

CALIFORNIA
COMMUNITY COLLEGE
EARLY CHILDHOOD EDUCATORS



Catalyst Handbook
2018-19

Questions: Contact Catalyst Liaison, Tonya Byers at
tonya.byers@yubacoe.k12.ca.us

Job Description Overview

The Regional Catalysts work in pairs (two Catalysts per region) to hold at least two regional meetings per year and to distribute information from the Board to the region (including CCCECE General Members and other college faculty and staff).

- Term: 2 years
- Process: Appointed by the President

Ongoing Responsibilities:

- Maintain communication with co-catalyst to ensure effective action to meet all responsibilities.
- Adhere to public policy and public relations protocol (procedures).
- Attend all Board Meetings (fall and spring), general membership meeting (CAEYC, or where held) and annual planning retreat (May/June).
- Convene regional meeting at least twice yearly at a centralized location within the Catalyst's region to address designated program topics and relay information from the CCCECE Board meetings.
- Send meeting notices, including dates and topics, to the designated college representatives in early childhood campus ECE centers, and the President (and CDTC staff) for distribution throughout the region.
- Send a report of regional meetings, meeting evaluations, and sign-in sheets to the Catalyst Liaison within two weeks of each Regional Meeting. These can be scanned and emailed.
- Submit receipts for reimbursement to the CCCECE Treasurer within two weeks of the event.
- Assist in identifying members who may be interested in serving as a Catalyst or CCCECE board member.

Periodic Responsibilities:

- Assume duties of President when required.
- Serve on committees as appointed by the President.

Helpful Information for CCCECE Regional Catalysts

General Information:

- Regional Catalysts do receive a stipend three times a year. This is processed after each Board meeting, including the May/June Board retreat.
 - Receiving the stipend is dependent on attendance at the Board meeting.
 - The stipend is intended to help defer costs for your travel to the board meetings.
 - You will receive an email with an invoice after the fall, spring, and May/June meeting from the Child Development Training Consortium (currently from Gloria Ramirez at the CDTC). You will need to sign the invoice and return it to the CDTC for processing of your stipend.
- Catalysts also have up to \$100 available for costs associated with the regional meeting. This can be used for food, materials, and other items (i.e., ‘door prizes’). You must submit your receipts to the CCCECE treasurer for reimbursement within two weeks of the meeting.

Traveling to Board Meetings:

- Your stipend should help with expenses that you incur in traveling to the board meetings.
- You need to arrange for transportation (driving, air flights) to the meetings.
- CCCECE will make arrangements for your lodging and pay for this room (at the double occupancy rate). If you prefer to have a single room, then you will need to pay the other half of the room. Catalysts will need to provide a check for their room. This will only be used if reservations are made for you and then you are unable to attend (based on hotel’s policies; rooms may still be charged to CCCECE within 1 or 2 days of our meeting).
- You will receive information about the timing and location of each meeting from the VP Program well in advance of the meeting. At that time, you will be asked to indicate your lodging preference.

Be an Ambassador for CCCECE –

- As a Catalyst, we hope that you will encourage others to join this organization. Membership forms should be available at your Regional Meetings. Catalysts will be provided with a ‘card reader’ (with instructions on how to use this) to collect payment using a credit card. New members may also pay with a check or PayPal (online). Any membership information that you collect should be sent, along with the payment information, to the Janell Doornenbal at CDTC (see below).

Regional Meeting Timeline

- Work with your co-catalyst to determine meeting locations and dates.

- Determine Fall and Spring Regional Meeting dates prior to the CCCECE Board meeting. (You will receive an email from the Catalyst Liaison asking for this information.) Your Regional Meeting should be scheduled no earlier than 2 weeks after the CCCECE Board meeting and within the next two months.
- Email *SAVE THE DATE to colleges* within your region at least 4 weeks prior to your regional meeting. Note: you can work with the CDTC office (Janell Doornenbal). She can provide you a list serve of faculty in your region, even those that are not currently members. Her email is doornenbalj@yosemite.edu You might also want to consider inviting other interested folks. Think about Center staff at the colleges and any public and private 4-year colleges.
- Gather/Prepare materials for meeting. Refer to notes from CCCECE meeting. A PPT overview of highlights from the Board meetings will be provided to you. Sign-in sheets, evaluations, and report forms are available on CCCECE website: www.cccece.net (Forms and Documents; meeting materials will be listed). You should also have copies of the Membership form.

