

MEETING MINUTES

February 3, 2022

1:30 – 2:30 PM

ZOOM phone/video conference

Expected Attendees

Anticipated Attendee	Representing	
Michelle Ransom, Chair	UC San Diego	x
Vice Chair	(vacant)	
Secretary	(vacant)	
Rena Martinez-Stlutka	Past Chair, Fullerton College	
Michelle Pena	Bakersfield College	
Justine Kincade	College of Sequoias	x
Michael Simpson	Contra Costa College	
Steve Waterhouse	El Camino College	
Paul Pham	El Camino College	
Michelle Morris	Glendale CCD	
Austin Kemie	Glendale CCD	
Mitch Leahy	Santa Rosa Junior College	x
Clark Ray	Santa Rosa Junior College	
Rocio Rubalcava	Los Angeles City College	
Beatriz Rodriguez	Los Angeles City College	x
Andrew Alvarez	Los Angeles CC District	

Anticipated Attendee	Representing	
James Fitzsimmons	Los Angeles CC District	x
Hong Nguyen	Los Angeles CC District	
Maricela Arevalo	Los Rios CCD	
David Sahakyan	Los Rios CCD	x
Lorena Lopez	Pierce College	
Vivian Meshriky	Pierce College	
Kristine Ayvazyan	Pierce College	
Veronica Fisher	Reedley College/ State Center CCD	
Mark Liang	Santa Ana College	
April Grommo	CSU CO	x
Enoch Woo	CSU CO	x
Nancy Umphres	CSU CO	x
Janice Miller	CSU Long Beach	x
Nita Guzman	CSU Northridge	
Riel Palis	CSU Northridge	
Camille Rieck-Armstrong	San Francisco State	

Anticipated Attendee	Representing	
Renee Monte	San Francisco State	
Laura Chavez Hardy	UC Office of the President	
Hannah Frankel	UC Berkeley	x
Alex Ruiz	UC Riverside	x
Anthony Schmid	UC Santa Barbara	x
Monterey Sims	University of Phoenix	
Suzy Eagen	University of Phoenix	x
Sean O'Reilly	XAP	
Steve Klein	CCC Tech Center	x
Mark Cohen	CCC Tech Center	x
Valerie Lundy-Wagner	CCCCO	
Gary Bird	CCCCO	x
Russel Grant	CCCCO	
Nabil Fares	CCCCO	x
Bryan Snow	CCCCO	

ZOOM Participant/Meeting Details

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/873581329> [See invite for password]

Or iPhone one-tap (US Toll): +16699006833,873581329# or +16468769923,873581329#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 873 581 329

International numbers available: <https://zoom.us/u/abbgr6AIMu>

A. Introductions

- 1. Roll Call (Michelle Ransom)
- 2. Accept Minutes from prior meeting (Michelle Ransom)

Minutes accepted by James Fitzsimmons, seconded by Justine Kincade

- 3. Agenda review/revision (Michelle Ransom)

No revisions.

B. Committee Business (Open Meeting)

- 1. CCC Tech Center Update (Mark Cohen)

No new business to report

- 2. XAP Sales Update (Sean O'Reilly)

Sean reported meeting with colleges about joining eTranscript CA as part of their CVC/OEI onboarding, including the Contra Costa Districts, Mt. San Antonio College and Saddleback colleges. USC has expressed interest in rejoining eTranscript CA.

- 3. Update: Rollout of support for Area F (Sean O'Reilly)

The changes are live in a beta environment. The intent was to begin user acceptance testing during the second half of January though there are not any volunteers to begin testing at this time. All colleges can begin to test the changes in this beta environment as they are ready. Sean had sent out two rounds of emails to the listservs, with XAP now working on making sure everyone is contacted with an announcement that the testing period has began, The CCCTC Enabling Services group is supporting this effort by providing current contacts.

David Sahakyan from Los Rios had questions about the beta environment. James Fitzsimmons from LACCD asked about participating in beta testing in March. Sean replied that they can participate in March and that the sooner the better. XAP has completed testing on their end, the beta testing period will go through June.

4. Review Monthly Usage Report

(Mark Cohen)

The usage report remains steady month over month. Annual transcript volume grew 5.7% in 2021 from 2020 (transcript volume had grown 6% between 2019 and 2020).

New Business

James Fitzimmons added that February 17 is the best day for receivers to request transcripts from LACCD as this gives winter grades a chance to post and spring in progress classes to appear.

C. Closing

5. Roll Call

(Michelle Ransom)

Next Steering Committee Meeting – March 3, 2022