



**Executive Board Meeting Minutes
September 16 and 17, 2012
Holiday Inn, Sacramento**

X	Henry Villareal <i>President</i>	X	Jasmine Ruys <i>President Elect</i>	X	Clinton Slaughter <i>Vice-President</i>	X	Allison Curtis <i>Secretary</i>	X	Arleen Elseroad <i>Treasurer</i>	X	Ross Miyashiro <i>Past President</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>		

TIME	ITEM	TASKS	BY WHOM
	Sunday, September 16		
3:30 p.m.	Call to Order		Henry
	Check in	<p>Current Enrollment</p> <p>Long Beach = down @ 27,000 from 33,000</p> <p>Santiago Canyon = flat (on target) to ly</p> <p>Cuesta = planned decrease</p> <p>Cuyamaca = slightly down from ly (first term of new enrollment priority went well)</p> <p>Butte = Cut 100 sections, 400 FTE from ly</p> <p>Solano = 400 FTES lower than anticipated. Issue with center status at some locations.</p> <p>Cabrillo = Down 15.3% headcount, planned.</p> <p>Santa Barbara = Slightly down as planned.</p> <p>Irvine Valley = Exactly where planned for Fall, significant cuts to summer.</p> <p>Canyons = Same as last Fall. Like others, two plans for Spring given Prop. 30 results.</p> <p>San Mateo = Basic aid district, 2.1% salary</p>	All

		increase. Down 4% at SM, 5% at district.	
	New Director's Training	<p>Are we ready?</p> <p>-Coordination for presentations</p> <p>-Ice breaker? Coordinate with Sonia.</p>	Henry/All
	2013 Annual Conference	<p>Refer to packet provided by J.R.</p> <p>Location – Cabazon, CA</p> <p>Hotel – Morongo Resort</p> <p>Amenities – Shuttle from airports, complimentary wi-fi, access to meeting rooms, business center free access.</p> <p>Room Cost</p> <p>-Check room rate for Saturday as optional, need to secure speakers and a pre-conference workshop for Sunday (i.e. New Director's Training)</p> <p>AV Fees: \$3640.20 Motion: Clinton Second: Linda Unanimously approved</p> <p>Request for Workshop Proposals</p> <p>-Sent to CACCRAO listserv. Due to Jasmine October 1.</p> <p>Keynote Speakers</p> <ul style="list-style-type: none"> -Chancellor (Erik Skinner) -Scott Lay -Manual Baca, Board of Governors -Linda Michalowski -Sonia Ortiz -Legislative Analyst (score card) -Elias Regalado -President, CCCMP (ed plans, etc.) <p>Monday evening entertainment: Morongo to provide list of local entertainers</p> <p>Pre-agenda: Keynote speakers, session topics but not specific to days/times. To be provided for members to secure professional development funds to attend the conference.</p> <p>Attrition clause: Motion to approve 2015 in Morongo - Jasmine. Second – Masina. Unanimously approved.</p>	Jasmine
	2013 Conference Fees	<p>Proposal to increase conference fees to members to \$200 and non-member fees to \$400. Motion – Jasmine, Second – Victor. Discussion – to cover AV charges. Friendly amendment (Jasmine) to \$300 for non-members. Discussion – multiple attendees per college, actual cost of conference attendee.</p>	Allison All

		<p>Unanimously approved.</p> <p>One day = \$100/day is limited to one day only. Attendance for two or more days requires full conference registration.</p> <p>Membership Dues must be received by February 1, 2013 to be eligible for member conference registration fees. Motion – Jasmine, Second – Clinton. Unanimously approved.</p> <p>All conference registration fees are due by March 30, 2013.</p> <p>Refunds: Full refund less a \$25 processing fee if requested by March 30, 2013. After March 30, 2012 there are no refunds. All refunds will be processed after May 1, 2013. Motion – Jasmine, Second – Allison. Unanimously approved.</p>	
	Monday, September 17		
	2013 Conference Vendor Update	<p>Regional Workshop Support. Vendors want specifics. Regional reps concerned about being able to schedule vendor presentations during these sessions. Viatron became a member vendor in 2011 – 2012 and will be featured at regional workshops (Clinton will contact).</p> <p>Save the date sent to vendor lists. Four immediate responses to book.</p> <p>Vendor sponsored events: Easier if only the top vendor level sponsors an event. Important to have sponsored events exclusive.</p>	Clinton
	2014 Conference Update	<p>Proposed dates: April 28, 29 and 30, 2014</p> <p>Location: Sacramento (Holiday Inn, Radisson, Doubletree venues being vetted)</p> <p>Clinton and Henry met with Lisa at Holiday Inn.</p> <p>Goal: Signed contract in advance of 2013 conference in order to provide “save the date” to attendees.</p>	Clinton
	CACCRAO Conference Planning Manual	<p>Proposal to develop a planning manual to assist future conference leaders.</p> <p>Establish 2 year conference planning as guiding principle.</p> <p>Henry, Ross, Jasmine and Clinton will collaborate.</p> <p>Linda to send documents from Regional Representative manual on workshop development etc. to other reps and to secretary</p>	Henry

