for the membership.

List Serve: Cindy Greene

C. Greene was absent. F. Prather stated that C. Greene regulates the CCAC List Serve so a diversity of responses can be sent out for those that use this list. Questions should be directed to her. F. Prather will forward questions to C. Greene for members who do not have her email address.

Old Business: None

New Business:

The next CCAC Annual Business Meeting is scheduled for Thursday, October 15, 2009.

C. Riley reminded F. Prather to be sure and check with Cal Council regarding our conference dates since there has been a past agreement that the two conferences would not conflict.

F. Prather moved to adjourn the meeting at 5:55 PM and T. Kostka seconded the motion. The vote was unanimous.

ADDENDUM: Between the October 2008 and December 2008 official board meetings, votes were taken via email on the following: (Article V, Section 11)

Item I: October 20, 2008 — It was moved by F. Prather and seconded by P. Sutton to approve payment to Corporate Image a total of 25,389.67 for conference printing. The vote was unanimous and the motion carried.

Item 2: October 23, 2008 — It was moved by P. Smith Andersen and seconded by F. Prather to approve payment to 4-Imprint in the amount of \$12,054.03 for conference give-aways. The vote was unanimous and the motion carried.

Item 3: October 23, 2008 — P. Smith Andersen moved to approve payment to the Conference Registrar in the amount of \$5,500 for 220 hours @ \$25.00/hr. The motion was seconded by P. Sutton. The vote was unanimous and the motion carried.

Item 4: November 4, 2008 — P. Smith Andersen moved to approve payment in the amount of \$3,295 to Sign Language Interpreting services for services provided at Conference for one attendee. The motion was seconded by D. Roscoe. The vote was unanimous and the motion carried.

Item 5: November 18, 2008 — F. Prather moved to approve the proposal and agreement with the Holiday Inn, Sacramento Capitol Plaza for a block of rooms, board room rental and lunch service for the December 2008 CCAC Board of Directors meeting. The room rate is \$84.00 for a single and \$124.00 for a double, and the board room rental was

reduced to \$50.00 with lunch service. The motion was seconded by P. Sutton and the vote was unanimous.