



REPORTING ASSOCIATION OF PUBLIC SCHOOLS

## MINUTES

Westin LAX, Los Angeles, CA – Thursday, July 14<sup>th</sup>, 2016

Meeting called to order at 1:40 p.m. by Bonnie Comstock, President.

### Members Present:

Bonnie Comstock – Argonaut

Lorri Doll – Argonaut

Gary Shaw – Taft at Westec

Carolee Freer – Cypress College

Dixie Lynch -- Cypress College

Dixie King – Tri-Community Adult Ed

Susan Chiaravalloti – Downey Adult Education

Jocelyn Epperson – Downey Adult Education

Kay Reindl – Humphreys

Kristin Acredolo – College of Marin

### Guests:

Yvonne Fenner, California Court Reporters Board, Executive Officer

Brooke Ryan, CCRA President

Karly Powers, CCRA Support Our Students

### Introductions (by all attendees)

After introductions, President Bonnie Comstock invited Dixie King to make an announcement. Dixie shared that she is retiring as of July 15<sup>th</sup>, 2016. Jocelyn Epperson will take over as program coordinator at Tri-Community while remaining coordinator at Downey. Congratulations on 24 years of devoted service to court reporting students, Dixie! And best wishes to Jocelyn as she takes over the herculean task of coordinating two programs!

### NORMAL ORDER OF BUSINESS

Prior meeting minutes reviewed by attendees. Dixie King had one correction: the addition of “President Lorri Doll (acting)” to the “meeting called to order” line. Motion made by Carolee, seconded by Gary, to approve. Motion carried. Minutes approved.

### UNFINISHED BUSINESS

#### **Lorri Doll:**

Response from CRB regarding **retention of qualifiers**. Two-part question: How long must a school maintain a file on a candidate? What is the policy regarding retention and rotation of qualifiers? The Board responded that the qualifiers must be retained for three years and shall not be dictated more than once in any 12-month period. There is no requirement from the Board as to how long student files must be kept. The Board advises checking with your institution’s accrediting body to see if they have retention requirements.

**Golden State as RAPS member** now that they are owned by nonprofit Goodwill Industries. A casual inquiry was made. Golden State indicated they are satisfied with their current affiliation with ARTS, so no invitation to join RAPS was offered.

**Bonnie Comstock:**

**Banking.** Inquired of B of A whether use of a debit card rather than checks was possible for the RAPS account. But because RAPS is not a corporation there is no way to get a debit card. Kristin inquired as to whether online banking could be set up so that a user name and password could be passed from treasurer to treasurer, as B of A now makes it difficult to switch signatories on account. Discussion ensued including concerns over having SSNs out there, et cetera. Statements come to Kay. Bonnie and Kay are the “forever signers” on the account. Gary Shaw suggested that we review bylaws of RAPS and look at how it works now, and bring it back up at the next meeting to determine how to make the transitions easier.

**Association donations and fundraising:** Brooke indicated potential annual CCRA donation will be on agenda at their next board meeting in August and will notify RAPS of the CCRA board’s decision. The successful LACRA baseball fundraiser (Dodgers) was discussed. Brooke suggested contacting Alameda chapter to include SF Giants game. Brooke indicated she would be willing to help. DRA donations involving vendor tables at GAP seminar at Downey discussed. Bonnie indicated she will contact DRA if they do not attend today’s meeting.

**NEW BUSINESS**

**Yvonne Fenner:**

Language will now be added to “fail” letters encouraging candidates to stay in school. Unsuccessful candidates stay on school stats for five years. General discussion ensued regarding candidates “disappearing” after qualifying. **Can Board regulate to require students to remain in school after qualifying?** Board is concerned re financial impact on students, but it is to their benefit so may be worth a try. **Yvonne invited schools to make suggestions to the Board on this topic.** Karly indicated it may be something Support our Students could address.

