



**Executive Board Meeting Minutes  
June 28 and 29, 2012  
Westin, Long Beach**

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

<b>TIME</b>	<b>ITEM</b>	<b>TASKS</b>	<b>BY WHOM</b>
	<b>Thursday, June 28, 2012</b>		
10:15 a.m.	<b>Call to Order</b>		<b>Henry</b>
	<b>Welcome &amp; Member Reports</b>		<b>All</b>
11:45 a.m.	<b>Review Minutes of May 2, 2012</b>	Approved	<b>All</b>
	<b>Position Paper: Academic Advising</b>	In response to Student Success call for ed plan requirement we need to articulate A & R budget needs as well as initiate the discussion about use of counselors vs. advisors in ed plan development.  Rita Grogran may be willing to take the lead. Masina will follow-up.	<b>All</b>
	<b>President's Goals &amp; Objectives</b>	Increase college membership <ul style="list-style-type: none"> <li>Limit drive in workshops to member colleges only (free training). Non-member colleges could send staff for \$100 per person.</li> </ul> Ensure a successful conference <ul style="list-style-type: none"> <li>Set realistic attendance goals based on budget</li> <li>Maintain effective relationships with vendors</li> </ul>	<b>Henry</b>

		<p>Continue to maintain our relationships with the Chancellor's Office. CACCRAO's presence at "the table" is currently recognized and is critically important.</p> <p>Remain financially viable by closely monitoring our finances.</p>	
12:15	<b>Review 2012 Conference</b>	<p>Reliance on all board members to do their part and to contribute to the success of the conference. Thank you all.</p> <p>Key comment from survey: "Everything was so relevant."</p> <p>Survey comments:</p> <ul style="list-style-type: none"> <li>• Wine and cheese event for vendor presentations)</li> <li>• Vendors liked that they felt part of the conference and not separate</li> <li>• Vendors request to speak at breakfasts</li> <li>• Space: theatre style seating in session rooms instead of tables</li> <li>• Inform attendees which vendors are attending in advance</li> <li>• Ensure alternate presentations for vendors with similar products</li> <li>• Expand vendor relationships to regional workshops <ul style="list-style-type: none"> <li>○ Presentations</li> <li>○ Table and then have rep come in and learn from staff about staff/college needs</li> </ul> </li> <li>• Pair up vendor with presenters if possible (how the product functions at a campus, not a sales pitch) <ul style="list-style-type: none"> <li>○ User testimonials</li> <li>○ Ensure that presenting vendors have paid vendor fees (include in literature)</li> </ul> </li> <li>• Implement a more formal vendor check-in process</li> <li>• Vendor infomercial before each of the breakout sessions (5 mins)</li> <li>• Call for proposals</li> </ul>	<p><b>Henry</b></p> <p><b>All</b></p>
1:30 p.m.	<b>2013 Conference Update</b>	<p>Call for proposals: September 1, 2012 – October 31, 2012</p> <ul style="list-style-type: none"> <li>• Follow format similar to CCLC</li> <li>• Web presence for fillable form</li> <li>• Intent: Sessions determined by end of year</li> <li>• Consider paying or discounting registration fee for college presenters. Need to address day only college presenters. <ul style="list-style-type: none"> <li>○ Take day fee off of total registration fee for college presenters (\$100). One time</li> </ul> </li> </ul>	<b>Jasmine</b>

discount only APPROVED

- EB to develop rubric to evaluate proposals

#### Dates

- **April 21 – 24** or April 28 - May 1

#### Locations

- Westin, Long Beach
  - \$109/night
  - No Sunday evening rooms for attendees. Need to start Monday morning later for arrivals
- Newport
  - \$138/night
- Morongo Resort, Cabazon
  - Any dates in April
  - \$99/night
  - Full facility privileges for attendees
  - Free airport shuttles from Ontario airport
  - Tentative site visit scheduled for 8/7 and 8/8. Jasmine to coordinate.

Develop conference budget (see below)

#### Keynote speakers

- Chancellor (Jasmine to call Faye)
- Linda, Sonia, Chuen, Elias

#### Theme

- TBD once location is determined

#### Ideas

- Announce next year's conference dates and site at the conference
- Pre-conference agenda: New Director's Training
- Offer Chancellor's Office presentations on video/CCCConfer. Sent to all member colleges and assess fees to those who can't attend. Jasmine to explore cost of recording through hotel.
- Keynote speaker with a relevant topic
  - From outside the system
  - An internal leader who has come up through the system
  - Asilomar Leadership: How CCC work
- Session: How to use CCCConfer
- Arleen will coordinate assembly of conference materials for attendees prior to the conference.

