

**CALIFORNIA COMMUNITY COLLEGE
ASSOCIATION FOR OCCUPATIONAL EDUCATION
BOARD OF DIRECTORS MEETING**

Minutes

June 5 & 6, 2007 - Mission Inn, Riverside

Attendees: Dick Bettendorf, Erika Endrijonas, Tricia Evans, Ray Geary, Queen Hamilton, Lin Marelick, Gary Mendenhall, Wayne Olson, Wilma Owens, Kim Schenk, Mollie Smith, Lynn Shaw (Tuesday, June 5), Jan Swinton, Stephanie Thompson

Executive Secretary: Bobbie Edgin

Absent: NA

Guests/Representatives: Jose Millan- Vice Chancellor for Workforce and Economic Development CCCC/O Systems Office Representative, Bob Cumming- Economic & Workforce Development Representative, Jane Patton-Academic Senate

Time	Agenda Item	Discussion	Action/Person Responsible
Tuesday, June 5			
10:00	Welcome	Meeting called to order by President Lin Marelick at 10:10 a.m.	
	Introductions	New members were introduced/re-introduced.	
	Review Board Roster	Corrections/updates were made to board roster.	
10:15	Agenda Review/Additions	No additions to agenda were made.	
	Approval of Board Minutes – March 2007	M/S/A - Endrijonas/Thompson	
	Approval of General Business Meeting Minutes, March 2007	M/S/A - Geary/Hamilton	
	Review of follow-up actions		

	<ul style="list-style-type: none"> • CCCAOE/NCWE 2008 Conference • CWA/CCCAOE MOU • Consultation Council Update • Sacramento Advocacy Liaison - Status 	<p>NCWE cannot find accommodations in San Francisco for fall 2008, too late. They will look at fall of 2009 and we will still consider having a joint conference in California.</p> <p>CCCAOE might consider planning locations beyond one year out to get better prices/choices. The treasury reserve will allow for cut backs or other contingencies.</p> <p>Such an MOU is a non-binding cooperative agreement. Its purpose is to foster increased awareness and working relationships.</p> <p>Jose Millan presented the CTE Task Force which came about via a request from Academic Senate for more formal structure of CTE entities representation, not dissimilar to the former WEDAC (Workforce Development Advisory Committee) concept to ensure all interests are represented beyond Academic Senate. The group has met once (Nick Kremer is the CCCAOE representative) deemed a successful effort.</p> <p>Jose Millan sent a request for exemplary uses of 1802 funds for the purpose of advocacy for CTE programs.</p> <p>Lin Marelick gave a follow-up at last board meeting (March 2007) on the concept of a legislative/Sacramento liaison to represent CCCAOE and provide us with both visibility and information. Lin contacted Leslie Smith who's done this kind of work for information. At this time there is no proposal, but there are more questions for the board. It would appear there is an advantage for legislative/Sacramento but clarification of CCCAOE's</p>	<p>Lin/Mollie will finalize verbiage with CWE/Virginia Hamilton via email. Members are to give input by end of day tomorrow/Wednesday.</p> <p>Lin requests members' ideas on how to Increase faculty involvement in CTE statewide issues, including the CTE Task Force.</p> <p>Lin will put your ideas up on the July Splash Page (CCCAOE's web site) for promoting faculty participation in membership, conference attendance and representation.</p> <p>Lin will continue research on the topic of a potential legislative liaison and inform board members via email.</p>
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		legislative agenda and specific role for a liaison. The discussion will be continued.	
10:25	Treasurer's Report	Wayne Olson distributed the Treasurer's Report. Wayne was complimented on the new format. He explained the details of the report. Accepted as presented M/S/A Owens/Mendenhall	
10:45	<p>Reviews</p> <ul style="list-style-type: none"> • By-Laws • Work Plan 	<p>Lin Marelick solicited proposed changes in the CCCAOE By-Laws.</p> <p>Goals include:</p> <p>I.</p> <ol style="list-style-type: none"> 1. Provide forum for discussion on issues. 2. 2. Provide for and support the leadership of the association. 3. Ensure fiscal stability of the association. 4. Liaison with other organizations to maximize opportunities for membership. <p>II.</p> <ol style="list-style-type: none"> 1. Advocate and promote the leadership for occupational education and economic development. 2. Promote member involvement in the development and implementation of policies. 3. Establish effective communication strategies for CCCAOE. <p>III.</p> <ol style="list-style-type: none"> 1. Stimulate innovation and responsiveness in development and delivery of programs and services. 2. Provide for and support the development of leadership within the association. <p>On a discussion (item II, #2) of the work plan, Jose Millan expressed the CCCAOE board/membership's</p>	<p>Members are requested to review By-Laws overnight and bring proposals/suggestions changes to the meeting tomorrow.</p> <p>Changes include representatives up- dates of names; committees/ organizations and their representatives; assignment changes. Bring additional ones to meeting tomorrow.</p>