**Bonnie Comstock:**

**Online skills testing.** Board is moving in direction of administering dictation exam online. A task force committee is being formed. A number of RAPS members are on the committee: Bonnie, Jocelyn, Carolee, Kay – perhaps others. First meeting scheduled for 9/8/16. Yvonne indicated the committee is to include experienced reporters, new reporters, schools. Number of committee members is limited for financial reasons. These will be public meetings, publically noticed, and all are welcome. Everyone’s opinion will count, whether you are a voting member of the committee or not.

**Karly Powers:**

**Punctuation guidelines and grading.** Concern from students at all schools that transcripts of prior dictation exams posted on CRB website do not comport with how tests are graded. Yvonne responded that the tests are somewhat different for each group and will have variation in punctuation. Yvonne confirmed that guidelines published on CRB website are current and valid. Students should never go back to the old tests as punctuation references. The Board can’t be responsible for how someone punctuated a test ten years ago. **Use a current, standard reference such as Gregg’s or Morson’s; do not go back to old CSR tests posted on the website.** Jocelyn asked, what about gray areas? There are differences in resources. Yvonne responded that an effort is made not to have gray areas on the tests, but despite vetting by several people sometimes an ambiguity will get through. Candidates

challenging a punctuation error should cite a credible, published resource so the appeals committee can consider it.

**Kay Reindl:**

**ACICS termination.** Looks like it’s going to be a factor. Federal government withdrawing recognition of the ACICS accrediting body. Nothing will happen in a short period of time. Schools accredited by ACICS will have 18 months to find a new accrediting body so students can remain eligible for federal financial aid. This may affect private court reporting schools, but the effect remains to be seen. Kristin mentioned that she’d heard that WASC will be very reluctant to pick up those schools. *UPDATE: No final decision as of October 25<sup>th</sup>, 2016.* Link to information from Dept. of Education: <http://blog.ed.gov/2016/06/college-accreditation-changes-mean-students/>

**Carolee Freer:**

**Cheating.** Cypress caught student cheating. Policy at the college has changed since last incident. Prior policy was student could be dismissed. The dean advised that new policy was to give the student a warning, and they can be good after that. Community college policy is that you can’t dismiss a student for one incidence of cheating. A general discussion ensued about how cheating is handled in the various programs. Gary mentioned that community college programs must follow an escalation of discipline protocol as laid out in student conduct standards. This may involve Student Services or even the college president. It is different for the adult education programs. Lorri indicated that the policy at Argonaut is to treat the student the same way the Board would treat him/her if caught cheating on the state exam, and the student would be dismissed from the school. Yvonne confirmed that if a candidate is caught cheating at the state exam, that candidate is done and can never come back. Tri-Community has a zero tolerance policy as well. Dismissed students can enroll in another school because the student’s name cannot be disclosed. Other programs have policy of disqualifying the test but allowing student to remain. All programs watch students very closely if cheating is suspected.

**BA through community colleges.** 18 states offer BA degrees at the community college level for “orphan” programs. Gov. Brown encouraging this in California because our community colleges are not full to capacity and remain very affordable. Court reporting falls into this “orphan” category, along with programs like HVAC and mortuary science. Carolee made a presentation in the first round of applications, but withdrew paperwork because a BA program for court reporting does exist in California (Humphreys); however, she plans to renew effort in the next round. Brooke would encourage everyone to get more education. Many courts reimburse reporters for college. Dixie L. mentioned that this doesn’t work for freelancers. Brooke thinks that something could be done for freelancers

**Yvonne Fenner**

- July 15<sup>th</sup>, 2016, test takers: 163 total; 46 first-time test takers

**School Enrollments**

Argonaut Court Reporting	70
College of Marin	30
Cypress College	70
Downey Adult Ed	130
Humphreys	30
Taft @ Westec	43
Tri-Community Adult Ed	60
West Valley College	85

Executive session: 2:35 p.m

Treasurer's report: Attached.

A confidential discussion among all RAPS members in attendance was held.

Motion made by Dixie King, seconded by Gary Shaw, approved and carried to ADJOURN the meeting at 3:10 p.m.