

CCCAOE BOARD OF DIRECTORS
October 9, 2001 Meeting

Attendees: John Avakian, George Blanc, Victoria Bortolussi, Kay Bruce, Tom Clark, Susan Clifford, Susan Coleman, Lyla Eddington, Bobbie Edgin, Erika Endrijonas, Kim Holland, Gus Koehler, Eileen Kraskouskas, Gary Mendenhall, Bill O'Rafferty, Kim Perry, Catherine Swenson.

AGENDA ITEM	DISCUSSION	FOLLOW UP
Conference Planning	<p>11 a.m. Self-introductions were made. Last minute issues were discussed regarding the fall conference. The cancellation/refund policy was reviewed in lieu of recent national events.</p> <p>Susan Clifford stated that the four facilitated discussions following the keynote address, "Globalization: Are Students and Teachers Prepared?" are to generate issues to be addressed at the spring CCCAOE conference which will focus on solutions. All events and breakouts were reviewed and necessary changes noted.</p>	<p>Bobbie will bring information from the hotel and cancellation numbers to the Friday meeting to aid in this decision about cancellations and refunds for the fall conference.</p> <p>Bobbie will print info about the trolley and local options for attendees for Thursday night.</p>
Call to Order	The meeting was called to order at 1:10 after lunch.	
Additions to Agenda	Workforce Development Initiative	
Minutes	Minutes were approved as submitted.	
Treasurer's Report	George Blanc distributed the Treasurer's Report. The annual audit was completed. A reserve account that could support a conference without income was discussed. The report was approved as submitted.	Board members who request reimbursement need to fill out the appropriate voucher and make Bobbie aware of any costs regarding a conference. Contact George Blanc.
President's Report	Bill O'Rafferty disseminated his report. CCCAOE Board members are attending meetings around the state to represent CCCAOE. CCCAOE will send a representative to the Economic Development Advisory Committee to the Board of Governors.	
President Elect's Report	Susan Clifford referred to her written report, highlighting the Community College Key Leaders Meeting and the similarity of national occupational education research issues to State issues.	

Past President's Report	Kay Bruce referred to her written report, mentioning the WEDAC meeting and the restoration of the \$98 million in college funding. Kay reminded VPs to discuss nominations for CCCAOE Board at their regional meetings this week and bring nominations to the Friday meeting.	VPs will discuss nominations for CCCAOE Board at their regional meetings this week and bring nominations to the Friday meeting
Regional VPs' Reports	<p>North/Far North: Catherine Swenson referred to her written report, pointing out that they are replicating the "Beach Camp" concept in the north as "Snow Camp."</p> <p>San Francisco Bay: John Avakian referred to his written report, reminding VPs that new programs are to be included. Media CDs are being disseminated.</p> <p>Central: Gary Mendenhall referred to his written report, emphasizing grant progress in the region.</p> <p>South Central: Victoria Bortolussi referred to her written report, sharing that their region is cultivating new leaders.</p> <p>LA/Orange County: Susan Coleman referred to her written report, discussing the Workforce Leaders Institute at the UCLA Conference Center in Arrowhead, April 17-19, 2002.</p> <p>San Diego/Imperial: Eileen Kraskouskas referred to her written report, highlighting a regional program directory.</p> <p>Desert: Tom Clark referred to his written report, stating that Ron Kibby will be at this conference, retiring soon.</p>	Workforce Leaders Institute at the UCLA Conference Center in Arrowhead, April 17-19, 2002.
Standing Committee and Appointee Reports	<p>CIO: Bill has been active with the CIO Executive Committee.</p> <p>NCOE: Fall conference is in Ft. Lauderdale, October 21-23; Bill, Kay, Lyla, and Kim Perry will present on behalf of CCCAOE.</p> <p>ED>Net: Gus Koehler stated that Chuck Eason is the new Assistant Director for ED>Net. Gus explained the value of ED>Net in the economic development of California and expressed concern about future</p>	

