

CACCRAO Exec Board Meeting

December 9th, 10am to 5pm

December 10th, 8am to noon

Morongo Casino and Resort Cabazon, CA

In attendance: Clinton, Jessica, Victor, Jasmine, George, Linda, Rita, Arleen, Steve, Mark, Kathy

- **Standing items**

- Minutes from September board meeting were reviewed and approved; motion to approve: Rita, second: Mark.
- Welcome, College Updates
- Regional Updates & Regional Workshop Review
 - Region 9/10 – Mark DeAsis 144 RSVP, 137 attended. Budget, allocated for 110@\$20=\$2,200. Stayed within budget. Agenda attached.
 - Region 5/6 – Steve Irwin – 110 RSVP, 96 attended (LA Pierce cancelled last minute, 14 people) under budget by \$50. Agenda attached.
 - Region 7/8 – Linda – 175/156 Fullerton College, \$300 under budget.
 - Region 1/2 - Jessica – 41 attended. Meal sponsored by Credentials. \$546 under budget with donation. Mia Keeley was keynote speaker; update on impact of SSSP. Collaboration/discussion regarding transfer and degree audit. Residency update documentation from Elias; Jessica presented with Q&A.
- Committee Reports (summarized)
 - Ed Planning Initiative - Victor
 - RFP phase; marketing discussion; pilot colleges, developing questions, Jan 16 launch date.
 - Common Assessment Initiative - Arleen
 - Any common assessment will need a writing component that is manually scored. RFP being written. Spring 2016 rollout target. Scores will be portable, not necessarily the placement.
 - Student Services Portal – Clinton, Victor
 - College career explorer; students will be able to complete an occupational survey. Needs survey to combine information with career choice to provide suggestions for matching colleges.
 - Online Education Initiative - Clinton
 - Well into RFP process; vendor has been selected for tutoring component; orientation to online learning, will be a pilot group for both; plus full-launch schools that will teach classes. Looking for vendor to provide a CMS tool that will work. Student would be similar no matter where you are taking classes. Still working through issues specific to A & R. Jasmine will replace Jessica on the committee.
 - Discussion regarding length of term on various committees. 2 years seems reasonable, on a rotating basis. Senior member with junior member each year.
 - SSSP Advisory (formerly MAC) - Jasmine
 - Jasmine is stepping down, looking for replacement. Summarized status of committee.

- Discussion on moving EBoard meetings to Chancellor's Office. CO will pay for travel and meeting; CACCRAO would only bear the cost of lodging.
 - OpenCCCApplly - Arleen
 - Several colleges are still implementing. The XAP contract will end 6/30/15, with no further extensions. Colleges choosing to remain with XAP will be required to negotiate their own contracts. International application will be any day. Next meeting tomorrow (Dec 11, 2014).
 - PACRAO – suspended until further notice
 - Noncredit Funding – Jasmine
 - Noncredit offerings are becoming more robust; will start meeting like SPAC does. Devising SSSP funding formula for noncredit matriculation. Rewrote SSSP program plan for noncredit.
 - Scholarships - Linda
 - Committee will be meeting immediately after adjournment of today's meeting. Some requests are for hotel only; agreed to award what they ask for.
 - Others - None
- **Discuss coordination of conference with SSSMPA**
 - Joanna Quejada, Dean of Counseling at MSJC, joined the meeting representing SSSMPA, **Dec 9th, 1:00 to 2:30**
 - Poll of membership-topics: Implementation, relationship between SSSP and student equity, Possible panel discussion on implementation; MIS unstructured roundtable.
 - Single-day track discussed;
 - Jasmin recommended 2-days for the networking/collaboration opportunities.
 - Opportunity to network with colleagues and Chancellor's Office.
 - **What is CACCRAO's role and responsibility?**
Registration, determination of member rates/nonmember rates; option of attending whole conference or at the daily rate of \$175;
Revise registration/conference agenda webpages to incorporate SSSMPA
Coordinate scheduling of conference rooms to accommodate extra sessions.
 - **What is SSSMPA's role and responsibility?**
 - Present their own sessions = up to 4
 - Decide how to structure their sessions.
 - Session info and descriptions due end of January
- CACCRAO Budget Update –Current balance bank \$52,792.67; came in under budget for Regional workshops. Rita moved to approve, Kathy 2nd, motion approved.
- Membership Update – 79 member colleges, including. San Diego Community College District Office.
- Conference
 - Reviewed last year's schedule; discussion of replacing prior speakers who are no longer here (i.e., Linda Michelowski., Scott Lay, Bryce Harris). Jasmine suggested opening Keynote on Monday by Eric Skinner from the Chancellor's Office; followed by Keynote #2 by Mia and Debra (SSSP overview). Suggested closing General Session on Wednesday by Jeff Spano (Student Services overview; feed questions on topics that have come up). George will reach out to discuss specific scheduling; scheduling will most likely revolve around Eric Skinner's availability.

