

CCCAOE BOARD OF DIRECTORS
October 8, 2002

Attendees: John Avakian, Dona Boatright, Victoria Bortolussi, Tom Clark, Susan Clifford, Susan Coleman, Bobbie Edgin, Erika Endrijonas, Kim Holland, Gus Koehler, Gary Mendenhall, Wayne Olson, Bill O'Rafferty, Wilma Owens, Al Stremble (Tom Clark, pm), Catherine Swenson.

AGENDA ITEM	DISCUSSION	FOLLOW UP
Call to Order Welcome Announcements	The meeting was called to order 10:20 a.m. at the Doral Desert Princess Resort, Cathedral City.	
Minutes	The minutes from the June 25-26, 2002 Board Meeting were approved.	
Treasurer's Report	<p>Wayne presented the budget. He updated the Board on former Treasurer George Blanc, who was very apologetic that he could not come to the conference. Wayne's report consisted of the abbreviated Treasurer's report that was agreed to at the June Board meeting. He indicated that a more extensive report will be compiled for the June 2003 Board Meeting. The numbers in the report are current as of September 30th.</p> <p>Conference income: \$53,374.</p> <p>Assessments: \$4,000</p> <p>Annual dues: \$378</p> <p>Expenses: Website development and October maintenance: \$3,782.</p> <p>The financial records were audited by Cuong Le, CPA, at the close of the last fiscal year.</p>	<p>Bobbie will send By-Laws to the Auditor.</p> <p>Wayne will gather history of account balances; Executive Committee will have meeting on-line to create a board response to the Auditor's report. Wayne will respond to the Auditor addressing the recommendations.</p> <p>Bobbie and Bill will check on bonding and tax issues.</p>

	<p>Auditor's Recommendations:</p> <ol style="list-style-type: none"> 1. The auditor needs a copy of the bylaws. 2. Fund Balances. Considers ending balance high, recommends development of plan for use of funds. 3. Tax forms: Recommends Treasurer's signature on tax forms. 4. Bonding: Recommends Treasurer's be bonded (if not already in place.) Vicki suggested that this might be a good idea and might mitigate issue #3. 5. Dual signature: Recommends dual signature for checks over \$1000. 6. W-2: Recommends filing of W-2 for employee (executive manager). <p>The Board discussed and will respond to the auditor on each of the items. The Board accepted the auditor's report as information, and discussion will continue at the January board meeting.</p> <p>Bobbie presented suggestions regarding account numbers to clarify the accounting of income and expenses. Bobbie and Wayne will discuss and refine the report format.</p> <p>The treasurer's report was approved.</p>	
<p>President's Report</p>	<p>Susan has studied the work done at the Strategic Planning portion of the June 2002 Board meeting. Susan prepared a summary of the discussion; she would like the Board to give her feedback on the summary of the strategic planning discussion. It was suggested that the membership be directed to the website to give feedback.</p> <p>Susan discussed Leadership development, specifically being more</p>	<p>Board to read Susan's strategic planning report and provide feedback she can include in her report for the newsletter.</p>