	<ul style="list-style-type: none"> • Strategic Plan 	<p>need to be pro-active in providing input on/react to legislative issues. For example, Jose got word just five minutes ago about a funding bill (authored by Sen. Parada) and his need to provide input gathered from us.</p> <p>Presidents (present, immediate past and president-elect) met and reviewed if there is a reason for a strategy session. It is proposed that it be held next year. (Lin Marelick.)</p>	
12 noon	Lunch Break		
12:45 p.m.	<p>Conference Review/Planning</p> <ul style="list-style-type: none"> • Evaluations Spring 07 • Fall 07 	<p>Feedback was generally excellent in terms of the 1 out of 5 ratings. The Friday Chancellor Office report new format was especially well received. It was noted that the hotel assigning smoking rooms issue will be resolved if/when we return to that hotel.</p> <p>Keynote speakers were announced for fall 2007, hosts for breakout sessions will be members from southern part of the state and are assigned to bring door prizes, Ray Geary/Tricia Evans will be photographers, Wayne Olson with Bob Cumming/Dick Bettendorf helping on AV.</p> <p>Kim Schenk/Mollie Smith led a review of conference proposals soliciting member input, a total of 30 breakout sessions are sought. A few areas are missing and potential presenters will be contacted (Jane Patton on SB 70 and the Basic Skills Initiative.)</p> <p>Leadership Strand breakouts were presented by Mollie/Wilma with some of the presenter names fill in, others TBD. Discussion about the audience, content, presenters and venue.</p>	<p>Several follow-up contacts, requests for description revisions and targeted new presentation proposals will be made by Mollie Smith/Kim Schenk and other board members as verbally noted.</p> <p>Kim, Ericka, Tricia will form a task group to put together a proposed leadership strand or pre-conference for fall</p>

	<ul style="list-style-type: none"> • Future Conferences (Spring 08/beyond) 	<p>Thursday evening event will be downtown either via car pool sign-ups, rented bus or taxi's.</p> <p>CIO and NCWE are interested in joint conferences and they need to be contacted.</p>	<p>conference.</p> <p>Queen and Tricia will organize a "fun run" or run/walk Thursday morning pre-conference session event.</p> <p>Bobbie is asked to revise the conference registration form to ask those who are first time attendees so membership can welcome/greet them. Name tag will indicate first-timers.</p> <p>The CIO reps (currently Mollie Smith/Wilma Owens) will contact them about a possible joint conference Spring 09.</p>
2:30	<p>Awards Review</p> <ul style="list-style-type: none"> • 2008 Timeline/Nomination Changes • Legislator Award 	<p>Erika announced Queen Hamilton will assume the co-chair position for awards with Ray Geary helping.</p> <p>Nominations are due Friday, December 7.</p> <p>Nominations will be sought starting now.</p>	<p>Queen will assume awards co-chair with Ray helping.</p> <p>August 15 the forms for nominations will go out to membership who are encouraged to solicit/submit nominations.</p> <p>VPs are requested to encourage to membership to nominate and please work with them or assist them with photos. Resubmissions are acceptable.</p> <p>Jose Millan was asked to forward his suggestions for</p>

