



**Executive Board Meeting Minutes
September 27, 2011
Holiday Inn Capitol Plaza
300 J Street, Sacramento, CA 95814
(916) 446-0100**

x	Ross Miyashiro <i>President</i>	x	Henry Villareal <i>President Elect</i>	x	Jasmine Ruys <i>Vice-President</i>	x	Allison Curtis <i>Secretary</i>	x	Arleen Elseroad <i>Treasurer</i>		
x	Barbara Fountain <i>Region 1&2</i>	x	Massina Hunicutt <i>Region 3&4</i>	x	Kristin Pimentel <i>Region 5&6</i>	x	Linda Miskovic <i>Region 7&8</i>	x	Victor DeVore <i>Region 9&10</i>	x	Alicia Terry Past-President

TIME	ITEM	TASKS	BY WHOM
	Tuesday, September 27, 2011		
10:00am	Call to Order	Laptop for Secretary and Treasurer. Should be current for at least 5 years.	Ross
10:15am	Review of Minutes & Changes to Constitution	<p>Alicia – Secretary duties and positions should be most current from 2009.</p> <p>Vendor annual membership dues \$200. If vendor membership dues are paid, \$200 comes off of the conference fees. Free advertising in Fall/Spring workshops. Levels (1500, 2000, 2500). Scholarship level moved to the 2000 vendor conference sponsor.</p> <p>Minutes passed with two edits.</p> <p>More discussion:</p> <p>Revision of scholarship applications. Criteria: college must have paid membership dues for eligibility. Scholarship requests must be received prior to our February meeting. Scholarship applications due February 1, 2012 for consideration. Amounts of scholarship: (2011 = 1 @ \$500, 1 @ \$250). Covering registration fees and hotels stays seem to be the most critical needs. Colleges and/or attendees will need to fund the travel. Critical to understand how many vendors will select levels with scholarship. Need to push for more. CACCRAO will sponsor one.</p>	Allison

		<p>2012 vendor scholarship goal is 4.</p> <p>What do the vendors want? 1) 5 minutes of fame (infomercial). 2) Vendor track session (mornings are better) Titling of presentation is important. 3) Face time – rushing through vendor hall are less meaningful interactions. When attendee self selects to come listen to a vendor the value of the messaging is much more focused. Important to pass sign in sheet around. 3) “All they want is the sticker” – no harm. It can be an ice breaker. 4) Our vendor sponsorship conference fees are in the ballpark with other conferences attended.</p> <p>Ideas: Vendor highlight on newsletter (like ACCA). Vendors provide us with a list of colleges who are clients. Vendors in same room as general sessions in San Diego – felt more involved and more connected. At least invite them to the general sessions. Can we market that and be more inclusive?</p> <p>Conference Discussion: Presenters – should a discount be provided to offset any conference fees?</p> <p>Conference Discussion: Should we have a one day pass?</p> <p>Workshops should be “at a discounted rate” for member colleges. This would not require a constitution change and EB could discount to 0 in years when possible. (Alicia)</p>	
11:00am	Repeats and the new code implementation	<p>3 plus 1 (adopted in July 2011). Effective Oct. 22, 2011 but colleges have 180 days to implement (lands in March). Summer 2012 but tell students now. Repeatable courses are specifically excluded from these regulations.</p> <p>Pending: Need clarification on whether 3 maximum W's applies to repeatable courses. 55024 does not contain specific language.</p> <p>New: Attachment 2. Addition of d) to 58161 to exclude repeatable courses from the provisions of 58161.</p> <p>Repeatable recommendations to the BoG expected in January 2012.</p> <p>Response to CACCRAO clarifications will be posted to the listserv.</p>	Sonia
11:20am	Draft recommendation from the BoG task force Destruction of records CACCRAO Conference	<p>See Agenda provided:</p> <p>State Budget and Legislative Update:</p> <p>-No matriculation budget reduction this year. Budget position has worsened. Mid year</p>	Sonia & Chuen

Priority registration update

**New A & R Directors
Training**

reductions are expected due to revenue deficits to college base apportionment, not categoricals. Budget trailer bill to stave off enrollment fee increase to Summer 2012.

-AB743 Centralized Assessment Passed Assembly and Senate. On Gov desk. Not mandatory. If mandated a financial cost would have been triggered. Requires "off the shelf" assessment. Data warehouse will be build to house hs transcripts, EAP, etc. RFP , pilot Spring 2013. The incentive to colleges is to redistribute matriculation assessment dollars to other services. Common definition of college readiness across systems. Strong relationship with K-12 required at system level. Students will have results regarding college readiness earlier than EAP provides.