		for maintenance of records.	
	Regional Workshop Updates	<p>Masina (3 & 4)</p> <p>Meeting next week to determine agendas. In person and CCCConfer. Date TBD.</p> <p>Victor (9 & 10)</p> <p>Tentative late November. Location is Crafton Hills. Workshop ideas in progress: Open Source CCCApply. Meeting on October 5 for planning. If no broad interest, may explore CCCConfer.</p> <p>Webinars for the future given budget constraints for travel. Linda and Victor to pursue concept and topics.</p> <p>Kristin (5 & 6)</p> <p>November 16 tentative date in Paso Robles campus. Estella from Santa Monica to address streamlining IGETC standards and certification. Goal to secure SB 1440 speaker. CSU evaluator being sought.</p> <p>Linda (7 & 8)</p> <p>November 9 at Long Beach City College. FERPA with Cliff Ramirez. Keith Franco coming regarding CCCApply Open Source. Dream Act. Interactive customer service video. Sessions in morning and FERPA in the afternoon.</p> <p>Barbara (1 & 2)</p> <p>October 19 at Napa starting at 10 a.m. Residency, Evaluations, Celia Esposioto-Noy to speak at lunch, FERPA by Cliff Ramirez. Raffle of gift cards. 20 RSVPs to date.</p> <p>\$2,000 per regional workshop. Not to exceed \$10,000 total.</p>	Masina, Kristin, Victor, Linda, Barbara
	Drive-ins	<p>Fall – FERPA</p> <ul style="list-style-type: none"> • November 9 – LBCC • October 19 - Napa <p>Spring – Transcript Evaluators</p> <p>Cost to non-members: Motion \$25 (Ross) Second (Masina) Unanimous approval.</p> <p>Budget \$2,500 per drive in. Total \$10,000 for the year.</p>	Linda Barbara
	Budget	<p>Overview of Current Budget</p> <p>IRS/Taxes</p>	Arleen

		<p>Bill for \$3000 for late filing of taxes. Submit reasonable cause statement. New process: tax return will be ready for review and approval by EB at September meeting in order to be submitted in November. Proposal to amend constitution to incorporate this. Second proposal to prepare a checklist and documentation for future Treasurer's on how to process.</p> <p>Record retention Proposal to maintain current year and past three years. Non-profit documentation to be imaged and maintained on Treasurer computer.</p> <p>Current Status Report</p>	
	Credit Card Payments for Events	<p>Eventbrite</p> <ul style="list-style-type: none"> • \$11.99 additional for members • \$5.99 processing fee for each event <p>Google Checkout and Paypal</p> <ul style="list-style-type: none"> • 2.9 % plus .30 cents • \$17.49 for non-members <p>Cost to CACCRAO \$1798.50 to absorb fees for 150 member colleges</p> <p>Paypal</p> <ul style="list-style-type: none"> • Non – profit 2.2% plus .30 per transaction <p>Other options: Google docs registration form, auto generate email to attendees that could be used as an invoice. Integrate Paypal option into Google docs. Checks mailed directly to the Secretary.</p> <p>Timeline: Development this week, live next week.</p> <p>Motion: Use Google docs for registration and Paypal (Victor). Second: (Masina) Unanimously approved.</p>	Victor
	Scanners	Treasurer and Secretary still need scanners. To be purchased and delivered at December meeting.	Arleen
	Transcripts and IGETC Certifications	<p>Goal to standardize certification vs. transcript notations.</p> <p>Arleen: Certification permits UC to see course by course certification. External coursework not</p>	<p>Henry</p> <p>Jasmine</p> <p>All</p>

