

CCCAOE BOARD OF DIRECTORS  
March 11, 2003

Attendees: John Avakian, Dona Boatright, Victoria Bortolussi, Susan Clifford, Susan Coleman, Bobbie Edgin, Erika Endrijonas, Kim Holland, Gary Mendenhall, Merlyn Newlin, Wayne Olson, Bill O'Rafferty, Molly Smith, Catherine Swenson.

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP</b>
<b>Call to Order Welcome Overview of Agenda Announcements</b>	<p>The meeting was called to order at 10:05 am.</p> <p>Molly Smith attended for Wilma Owens.</p>	
<b>Spring 2003 Conference Status Fall Conference Planning</b>	<p>Spring Conference Status: Kim gave an overview of last minute conference preparation. Included in the discussion were the following:</p> <p>Request for pre-conference and conference session hosts; request for volunteers to help Bobbie take lunch tickets; request for help gathering the conference evaluations and distributing the parting gift; request that Wayne organize the car pool for the Winchester Mansion Flashlight Tour (brochures will be in the conference packets).</p> <p>Awards Presentation: Susan Coleman and Catherine coordinated the CCCAOE and ED&gt;Net awards. The PowerPoint presentation is 50 slides, which move quickly. Susan Coleman will announce CCCAOE awards and Kay Ferrier will announce ED&gt;Net. Kim will meet with Susan Coleman and Catherine to fine tune the presentation.</p> <p>Kim reviewed the conference program:</p> <p>Vendors and poster sessions are in the Cascade Ballroom. Susan Clifford will open the conference and then also introduce welcomer Dr. Evans. Kay will introduce the speaker Jose Perez. Kay will recognize the sponsors; Bill will recognize the retirees at the Leadership &amp; Creativity</p>	<p>Kim, Catherine, Susan Coleman will meet to fine tune the awards process.</p> <p>Susan Clifford will announce the light rail and how easy it is to use.</p> <p>Joan from RCCCD will be honored for her work printing the conference programs at the June Board meeting.</p> <p>The Vice-Presidents will poll members at regional meetings about conference attendance next year, specifically whether the regions would like to have one and/or two conferences, and whether the current format of the conference is too long, too short, or just right. The Vice-Presidents will report back to the Board at Friday's post-conference meeting.</p>

Reception on Wednesday evening. Thursday's meals will be hosted by ED>Net; Friday's meals will be hosted by CCCAOE. Kim briefly described each of the speakers and panels planned for each meal. Jack Scott will be introduced by Susan Clifford and will speak after the Business meeting on Friday morning. Dona Boatright will speak after the Friday morning Chancellor's Office sessions. Kim noted that Advanced Transportation Technology Initiative Director Peter Davis's name is missing from the ED>Net Directors' list in the program; Susan Clifford will acknowledge him in her opening remarks. Finally, Catherine emphasized the need to cover both economic development and occupational education issues in all regional meetings. Karen Meyers from Mt. Sac will coordinate Nursing C.E.U.s for conference attendees.

Conference Attendance: Registrations total 350. The number of hotel registrations is down, and Kim reminded the Board that CCCAOE guaranteed 90% usage. CCCAOE and Ed>Net are equally responsible for any conference shortfall and CCCAOE can cover its share of a shortfall if necessary. Victoria questioned whether it might be better to pay for people to come rather than to pay the hotel a shortfall fee for unused hotel rooms.

Business Meeting(s): The first meeting will be Friday morning, and will include a quick installation by Bill of the new CCCAOE officers. Bobbie will also thank the hotel staff during the first meeting. It was suggested that the By-Laws be revisited for the Fall Conference regarding the need for two Business meetings in each conference. The need for two meetings emanates from the need to provide an opportunity for issues to be raised at the first meeting and then voted on during the second. Because this is a joint conference, both meetings will occur on Friday morning, which essentially negates the purpose of having two meetings.