-AB256 E-Transcript Requires CO to implement electronic transcript system. Platform not required. Colleges can choose. System supports eTran California. Patrick Perry has identified funds available for colleges to implement. (Ross recommends needing a bridge for the major SIS to be considered by CO). EB shared positive experiences with Credentials. Promotes efficiencies through technology in our system.

AB 160 Concurrent Enrollment Placed in suspense. Would require hs and college to enter into a formalized agreement and submitted to the CO. Leaves the decision making of the to the CTE at the college. Removes the summer cap. Allows for priority enrollment. Essentially, moves authority to local districts.

AB 194 Foster Youth would provide priority enrollment for former and current foster youth. Anticipated approval from Gov. Colleges may need to require verification or supporting documentation.

AB 230 Middle College Approved. Permits priority enrollment for middle colleges on college campuses.

Shape legislation, do no harm, what is it going to take to implement: important contribution from CACCRAO.

Enrollment Priorities: Expect legislation this session to include satisfactory academic progress and unit limitations.

AB 288 Student Expulsion Deny enrollment or conditional enrollment for anyone expelled from any CCC within the last 5 years. Requires a hearing. Colleges may share information and must respond to requests from other colleges in 5 days. Students do not need to sign a release for this information to be shared – no FERPA violation. Moving to Gov. desk.

Dream Act Gov. desk. Sonia will follow-up.

Student Success Task Force Draft Recommendations

See handout

Contentious Issue: Tying SAP to BOG fee waiver. Inefficiencies identified. Need to place some limitations/restrictions. Recommend tying to the FAFSA. No consensus yet.

October meeting scheduled to finalize recommendations. At this time, table of contents is being released.

Follows student through the transition to CC. Aligns with K-12 and the need for a common definition of college readiness. Focus on use of technology (ed plan, degree audit).

Non-faculty advisors used to facilitate ed plan initiatives.

Students need to declare a program of study early on. Tie to enrollment priority.

Develop a college readiness index to supplement assessment. Students who score low would need to remediate early (basic skills or some other activity) and would need to take a student success course or some other intervention.

Categorical block grants – EOPS pulled out of XX. CTE/Econ Dev/Nursing will have a separate block grant. Matric/DSPS/CalWorks will remain part of the Student Success block.

No SAP, no priority enrollment.

Destruction of Records

Title 5 still requires scanned records to be maintained for 3 years. Jasmine will work directly with Chuen and Sonia to propose changes based on emerging technology. One of CACCRAO's first surveys will be to survey members on document imaging practices.

Conference Presenters

Linda M – General Opening Session

Sonia – Repeatability and/or CCC Student Task Force update regarding implementation

Elias/Chuen – Attendance accounting workshop

Chancellor Scott: Formal request to Faye. Open

		<p>and/or close the conference.</p> <p>President of BoG</p> <p>Senator from LB</p> <p>Chair of House of Ed Committee</p> <p>New Director's Training</p> <p>Jasmine: Can CO funds be used to support and fund new Director's A & R (travel, etc.) including hiring a consultant to develop the manual? Sonia and Chuen support and will work with Jasmine.</p>	
	CACCRAO Constitution	<p>Membership discussion: What constitutes membership?</p> <p>-Payment of membership dues</p> <p>-Password protected access to resources including presentations, listserv summaries, etc.</p> <p>Discussion: college membership dues: is it college or districts?</p> <p>CACCRAO constitution speaks to membership in terms of individual members whose work meets the criteria. Do we move to individual memberships? We are using membership defined in two ways. At workshops we will charge for non-members (college or individual). Cultural shift – free CACCRAO vs. pay for access to CACCRAO? Appeal to CSSO's and Presidents re: importance of CACCRAO membership to the colleges in addition to the CARO's.</p> <p>Open does not mean free. Certain benefits can be limited to colleges who have paid membership fees (Ross). Might need to define membership to be more specific in the constitution. CACCRAO is a representative body of all (like AACCCRAO) but member benefits are limited to college membership (Jasmine).</p>	
12:30pm	Lunch	Hot plated lunch	All
1:30pm	Legislation		Sonia & Chuen
3:00pm	2012 Conference	<p>Contracts have been signed. Logistics still to be determined. Rooms Sunday 40, Monday 70, Tuesday 70)</p> <p>Sunday</p> <p>Casino Trip via shuttle bus. 4 p.m.</p>	Henry and All