		<p>transcribed on many of our transcripts. Change would require them to do evaluations.</p> <p>Inconsistency amongst CCC processing.</p> <p>eTranscript CA: Ability to certify IGETC if courses are coded in student system (Ross)</p> <p>To be discussed at Spring drive in workshops and potentially at the annual conference.</p>	
	New A & R Director's Workshop	<p>Final Draft of New Director's Training Manual presented for review and use at 9/18 training. Final review pending Elias and Michelle's review.</p> <p>Substantiative changes to include updated links.</p> <p>To be considered a fluid document to revised annually.</p> <p>Anticipated 35 attendees to 9/18 training.</p>	Sonia
	Ed Plans	<p>Entering students: initial ed plan to help student have a more structured exploration of the curriculum (meet GE) and that refers to appropriate student services (one to two terms).</p> <p>Explore possibility of standard templates i.e. undecided student.</p> <p>In depth ed plan: 15 units, in system 2 terms, decided goal.</p> <p>Goal to have ed plans be a meaningful endeavor.</p> <p>Sonia to forward document for review.</p>	Sonia
	Enrollment Priorities	<p>Phase in towards 2014 full implementation is permissible.</p> <p>Districts are encouraged to notify students early, particularly about the 100 (or lower) unit limitations for priority enrollment.</p> <p>Regulations are the ceiling. Districts are not able to be more generous.</p>	Sonia
	Residency and Mis-reported Information	<ul style="list-style-type: none"> • Sensitivity • Student responsibility • District liability for claiming apportionment in cases where student misrepresented residency status • Work load issue • Turn the other cheek will not be an acceptable response from colleges <p>CACCRAO to submit a request to legal and fiscal for guidance 1) mis-information in past semesters and 2) Federal vs. CA Dream Act</p>	<p>Sonia</p> <p>All</p>

		<p>provisions</p> <p>Query: Is there a statute of limitation for apportionment?</p>	
	Joint Meeting with CCCMPA	<p>Matriculation Professionals Association</p> <p>Goal: Collaboration regarding Student Success Act initiatives</p> <p>Identifying Admissions & Records as a vital component of the matriculation process</p> <p>Recommendation that each component of matriculation appoint a member of their executive boards or advisory groups to CCCMPA</p> <p>Invitations will be extended to CCCMPA to present at future CACCRAO meetings (Jasmine, Arleen, Victor)</p>	<p>Victor</p> <p>Jasmine</p>
	Constitution Revisions	<p>Section 3: Regional Representation</p> <ul style="list-style-type: none"> • Alternating elections from alternating regions such that all representatives do not start and end terms simultaneously. • 7 & 8, 3 & 4: Two year terms commencing 2013 conference (odd years) • 1 & 2, 5 & 6, 9 & 10 One year terms commencing 2013 conference (even years) • Two year terms after implementation <p>Article III – Membership</p> <ul style="list-style-type: none"> • Adding sections pertaining to the rights of membership colleges as determined by the CACCRAO executive board <p>Motion to approve: Clinton Second: Victor Unanimously approved</p> <p>Nominating Committee changes from June 2012 need to be incorporated into constitution.</p> <p>Article V, Section 5</p> <ul style="list-style-type: none"> • Add chronology of activities to include submission of taxes • Not a constitutional change, but leadership position description • Back for more discussion at the next meeting. <p>Vote at conference</p>	Ross
	White Paper	<p>Student Education Plans – Review draft. Goal is to support the need for the work of evaluators in starting the ed plan component. Support para-</p>	Jasmine

		professionals in collaborating on implementation of these initiatives. Include visual of student touch points.	
	Restructure Nomination Committee Update	Refer to June 2012 minutes. Ross to update constitution to reflect minutes for next meeting. Linda and Masina to work on committee membership.	Jasmine
	Updates from EB on Committee Assignments	<p>Matriculation: Jasmine</p> <ul style="list-style-type: none"> • SB 1456: 7 subcommittees needed to address each component. MAC membership may be limited to the number of constituency groups. • Ed Plans: Uninformed (new to college, undeclared) ed plan vs. an informed (comprehensive) ed plan • Research: Must be data driven to support the score card. Score card criteria being developed. • Role of CCCMPA to be strengthened • Exclusion from SSA does not mean that the component is excluded from matriculation (early alert, satisfactory academic progress, admissions & records) • Next meeting: mid-October <p>Enrollment Priorities: Ross, Linda</p> <ul style="list-style-type: none"> • Workgroup has concluded its work • Implementation mandate Fall 2014 • Outreach to student starts now <p>BOGFW: Henry</p> <ul style="list-style-type: none"> • Definition of when the student should become ineligible for the BOGFW • Probation 1 or Probation 2? • Complex issue given disparate implementations on 112 campuses <p>SB1440: Ross</p> <ul style="list-style-type: none"> • eTranscript CA: Tagged in student system, should be able to upload 	
	CACCRAO Communications	Using Survey Monkey to collect annual responses to most common listserv questions. Post to website. Post workshop agendas and minutes on website. Discussion of monthly newsletter.	

		Discuss need for communications director on executive board if we are going to expand this aspect of CACCRAO.	
	Next meeting	December 4 - 5 Start time 8:00 a.m. (12/5), end at noon (12/6) Location: Morongo Resort	