

Community College Association

Forms and Instructions



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Rule 5-1: Forms

- A. In an effort to ensure consistency and that a historical record is maintained, CCA has adopted the following forms to be used for all reporting of CCA activities:
1. At-Large Director Report Form;
 2. Board Committee Report Form;
 3. Conference Attendance Report Form;
 4. Council Committee Report Form
 5. Credit Card Agreement Form
 6. Geographic Director Report Form;
 7. Officer Report Form;
 8. Recall Petition Form;
 9. CCA Official Teller's Report;
 10. CCA Innovative Grant Form;
 11. CCA Committee Minutes Template;
 12. Member Expense Statement (conference);
 13. Member Expense Statement (non-conference);
 14. Conference Session Proposal Form.
- B. All submitted forms are to be attached to the minutes of the meeting where they are presented and shall become part of the official minutes.
- C. All action items or motions within the forms are to be logged by the Secretary in the minutes of the meeting where they are passed and also included in the meeting's Summary of Motions.
- D. The CCA Official Forms File shall have the same force and effect as this Standing Rule and is hereby incorporated into this Rule by reference thereto.
- E. These are the approved CCA forms. Any revisions to these forms must be approved by the CCA Board of Directors.



CCA Board At-Large Director Report Form

CCA Board Meeting Date:

AREA:	DIRECTOR:	
ACTIVITIES (when and where): <ul style="list-style-type: none"> • 		
CCA Officers to contact the following and include reason:		
Name:	Number:	Reason:
Name:	Number:	Reason:

Highlight what has happened within your constituency since the last Board Meeting. Include legislation; movements; national, state, and/or local issues; upcoming events or issues.

ACTION ITEMS (motions to Board):

-

CURRENT ISSUES AFFECTING CONSTITUENCY (including identification, representation, and participation of historically underrepresented faculty in this group):

-

INFORMATION or REFERRAL ITEMS (conference attendance, relevant travel, etc.):

-

ADDENDUMS (relevant documents and/or information; list here):

-



CCA Board Committee Report Form

COMMITTEE:

DATE OF MEETING:

COMMITTEE CHAIR/VICE-CHAIR:

MEMBERS PRESENT:

GUESTS PRESENT:

The report highlights what the committee discussed as well as any motions, referrals, or other items that the committee will take up in the future. All committees are required to take minutes and attach the most recent approved minutes to the report. Please complete a report for each meeting.

ACTION ITEMS (Motions for Board approval):

-

REFERRALS (include to whom):

-

MATTERS PENDING (where applicable, include deadlines or due dates):

-

INFORMATIONAL ITEMS:

-

ADDENDUMS (committee minutes; other items as necessary; list them here):

-



Conference Attendance Report Form

CONFERENCE:

DATE OF CONFERENCE:

SPONSOR OF CONFERENCE:

ATTENDEE:

ATTENDEE POSITION:

All CCA Board members or representatives whose conference attendance is being paid by CCA must submit a completed report form to the Treasurer in order to be reimbursed. A copy must also be attached to your board report at the next CCA Board meeting; representatives will email this form to their District Director for inclusion in that board report.

Reports are for the purpose of informing the Board and Council delegates of important information gleaned from the conference workshops, ideas for future CCA conference workshops, networking connections made that should be followed up on, and any other information that can help CCA better represent its members.

ACTION ITEMS (Motions for Board approval):

-

REFERRALS (include to whom):

-

INFORMATIONAL ITEMS (Include brief summary of sessions attended):

-

ADDENDUMS (any relevant notes or other items; list here):

-



CCA Council Committee Report Form

COMMITTEE:

DATE OF MEETING:

COMMITTEE CHAIR/VICE-CHAIR:

MEMBERS PRESENT:

GUESTS PRESENT:

The report highlights what the committee discussed as well as any motions, referrals, or other items that the committee will take up in the future. All committees are required to take minutes and attach the most recent approved minutes to the report. Please complete a report for each meeting.

ACTION ITEMS (Motions for Council approval):

-

REFERRALS (include to whom):

-

MATTERS PENDING (where applicable, include deadlines or due dates):

-

INFORMATIONAL ITEMS:

-

ADDENDUMS (committee minutes; other items as necessary; list them here):



Credit Card Agreement

(Date)

To: (Name of Officer)

From: Community College Association (CCA) Board of Directors

Subject: CCA Corporate Credit Card

Enclosed, please find the CCA Corporate Credit Card issued in your name. Please sign your name, date and return this form. Your signature will serve as an acknowledgement that you are in receipt of the CCA Corporate Credit Card, that you agree to adhere with Business Expenses and Credit Card Policy and that the CCA Corporate Credit Card is to be used only by yourself for CCA related business purposes. If you have any questions in regard to the CCA Corporate Card, please contact the CCA Treasurer.