Thank You: Kim thanked Catherine and Susan Coleman for their work on the Awards ceremony and process; Kim thanked Bill for overseeing the printing at Riverside Community College. It was agreed that Joan would be thanked for her efforts in this endeavor at the June Board

meeting; Susan Clifford thanked Kim and Bobbie for all of their conference planning efforts; Kim thanked Catherine and John for their representation of ED>Net during the conference planning.

The Board will meet immediately after the conference ends on Friday at 12:15 for about an hour to debrief.

**Fall 2003 Conference Planning:**

The Conference will be held in at the DoubleTree in Ontario. The sleeping room rate is \$9. Kim said that she would invite Kim Perry to the debriefing session on Friday in preparation for the Fall 2003 conference.

Conference Theme: Various themes were suggested for the Fall Conference including the following: resource maximization in tough times; collaboration, leveraging, partnerships; Riding the river of change; Yin: Preservation & Yang: Change; Global Change; vision and leadership; Measures of success. Kim will discuss possible themes with Kimberly.

Vendors: Kim discussed the efficacy of having vendors at the Fall conference. The idea of having sponsors at the spring conference was, in part, based on the money the conference would realize towards general conference expenses. At this point, this has resulted in approximately \$1500 after vendor specific expenses. Kim suggested that having vendors at the Fall conference may not be viable given the work that is required to coordinate.

Number of Conferences: The Board discussed the issue of whether, in these economically difficult times, it was prudent to plan two conferences for next year. It was agreed that CCCAOE is committed to the Fall Conference as contracts with the hotel in Ontario have been signed. It was agreed that the Executive Committee would discuss the Spring 2004 Joint Conference with the CIO's after the CIO's have their

	conference in early April. The suggested, tentative dates for the Spring Conference are March 3-5, 2004. It was agreed that the Vice-Presidents could conduct a poll at the regional meetings to see how many people could attend 1, 2 or no conferences next year.	
<b>Minutes</b>	Minutes from the January Board Meeting were approved.	
<b>Treasurer's Report</b>	<p>Wayne presented the Treasurer's report and indicated that he color-coded and double-sided his report where possible.</p> <p>Green - Money Market Report: \$50,947.77.  Blue – Approved Annual Budget: Current balances \$177,432.71 Current conference income down by \$12K; memberships down by 50%. Other income is from a variety of sources. The interest income is on target.  Salmon - Checking Cash Flow.  Yellow - Check Register including item-by-item transactions and deposit breakdown.  Crème - Itemized list by category of expenditures/deposits.</p> <p>Wayne reported that his general membership budget report will include the following: Income since July 1; Expense report since July 1; Future Conference/reserve contingency report (including a statement about the Board's philosophy to maintain the funds to have one conference in reserve) and 5% of total budget for contingency; current budget balance. Copies will be placed on the tables on Friday morning along with the Business Meeting minutes. Wayne said that he would tell the membership that the Board has been given an extensive report and that the report on the table is an abbreviated format.</p> <p>The Board policy requiring a Conference/Budget Contingency was discussed. It was agreed that if members object, it can come back to the board for discussion, and that the avenue to discuss it is through the Regional Vice Presidents at the Regional Consortia meetings.</p> <p>The financial report was approved.</p>	
<b>Action Items from January</b>	<b>Meeting for CCAOE Presidents (May):</b> This purpose of this meeting is to align the tasks that need to be done among the four	Susan Clifford will check with Kim Perry regarding dates for the President's meeting.