	<p>selective and targeting skills and knowledge that are needed. If we do not have in-house expertise, we might want to invite someone in to give his/her expertise.</p> <p>Susan discussed her involvement in the following groups: CIO's, Ed>Net, Research and Planning Group, and Board of Governors. The Academic Senate is not included because CCCAOE does not have a clear alliance with them. Our voice goes through the Consultation Council, too. If Susan is unable to attend, Kim goes in her place.</p> <p>Susan reminded the Board that CCCAOE is not able to lobby legally as a 503c organization. Membership can respond individually on items of concern.</p>	
President Elect's Report	<p>Kim gave her report during the discussion of Conference planning.</p> <p>Victoria Morrow's thank you: A poster was prepared to offer thanks to Victoria by the membership. Membership can sign the poster that will be posted near the registration desk. The Executive Board will also send her a dish garden (a collection of green plants). A question was raised about how to acknowledge Kim Perry's contributions now that she has left the Chancellor's Office. It was agreed that she would be recognized at the Central Region's meeting during the conference.</p>	Susan will get a card and Susan and Kim will look for a gift for Kim Perry from the Board.
Past President's Report	<p>Bill passed out a short report. Bill mentioned the value of the transition meeting in June where all of the Presidents got together to share information and to offer support. He recommended this tradition be continued for continuity among the Presidents.</p> <p>Ed Pearce is retiring this year and he is the last charter member who started the organization. We should recognize him at the Spring Conference.</p>	Need Ed Pearce recognition gift/memento-Bill will follow up.
Regional VPs' Reports	<p>North/Far North: Catherine pointed out that future conferences might invite Norma Camp from AACC. This would be a follow up to the marketing campaign for "the way California works" packets that were sent out. She does workshops but Catherine was not sure if there is a cost. Catherine recommends that CCCAOE continue to have joint</p>	<p>Catherine to follow up on Norma Camp.</p> <p>VPs were asked to review their reports and</p>

<p>conferences with Ed>Net. The region is very happy with joint conferences because it saves money.</p> <p>San Francisco Bay: John Avakian discussed the website redesign. He mentioned the Bay region was doing co-chairs for the two regions. Interior Bay, Bay Region 3,4 have decided not to have a vice president from each region; rather to have one Chair to represent occupational education; one will represent contract education/economic development. This was encouraged by the Occupational Deans in the area. The election will be next month. Web-conferencing is being used for SF Bay meetings, however, several people were concerned that the regional meetings are not web conferencing-enabled.</p> <p>Central: Gary Mendenhall discussed the need to provide resources for faculty to attend their workshops and sessions like CCCAOE. Central Region had 14 colleges participate, 35 faculty go to WEDAC. The Region members met in June for the 2002-03 year. This year's emphasis is for "new managers." Response to the emphasis and understanding VTEA has been good.</p> <p>LA/Orange County: Susan Coleman's report was submitted in writing.</p> <p>South Central: Victoria Bortlussi's region is doing strategic planning, which was kicked off at the annual retreat in Cambria. Vicki discussed major concerns, which include program approval at the state level; the need for equipment to keep the colleges up to date; new school-to-career funds; and, involvement in assessment and learning outcomes (learning communities, learning academies).</p> <p>San Diego/Imperial: Wilma reported that at their first regional meeting, there were three new deans who are longtime region employees, but new to being deans. She has been looking at the configuration of the region's membership and looking at the economic development practitioners and assessing the most effective way to collaborate. The survey results are not completed.</p>	<p>send updates to Bobbie for inclusion in the Winter Edition of the newsletter.</p>
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	<p>Desert: Tom Clark presented a report for VP Al Stremble. He put in a plug for Bob Pile's break-out session because he is retiring in December and will not be attending future conferences. Desert Region has also been discussing how to streamline the program approval process.</p>	
<p>Fall 2002 Conference Review/2003 Spring Conference Planning</p>	<p>Fall Conference: Conference Chair Kim Holland thanked Bobbie and Susan who worked really hard behind the scenes doing the many things required for a successful conference. Thanks for the hard work.</p> <p>Last Minute Items were discussed and volunteers for a variety of tasks were identified.</p> <p>Spring 2003: Kim has been working with Gus Koehler regarding the joint conference in San Jose, March 12-14. Decisions: Registration fee: \$295. Registrants will be able to use credit cards through Ed>Net. CCCAOE and Ed>Net are putting out a joint call for proposals. There will be a strong call for Poster Sessions, which are defined as a display of information/handouts without breakout-type presentations in one room. The deadline for submission of all proposals is 11/25. Executive Board Ed>Net representatives will review submitted proposals on 12/2 in Ontario.</p> <p>Vendors: For Spring, because the focus is on business, there will be a vendor area. Business and collaboration will be stressed for all sessions; keynote will focus on these themes. Awards presented by each organization will be collaborative as well. Catherine Swenson (representing both Ed>Net & co-chair for CCCAOE) and Susan Coleman will discuss presentation of the awards; the process will be separate; the presentation format will be worked into the overall conference program.</p> <p>Spring Conference: There was discussion regarding the need for a Save the Date postcard. The Board decided that CCCAOE members will receive Spring Conference information in conference registration packets, in the newsletter, and via the listserv; therefore, CCCAOE would not participate in the Save the Date card mailing. Ed>Net is</p>	<p>Catherine Swenson & Susan Coleman will discuss the presentation of Awards and make suggestions to the Executive Committee prior to the 12/2 meeting.</p>

