

**CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR
OCCUPATIONAL EDUCATION (CCCAOE)
Board Meeting Minutes
Holiday Inn Capitol Plaza, Sacramento**

March 11 & 14, 2008

Board Members Present	Dick Bettendorf, Jeff Cummings, Erika Endrijonas, Tricia Evans, Queen Hamilton, Lin Marelick, Gary Mendenhall, Wayne Olson, Kim Schenk, Lynn Shaw, Mollie Smith, Stephanie Thompson
Reps	Jane Patton, Academic Senate, Hazel Hill, CCLC, Nick Kremer (arrived 3:00 pm), NCWE, Jose Millan (joined 4:00 pm via speaker phone), SO
Executive Secretary	Bobbie Edgin
Absent	
Substitutes	None
Guests	Friday – noted below

March 11	Item	Responsible Person	Action Item
	Welcome/Introductions President Mollie Smith called the meeting to order at 9:32 am. Following introductions Dick Bettendorf was congratulated as President-elect.		
	January minutes approval Minutes approved. M/S/A Mendenhall/Endrijonas with no corrections/additions. Note: minutes were lost due to computer glitch and reconstructed. Thanks to Stephanie Thompson for filling in on January minutes.		
	Old Business & Review of Action Items		
	Legislative Liaison Applications received – 7 total (one after deadline.) Four interviewed, two carried forward to CCCAOE Board. Resumes, applications and questions/responses were forwarded to board members. These candidates were presented by the search committee, Lynn Shaw and Lin Marelick. M/S/A Endrijonas/Thompson: That CCCAOE enter into a contract with FACCC, Jonathan Lightman/Andrea York as representatives/staff, to represent the interests of CCCAOE to the legislature, State Chancellor's office and other entities on behalf of CCCAOE. Passed March 14 continuation of meeting.		

	<p>Contract, deliverables and reporting Lin Marelick will contact FACCC and unsuccessful candidates. The contact person, Jonathan Lightman, will report to the CCCAOE President. The contract will commence as soon as practical. Lin will draft a contract using a template she has access to.</p>	<p>Lin Marelick</p> <p>Lin Marelick/Mollie Smith/Kim Schenk</p>	<p>Notify candidates, draw up contract with assistance with Executive Board (President, Past President, President Elect, Treasurer, Secretary)</p>
	<p>Recruitment - local level Ongoing – members are encouraged to invite guests/members especially those who may be interested in moving into board positions.</p> <ul style="list-style-type: none"> • A replacement for the VP of the San Diego/Imperial Valley vacated by Dick Bettendorf will be determined and presented to the board for approval at the June board meeting. <p>Benefits include assistance/networking with the “new” VTEA plan, annual applications, use of funds.</p>	<p>VPs – all</p> <p>Dick Bettendorf</p>	<p>Recruit potential board members</p> <p>Identify a replacement VP San Diego/Imperial Valley for June Board meeting</p>
	<p>Partnering with CCLC (Community College League of California) A recommendation (by Kim Holland) was that CCCAOE set up a formal partnership with CCLC. Many other organizations are “partners” at their annual statewide conference. Note: Hazel Hill is liaison to CCLC’s legislative committee.</p>	<p>President Mollie Smith</p>	<p>Contact Scott Lay, CCLC Executive Director to encourage awareness of CTE with a report for the June Board meeting</p>
	<p>Treasurer’s Report Accepted as presented. M/S/A Endrijonas/Hamilton</p> <ul style="list-style-type: none"> • Review current report <p>Per board direction an account was created for conference emergency reserve. Treasurer report is ready for distribution to membership. It was noted that membership better understands the reports in the current format. The board extended a thanks to Wayne for six years of service as CCCAOE Treasurer.</p>	<p>Wayne Olson</p>	<p>Will transition with new incoming treasurer to prepare for June board meeting.</p>
	<p>2008-09 Election Results President-elect-Dick Bettendorf Treasurer-Raine Hambly VP North/Far North-Jeff Cummings VP Central-Hazel Hill VP Desert-Queen Hamilton VP San Diego/Imperial-Dick Bettendorf (to be replaced per earlier item)</p>	<p>CCCAOE President/Executive Secretary</p>	<p>Letters to CEO/CIOs congratulating awardees/retirees and thanking board members for service will go out annually (June).</p>
	<p>Executive Secretary Report NCWE Spring 08 Pre-Conference has 105 registered attendees (topic: Basic Skills)</p>	<p>Bobbie Edgin</p>	