<p><b>Board Meeting</b></p>	<p>presidents, including an assessment of the Work Plan to be brought to the June meeting. The meeting will be 10-1 on either Monday, May 12 or Thursday, May 15 at the Ontario DoubleTree. Bobbie will make arrangements.</p> <p><b>Recognition of Retiree Policy:</b> Gary and Bill are still discussing the policy. They promised to present a draft of the policy regarding who qualifies for recognition as a retiree by CCCAOE on Friday. It was agreed that the policy would be discussed at June Board meeting.</p> <p><b>Ratification of Executive Secretary’s Contract:</b> Kim and Susan Clifford met with Bobbie and were happy to report that she accepted the new, one-year contract, which includes a 5% increase.</p> <p><b>WEDAC Issues:</b> WEDAC has not met since January. There are two reps for Tech Prep. Carol Neal has been the representative, but Jan Swinton has volunteered and will be the appointee as of July 1. Kim Holland is the CCCAOE rep to WEDAC. CCCAOE’s WEDAC representative for next year will be decided at the Presidents’ meeting in May. WEDAC is an advisory council charged with providing input to Vice-Chancellor Dona Boatright regarding current workforce and economic development issues. Any issues to be presented should be sent to Kim Holland.</p> <p><b>Website Updates:</b> As the Bay Area VP who pushed for regular updates, John self-reported that he has not provided the required input to refresh the splash page in March. He indicated that he was not sure what to offer as the update and that he is struggling with whether this is for bragging about his region or for discussing issues. It was agreed that when the VPs have responsibility for the website splash page update that each region should do what they want and then the Board will reevaluate the website submissions after one year. It was suggested that updates or regional showcases could be as short as 25 words.</p>	
<p><b>Chancellor’s Office Reports</b></p>	<p>Merlyn Newlin started the report and indicated that Dona would most likely join the meeting after the Board of Governor’s meeting ended.</p>	<p>Kim and Susan Clifford will talk to Kim Perry about inviting the Statewide Advisory Committees to the Fall conference.</p>

Merlyn indicated that the primary focus at this point is the impact of the state budget cuts on the agency. She reported that there will be lay-offs starting July 1 and the reassignment of staff depending upon seniority and expertise. She discussed SB 18X and the \$38 million property tax shortfall. At this point, Workforce Development Instructional Equipment grants are on hold, adding that if the Governor signs the budget, the money will not be available.

With respect to the suggestion of asking local advisory committee members to write letters that address the value of the community college system, Merlyn indicated that Governor Davis sends all letters he receives regarding the Community Colleges to the Chancellor's Office and requests that the CCCCO respond. It was agreed that letters from businesses carry weight with the Governor's office, partially because they are a counter intuitive supporter of the community college. The governor's office needs those letters more than the legislators. Merlyn said that system message that includes the Perkins reauthorization is needed because colleges may need to return to those same supporters to write letters to the U.S. House and Senate. President Bush does not appear to like Perkins funding legislation and would like to use the money to reform secondary schools, give flexibility to state governors to move the money to Title 1, and to use Perkins money as part of his No Child Left Behind initiative.

State budget/Perkins reauthorization: The Perkins budget did pass for 2003-2004, including a \$20 million increase nationally, which will mean about \$600,000 for the community colleges after the money is divided up by the California Department of Education.

WIA Reauthorization: According to Merlyn, the proposed reauthorization will put more authority in local WIB members. One Stop members will not have to be local members; youth councils will be allowed but not required; and, more emphasis will be placed on local infrastructures and special populations. Individual training accounts can be individual scholarships. The 17 WIA performance requirements will be reduced

and will be the same used for measuring Perkins, TANF, ETPL. The temporary \$3000 personal reemployment account will allow clients to claim any cash not used for training, but there will be a period of ineligibility after receiving benefits.

TANF has been extended through June 30; the House approved the same proposal as last year. It does not allow education as a work activity and work cannot be unpaid. It also eliminates vocational education as a work activity. Counties have to show an increase in the number of people who are going to work in order to keep their funding consistent. FastTrak programs do meet the requirements. Counties will be looking for quick training programs to meet this need.

Electronic Grant Project: The project has been shelved. It is too late in the year to cut the contract and to get the forms onto the website.

VTEA allocations will be posted on the website in the next few weeks.

Concurrent Enrollment: Fiscal services sent out a notice requesting documentation regarding concurrent enrollment practices. The CCCCO has initiated a review process.

FERPA: A recent interpretation from Ralph Black will require a member of the CCCCO to go to EDD to do the data match for the UI wage reports, which is the basis of the core indicators. EDD and DSS will have to give a CCCCO staff person a password to access their system, do a match, lock them out of their files, remove the information, and then destroy the computer file. If there is a lawsuit alleging violation of privacy, the community colleges could be prevented from using social security numbers for two years. If this were to happen, colleges may need to institute classroom surveys to gather the data. Ralph Black's interpretation came about because someone initiated a complaint that their right to privacy and confidentiality was breached. Also, the CCCCO will need to document when and where it matched the data and indicate this in each student's file.