	<p>printing its own supply for its mailing list.</p> <p>Ed>Net has hired a Conference Coordinator, Heather Tanfani, who is focused on cultivating business contacts and fund-raising opportunities.</p> <p>Photographer: Bobbie, Jim, and Susan will be replacing Mal Bruce as official photographers for this conference. Chris Stoner is interested, but she had a conflict for this conference.</p> <p>Reviewed the graphic chosen for the program for the Fall 02 conference.</p> <p>Board welcomes suggestions for keynote. Jack Scott was suggested as possible Keynote for Spring. Jim Fuller was suggested for the Spring Conference, too. Susan and Kim have tracked speakers and reported that the cost is sometimes very prohibitive.</p>	
<p>Standing Committee and Appointee Reports</p>	<p>Awards: Susan Coleman passed around the timelines. Susan will announce the award application/process at this General Business meeting during the conference. December 15 is the nomination submission deadline and Bobbie will send out nominations and rating tally sheets to the VPs by January 10th for review and selection at the next Board meeting on January 30th. Nomination information will be on the website October 19th. For nominations, it was agreed that it was unnecessary to check the membership status of the name of the CCCAOE member submitting the nomination.</p> <p>Elections: Bill O'Rafferty passed out flyers for Board elections and the process. The Board agreed that it is ideal to have at least two candidates for each open position. The ideal option would be to have a President-Elect candidate who is or has been on the Board. Erika indicated her interest in running for a full term as secretary 2003-2005.</p> <p>NCWE: A written report from June Yamamoto, NCWE District Representative, was presented and will be included in the newsletter.</p> <p>CCLC: Nick Kremer did not submit a report although he has been</p>	<p>Susan and Catherine will discuss with Ed>Net whether to mention Award winners and honorable mentions.</p>

	<p>attending the meetings and notifying CCCAOE of items of importance to the membership.</p> <p>Ed>Net: Initiative directors are involved in new roles. Gus reported that there will be two grants coming out.</p>	
<p>Executive Secretary's Report</p>	<p>Bobbie directed the Board to her Executive Secretary report in the binder.</p> <p>She asked for Board action for a webmaster service. We are changing from Earthlink to Hostway because of language incompatibility. The current webmaster does not know the new programming language needed for a database that may be added to the website. Cost between the two hosting services is comparable. John, Catherine and Bobbie recommend accepting the West Valley Design group's contract 2 hours per month \$130 and \$65 for hours for web mastering. The recommendation for web mastering including the cost proposed was approved.</p> <p>Spring conference: Discussed future conference sites. Spring 2004 conference with CIO's. Their executive director has been in contact with Bobbie. The CIO organization would like to be in downtown San Francisco. She questioned what the Board thought members will pay for rooms. Board approved the Spring 2004 conference with CIOs in San Francisco. It was also agreed that this conference would not preclude future joint conferences with Ed>Net.</p> <p>Pasadena and Long Beach were discussed as possibilities for Fall 2004 and Bobbie updated the Board on her progress with both sites.</p> <p>Board Meetings 2002-2003: Contracts have been signed and dated in her report. January 30/1, 2003 – Santa Clara/Biltmore Hotel & Suites; June 11/12, 2003 – Riverside/Mission Inn.</p> <p>Requested Board direction on cancellation billing, which is an issue because when individuals sign up to attend a conference, they are</p>	<p>Susan, Bobbie and Kim will come up with a policy and present to board re: unpaid registrants.</p>