		<p>1 p.m. – 4 p.m. Pre-conference</p> <p>“Got Compliance?” (TBA, attendees can share their issues and have them addressed by a panel, bring your audit issues). Ross to check with internal auditor. How to negotiate with an auditor.</p> <p>Monday:</p> <p>General: Chancellor Scott – Open or keynote or close general session</p> <p>General: Linda Michalowski – Legislative update general session</p> <p>Workshop: John Mullen, Elias Regalado, audit trainer. Attendance accounting, auditing, TBA etc. Working session with concrete examples.</p> <p>Workshop: Transcript Abuse Fraud</p> <p>Workshop: 2 vendor sessions (1 hr each)</p> <p>Workshop: Scott Lay general session</p> <p>Workshop: Sonia/Chuen general session</p> <p>Workshop: Tim Calhoon – Open CCCApply</p> <p>Workshop: Priority Enrollment</p> <p>Workshop: FERPA (Look into Rooker or Snodgrass) Alicia will find out fees.</p> <p>Workshop: Veterans</p> <p>Workshop: Athletics, Residency & Compliance</p> <p>Workshop: Emergency Operation Response (Alicia and Victor)</p> <p>Workshop: Managing in a Unionized Environment</p> <p>Monday evening: Murder Mystery</p> <p>Theme: TBD</p>	
4:15	Vendors	<p>Send to vendors by letter or email. List of about 30.</p> <p>Invite ACCA. A non-profit representing college administrators as a vendor.</p> <p>Jasmine – open call for vendors to add to the list.</p>	Jasmine & Henry

		<p>Vendor spotlights on our website monthly for those who pay their membership dues. Includes list of CCC clients.</p> <p>Vendor tracks – target 4 for 2012.</p>	
	Wednesday, September 28, 2011		
8:30am	Fall Workshops	<p>Massina – Will push to Spring 2012. Planning to hold in early April.</p> <p>Linda – November 10, 2011. Maximum \$2500 depending on attendance. Can be up to 250 attendees. How do we handle the discount? How much do we budget? RSVP deadline Oct. 29.</p> <p>Jasmine – Suggest implementing changes to workshop to 2012 and to start our PR push this year encouraging college memberships and its incentives.</p> <p>Barbara (1 & 2) May need to schedule for Spring 2012.</p> <p>Victor (9 & 10) – November 10, 2011. Cuyamaca College. Agenda pending (veterans, residency). Oct. 28 RSVP deadline.</p> <p>Kristin – March 2012. Desire to allow new Director, A & R to participate. Email to be sent out to region 5 & 6 for call for topics.</p> <p>Victor – Suggest using common registration form for all regions so that criteria are the same for all regions.</p> <p>Jasmine will send vendor brochure to regional reps. Regional reps will determine whether or not to invite vendors to become member vendors (\$200).</p> <p>2010 budgeted \$10,000 but underspent (\$4500). Food service is the real expense.</p> <p>Approved: Adopted budget of \$6000 for workshops. \$12 per person. Insert anticipated attendee count by region.</p>	Regional Representatives
10:30am	The Budget	<p>See handouts Net Worth (6/30/2011), Income/Expense Comparison by Category, Transaction.</p> <p>2012 Conference Budget Discussion</p> <p>Recommendation to find a college, rather than the hotel, to provide AV services at the 2012 conference (Los Rios, Delta). Both options will be evaluated for cost benefit. Tentatively budget \$2800 for AV as a place holder until decision is reached.</p>	Arleen

\$1800 budgeted for entertainment for conference (Murder Mystery).

Recommend breaking meals and entertainment conference expenses out for effective future planning.

In that case, \$36,000 budgeted for food.

\$1500 budgeted for travel for speakers.

Jasmine anticipates coming in under budget for the conference.

2011 – 2012 Executive Budget Discussion

Lodging \$4000

Meals \$2200

Misc \$0 Delete category

Postage \$200

Reg Fee \$0

Supplies \$300

Add Equipment \$1050

Add Software/Licenses \$300

Supplies, Bus Delete category

Travel \$5000

-Reg Fee \$0

Website \$2000

-Web software \$300

Tax \$25

Workshop Expense Discussion

Awards \$0

Meals \$10,000

Pers Srvcs Delete category

Supplies \$500

Income

\$24,000 Goal for conference registrant income @ \$195 for members, \$ 225 (128 registrants needed)

		<p>\$24,000 Goal for vendor conference sponsors (15)</p> <p>\$ 13,400 College membership fees (67 colleges)</p> <p>\$0 Workshop income. Intentional to offer this for free to colleges</p> <p>Reserves</p> <p>Recommend maintaining minimum reserves of 56% (\$50,000).</p>	
11:30	Website	Registration forms require hard coding from programmer. Recommend requesting option to edit without hard coding.	Allison
12:00pm	Schedule next Meeting		
12:00pm	Adjourn		