	<b>Vendors</b>	<p>Regional workshops (RW): Clinton to invite vendors to attend RW. Single contact for vendors. Highlight opportunity for vendors to understand college issues from front line staff.</p> <p>New presenter/vendor possibility: NCHERM (Risk management/legal issues)</p>	<b>Clinton</b>
2:45 p.m.	<b>Constitutional Revisions</b>	<p>President can call a regular meeting (Fall workshops or CCCConfer). 30 day notice required. Will use Survey Monkey.</p> <p>One year added to regional rep terms and staggers the terms. Term extended to 2 years.</p> <ul style="list-style-type: none"> <li>• 2013 Election for 3 &amp; 4 and 7 &amp; 8</li> <li>• 2014 Election for 1 &amp; 2, 5 &amp; 6 and 9 &amp; 10</li> </ul> <p>Call for nominations with the RW agenda. Vote prior to annual conference or use Survey Monkey.</p> <ul style="list-style-type: none"> <li>• Email written statement to CAROs who are members. (Linda to draft statement for use by all regions.)</li> </ul> <p>Stagger the terms for the secretary and treasurer.</p> <ul style="list-style-type: none"> <li>• 2013 Election held for Secretary</li> <li>• 2014 Election held for Treasurer</li> </ul> <p>Definition of membership: To be re-written again for review (Ross and Jasmine)</p> <p>Nomination committee section will be re-written to include changes pursuant approved changes this meeting (Jasmine and Ross)</p>	<b>Ross</b>
3:30 p.m.	<b>Website Password Access/Protection</b>	<p>Timeline</p> <p>What is protected? What is not?</p> <p>Is the effort and cost achieving our objectives? Information sharing.</p> <p>Decision: No password protection access at this time.</p>	<b>Linda</b>
	<b>Membership Dues</b>	<p>Drive in workshops (2 attendees)</p> <p>Set deadlines: September 15, 2012 (in order to attend Drive-in) March 15, 2012 (in order to attend conference)</p> <p>Representation on committees re: statewide issues</p>	<b>All</b>

		<p>Regional representatives will encourage college membership</p> <p>EB to market benefits rather than fines</p> <ul style="list-style-type: none"> <li>• Modify vendor brochure for use in membership drive</li> </ul>	
	<p><b>Restructuring the Nomination Committee</b></p>	<p>Membership outside of EB. Ex-board members. Current board member coordinates the work of the committee (Masina and Linda).</p> <p>Constitutional changes required (Jasmine):</p> <ul style="list-style-type: none"> <li>• Change membership from 6 to 5. EB may sit on committee but never be the majority.</li> <li>• Title for committee is "Awards Committee".</li> <li>• Robert Brown</li> <li>• Nominations</li> <li>• Scholarships</li> </ul>	<p><b>Jasmine</b></p>
	<p><b>Scholarship Rubric</b></p>	<ul style="list-style-type: none"> <li>• Statement of recommendation from supervisor</li> <li>• Member college required</li> <li>• New or seasoned professionals?</li> <li>• Clarification of what funds may be available at the college?</li> </ul> <p>Linda will draft criteria and application.</p>	
	<p><b>Regional Rep Reports</b></p>	<p>Linda</p> <ul style="list-style-type: none"> <li>• CARO Meeting (June 2012) <ul style="list-style-type: none"> <li>○ Student Success and metrics for success</li> <li>○ Admissions requirements may be enforced locally</li> <li>○ Auditors</li> <li>○ Course Repetition</li> <li>○ Summer refunds and 10%</li> </ul> </li> <li>• Fall RW at Long Beach City College in October or November (evaluators, enrollment priorities, Dream Act, FERPA, EAP, CCCApply)</li> </ul> <p>Victor</p> <ul style="list-style-type: none"> <li>• CARO (April 2012) <ul style="list-style-type: none"> <li>○ Course Repetition, etc.</li> </ul> </li> <li>• Fall RW move to region 9. Location TBD.</li> <li>• Issues: Enrollment priorities, application deadlines (if one applies after the deadline he/she can only register in open enrollment), repeatable courses, SB1440, virtual CACCRAO conference, evaluator workshops.</li> </ul>	

