

CACCRAO Exec Board Meeting

09/10/14 4:00pm - 6:00pm

09/11/14 8:00am – 3:30pm

Holiday Inn Capitol Plaza Sacramento, CA

- Standing items
 - Welcome
 - Regional Workshop Updates - budget & planning
 - Arlene provided Budget Report forms and instructions for prepayments/reimbursements; also needs agenda and list of attendees.
 - Jasmine-Michelle is concerned about CACCRAO paying for airfare for Chancellor’s Office training; could be considered gift of funds. She is researching Title 5 for possibility of Chancellor’s Office picking up that expense.
 - Approval of June minutes with recommended updates; Motion by Linda, Arlene seconded, no discussion, motion carried.
 - College Updates-Clinton’s dream: everyone sticks to 5 minute limit.
 - Committee Reports
 - Ed Planning Initiative-Tabled
 - Common Assessment Initiative-Tabled
 - Student Services Portal-Tabled
 - Online Education Initiative-Clinton summarized updates
 - SSSP Advisory-Tabled
 - OpenCCCApply-Tabled
 - PACRAO – Linda can’t go this year; next year will be in Anaheim.
 - Noncredit Funding-Tabled
 - Scholarships – promote by October 1 and committee to decide by mid-December.
 - Budget Update-Arlene
 - Need to operate on balanced budget this year

Projected Income 2014/15	
Registration Fees	\$44,500
Vendor Fees	\$40,000
Total Conference Income	\$84,500
Institutional Membership	\$16,000
Total Income	\$100,500

- Conference: 2013 conference expenditure was an exception due to the need to reduce excess buildup of cash. 2014 conference ran 10K over budget due to unexpected AV costs. Rita moved to approve 2015 conference budget at \$64,202; Jessica second. Discussion: George raised concerns regarding lodging and travel impact due to possible legalities related to providing Chancellor’s Office expenses. Motion carried unanimous.

2015 Annual Conference Projected Expenses	
AV Needs	\$4,202
Awards & Gifts	\$1,000
Facility Use	\$0
Lodging	\$6,000
Meals	\$43,000

Entertainment	\$2,500
Casino Bus Trip	\$0
Printing	\$6,000
Supplies	\$0
Travel	\$1,500
Total Conference Expenses	\$64,202

- Executive Board meetings: George moved to approve proposed Executive Board budget amount of \$24,410; Linda Second; no discussion, motion carried unanimous.

Executive Board Expenses Projected – 2015	
Facility Use	\$2,500
Lodging	\$8,000
Meals	\$4,000
Postage	\$0
Registration Fee	\$0
Equipment	\$0
Supplies	\$150
Travel	\$8,500
Tax, Business	\$10
Survey Monkey Renewal	\$300
PayPal Charges	\$600
Westite Domain	\$0
Website Annual Hosting	\$350
Total Projected Expenses	\$24,410

- Regional budgets: Region 9/10 requesting increase due to expected attendance of 110 participants. Increases total Regional Budget Projection of \$9,700. George moved to approve; Ed Seconded. No discussion, motion carried unanimously.
- Overall budget amount for 2014/15: \$98,312. Ed motioned to approve; Jessica Seconded. Motion carried to approved budget for the next year.
- Membership
 - Advertising-Jasmine will update the flyer; Clinton will send to listserv and regional reps.
- Conference
 - Presenters for 2015: George: Elias confirmed, may bring someone else; Mia okay; waiting to hear from Chancellor, Michelle; Scott Lay on LOA; work through Linda M’s assistant to get something on the calendar or Jeff Spano. Invite Debra Sheldon? Discussion regarding offering an SSSP-focused track; athletic eligibility; using data to benefit A&R.
 - Vendors-everyone bring one.
 - Conference Revenue Target: 8 gold memberships, 10 silver=\$40,000 target for conference vendors
 - Registration - Update forms; have website and registration ready to go by first regional workshop in mid-October.

- Conference registration and membership registration deadlines about the same time. (approximately the end of March)
- Old Business
 - CACCRAO Annual Survey-Redo for current year; include information regarding scope of responsibilities; post last year's results on website.
 - Dan Angelo has offered to speak at CACCRAO functions. If interested for Regional Workshops, individual reps will work directly with Dan to schedule.
 - State Authorization Follow-up – effective 7/1/15
 - SB 1425 - Retroactive awarding of degrees: Clinton informed the Board that the bill died in appropriations.
- New Business
 - Foster Youth (FY) and OpenCCCAApply-some Foster Youth advocates are complaining to the Chancellor's Office that Admissions and Records offices are not honoring the FY exemption not in the residency codes. Residency algorithm in OpenCCCAApply assumes nonresidency of FY; recommended fix will be taken to steering committee.
 - EPI, SSPSC, & Regional Workshops-Robin Fornay contacted Clinton regarding presenting at regional workshops. Left to the discretion of the regional reps.
 - Review Position Descriptions - <http://www.caccrao.org/page/leadership-positions> clarify VP responsibilities;
 - Website-take existing content and have Claudiu move to dream host (8.95/month) George moved to approve; Jasmine Second. No further discussion; motion carried.
 - Future Meetings
- Agenda item for themes remind Clinton

12/9-10 in Morongo. 10:00am-5:30 on the 9th; 8-1 on the 10th.

3/10-11 in Morongo. Same meeting times.

Adjourned 3:25pm