TOPS Codes: The CCCCCO had an interagency meeting about the TOPS codes including the Fiscal, Educational Services, MIS departments. Each unit uses the TOPS codes differently, which is problematic because there is no formal process in place to entertain proposals for changes to the TOPS codes. Dona has indicated that she would like a procedure developed to evaluate changes to the TOPS codes in the future. Merlyn also discussed the possibility of moving from TOP codes to CIP codes, which are more professional and objective. The CCCCCO uses CIP codes when reporting to the Federal government. However, it would cost a minimum of \$100,000 per college to pay a programmer to rewrite everything. The State Advisory committees were given the task of reviewing TOP codes; however, it was done in isolation and apart from other discussions happening in other committee meetings.

Stand Alone Course Approval Process: The latest discussion emanated from language that was pulled from Title V. It was a draft and the point of it was to improve what was being sent to the Chancellor's Office. An Ad Hoc task force was looking at several issues, including the Stand Alone course approval form. It was sent to the field to gather input. According to Dona, the one place where they are looking at Stand Alone Courses is in terms of POST, where there is an external regulator. Short of changing Title V, it is not possible to change the Stand Alone Course Process. For now, Stand Alone courses may be approved at the local level if there is a professional linkage such as POST courses. The commitments made a couple of years ago for fast turn around still stand. Only 2% of Stand Alone courses have been rejected.

Statewide Advisory Committees: CCCCCO had fully intended to have the Advisory Committees meet, but they were not able to find a facilitator. The CCCCCO needs to be able to set up a facility, the meeting, organize it, bring it together with an agenda laid out with specific outcomes. They had a contract all ready, but no one to do it. Unfortunately, they are running out of time to get it done this year. Merlyn also indicated that they need more clarification of the advisory committee roles.

	While it was agreed that CCCAOE does not have the authority to require the Statewide Advisory Committees to meet, it was agreed that they should be invited to meet at the Fall 2003 Conference, possibly on Tuesday just prior to the conference.	
<b>President's Report</b>	Susan highlighted her written report, especially the words of Dr. de los Santos. She noted the advantages of stirring the pot a little. She reiterated his salient advice to supervisors that every member of the team has a special task, that no one can be an expert in everything, and that there is great benefit to having people focus on different things.	
<b>President Elect's Report</b>	Kim gave an extensive review of the conference planning earlier in the meeting. She did report that the next WEDAC meeting is in April. She also said that the March CIO Board meeting was cancelled and that she would be attending the CIO Conference in early April.	
<b>Past President's Report</b>	Bill announced the new slate of CCCAOE officers. Those elected for one or two year terms beginning July 1, 2003 are: President-Elect, Kimberly Perry, Reedley College; Secretary: Erika Endrijonas, Santa Barbara City College; VP San Francisco Bay Region: Lin Marelick, Mission College; VP South Central Region: Cheryl Shearer, Oxnard College; VP LA/Orange County: Susan Coleman, Orange Coast College. He also acknowledged the hard work of Kim, Susan Clifford, and Bobbie for coordinating the joint conference.	
<b>Regional VPs' Reports</b>	<p><b>North/Far North:</b> Frank Trocki will replace Dennis DeRoss as the co-chair. Mendocino and College of the Redwoods are interested in applying for the Regional grant. Consumnes River has decided not to reapply for the regional consortia project. The Region endorsed a Small Business Management program from Yuba, but then they retracted it. Sharon Lowry has been selected by the Region to complete the VP North/Far North term of Catherine Swenson who has resigned effective July 1 as regional Vice President.</p> <p><b>San Francisco Bay:</b> John reported that the region endorsed a Custodial Maintenance program that deals with HVAC issues and programmable control issues in February. The Bay region decided to elect a co-chair from vocational education and one from economic</p>	

development side. The first consortium retreat will be in April. Mission College is seeking other colleges to participate in a conjoint webmaster application. The BayITC is a unique regional consortium project funded by two IDRC grants. Every college had to buy into the application by providing \$2000. There is money left in the account so there will be training after the grant is over. There are training needs in IT and it is imperative that the community colleges position themselves for an upturn in the economy.