	<p>counted in the meal counts. However, some do not show up and never pay. We have built meal guarantees on that revenue. For example, at Tenaya, about 15-20 did not show and had not paid. It was agreed that Susan, Bobbie, and Kim will present a policy to the Board for consideration.</p> <p>Expenditure Item: Laptop computer that the Association owns is technologically out-of-date. Bobbie requested replacing the computer but has done no homework on the item. Laptop computers are necessary for the conference because she carries the entire database and documents for the conference. It was agreed that Bobbie could purchase a new laptop computer. \$2500 was approved for the expenditure.</p>	
<p>Chancellor's Office Report</p>	<p>Dona Boatright, Interim Vice Chancellor, gave her report.</p> <p>20 Percent Cut Drill: All agencies have to put together a 20 percent cut list for possible implementation in 2003-04. CCCCCO is still receiving what they were receiving 5 years ago. The CCCCCO has been asked to list the positions and activities that would be cut. Chancellor Nussbaum put together an education packet in which he pointed out the degree to which Community College operate on mandates, both federal and state while noting the differences between CCCCCO and other agencies in the state. Another list is also being drafted to show possible cuts in future years. Nothing is being offered in priority order; personnel is expected to be decreased due to vacated positions not being filled. The Golden Handshake process will have an impact, but it appears no people will be laid off. However, the functionality of the Chancellor's Office will be interesting. Having been a Vocational Dean, VP, Dona has her own issues/perspectives. The Field is unhappy. The academic senate is unhappy with the 50% rule, monitoring and compliance issues. One of the lawyers who works in Ralph Black's office was cut, so compliance will be difficult to monitor. Each constituency has an opinion of what should be cut. Victoria Morrow is the one putting the list together and she will take the brunt of criticism. Politics will ultimately impact the final decisions.</p>	

	<p>Consultation and BOG is working on the priority planning for the year, but it is a rather difficult process. There are many commitments CCCCCO would like to make re: diversity, access, quality, but seem impossible with budget cuts being discussed, too.</p> <p>The Board of Governors has been interested in basic skills. Four colleges have/will present what they are doing with basic skills at the July, September, and November BOG meetings. The Board has decided to set aside 10% from FII that will go in that direction.</p> <p>Prop 98: California Community Colleges have never been funded the full 10.96%, and Prop 98 is funded only based on ADA of K-12. Their system demographics are going down, but California Community Colleges' are going up. There needs to be a change in the formula to have a merged number that takes into account Community College enrollments. Community Colleges need to come up with a meaningful number, rather than saying that California is only funded at 60% of other states in the nation.</p> <p>Status of Master Plan input: There's a critical of lack of vocational/ occupational input in the Master Plan. The discussions are finished; however, nothing may come of any of it if there is no legislation. Some of the issues slice among the three segments of higher education.</p> <p>Regarding grant dollars for next year, FSS is gone totally. FII is still there because it is required by law. No talk one way or another in terms of selected grant money. Workforce Equipment Money still exists.</p> <p>Reauthorization of VTEA. CCCCCO does not know when that is going to happen. Ron Selge is acting Dean until newly appointed Dean Merlyn Newlin comes in November. There is one hearing on it, although it is doubtful that it will happen this year. Dona and Ron are hosting two back-to-back sessions at the conference to get information on the reauthorization.</p>	
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	<p>Revised guidelines for CALworks match: Dona summarized the process by which Tom Clark's interpretation that the district's cost of instruction can be used as a match for CalWorks funds was approved by CCCCCO. Revised guidelines went out yesterday.</p>	
<p>Action Items from June Board Meeting</p>	<p>New Website Launch – John Avakian shared results of West Valley Design Group's work on our new Website. The Board reviewed the Website. The goal is to have the website be used as more than a place just to register for a conference.</p> <p>Bobbie uploads information to the website and she prefers that it be sent as a Word document. It was agreed that job postings should be included, but also that we need to keep the page current.</p> <p>On the Region's map, every college listed is a live website. Included on the page with each region is a statement describing the Region. Discussion re: difference between CCCAOE Regions and consortia regions. Ten consortia regions are actually seven CCCAOE Regions. LA Mission College incorrectly listed as belonging to South Central region.</p> <p>Elections: If in the future it is decided to vote on line, members will only get a ballot if they know the password.</p> <p>Launch: There was discussion of when it would be most beneficial to launch the website. It was agreed that John would give a 10-minute presentation at Thursday morning's business meeting. He also reported that it would be running via DSL on Wednesday at the registration table.</p> <p>Members Only: There was considerable discussion regarding this section of the web site. One question raised was whether to list all members or whether each member's permission should be requested prior to being included in this section with college name and email address. Another question raised was how this section could be password protected and still keep the members informed of the changes to the password. A third question raised dealt with sending</p>	<p>Bobbie will add a launch announcement to the newsletter.</p> <p>Bobbie will send a message to the listserv by the date the website is running to tell them it is up and running. Need two-day downtime.</p> <p>Catherine, Bobbie, John will to study the password issue and make a recommendation for January board meeting.</p> <p>Board members should look at their Region page to check for latest news; calendar; job openings, etc.</p> <p>Bobbie will update the Board on the Tenaya issue.</p>