Please note that only your expenses should be charged on the CCA Corporate Credit Card. The monthly credit limit is \$_____. All credit card charges are required to be included on the CCA business expense report along with the appropriate supporting documentation and should be submitted within thirty (30) days of the incurred expenses.

RECEIVED CCA CORPORATE CARD:

Signature

Credit Card Number

Date

Credit Card Expiration Date



CCA Board Geographical Director Report Form

CCA Board Meeting Date:

District:	Director Name:	
Colleges in District:		
Chapter Visits/Contacts •		
CCA Officers to contact the following and include reason:		
Name:	Number:	Reason:
Name:	Number:	Reason:

Highlight what has happened within your DISTRICT since the last Board Meeting. Include issues, negotiations, grievances, local issues, upcoming events or issues.

ACTION ITEMS (motions to Board):

-

CHAPTER UPDATES/REPORTS:

-

SERVICE CENTER COUNCIL UPDATES/REPORTS:

-

INFORMATION or REFERRAL ITEMS (conference attendance, relevant travel, etc.):

-

ADDENDUMS (relevant documents and/or information; list here):

-



Liaison to CCA Report Form

CCA Board Meeting Date:

ORGANIZATION:	LIAISON NAME:
<p>ACTIVITIES (when and where): Highlight what has happened within your organization since the last Board Meeting. Include legislation, movements, upcoming events or issues.</p>	

RECOMMENDED ITEMS (motions to CCA Board):



CCA Officer Report Form

CCA Board Meeting Date:

Officer:

ACTIVITIES AND NARRATIVE (when and where):

-

ACTION ITEMS (motions to Board):

-

INFORMATION or REFERRAL ITEMS:

-

ADDENDUMS (relevant documents and/or information; list here):

-



CCA OFFICIAL TELLER'S REPORT

This form must be filled out completely.

COPIES OF THE BALLOT AND THE TIMELINE FOR THIS ELECTION MUST BE SUBMITTED WITH THIS TELLER'S REPORT.

Is this a run-off election? No Yes

If yes, please attach the Official CCA Council Teller's Report from the election that caused the run-off.

		Position: Term of office:		Position: Term of office:	
Total Ballots Cast					
*Blank Ballots					
Illegal Ballots					
Over Votes					
Eligible Voters					
Majority Votes Needed					
Legal Ballots Cast					
List all candidates on ballot		Candidate Name	Votes Received	Candidate Name	Votes Received
List Write-Ins (if any)					

*A **blank ballot** is defined as having no vote marked for a position on a ballot that has been cast.

Check Reason(s) for Illegal Ballots: OVERVOTE NON-ELIGIBLE CANDIDATE

PLEASE PRINT CLEARLY

Required Signatures (Minimum of two)

Elections Committee Chair
 Email Address: _____
 Phone Numbers:
 Home: _____
 Cell: _____

 Elections Committee Chair

 Elections Committee Member



CCA Innovative Grant Application

CCA Innovative grants are a maximum of \$2500 and are designed to support projects to benefit local chapter operations which do not involve membership recruitment and development. Chapters may submit multiple grant requests.

Applications for CCA Innovative Grants must be submitted prior to the events for which the chapter seeks reimbursement.

Examples of Innovative projects include but are not limited to funds to

- Improve union resources on local campus
- Initiate online voting
- Analyze existing contracts including comparisons of other contracts
- Build alliances among K-14 or regional institutions of education. Examples include:
 - Meetings with local high schools on areas such as dual enrollment
 - Regional meetings of community college unions
 - District meetings for all local unions

Name of Chapter:		Contact Name:	
Amount Requested:		Email:	
Number of Full-time Members:		Phone #:	
Number of Part-time Members:			
Project Name:			
Implementation Timeline:			
Project Description and Justification: <i>(Description of project alignment with CCA Goals)</i>			

Please send the completed form to the CCA Treasurer at:
treasurer@cca4us.org

Applications will be reviewed by the Budget Committee; if approved, a brief follow-up on activities as well as itemized receipts must be submitted to process reimbursement30