- We need to provide last year's room pick up rate to Morongo. George will contact the hotel.
 - Interpreting services – Discussed responsibility for payment of services; determined that hosting organization should pick up the cost. Need to investigate vendors, terms of contract; timeline for locking in contract; lead time for booking. Arlene will contact.
 - Theme – Partnering for Student Success
 - Late Payments from 2014 – Oracle still owes for last year; trying to resolve the problem. The check was inadvertently returned to Oracle by Arlene's school.
 - Suggested Presenters for 2015
 - Jeff Spano (for Wednesday speaker); George will contact.
 - Legislative Analyst's office; Rita will contact
 - Mia Keeley, Michelle Goldberg, and Elias Regalado are confirmed.
 - Eric Skinner, Deputy Chancellor; George will contact.
 - Community College League of CA; George will follow up to see if someone from that office can come in Scott Lay's place.
 - Chancellor's Office, Institutional Effectiveness, Theresa Tena; Rita will contact.
 - Dan Angelo
 - Session recommendations
 - Staff management/union employees
 - Athletics
 - MIS – Todd Hoyt
 - BoG Update
 - Board Policies and Procedures (Repeat)
 - Records Classification, Retention, and Destruction, possibly by Michelle Goldberg.
 - Where's the Code? (Repeat)
 - Data management
 - Vendors
 - Registration – Rita is currently working on booking vendors; 3 or 4 have verbally confirmed, including National Student Clearinghouse. Suggestions welcome; re-word letter to emphasize additional funding from SSSP.
 - Registration
 - Open now. Link to hotel online; discussion about including link to shuttle service.
 - Advertising – Start before end of the year, again after first of year. Save the date sent in October and put on website. Send out updated conference flyer; update periodically.
 - Scholarships (Linda, Mark, Steve) – Received 17 applications. Vendor levels in top two tiers has scholarship attached. We will award 10 total scholarships, including the CACCRAO scholarship awarded last year, one will be awarded in the name of Dan Angelo. Covers registration fee and hotel/meals. Motion: Jasmine, Victor 2nd Motion carried.
 - Budget
 - Planned Expenses – reviewed last year's expenses, total budget for this year \$64,202

- Planned Revenue
 - Attendees – last year 172, this year’s target 198 \$44,500
 - Vendors \$40,000
 - Membership \$16,000
- **Old Business**
 - CACCRAO Annual Survey
 - Results are on the on website now. Re-post survey as soon as possible with hard deadline of the end of February. Discussed possible changes/updates.
 - ADT – Clinton still experiencing log in issues. Others seem to have resolved their issues. Lists are getting longer; students have expressed issues with these evaluations being placed ahead of non-ADT students.
 - SSSP Implementation
- **New Business**
 - Future Meetings - March 10, 10-5; March 11, 8-12 noon
 - Reviewed “District” membership. Agreed that district offices may purchase their own membership, separate from the individual colleges. Colleges must join independently.
 - Solicit Regional Rep for Region 5/6 to replace Linda Miscovic. Leanne Unger will step in for Linda from now until the conference when an election can occur.

Meeting adjourned 11:10 am.



CACCRAO
California Association of
Community College Registrars
and Admissions Officers

REGION 9 & 10 WORKSHOP

Friday, November 7, 2014

HOSTED BY:

NORCO
COLLEGE

PROGRAM

8:30-9:00 am

CHECK- IN (CSS 217)

9:00-9:45 am

EARLY BIRD SESSION - FERPA - *Victor DeVore* (CSS 217)

9:45-9:55 am

WELCOME -*Dr. Paul Parnell, President of Norco College & Mark DeAsis, Dean of A&R and Region 9 & 10 Representative* (CSS 217)

BREAKOUT
SESSIONS

Room IT-101

Room IT-122

Room IT-109

Room CSS-217

10:00-10:55 am

**Educational Planning
Initiative** - *Tim Calhoon &
David Shippen, CCC Tech Center*

**Transcripts using Credentials & Script
-Safe** - *Margaret Freeman*

VA Education Department Updates-
Marc Wilkerson, Compliance Sp.