**Central:** Gary reported that the Central region is engaging in Master Plan activities, including working on career cluster initiatives. They are especially interested in devoting resources to get faculty involved in various initiatives.

**South Central:** Victoria reported that the South Central region is continuing its regional Marketing push with "Making Business Better" events at each college. The region has sent faculty to the events. The region is in the process of doing regional planning which will culminate at the June Cambria retreat.

**LA/Orange County:** Susan indicated that their meetings always include ED>Net initiative directors. She reported that the region is starting a lunch-time staff development program on tips and tools for managing vocational education programs. The region will be sponsoring a faculty meeting for office technology that will provide an opportunity to share effective practices. The Workforce Leaders Conference is scheduled for April 30-May 2.

**San Diego/Imperial:** The Deans had their retreat in February, where they discussed the Workforce alliance project; Budget issues, specifically how to manage in the downturn; and, the mini-grant. Fred Allen is new at Grossmont. New programs include both a Master Teacher Certificate and Site Supervisor at Palomar.

**Desert:** No report at this time.

	<p>Additional Comments: Catherine suggested that Vice Presidents indicate whether new programs are A.S./A.A. degrees and/or Certificates. Erika raised the issue of referring to program approvals as endorsements; the Board response was that the Consortia Guidelines refer to it as endorsements.</p>	
<p><b>Standing Committee and Appointee Reports</b></p>	<p><b>Awards:</b> Susan Coleman reported that there were fewer award nominations this year, despite reminders to the members. Bobbie received several calls from Honorable Mentions awardees regarding whether they'd be officially recognized at the conference; she suggested that in the future the letter sent from CCCAOE to non-winning nominees be more specific about how they will be recognized.</p> <p><b>Elections:</b> Bill informed all candidates once the election ballot count was complete. The process went well; 141 ballots were received.</p> <p><b>Liaison Organizations:</b></p> <p><b>Academic Senate:</b> Shaaron Vogel is leading an Academic Senate conference on Thursday and Friday in Santa Cruz. She will be here for the luncheon panel on Thursday.</p> <p><b>NCWE:</b> Susan Clifford received a fax from June Yamamoto that Queen Hamilton will bring NCWE display materials for the conference. The Board needs to appoint a CCCAOE representative nominee before the April 5 NCWE meeting because Lyla Eddington has resigned as representative.</p> <p><b>EDPAC:</b> The Economic Development Program Advisory Committee met in January. Most of discussion concerned the budget. The Advisory Committee passed several motions relative to the budget. One motion encouraged members of the committee to advocate to the Chancellor on behalf of the Economic Development program, and specifically indicate that it is a viable program. Another motion requested full restoration of funding to \$40.3 million budget for Economic Development. Another</p>	<p>Revisit the awards letter to nominees not chosen for the award at the June Board meeting.</p> <p>Select Awards Co-Chair at June Board meeting.</p> <p>Bobbie will send each Board member a packet to review Award titles/categories before the June Board meeting.</p> <p>Board members will make suggestions to the Board on Friday for an NCWE representative. Bobbie will make copies of the job description and distribute them before the Regional Meetings on Thursday.</p>