After the meeting, complete the following:

- Submit reimbursement paperwork, no later than 2 weeks after meeting to the CCCECE Treasurer.
- Compile the individual evaluations and prepare the summary report of your meeting.
- Send all of the evaluations, the summary report, and the sign-in sheets (originals) to the Catalyst Liaison within 2 weeks of your meeting. These can be scanned and emailed.

For 2018-19:

Treasurer Address (for mailing receipts/reimbursements):
Becky Green, 656 Russell Rd., Brawley, CA 92227

Membership applications and checks:

Please have everyone who signs up for CCCECE membership at your regional meeting to be sure they fill out a membership form. Mark clearly on the form how much they paid, type of membership, and how they paid. If they paid by credit card, be sure to state it on the form. Please mail membership forms and checks to Janell Doornenbal at this address (return envelope enclosed):

CHILD DEVELOPMENT TRAINING CONSORTIUM
ATTN: CCCECE
P.O. Box 3603
MODESTO CA 95352

If you do not collect any checks, you can either mail or scan/email the membership forms to Janell. Please try to send the memberships within seven days.
doornenbalj@yosemite.edu

Catalyst Liaison (for CCCECE meeting reports/sign-in sheets/materials):
Tonya Byers, tonya.byers@yubacoe.k12.ca.us
Or, 1104 E Street, Marysville, CA 95901

Six Step Guide to a Successful Regional Meeting

Step 1

Attend the Catalyst's Training (at CCCECE meeting) and take notes. If unable to attend, contact the Catalyst Liaison immediately to get the notes (Don't wait until just before the Regional meeting).

Step 2

Make sure the room has been arranged and you have arranged for the equipment needed. Review your Host Checklist.

Step 3

Send notices out to anyone you think might be interested (Janell/CDTC only sends to members in your area).

Step 4

Make arrangements for food. (Some Publishers may supply this, but then you need to give them time at the meeting).

Step 5

Prepare all paperwork needed: handouts, evaluations, and sign in sheets.
Double check your Host Checklist.

Step 6

Get to the meeting early. Make sure everything is in place and ready to go (If possible it is nice to be able to set up the night before).

Regional Meeting Hosts' Checklist

- Room for gathering

- Put your directional signs up and around.

- Software:
 - The presentation – Check to see if internet will be needed.
 - PowerPoint (provided)

- Equipment Needs:
 - (1) Podium
 - Computer & digital projector, and screen (Equipment needs will be discussed at training)
 - (1) Microphone (*depending on the size of the room and the expected group number*)
 - Table for registration
 - (2) Chair for registration
 - Table for publisher display (*if Publisher is providing food*)
 - Table for continental breakfast/food set up

- Food Needs:
 - Electrical connection for coffee and tea
 - Coffee pot; hot water for tea
 - Paper goods (cups for coffee/tea, stirrers, plastic utensils, napkins, plates?)
 - **YOU** need to make arrangements for FOOD!

❑ Paperwork Needs:

- Evaluations distributed and collected (*sent to Catalyst Liaison*)
- Sign-in sheets, membership forms
- Copies of articles (as relevant)
- Small Group Activity (*your choice*)

Reporting Back (after meeting):

❑ Paperwork Sent/Scanned for Email (no more than two weeks after your meeting)

To Catalyst Liaison:

- sign-in sheets
- individual meeting evaluations
- Meeting summary report

To Treasurer:

- receipts
- reimbursement forms

To Janell Doornenbal at CDTC:

- membership forms (indicate if paid using the Square)
- checks