



CACCRAO Executive Board Meeting

MINUTES

Morongo Resort and Casino- Second Floor Board Room
March 10th, 10:15am to 5:00pm
March 11th, 8:00am to noon

In Attendance: Clinton, Rita, Leigh Ann, Jessica, Mark, Kathy, Jasmine, Steve, Victor, George, Ed, Arleen

1. Standing items

1. Welcome - Clinton
2. Approval of minutes from last meeting – Jasmine motioned to approve, Rita second; no discussion; motion carried.
3. College updates
4. Regional updates and regional workshops – Region 9 Financial Aid and Admissions & Records Directors are meeting jointly Friday, March 13; Region 10 CAROs will meet March 27. Regions 7 and 8 will hold a joint meeting at Orange Coast College in February.

2. Committee Reports

1. Ed Planning Initiative - Victor: The committee has chosen Starfish as the common tool.
2. Common Assessment Initiative - Arlene: Unicon platform; Faculty on the committee are working on their individual areas (Math, English, ESL); Projected rollout is Spring 2016 to test incoming students for Fall 2016.
3. Student Services Portal - Clinton: Intent was that this is where students would access assessment, ed plan, etc.; now they have branched out to several subcommittees to possibly expand the use of the portal.
4. Online Education Initiative - Clinton: Recently put together draft agreement for the pilot colleges, primarily for registration and application protocols. Discussion of Admissions and Records ramifications of enrollment at multiple colleges.
5. SSSP Advisory (formerly MAC) - Jasmine: They have a tentative funding agreement for credit courses. Currently trying to come up with funding formula for noncredit classes. Creating a job description repository for schools to use to hire under SSSP funding. Carryover on use of funding until December 2015; no carryover will be permitted next year. Meeting March 16 – 18 to read plans. Found a lot of illegal items in the plans, so bringing people together to work with schools to clarify what they can and cannot use the funds for. Equity plan deadline most likely at end of year.
6. OpenCCCApply - Arleen: No updates at this time. Still trying to get the remaining colleges to move over. June 30 is the hard deadline with XAP; after that colleges are on their own to negotiate separately. Annual workshop is scheduled for March 31 at Sacramento City College; cost is free. ETranscripts will meet April 1 at the same location. March 31 is

Cesar Chavez Day; it was discussed at the committee level and determined that there would be minimal impact on attendance so they decided to move forward anyway. There seems to be a problem with Application algorithm related to Foster Youth; also residency determination issues.

7. Noncredit SSSP Funding – see item 5 above.
 8. ADT Verifications - Clinton: Committee for early detection of eligible students. Applicants have increased: Fall 2012=10,000, Fall 2014=19,000, Fall 2015=30,000. Trying to identify workload implications for community colleges. As many as 80% of students are falsely declaring. Need to work with CSUs to determine what changes can be made on CSU Mentor to clarify criteria to students. Discussion of statewide ed planning and local degree audit tools; increase student awareness through use of the tools. Still experiencing issues with logging into the system to report degrees. Talking about ways to better communicate with students, whether they have ADT or not. Discussed training; suggested inviting CSU and CO to present at our annual conference. Creating more webinars to advertise information and deadlines. Can Open CCCApply Federated ID numbers be used to integrate with CSU application?
 9. CACCRAO Scholarships-All recipients have been awarded and have registered.
3. CACCRAO budget update- \$9,700 deposited in registration fees, \$2,500 in vendor fees; membership \$16,000. Overall everything looks good. Leigh Ann moved to approve; Victor second; no discussion. Budget report approved.
 4. Membership update – 85 member colleges
 5. Conference update
 1. Registrants – 160+ as of today. Many colleges are experiencing issues with booking rooms; online booking says the hotel is sold out due to Coachella festival. Our attendees must call the hotel directly and indicate they are with CACCRAO. Approximately 30 rooms left.
 1. When to close registration? – Rita moved to close registration April 3; seconded by Jasmine. Motion carried. Late exceptions to be agreed on between Arleen and Kathy.
 2. Need to communicate to SSSMPA – Jasmine will contact.
 2. Vendors – 11 confirmed and paid; 2 confirmed with balance due. 1 possible additional vendor; waiting for approval from his director. Kathy moved to approve \$150 flat fee for food for additional vendor representatives; Rita second; motion carried.
 1. Setup and tear down timelines – Sunday afternoon check in and set up for vendors from 12 pm to 4 pm. All vendors must be set up no later than 8 am on Monday morning so as not to disturb general session. Tear down any time Tuesday except for the period between 2 pm and 5:30 pm, so as not to interrupt during Michelle's and Elias' presentations. Any vendor equipment sent ahead to hotel must arrive no more than 3 days prior to the conference (George to confirm).