MINUTES

<committee name>

<date>

<location>

POSITION	NAME	CHECK (X) IF USED INDIVIDUALLY			PRESENT
		FLIGHT REQ'D	HOTEL REQ'D	MEAL REQ'D	
Committee Chair					
Vice-Chair					
Committee member					
Committee member					
Committee member					
Committee member					
Committee member					
Non-Voting Attendees					
Ex-officio: CCA President					
Ex-officio: CCA VP					
Ex-officio: CCA Treasurer					
Ex-officio: CCA Secretary					
Invited Guest					
Invited Guest					
Visitor					
Visitor					

I. Call to Order:

II. Item

A. Sub-item

B. MOTION: (first/second) to approve ...--Passed/Failed

III. Item

A. Sub-item

IV. Item

V. Item

VI. Item

VII. Adjournment

COMMUNITY COLLEGE ASSOCIATION

Member Expense Statement ("MES")

Send to: CCAMES@CTA.ORG or CTA Accounting Department, 1705 Murchison Drive,
Burlingame, CA 94010

Name:							College:			
Street Address:										
City & Zip:							Name of Event			
Email:							Phone:			
Please Type In: CCA Board Member, Delegate, Nondelegate, Who Award, Who Guest, Other (specify below): ----->										
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Date -->								▼ Line Total \$ ▼		
									▼ Receipt ▼	
Breakfast									YES	
Lunch									YES	
Dinner									YES	
Lodging									YES	
Internet/WiFi									YES	
Portage & Tips									\$7/day MAX	
Hotel Parking									YES	
Air-Train-Bus Fare									YES	
Excess Baggage									YES	
Airport Parking									YES	
Shuttle / Taxi									YES	
Auto # of miles									YES	
\$ @ 57.5¢ per mile									NO	
Toll Road									YES	
Bridge									YES	
							Subtotal			
CTA Advance		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
CCA Incentive Grant		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
Board Grant		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
Accounting Office Use Below This Line Only						Total Due ►				
Vendor Number ▼			CCA Treasurer Approval ►							

CTA Department Approval:
Account/Cost Center:
Amount:
Date:

COMMUNITY COLLEGE ASSOCIATION

Member Expense Statement ("MES")

Send to treasurer@cca4us.org

Name:							College:			
Street Address:										
City & Zip:							Name of Event			
Email:							Phone:			
Please Type In: CCA Board Member, Delegate, Nondelegate, Who Award, Who Guest, Other (specify below): ----->										
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Date -->								▼ Line Total \$ ▼		
									▼ Receipt ▼	
Breakfast									YES	
Lunch									YES	
Dinner									YES	
Lodging									YES	
Internet/WiFi									YES	
Portage & Tips									\$7/day MAX	
Hotel Parking									YES	
Air-Train-Bus Fare									YES	
Excess Baggage									YES	
Airport Parking									YES	
Shuttle / Taxi									YES	
Auto # of miles									YES	
\$ @ 57.5¢ per mile									NO	
Toll Road									YES	
Bridge									YES	
								Subtotal		
CTA Advance		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
CCA Incentive Grant		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
Board Grant		<input type="checkbox"/> Yes		<input type="checkbox"/> No						
Accounting Office Use Below This Line Only						Total Due ►				
Vendor Number ▼			CCA Treasurer Approval ►							

CTA Department Approval:
Account/Cost Center:
Amount:
Date:



CCA Conference Session Proposal Form

Thank you for your interest in presenting at a CCA Conference. CCA offers three distinct and timely statewide conferences each year with a specific theme: Bargaining, Advocacy, and Membership. In addition, legislation pertaining to Community Colleges is also addressed at each of our conferences. The Fall Conference is dedicated to enhancing bargaining skills and coordinating bargaining strategies; the Winter Conference highlights Advocacy in addition to lobbying and contract enforcement issues; and the Spring Conference is dedicated to membership. We are looking for stimulating presenters to provide sessions that support these topics.

Please complete the session proposal form below. The CCA Conference Committee will review proposals at regularly scheduled CCA Conference Committee meetings and will notify you by email if your session proposal is accepted. If your session is accepted, you will be asked to submit a short bio of the presenter(s).

NAME:	
PHONE #:	
PERSONAL EMAIL:	
CONFERENCE (FALL, WINTER OR SPRING):	
TOPIC:	
PROPOSED SESSION TITLE:	
PROPOSED SESSION LENGTH: (NOTE: a single session is 90 minutes in length)	
SESSION DESCRIPTION:	
PRESENTER(S):	

Please submit your completed Conference Session Proposal Form to the CCA Conference Chair (reinadr@aol.com) at least 12 weeks in advance of the scheduled conference.