	<p>ballots/voting electronically. Each of the items will be discussed again in January.</p> <p>How much work will it take to keep all those different areas up to date? Bobbie does not seem to be worried, but Victoria Bortolussi and other Board members argued that it is a huge job. Vicki suggested that excess funds be used to pay someone to keep the website updated.</p> <p>Recognition of Retiree Policy (wordsmith) will be brought to the Board meeting on Friday by Bill.</p> <p>Regional Poll Results: Discussed whether to return to Tenaya. Costs were expected to be higher last time, but all costs were covered. Even though the general sentiment seemed opposed or ambivalent, it was pointed out that many voting would be gone by Spring 2005 due to retirements and turn-over. Spring 2005 is the earliest because the Spring 2004 Conference is joint with CIO. Response by Regions to returning to Tenaya Lodge: North/Far North-absolutely not, Ontario, Burbank, Sacramento preferred; San Diego-Absolutely not; SF Bay-evenly split; LA/Orange-split; South Central-no opinion; Central-Yes. Desert-Yes. Susan expressed concerns about liability of putting folks at another hotel as several people fell coming and going at the conference due to weather conditions.</p> <p>CIO Forum: The format of this conference event is open conversations between the CCCAOE Board and CIO's at the forum. Main purpose is for CCCAOE to present issues. President and Past President present issues to the CIOs. No decision was reached regarding the attendance policy for CCCAOE members, although it was agreed that if the CIO from a Board member's college was participating, he/she could attend.</p>	
<p>Key Issues/Future Action Items</p>	<p>ACTION ITEMS FOR JANUARY 30, 2003 BOARD MEETING:</p> <ul style="list-style-type: none"> • Re: Get members permission to be included on the website. Further discussion and planning is needed. It was suggested that a question be added to the ballots to ask whether members 	

	<p>authorize having their name, college, and email address appear on the website. How to handle the password is confusing, but the members need to have it before the election. CCCAOE has a password to download the ballot and mail it. Different ballots for each region, so should each region have a different password.</p> <ul style="list-style-type: none"> • Keeping website updated: Regional VP (or designee) needs to make sure that the page is accurate. If it is not accurate, Bobbie needs to be informed. Articles for the latest newsletter also need to be sent to Bobbie. 	
Adjournment	The meeting was adjourned at 5:00 P.M.	