	<p>funding.</p> <p>Chancellor's Office: Kim Perry disseminated Dr. Vicki Morrow's PowerPoint on the BOG Workforce Development Initiative that was presented at the Leadership Conference. Consultation will give input next week on the BOG Workforce Development Initiative. The BOG will vote on the Initiative Implementation Plan in November. Responses from the colleges were incorporated into the Initiative budget change proposal.</p> <p>Kim feels that the longer the restoration of the \$98 million issue goes undecided, the less likely it is to be restored.</p> <p>The Vocational Education Services Team (VEST) October Update was handed out.</p> <p>Ron Selge is the interim Dean for the Workforce Development Unit. Lynn Miller is interim Dean for Curriculum Standards Units. Chuck Wisely has assumed responsibilities of retirees Peggy Olivier and Marilyn Jorgensen.</p> <p>Program Approval Process: Kim Holland reported that the revised Program and Course Approval Handbook was disseminated to each college in hard copy and is on the Chancellor's Office website. The revision process was constructive and included all key players in the colleges. Kim Perry stated that Charlie Klein is creating a Professional Development Plan for the new handbook. Victoria Bortolussi stressed that CIO's need to be included in the in-services.</p> <p>Legislation: Kay reported that Nick Kremer goes to CCLC and has for the last three years. Kay will share info that he brings back with the CCCAOE Board.</p> <p>Awards: Eileen referred to her written proposal for awards, including a timeframe. Included with the nomination form will be spring conference</p>	<p>Input regarding the funding of the BOG Workforce Development Initiative can be sent to the Board through the Chancellor's Office.</p> <p>Colleges are asked to submit contact names for the Workforce Investment Boards or WIA responsibility to Geri Douglas at the Chancellor's Office.</p> <p>Award nomination information will be posted on the website and a listserv notice will be</p>
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	information so that nominees can plan to be there. Susan Coleman will take responsibility for the awards next year.	sent within 10 days.
Executive Secretary's Report	Bobbie Edgin referred to her written report. The January Board meeting will be in San Jose. The spring conference 2003 will be planned as a joint conference with ED>Net. Requirements for credit card acceptance are a challenge and Bobbie requested that asking membership if this would be helpful to them. Hotels are asking for \$1 million in liability insurance; it could cost approximately \$1-2,000 per year, including directors' insurance.	<p>January 23-24 Board meeting at the Double Tree Hotel San Jose.</p> <p>March 6-8 Spring CCCAOE conference Tenaya</p> <p>Fall 2002 Conference in Palm Springs.</p> <p>Bill will add the credit card issue to the agenda for the Friday business meeting.</p> <p>Bobbie will explore rates for liability insurance and report back to the Board.</p> <p>Newsletter article deadline: October 22 to Bobbie from VPs and officers.</p>
Action Items from June Board Meeting	<p>Bill will appoint CCCAOE members to statewide Advisories. Gary is researching a theater presentation or dance instructor for the spring conference. Susan Clifford is exploring a keynote speaker for the spring conference. Each Board member is developing a notebook of their responsibilities and tasks to hand to their successor. Bylaw changes are in the meeting binder. John Avakian explored internet access for the conference and found it too costly. Tom Clark and Susan Coleman have discussed the issue of granting college credit for coursework done at the high schools via credit by exam.</p> <p>Membership demographic data: Tom feels that identifying our audience could increase the likelihood of obtaining industrial support. Susan Clifford suggested that collection of this data not be connected to the conference evaluation.</p> <p>Bylaw changes: Included in the binder.</p>	<p>Tom will work with Victoria and George and make a proposal at the January meeting.</p> <p>The revised bylaws will be put on the agenda for the January meeting. Members will review in the meantime.</p>

	<p>Website: John, Catherine, and Jim had a conference call regarding the website. John disseminated a summary, outlining purpose, issues, structural aspects, content, and how to create value. The Board authorized up to \$2500 to plan for website revision.</p> <p>2001-02 Work Plan: Disseminated for review.</p>	<p>John, Catherine, and Jim will propose a strategy and budget for the website at the January meeting. Members will provide feedback on the regional priorities for the website and email them to Bobbie.</p>
Action Items from Regions and Officers	<p>Riverside Community College District will be handing off the printing duties for CCCAOE next year. Mal Bruce will be handing off the photography responsibilities for CCCAOE conferences.</p> <p>Kim Perry suggested that all CCCAOE Board reports indicate which part of the workplan they relate to.</p>	<p>Members are asked to identify a college that could take the printing responsibilities and/or the conference photography for CCCAOE.</p> <p>All officer reports should indicate which part of the CCCAOE workplan they relate to.</p>
Key Issues	<p>BOG Workforce Development Initiative: John disseminated handouts and expressed concern regarding funding for the Career Ladder initiative.</p>	
Adjournment	<p>The meeting was adjourned at 4:55.</p>	