			legislative award to be to Ericka.
3:30	Executive Secretary Report Executive Secretary Evaluation	<p>We return to Holiday Inn, Capitol Hill Sacramento for Spring 2008; contract has been signed.</p> <p>2007 Spring Conference expenses are in and presented to board in notebooks.</p> <p>CCCAOE newsletter format was changed. Room for photos was made by cutting back the VP/Regional reports. Expanded reports are available on the web sites. Bobbie sends copies of the newsletter to award nominees, their administrators and the awardees.</p> <p>Lin Marelick announced she completed and presented the Executive Secretary, Bobbie Edgin, with her annual evaluation which was described as exemplary. Lin suggested that Bobbie be offered a 5% salary annual increase for the 2007-08 fiscal year. M/S/A Mendenhall/Endrijonas.</p>	
4:30	Review of action items <ul style="list-style-type: none"> Secretary Recap 	The list of action items and who is responsible was read to members.	
	President elect assumes Presidential responsibility	Lin Marelick turned gavel over to incoming President Mollie Smith	

Wednesday, June 6	Agenda Item		
9:00	Resume June 2007 meeting	<p>Meeting called to order at 9:00 by President Mollie Smith. She requests a review of CCCAOE Board goals, that are in the work plan, especially with regard to conference planning process and amount of time spent with large group discussion on details.</p> <p>The group addressed issues of Legislative Advocacy (a Work Plan goal) and CCCAOE's, CTE profile/visibility in the state among legislative and governing bodies such as CDE.</p> <p>Mollie proposes we address four goals for the year.</p> <p>Goal 1: Legislative Advocacy</p> <p>Board will define/formalize our legislative advocacy process from Sacramento to the local level (VP's) at October board meeting.</p> <p>Goal 2: Organizational Leadership.</p> <p>Create a pipeline of leadership for CCCAOE or succession planning. VP's recruit at the local level.</p> <p>Provide two NCWE representatives.</p> <p>Provide comprehensive breakout sessions for leadership development at conferences.</p> <p>Goal 3: Increase image/visibility/stability of</p>	<p>Lin will be on the October board meeting agenda to bring a proposal to address legislative advocacy.</p>

		<p>funding of CTE</p> <p>Disseminate CTE research. Mollie w/work with VTEA research & accountability committee</p> <p>Market CTE resources. CCCAOE w/work with SO on coordinated/comprehensive plan.</p> <p>Jose asks about an Op Ed piece on the local community college role in providing worker training throughout the state</p> <p>Mollie will continue to represent CCCAOE on the Research and Accountability Committee and report on the Sept meeting at the Oct board meeting.</p> <p>Regarding the “improve image, visibility and stability of CTE” Jose Millan points out CCCAOE/CTE needs to point to our community colleges’ successes and include what was done with funds, how employers rely on instructional programs, etc. Lin Marelick suggests CCCCCO use a portion of funds to market/promote programs to public which would assist employers in finding workers, parents in knowing they can afford college among the messages.</p> <p>Jane Patton pointed out we need a WEDAC or a WEDAC-like group to ensure there is strong field input by both faculty and administrators. Jose Millan reminds us that there is an invitation for faculty/all to attend the CTE Task Force. It is held as a consultation council since that is our shared governance structure.</p>	<p>Produce Op-Ed piece on CTE contributions to local workforce and submit to local newspapers and chamber newsletters.</p> <p>Tricia Evans and Stephanie Thompson will work with Jose Millan on a public awareness campaign. (Gary Mendenhall will find a representative from his consortium.)</p> <p>Kim Schenk, working with her PIO will develop a generic op ed piece that will be disseminated to VPs who will tailor for their local area and use available channels to send to local Chamber of Commerce/newspapers.</p>
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	VP Reports		
	<ul style="list-style-type: none"> • North/Far North • SF/Bay Area • Central 	<p>Ray Geary – written report submitted</p> <p>Schenk/Thompson – written report submitted by Schenk</p> <p>Gary Mendenhall – written report submitted</p>	