		<p>Masina</p> <ul style="list-style-type: none"> <li>• Planning a CARO</li> <li>• Fall RW in October or November, location TBD</li> </ul>	
	<b>Summer Meetings</b>	Victor will coordinate a July and August CCCConfer call for coordination of task list and responsibilities	
	<b>Drive-in Meetings</b>	<p>North and South</p> <p>Fall timeline (not too close to RW)</p> <p>9:00 – 3:00 (requires lunch) or 10:00 – 2:00</p> <p>First week of October (T, W, Th)</p> <p>Jasmine will contact hotels – Riverside.</p> <p>Henry will contact hotels – Sacramento.</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• Evaluators Workshop (CSU, UC, 1440)</li> <li>• FERPA</li> </ul>	
	<b>Friday, June 29, 2012</b>		
8:00 a.m.	<b>Budget</b>	<p>Develop 2013 Conference budget          Develop scholarship budget          Develop RW and drive-in budgets</p> <p>Scholarships per person for 2012 = \$587.67          Continue to offer scholarships for registration and lodging. Travel must be covered by the attendee or the attendee's college.</p> <p>2012 Conference cost = \$47,685.12</p> <p>Discussion: Relationship with AACCRAO vs. PAACRAO for travel and conference expenditures. Goal is to establish relationships with their boards.</p> <ul style="list-style-type: none"> <li>• AACCRAO: We will be represented this year by Henry and Masina (funded by their own colleges)</li> <li>• PAACRAO Nov. 4 - 7 in San Diego. We will sponsor 2 board members to attend (Henry and Jasmine). Potential session at our conference "Connections".</li> </ul> <p>CACCRAO reserves: Minimum of \$30,000</p> <p>Adopted Tentative 2012 – 2013 Budget subject to further review:</p> <p><b>Income</b>          Registration Fees \$24,000</p>	<b>Arleen</b>

		<p>Vendor Fees \$30,000 Membership Fees \$15,800</p> <p>Total \$69,800</p> <p><b>Conference Expenses</b> AV Needs \$2,800 Awards &amp; Gifts \$500 Facility Use \$1,000 Lodging \$7,500 Meals \$35,000 Entertainment \$2,500 Printing \$3,500 Supplies \$500 Travel \$2,500</p> <p>Total \$55,800</p> <p><b>Executive Board Expenses</b> Facility Use \$1,500 Lodging \$5,000 Meals \$3,000 Registration Fees \$800 Equipment \$600 Software &amp; Licensing \$300 Supplies \$200 Travel \$10,000</p> <p>Total \$21,000</p> <p><b>Workshop Expenses</b> Total \$10,000</p> <p><b>Drive-in Expenses</b> Total \$10,000</p> <p><b>Other Expenses</b> Tax, Business \$25 Website \$300 Website Domain TBD</p> <p>Total \$325</p>	
	<b>Executive Board Meeting Planning</b>	<p>Discussion: EB 2012 – 2013 Board Schedule</p> <ul style="list-style-type: none"> <li>• June, September (9/18 New Director’s Training, 9/16 and 9/17) EB Mgt. in Sacramento, Holiday Inn), December (12/5 and 12/6, location TBD, 10 a.m. start) and March (3/6 and 3/7, location TBD, 10 a.m. start time). One additional meeting this year. <ul style="list-style-type: none"> <li>○ Henry and Arleen will coordinate with Sonia and Holiday Inn re: logistics for September meeting</li> </ul> </li> <li>• CCCConfer: August (Agenda item for August to include Drive-in workshops), October and mid-February.</li> </ul>	
10:30 p.m.	<b>New Director’s Training Planning</b>	Tuesday, September 18, 2012 Sacramento, CA	<b>Jasmine</b>  <b>All</b>

		<p>All board members will attend.</p> <p>Format: Concise, high level, training. Attendees need to take what is learned back to their colleges to check for compliance.</p> <p>Coordinate session responsibilities and what is included in manual within each workgroup as identified on draft agenda.</p> <p>Handbook – SEE Jasmine’s handout for information and assignments.</p> <p>Next meeting via CCCConfer: Jasmine will coordinate.</p> <p>Barbara and Kristin to do the proofing.</p> <p>Draft to proofers by August 7, 2012</p> <p>Final draft by August 21, 2012 to Victor</p> <p>Annual training</p>	
11:15 a.m.	<b>Adjourn</b>		<b>Henry</b>