		All	Bring questions to June board meeting with idea it will form topics for a pre-con. Also, who would be invited from non-credit from campus or region (adult ed/ROP)
	<p>Spring 2008 Conference (separate agenda)</p> <ul style="list-style-type: none"> • Pre-Conference – open at 7:30 am, regular conference open at 9:00 am (separate badges) 105 people registered. • Assistance needed – list went around • Thursday evening event – venue change • Assistance needed – sign ups • Thursday evening event tickets to be distributed 		
	<ul style="list-style-type: none"> • Spring 2008 Newsletter Announcement for contributors were announced. 		
	<ul style="list-style-type: none"> • Communication from D. Soares, Mt. SAC regarding a “green dean” discussion board was addressed and it was determined its feasibility would be looked into. 		
	Student rate for conference attendance was addressed. M/S/A Marelick/Shaw that CCCAOE will offer two scholarships per conference for students.	Kim Schenk	Will draft a form for student scholarship to attend CCCAOE conferences
	Item	Person Responsible	
	Representative/Liaison Reports – written reports submitted.		
	•System Office	Millan	
	•CCCCIO	Smith	
	•EWD	Cumming	
	•Academic Senate	Patton	
	•CCLC	Hill	
	•Regional Consortia	Mendenhall	
	• CTE Task Force/Consultation	Hill	
	•EDPAC	Owens	
	•Curriculum	Endrijonas	
	•VTEA Research & Accountability	Smith	
	• NCWE	Kremer	
	VP Reports – written reports submitted		
	• North/Far North	Cummings	
	• SF Bay	Thompson	
	• Central	Mendenhall	

	<p>Post-Conference Review</p> <p>A concern that a commercial group (Boston-Reed College) sponsored an event that was not authorized by CCCAOE that conflicted with scheduled meetings/events and potentially booked rooms affiliating themselves with CCCAOE.</p> <p>Sleeping rooms noisy, free wireless great, long lunch room difficult, Murray Banks highly popular, VTEA session was supposedly for Green Deans and was not noted as such and was overcrowded with people looking for new VTEA information. Previously have had EWD, VTEA updates, from CCCCO on Friday – thoughts were to return to that format. Also keeps people to get Chancellor office updates.</p> <p>Debrief Suggestions: Newcomers orientation on CCCAOE and what sessions to go to, etc. at 11 on first day. Green Deans track or pre-con. Some rooms were overfull (non-credit, new course approval, VTEA.)</p>	Schenk, All	
	<p>Fall 2008 Conference Planning – Holiday Inn on the Bay, San Diego, October 22-24</p> <p>Non-Credit Best Practices as a Pre-Conference. Take on a leadership challenge, have 5 leadership tracks or pre-con and do in-depth (mock interview, resume review, strength finder inventory, advanced degrees, etc.) VPs should request presenters from their regions. Each college should identify one potential leader per college to bring. Strands will be Special Pops and Career Pathways (Jane Patton), especially best practices. One high end speaker per year vs. one at each conference (funds come from regional consortiums.)</p> <p>Call for presentations online form needs fine tuning for ease of use.</p> <p>Hosts/door prizes – South Central, LA/Orange County, Desert, San Diego/Imperial Regions.</p> <p>No structured activity for Thursday evening, possibly group</p>	<p>Smith, Schenk, Bettendorf</p> <p>Edgin</p>	<p>Work with web master to make form, deadline will be June 2, 2008</p>

	facilitation		
	Site finalization – Fall 2009 – consider NCWE dates to avoid conflict. Location: Long Beach M/S/A Endrijonas/Hill	Edgin, All	Finalize contract
	Site recommendation/selection – Spring 2009 San Francisco – Sir Francis Drake Hotel as site M/S/A Endrijonas/Bettendorf. Dates: March 11-13, 2009	Edgin	Negotiate contract
	Meeting adjourned 3:03 pm M/S/A Thompson/Schenk.		

Next CCAOE Board Meeting: Summer Transition Board Meeting
(Continuing, leaving, incoming Board Members)
June 10 & 11, 2008
Mission Inn, Riverside