	<ul style="list-style-type: none"> • South Central • LA/Orange County • Desert • San Diego/Imperial 	<p>Endrijonas – written report submitted</p> <p>Swinton/Shaw – written report submitted by Swinton</p> <p>Queen Hamilton – written report provided. A report on research on Technical Advisory Committees will be sent electronically to members.</p> <p>Bettendorf</p>	<p>Queen will send out her survey report on advisory committees on CDs.</p>
10	Representative/Liaison Reports		
	<ul style="list-style-type: none"> • Chancellor’s Office 	<p>Jose Millan shared information on system data for 2006-07 year:</p> <p>70,000 AA degrees awarded 24,000 Occupational Certificates awarded 35,000 Apprentice courses completed 13,500 transfers to UC 50,500 CSU transfers Over 1 million students completed introductory vocational ed courses 308,000 students completed advanced vocational ed courses</p> <p>JAC (Joint Advisory Committee) for CTE, 3 members BOG and 3 CDE State Board members meets tomorrow, June 7, to discuss three key issues: dispute resolution mechanism MOU, the current split of 60/40 with 60% for CDE (since 1998 Perkins IV), Tech Prep as a separate funding</p>	

		<p>SB 70 Grants were awarded, the \$52 million additional funds would appear to be given out via RFA vs. allocation.</p> <p>Apprenticeship Forums were held around the state to inform WIBs and employers about value and mechanics of apprenticeship programs. Challenges are faced in developing pre-apprenticeship programs.</p> <p>Prison reform, AB 900, inmate education, parolees, transitional living facility residents is a potential major role for community colleges to provide training. Jose is on a “strike force” to address filling this need.</p> <p>Sen Jack Scotts bill SB 413 allows community colleges to collect FTEs for incarcerated individuals.</p>	
	<ul style="list-style-type: none"> • CCCCIO 	Mollie Smith – written report provided.	
	<ul style="list-style-type: none"> • EWD 	<p>Bob Cumming - written report provided. They have three grants for faculty in-service training for basic skills, SBDCs are also providing instructor training. HUBs are in place. Chancellor’s office received a grant to develop logistics curriculum on four campuses.</p>	
	<ul style="list-style-type: none"> • Academic Senate 	<p>Jane Patton – written reports provided; prepared by Vogel and Patton.</p> <p>Group received examples of Career Pathways brochures for secondary/ROP and Community Colleges.</p> <p>SB 70 funds to pull together secondary, ROP</p>	

	<ul style="list-style-type: none"> • Liaison Responsibilities & Expectations • 2007-08 Calendar <ul style="list-style-type: none"> ○ Board Meetings ○ Conferences • Title V Changes – 55302 • Expenses for Board Members 	<p>Updates were made as noted.</p> <p>Bobbie has created a list of important dates for board members and membership.</p> <p>January 2008 follows where the fall conference is held (Long Beach or San Diego, TBD.) Meeting date will be announced.</p> <p>Proposed change for programs offered beyond a service area would have first right of refusal to offer, outside districts can then offer courses but within five years the “home” district can opt to take over the offerings. The proposed change has been withdrawn, a work group will be formed to address it.</p> <p>Wilma Owens brings up the fact that retired CCCAOE board members who continue have no sponsoring college. Proposed is a resolution to pay for meeting/conference attendance.</p> <p>CCCAOE will support retired 2007-08 board members Marelick and Olson’s expenses to carry out their duties as they continue their time in office. M/S/A Swinton/Endrijonas</p> <p>Expenses to attend meetings as the CCCAOE President, \$1500, is less than actual costs.</p> <p>An option to use a credit card for travel and</p>	
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	<p>Old Business</p> <ul style="list-style-type: none"> • Website Review • Splash Assignment Review 	<p>other expenses incurred by the CCCAOE President paid by CCCAOE Treasurer upon presentation. M/S/A Endrijonas/Olson</p> <p>The website has a splash page for every region to make sure they are updated and pictures are good, should be user-friendly and serve new people.</p> <p>Assignments for July 1 and the rest of the year were made for the CCCAOE splash page.</p>	
1 p.m.		Meeting adjourned at 1:25 p.m. M/S/A Endrijonas/Bettendorf	

NEXT MEETING:
Tuesday, October 9, 2007
Fall 2007 Conference
Cathedral City: Doral Desert Princess Hotel