3. Room nights – 185 rooms reserved. Registered as of today (per night): 4/25=2; 4/26=147; 4/27=155; 4/29=2. We cannot exceed the original number of rooms originally reserved.
4. Per Michelle Goldberg, the recommended practice for the Chancellor's Office is to book their own rooms then reimburse them later.
5. Entertainment – Monday night after dinner. Open bar. Photo booth has been reserved for \$650. Decided to host Casino night to teach people how to play some of the games. Quote \$1,600 to include 4 blackjack tables, 1 roulette table, 1 deluxe craps table, and 7 dealers. Includes delivery, all supplies and accessories. Tables will accommodate 58 guests at one time. Clinton felt it was important to give members the opportunity to mingle and network.
6. Speakers & Workshops
 1. Full printed schedule- George will forward agenda to Jasmine, who will work with company used previously for layout and publishing.
 2. Final Agenda –Discussion regarding timeline to finalize agenda; many colleges need at least a draft agenda in order to request funding to attend. We are consistent with last year's timeline. George provided draft outline of the conference schedule. Lively discussion ensued. Draft agenda agreed upon by group; George will revise for changes discussed and forward an updated copy to the Board.
7. Accommodations for attendees – No one needs accommodations at this time. Contact Clinton if anyone becomes aware of an attendee who needs anything. George will check with hotel regarding a ramp for Elias. Change next year's registration form to add space for attendees to request reasonable accommodations, and add a line item to the budget for estimated cost.
8. SSSMPA update/discussion - SSSMPA still finalizing agenda; they should be recruiting and planning their own sessions. No one has sent information to SSSP Coordinators specifically. Arleen feels that we have an obligation to mentor them based on our discussion at the last meeting. Jasmine will contact them.
9. Attendee gifts – Jasmine ordered CACCRAO pins; Board agreed on the purchase of pad folios with single-color logo for approximately \$1,500.00. Rita moved to approve, Leigh Ann seconded; motion approved. Jasmine will order 225.
10. Raffle prizes – Board agreed to donate an Ipad mini and a Samsonite luggage case; Arleen placed order for both. Rita will donate a case of wine; Jessica will donate wine from Napa Valley College vineyard; Kathy will bring Starbucks mug and Gift Card. Rita will contact vendors to donate prizes; George will contact Morongo for possible gift donation.
11. Bingo cards – Rita will prepare vendor bingo cards.

12. Robert Brown Award – Committee for scholarships and Robert Brown award. Scholarships have been awarded. We need to put out a communication to the membership for Robert Brown award nominees. Need to form a subcommittee to choose award recipient. Requires minimum of two Board members plus 2 non-Board members. Mark, Steve, Ed, Kathy, and Leigh Ann volunteered; each should recruit someone outside of the Board to read nomination submissions. Recipient must be someone not currently serving on the Executive Board.
 13. Next year's conference: Rita will firm up dates and locate venue. Will move forward as if we are planning our own conference and make adjustments later if we decide to join with SSSP again next year.
6. Old Business
 1. CACCRAO Survey – 53 respondents so far; most came from Regions 6, 7, 8, 9, and 10. Victor will put another call out on the listserv to complete the survey with a deadline of April 3; he will then tabulate results and prepare a summary to be distributed and presented at conference.
 7. New Business
 1. Elections and recruiting of new Executive Board members – Representatives for Regions 3/4 and 7/8 will expire this year; Ed is working on recruiting for 3/4. Leigh Ann is willing to continue as rep for 7/8. Per constitution, Vice President must be from Southern California this year. Clinton will reach out to a few prospective nominees.

Meeting adjourned, 11:20 am, March 11, 2015