

**CACCRAO Executive Board Meeting**

**Agenda**

**December 13-14, 2010**

**Westin Long Beach, ODESSA Room**

**333 East Ocean Blvd, Long Beach, CA 90802**

**(562) 436-3000**

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| **x** | **Alicia Terry**  *President* | **x** | **Ross Miyashiro**  *President Elect* | **x** | **Henry Villareal**  *Vice-President* | **x** | **Christopher Williamson**  *Secretary* | **x** | **Lisa Hott**  *Treasurer* |  |  |
|  | **Monica Boyes**  *Region*  *1&2* |  | **Barbara Ogilvie**  *Region*  *3&4* | **x** | **Jasmine Ruys**  *Region*  *5&6* | **x** | **Linda Miskovic**  *Region*  *7&8* | **x** | **Dan Angelo**  *Region*  *9&10* |  |  |

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| **TIME** | | **ITEM** | | **TASKS** | | **BY WHOM** | |
|  | | Monday Dec. 13, 2010 | |  | |  | |
| 10:00 am | | Call to Order | | Information sharing | | All | |
| 10:30 | | Financial Report and Budgetary Process | | We have a surplus in our account. Alicia suggested that CACCRAO cover the cost of Regional Workshops to utilize the surplus monies.  Spent time revising the budget for ’10-‘11 | | Lisa | |
| 11:00 | | President Report  Title IX | | Course Repetition (again), Conference scholarship: Alicia was anticipating a report from Chancellor’s Office; Directive was postponed, Curriculum Committee continued to work on the Guidelines for implementation; Advisory committee meet again in December 2010; no movement fwd, however guidelines are supposed to be released after review (no time frame yet), there are anticipated additional changes coming…BUT conversations are convoluted, complex…  Athletics Position Paper | | Alicia Terry | |
| 2:30 | |  | | Lively discussion regarding Membership fees…proposal to begin requiring password protection to select benefits via the website  Scholarship: revise application to ask additional question and to more finely tune communication of what qualifications for scholarship.  Motion: scholarship only cover cost of annual conference registration for all; motion was seconded, but voted down  Motion: that scholarship pays $300 toward each conference; motion passed. This is in addition to Frost Johnson’s NSLC $500 scholarship for 2010-2011.  Does constitution need to be amended: constitution does not currently allow us to limit services only to member colleges; will have to bring it to a membership wide vote at the annual conference | | Henry Villareal | |
| 12:00 | | Lunch | |  | |  | |
| 1:00-2:30 | | Site Visit | | Review layout and flow of conference  Catering & Conference Service Manager | | Ross | |
| 2:45 -3:35 | | Strategic Plan for Matriculation Update  Vendor Report  ACCRAO Report | | **Matriculation Report:** Consideration of reorganizing matriculation  Sonia Ortiz-Mercado / Chuen Rong Chan  Matriculation Board (each region)  CSSO’s, CACCARO, Instruction  HUGE committee: Redesign matriculation, what is it!? Want to compress to 5 areas:  -First year  -Orientation  -Assessment/placement  -Counseling and academic advising  -Early intervention  6 goals: to analyze the issues and propose solutions…next meeting is in January; Jasmine will sit on 2 subcommittees.  **Vendor Report:** Credentials Solutions confirmed to attend and provide dinner event for one night; Paradigm; Digital Architecture (new company); Viatron; XAP (most likely); Docufide? CI Solutions? NSLC; Smart Catalog; ScriptSafe?  We should meet our $15,000 goal  **ACCRAO Report:** New healthcare law: 2011…1099’s must be issued for each person that receives $600 or more  Discussion from presenter on conference facilitation…  Another presenter discussed the benefits of a “Green” conference  Presentation on accounting on non-profits… how to organize financials, etc…  Social media… how to utilize twitter, Facebook; how to position campuses to use…  ACCRAO: discussion about a member speaking at CACCRAO for annual 2011 conference  AACRO plans to conduct more Webinars  Recommendation is for President-Elect, Vice President and Treasurer to attend. | | Jasmine  Henry  Ross | |
| 3:15-  5:10 | | Conference Planning | | Topics / Schedule: Review line by line the Conference Schedule… arranging topics/speakers; discussed options for workshops/ presenters… Social Media/ SB1440 / Work Life Balance / Best practices for Residency / Athletics / Title IX / Veterans / PERS retirement  Elections / Raffle / Robert Brown Award  Set-up  Tasks: Alicia will draft a letter to CACCRAO members re: importance of membership | | Ross  Alicia | |
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| 5:15 | | Adjourn | |  | |  | |
| **TIME** | | **ITEM** | | **TASKS** | | **BY WHOM** | |
|  | | Tuesday | |  | |  | |
| 8:00 am | | Breakfast | |  | |  | |
| 9:15 | | Athletics Report  Spring Workshops | | Shared the Athletic Position Paper with the Board  Question arose RE: Athletic eligibility for residency. Should a student be considered a CA resident when claimed on parent’s income tax in another state.  Alicia felt that definitions need to be stated and some specific details need to be included.  As a best practice CACCRAO want to recommend that an A&R officer should be involved in signing off on the eligibility for athletics. As such, the Best Practices document should be amended to included this.  Recommend a joint workshop for Athletic Directors and A&R Managers… joint with Commission on Athletics or (CCCAA) and CACCRAO | | Dan  All | |
| 9:30 | | Training Development | | **Workshops**  **Region 9 & 10:** Dan wants to facilitate two separate workshops one for each region. There geographic spread make it challenging to conduct a joint workshop  **Region 5:** 4/8/11 on the College of the Canyons  **Region 6:** 3/11 or 3/18 at College of Sequoias  Work life Balance theme at both, 2 breakouts  Scheduled for 9am to 2pm  Jasmine will draft a letter for sponsorship: Credentials/NSLC  **Region 7 & 8:** pursue Golden West College as a host campus. Focused on day to day issues rather than Key note address issues  -Evaluators  -Neworking:  -Residency  -E Transcripts  -Vendor sessions  Dates will probably conduct during Spring Break  Developing manuals,  Request for 320 training came from President of WVC  Board feels that 320 should be included in training  Board wants to determine what should be included in training for A&R Directors—Jasmine will convene a CCC Confer meeting so we can begin this process  Mentoring: How formalized does it need to be? How do we facilitate this? Identify who the seasoned folks are around.  Idea about hosting them Sunday evening of Annual Conference… President’s reception… Linda Miskovic will facilitate this …  John Mullen does consulting, Henry knows him and he could do 320 training is we have a Sunday night pre-conference workshop  Coordination with CCCCO | | All | |
| 11:00 | | Website and Registration | | Reported that 6 colleges have registered for Annual Conference and 11 have paid the dues; presented design mock up for Board approval.  Door Prizes: optional solicitation  Mentioned NING.COM for alternative  Decided on Tue/Wed; 3/1 – 3/2 for next meeting at LB Westin | | Chris  Alicia  Ross | |
| 12:00 | | Adjourn | |  | |  | |