

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

April 24, 2007

MINUTES

Double Tree Hotel, Sacramento

April 24, 2007: 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 9:10 a.m.

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

ABSENT (Excused): Debbie Brumfield

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Susan Kissinger, Susan Carlisle, Siena Van Heusen, Sarah MacGregor.

ABSENT (Excused): Valerie Flatt, Nicholas Novosel

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

Prior Minutes: T. Kostka moved and P. Smith Andersen seconded the approval of the February Minutes be adopted. The vote in favor was unanimous. See attachment of the approved February 2007 Minutes.

President's Report – Tedi Kostka:

▪**Budget Update:** It was moved by T. Kostka and seconded by F. Prather to increase the president's budget category to \$4,000.00, increase membership to \$200.00 and reduce professional growth category to \$7,900.00. The vote in favor was unanimous and the motion carried.

▪**Regional Meetings:**

Southern meeting: Calexico- deadline 4/20/07. F. Prather reported 40 registered to date and 1 withdraw request; refund was not granted. Recommended language for next year will include "Fees non-refundable."

Northern meeting: Palo Alto USD- deadline 5/3/07. S. Van Heusen reported 15 registered to date. Reminder that walk-ins can't be accommodated. Logistics were going well/equipment good. S. Van Heusen to send checks to D. Brumfield.

Central meeting: CSU San Luis Obispo – deadline 5/4/07. P. Smith-Andersen reported 17 registered to date. Agenda to include 1209, out-of-state, Basic Skills.

▪**Legislative Liaison Position:** One application received by Mel Hunt from St. Mary's College. It was moved by P. Smith Andersen and seconded by F. Prather to approve Mel Hunt as the Legislative Liaison for the remainder of the membership term beginning April 24, 2007 – October 31, 2007. The vote was unanimous and the motion carried.

Other:

President Kostka commended N. Novosel for his excellent efforts for compiling quick and efficient results for a survey sent to the field in response to AB469.

It was requested that each board member submit a brief summary responding to the topic “How has being a member of the Board of Directors or Advisory Committee had an affect on you professionally?” The responses will then be posted on the website. Also, a group picture will be taken at the next meeting. It will be posted to the website for the membership.

Treasurer’s Report – Tedi Kostka on behalf of Debbie Brumfield:

Reports:

T. Kostka presented Treasurer’s report. It was moved by B. Crawford and seconded by P. Smith Andersen to approve the report. The vote in favor was unanimous and the motion carried.

Reimbursements over 60 days:

It was moved by D. Roscoe and seconded by F. Prather to approve reimbursement over 60 days to Sylvia Hernandez for travel expenses for the February 2007 Conference Committee Meeting in the amount of \$280.00. The vote in favor was unanimous and the motion carried.

Vice President Programs – Franell Prather:

Conference:

Conference update notification postcard to be mailed soon. Conference theme, “Road to Certification” which ties in with the new colors of the CCAC website. A \$25.00 fee was proposed to charge individuals who originally register and decide to swap names for conference registration. The service fee deadline would be reflected on the swap form. It was moved by F. Prather and seconded by T. Kostka to approve the \$25.00 fee for swapping conference registration names for conference. The vote in favor was unanimous and the motion carried.

It was proposed to the BOD to purchase name badges with magnetic backing for Board of Directors and Advisory Committee members to help identify those involved with conference if attendees need assistance/direction during conference. It was moved by F. Prather and seconded by B. Crawford to purchase name tags for the BOD and Advisory Committee. The vote in favor was unanimous and the motion carried.

Hotel update: The Hilton is full, has added rooms and is full again. The DoubleTree is full. If member have booked extra rooms that aren’t needed they are to see the FAQ on the CCAC website for answers. F. Prather has a running room list for both hotels to verify capacity. She is also checking alternate hotels. It was moved by F. Prather and seconded by P. Smith Andersen to approve 2009,2010,and 2011 of contracts with the Double Tree and Hilton. The vote in favor was unanimous and the motion carried.

CDE has been extended an invite to have a representative join on the CCAC conference committee.

Vice President Membership – Peggy Smith Andersen

Current membership reflects 949 members.

County: 161

District: 553

IHE: 190

CSU: 66

Independent: 103

UC: 21

Other: 46

P. Smith Andersen reported the database is in good working order with consistent data entry.

Secretary – Denise Roscoe:

February 2007 minutes were presented and approved at the beginning of the meeting. D. Roscoe reported that a card was sent to Dale Janssen on behalf of CCAC congratulating him on his new appointment as Executive Director. An encouragement card was sent to retired Executive Director, Dr. Sam Swofford, on behalf of CCAC. Another card of support will be sent.

Mission Statement update: A draft of the updated CCAC Mission Statement was distributed. The Board requested additional time to review and submit edits. Edits are due to D. Roscoe before the June meeting.

Past President – Bonnie Crawford:

Review of policies: The policies update refers to the most recent amendment dated 2/07. There were several recommended changes including striking pg. 2 item #6, changing language on page 1 last sentence to reflect the change from database to listserv. It was recommended by the group for language to be updated and to delineate differences between the listserv and membership list. It was discussed to streamline the idea of combining two categories of budget and guidelines on page 8&9 of the policy handout. Page 17, Information Activities, will be drafted by Sarah.

Elections

School district contacts are: S. Van Heusen and S. Carlisle

County office contact: S. Kissinger

IHE contact: B. Crawford and Linda Hunt.

An additional listserv will go out soon. Elections are scheduled to come out mid June-July.

Advisory Committee Reports:

Siena Van Heusen, District Representative: Reported that she is working on elections, regional meetings, early hiring for Palo Alto USD, and training new analysts for Santa Clara County.

Valerie Flatt, County Representative (Excused absence)

Susan Kissinger, County Representative

Reported their county is finishing up NCLB Alternative program hiring, they have a new grant for Charter classrooms, large Child Development program onsite, new benefits, working on CCAC elections, monitoring, and cross-training staff.

Susan Carlisle, District Representative

Capistrano USD hired a new superintendent, Dr. Smith (formerly from Placentia-Yorba Linda). They have experienced some budget cuts, one elementary school has been closed, and they are opening a new high school. Susan recently sent out a credential staffing survey within the districts.

Nicholas Novosel, IHE Representative (Excused absence)

Sarah MacGregor, IHE Representative

Sarah reported she is now the director of Compliances and Graduate Services. There may be possible changes to their admission requirements with TPAs with interns, use of People Soft system for tracking TPA passage. The CCAC Handbook was given to Siena.

Old Business: None

New Business: None

- The next BOD/AC Meeting is scheduled for Thursday, June 14, 2007 at the Double Tree Hotel.
- The next Conference Committee meeting is scheduled for Friday, June 15, 2007 at the Double Tree Hotel.
- Commission meetings will be held at CSU Long Beach on June 27th and 28th, 2007. CCAC sends president and vice president only.

P. Smith Andersen moved and F. Prather seconded to adjourn the meeting at 2:50 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 I: 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.

Item 2: May 16, 2007 – A proposal was made for a policy change to wording for membership on Item #6 on page 2. 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 proposal.