**Customer Service,
Dealing with Difficult Students -**
Efren Galvan

11:00-11:55 am

**OpenCCCApply
Reporting & Updates -**
Tim Calhoon & Nate Finney

Nutrition & Healthy Eating Habits -
Lisa McAllister, RN, MSN, PHN

**Audit Readiness & VA
Compliance -** *Eric Betancourt &
Lizette Tenorio*

12:00-1:00 pm

LUNCH (CSS Second Floor Lounge)

1:00-2:00 pm

GENERAL SESSION - A&R Statewide Updates - *Mia Keeley, CCCCCO A&R Program Analyst* (CSS 217)

BIRDS OF A

Room IT-101

Room IT-122

Room IT-109

Room IT-109

This year's Annual CACCRAO conference is April 26-29, 2015. The conference will be held at the Morongo Hotel and Conference Center in Cabazon, CA. Book your registration and hotel today.

Visit the CACCRAO website at www.caccrao.org.

Contact Information

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CACCRAO

Regional Workshop

2014

Friday, November 7

College of the Canyons
University Center Room 258

8:30am to 2:30pm



CACCRAO Region 5&6 Workshop

- 8:30am Check in/Continental Breakfast
- 9:00am Eat/Welcome/Housekeeping
Welcome address by Deborah Rio, Dean of Enrollment Services at College of the Canyons.
- 9:30am Workshop #1– Evaluator’s Track –UCEN 107
Evaluators Workshop– Part I ASSIST.org
ASSIST Next Generation- This session will provide a demonstration of the new ASSIST.org website to be included in the ASSIST Next Generation system. ASSIST will continue to provide statewide college course articulation for California Community Colleges, California State University, and University of California campuses. See a preview of how the ASSIST website will display this information in an updated and modernized format along with a look at some of the new features available.
- Workshop #2– Health and Wellness Track—UCEN 258
CalPERS– Benefit Basics
Are you thinking of retiring in the next few years? Or are you interested in what retirement means? This session will be given by Mayra Ravelo from the Glendale CalPERS office.
- 10:30am Workshop #1– Evaluator’s Track –UCEN 107
This workshop is for all evaluators. Please join your colleagues, CSU representatives, and an ASSIST.org representative. We will discuss many items including, but not limited to, IGETC certification, CSU certification, religious coursework, non-degree applicable classes, transfer repeats, and much more.
- Workshop #2– Health and Wellness Track– UCEN 206
Nutrition and Healthy Living– Lisa Hooper, Health Instructor
Gone are the days of running into mountain lions. Today, our stressors are workload issues, traffic, personnel... Our bodies still respond like we are facing a lion, but we are not afforded the physiological release that fighting or fleeing would provide. In this workshop, we will consider the physiological and psychological responses to stress and explore some management techniques a

Friday, November 7, 2014

- working professional might employ.
- Workshop #3—Admissions and Records Track—UCEN 207
Innovation in A&R– Steve Erwin will present this workshop to thwart the demons of complacency and, in turn, provide tools and a perspective that thrives on change and fun in the workplace. Each and every A&R department has a wealth of knowledge, talent, and experience. The key to tapping into this reservoir is in developing a culture that embraces change and fosters innovation.
- 11:30am Workshop #1– Evaluator’s Track
Continue Evaluators Workshop
- Workshop #2– Health and Wellness Track –UCEN 206
Mindfulness in the workplace- Garrett Hooper, COC Counseling Dept. Chair
Garrett will assist you in identifying your stressors, how to deal with stress, and being mindful in your everyday work. This is a workshop you do not want to miss.
- Workshop #3– Admissions and Records Track—UCEN 207
Residency– Presented by Jasmine Ruys. We can never have enough residency training. There is a lot to keep track of with all the new changes and regulations. We will go over the basics and look at the news laws.
- 12:30 Lunch
- 1:00pm Keynote Speaker– Dan Angelo—UCEN 258
Customer Service - Again? REALLY???
Serving our students is both our highest privilege and our greatest challenge. On any given day, it's why we can't wait to get in the car – or why we just want to curl up and pull the covers over our head. You've been to all the workshops, but really... Another one?
- 2:15pm Closing/Prizes