	<p>motion also supported the recommendation that the state get the full 10% from Prop 98 funding. When the Consultation Council came out with the guiding principles, Economic Development offered responses and talking points, which Catherine will share with the members.</p> <p><b>ED&gt;Net:</b> ED&gt;Net is undergoing significant changes. The grant will not be hosted by Los Rios CCD any longer, although it will get an extension to remain at Los Rios through next December while new the grant project RFP is being submitted and read. Jeannie Freeman is the Associate Director, David is the MIS director and there is some administrative staff support. ED&gt;Net is now called the Economic and Workforce Development Program with a new logo, and should no longer be referred to ED&gt;Net. The new website is <a href="http://www.ewd.net">www.ewd.net</a>. AB 18X restored the money to the Economic and Workforce Development Program, although they have the 16% deferral and the payment will come out of 2003-2004 budget. This means that the program will start next year with a \$6.1 million deficit.</p> <p><b>CCLC:</b> Nick reported that they have not met since the last CCCAOE Board meeting.</p>	
<p><b>Executive Secretary's Report</b></p>	<p>Bobbie started by thanking the Board for her contract renewal and for the additional stipend for her extra work on this conference.</p> <p>Bobbie reported that the CCCCO still owes CCCAOE \$4573 for Statewide Advisory Committee general meetings held at the Fall 2002 Conference.</p> <p>Spring 2003 Conference registrations total 340-350. Less than 10% have cancelled and over 50 people took advantage of PayPal. CCCAOE has received 100% payment for all past conferences.</p> <p>All recognition items for outgoing officers and retirees have been ordered. Bobbie will give each regional Vice President recognition pens for their retirees not attending the conference but indicated that about half of the retirees identified by the regions will be at the conference.</p>	<p>Vice Presidents and Presidents will combine their January and March board reports for the next newsletter. The information should be sent to Bobbie by April 7.</p>

	<p>Website: Gita and Bobbie have met and Bobbie will get the information updated as much and as soon as possible. There have been some listserv problems, but conference planning has delayed Bobbie discussing the issues with HostWay.</p> <p>Bobbie gave the Board a comparison of Long Beach hotels for Fall 2004 in each Board binder. Bobbie also indicated that the hotels are aware of the state budget woes and CCCAOE's financial constraints.</p> <p>Bobbie suggested that Vice Presidents combine the January and March Board reports by the first week of April for the next Newsletter. She also suggested a newsletter article about the awards and election.</p>	
<p><b>Agenda Items from Officers &amp; Regions</b></p>	<p><b>Travel/Budget Implications for CCCAOE:</b> Victoria suggested that the Board discuss conference travel implications for CCCAOE members with the current state budget situation. Despite the availability of VTEA funds, travel is an issue because if colleges have frozen district-funded travel, resentment on campuses towards those who can travel with grant funds might occur. She also indicated that CCCAOE officers and Vice Presidents may have problems traveling to Board meetings, too. Victoria stated that as an organization, CCCAOE must have a conversation about this issue and make some recommendation(s). CCCAOE cannot have a "business as usual" attitude as the leadership organization in vocational education. Professional development is important and this conference is informative.</p> <p><b>Role of VTEA/Economic Development in the Budget Crisis:</b> VTEA backfill is common. Colleges that under-fund vocational programs try to support programs with VTEA, but if VTEA goes away, the programs will have to go, too. In response to colleges who have asked whether VTEA funds can be used as backfill, Merlyn conferred with her representative in Washington, DC. She was initially told that it has to be used for program improvement, not to supplant other funds. However, it is unclear whether this is still the case if the program would disappear without the funds. Merlyn brought up the fact that VTEA is a reimbursement program and that it is important that colleges spend the</p>	<p>A conference call will take place in April to discuss the Spring 2004 Joint CIO conference.</p> <p>The Board will discuss the need for two conferences at the June Board meeting.</p>

	<p>money in a timely manner, and emphasized the fact that waiting to spend the money affects college's apportionment each year. She expressed her concerns about business officers in the field who restrict the spending despite the fact that the money has to be spent and obligated in a timely manner.</p> <p>Dona indicated that this current situation is forcing the community colleges to readdress the mission and readdress the priorities in the context of bad times. The current situation is a long-term problem, and she projects that it will be a 4 or 5-year recovery process. In some instances, it will mean making difficult decisions. Next fall there will be less personnel, higher tuition, and some colleges will be turning students away.</p>	
<b>Identify Key Issues/Future Action Items</b>	<b>Work Plan for 2003-2004:</b> This will be discussed at the Presidents' meeting in May; a Work Plan draft will be presented to the Board at the June Board meeting.	
<b>Adjournment</b>	The meeting adjourned at 5:00 pm.	