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

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>TASKS</th>
<th>BY WHOM</th>
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<tbody>
<tr>
<td>Tuesday, September 27, 2011</td>
<td>Call to Order</td>
<td>Laptop for Secretary and Treasurer. Should be current for at least 5 years.</td>
<td>Ross</td>
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<tr>
<td>10:00am</td>
<td>Review of Minutes &amp; Changes to Constitution</td>
<td>Alicia – Secretary duties and positions should be most current from 2009. 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. Minutes passed with two edits. More discussion: 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.</td>
<td>Allison</td>
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2012 vendor scholarship goal is 4.

**What do the vendors want?**  1) 5 minutes of fame (infomercial). 2) Vendor track session (mornings are better) Titles of presentation is important. 3) Face time – rushing through vendor hall are less meaningless 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.

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?

Conference Discussion: Presenters – should a discount be provided to offset any conference fees?

Conference Discussion: Should we have a one day pass?

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)

### 11:00am
**Repeats and the new code implementation**

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.

Pending: Need clarification on whether 3 maximum W’s applies to repeatable courses. 55024 does not contain specific language.

New: Attachment 2. Addition of d) to 58161 to exclude repeatable courses from the provisions of 58161.

Repeatable recommendations to the BoG expected in January 2012.

Response to CACCRAO clarifications will be posted to the listserv.

### 11:20am
**Draft recommendation from the BoG task force**

Destruction of records

CACCRAO Conference

See Agenda provided:

State Budget and Legislative Update:

- No matriculation budget reduction this year.
  Budget position has worsened. Mid year
<table>
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<tr>
<th>Priority registration update</th>
<th>Budget trailer bill to stave off enrollment fee increase to Summer 2012.</th>
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<tbody>
<tr>
<td>New A &amp; R Directors</td>
<td>reductions are expected due to revenue deficits to college base apportionment, not categoricals.</td>
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<tr>
<td>Training</td>
<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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.</td>
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<td>AB 230 Middle College Approved. Permits priority enrollment for middle colleges on college campuses.</td>
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<td>Shape legislation, do no harm, what is it going to take to implement: important contribution from CACCRAO.</td>
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<td>Enrollment Priorities: Expect legislation this session to include satisfactory academic progress and unit limitations.</td>
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<td>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.</td>
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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
and/or close the conference.

President of BoG

Senator from LB

Chair of House of Ed Committee

**New Director’s Training**

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.

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<th>Event</th>
<th>Details</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>12:30pm</td>
<td><strong>Lunch</strong></td>
<td>Hot plated lunch</td>
<td>All</td>
</tr>
<tr>
<td>1:30pm</td>
<td><strong>Legislation</strong></td>
<td></td>
<td>Sonia &amp; Chuen</td>
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<tr>
<td>3:00pm</td>
<td><strong>2012 Conference</strong></td>
<td>Contracts have been signed. Logistics still to be determined. Rooms Sunday 40, Monday 70, Tuesday 70)</td>
<td>Henry and All</td>
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**Sunday**

Casino Trip via shuttle bus. 4 p.m.
1 p.m. – 4 p.m. Pre-conference

“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.

**Monday:**

General: Chancellor Scott – Open or keynote or close general session

General: Linda Michalowski – Legislative update general session

Workshop: John Mullen, Elias Regalado, audit trainer. Attendance accounting, auditing, TBA etc. Working session with concrete examples.

Workshop: Transcript Abuse Fraud

Workshop: 2 vendor sessions (1 hr each)

Workshop: Scott Lay general session

Workshop: Sonia/Chuen general session

Workshop: Tim Calhoon – Open CCCApply

Workshop: Priority Enrollment

Workshop: FERPA (Look into Rooker or Snodgrass) Alicia will find out fees.

Workshop: Veterans

Workshop: Athletics, Residency & Compliance

Workshop: Emergency Operation Response (Alicia and Victor)

Workshop: Managing in a Unionized Environment

Monday evening: Murder Mystery

Theme: TBD

| 4:15 | Vendors | Send to vendors by letter or email. List of about 30.
Invite ACCA. A non-profit representing college administrators as a vendor.
Jasmine – open call for vendors to add to the list. | Jasmine & Henry |
Vendor spotlights on our website monthly for those who pay their membership dues. Includes list of CCC clients.

Vendor tracks – target 4 for 2012.

**Wednesday, September 28, 2011**

<table>
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<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>10:30am</td>
<td><strong>The Budget</strong></td>
<td>See handouts Net Worth (6/30/2011), Income/Expense Comparison by Category, Transaction. 2012 Conference Budget Discussion 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.</td>
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$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)
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<th>Event</th>
<th>Description</th>
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<tbody>
<tr>
<td>11:30</td>
<td>Website</td>
<td>Registration forms require hard coding from programmer. Recommend requesting option to edit without hard coding.</td>
<td>Allison</td>
</tr>
<tr>
<td>12:00pm</td>
<td>Schedule next Meeting</td>
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<tr>
<td>12:00pm</td>
<td>Adjourn</td>
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