

CCCAOE BOARD OF DIRECTORS
January 23-24, 2002 Meeting

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

AGENDA ITEM	DISCUSSION	FOLLOW UP
Conference Planning	<p>Susan Clifford distributed a discussion agenda for the spring conference planning. Bobbie presented the fall conference evaluation summary. Registration for spring is about 160 to date. The members decided to meet immediately following the spring conference to process and help plan the fall conference. The spring conference schedule was reviewed and finalized.</p> <p>A bus from the Fresno airport is being arranged to pick up attendees at 10:30 a.m. on Wednesday with the possibility of a bus about 6:30 p.m. on Tuesday and return to the airport after the conference Friday. It will cost approximately \$1000. Bobbie reported that she anticipates that the Tenaya conference will generate more expenditures than income.</p> <p>Susan stated that the spring 2003 conference will be joint with ED>Net. The dates will be simultaneous, call for proposals and registration will be handled as one conference. It was suggested that a subcommittee address the details and report back to the group.</p> <p>Kim Perry suggested poster sessions for VTEA grant awardees at future conferences.</p>	<p>Susan will ask Lyla Eddington to provide some CCCAOE history for the theater presentation group.</p> <p>Reservations, including a \$25 refundable check, must be made for the bus to Tenaya by February 25.</p> <p>The subcommittee for the spring 2003 conference will meet in February.</p> <p>Fall 02 Conference Oct. 9-11 in Palm Springs.</p> <p>Bobbie will present options for the fall 2003 conference at the March meeting.</p>
Call to Order	Bill O'Rafferty called the meeting to order at 1:10	
Additions to Agenda	<p>The issue of vendors at conferences was placed on the agenda under action items.</p> <p>"Stand alone courses" was added under Committee Reports.</p>	
Minutes	Minutes were approved as submitted.	
Treasurer's Report	George Blanc distributed the Treasurer's Report. Questions were fielded. The report was approved as submitted.	
President's	Bill mentioned an email from the Chancellor including consolidation of	

Report	<p>funding from the ROP and adult ed programs. Kim Perry distributed copies of the email. The Governor has assigned a task force to address the funding for Ladders of Opportunity.</p> <p>VTEA State Leadership Funds Workgroup - Susan Clifford will represent CCCAOE at the next meeting; Kay attended last time and felt it was quite productive.</p>	Bill's alternate contact info while on his sabbatical is on the new roster.
President Elect's Report	Susan represents CCCAOE on the ED>Net Advisory, which will meet tomorrow. Her written report is in the meeting binder.	Bobbie will attempt to coordinate quarterly meetings to accommodate those who attend the Ed>Net quarterlies as well.
Past President's Report	<p>The November WEDAC meeting was cancelled; next meeting is in March. Kay suggested that a good source of information for legislative news is the CCLC website.</p> <p>Kay presented the ballot for CCCAOE officers.</p>	Tom Clark will provide a bio for the VP of the Desert region to Bobbie for the ballot.
Regional VPs' Reports	<p>North/Far North: Catherine Swenson referred members to her written report.</p> <p>San Francisco Bay: John Avakian distributed his written report. Model curricula in Info Tech have been developed by the Bay region colleges. Web conferencing has effective in dealing with travel challenges in the region.</p> <p>Central: Gary Mendenhall referred to his written report. He mentioned that it is difficult to get faculty involvement in conferences and activities.</p> <p>South Central: Victoria Bortolussi distributed her written report. The region has made an effort to raise awareness of CCCAOE.</p> <p>L.A./Orange: Susan Coleman distributed her written report. The region is piloting on-line staff development. A subcommittee has been established to focus on the nursing shortage.</p> <p>San Diego/Imperial: Eileen Kraskouskas distributed her written report.</p> <p>Desert: Tom Clark stated that his region asked him to bring up a decentralization of some of the activities of the Chancellor's Office. The Program Approval process may benefit by having regional approval of new programs following the guidelines of the Ed Code and the</p>	<p>Website for Info Tech curricula: http://www.itiep.org/</p> <p>Bill and Kay will request a clarification from Victoria Morrow regarding Stand Alone Courses.</p>

	Chancellor's Office Handbook. Kay stated that the process is not working for Stand Alone Courses.	
Standing Committee and Appointee Reports	<p>Awards: Eileen discussed the voting on CCCAOE awards to be presented at the spring conference. The group agreed that VP's should be allowed to vote on applications in their region, but not on applications from their home college. In the occasion of a tie, two first-place awards can be given. Bill thanked Eileen for the work she has done on this issue.</p> <p>NCOE: Kay reported that 5 CCCAOE members traveled to Florida in September. Due to the 9-11 attacks, attendance was very poor.</p> <p>ED>Net: The 2002 ED>Net conference will be April 15-17 in Burbank. ED>Net is facing a significant reduction in grant funding, nearly 50% of the existing funding. RFP's will be out in February, based on the current allocation. Some proposals may be approved but not funded, given the budget cuts. Advisory meeting tomorrow.</p> <p>CCCCO: Kim Perry distributed her report, including the January VEST update and the Economic Development Program News. The Core Indicators Train-the-Trainers workshop was a great success. Program legislation is being updated. A budget synopsis was disseminated.</p> <p>Program Approval: Kim Holland distributed the template designed to assist colleges with their 2-year vocational program reviews.</p>	<p>Eileen will rewrite the guidelines for the awards.</p> <p>Bobbie will prepare letters for Bill to sign to each awardee and their PIO.</p> <p>Susan Clifford will attend the ED>Net conference in April.</p>
Executive Secretary's Report	Bobbie reviewed the evaluation summary from the fall conference. She requested help in obtaining LCD's for the Tenaya conference.	<p>Members need to take the demographic information to their regions.</p> <p>Kay, John, Gary, and Catherine will bring LCD projectors to the spring conference.</p> <p>A volunteer is needed for audio visual set up at the spring conference.</p>
Action Items from October Board Meeting	<p>Bobbie has not had much interest in credit card payments. For the time being, the issue will be dropped.</p> <p>Documentation for liability insurance is with the insurance agent at this time. Bobbie is waiting for a bid.</p>	<p>Bill will put demographics and the conference audience discussion on the June agenda.</p> <p>Bill will put liability insurance on the June agenda.</p>

	<p>Proposed changes to the by-laws were supplied to members in their binders.</p> <p>John suggested that an RFP go out to colleges in the Bay area to improve the CCCAOE website.</p> <p>Upon the retirement of Riverside Community College as CCCAOE printer, a new college is needed.</p> <p>A discussion took place on vendors at the CCCAOE conferences.</p>	<p>Bill will put by-law issue on the agenda for tomorrow.</p> <p>John will solicit a college web program to work on the CCCAOE site. He will work with Catherine and Jim and report on his progress at the next meeting.</p> <p>Mal Bruce will be the photographer in Tenaya. Jim Edgin will serve as photographer in Palm Springs.</p> <p>Eileen will contact Palomar College and Susan Coleman will contact Pasadena City College regarding the printing jobs for CCCAOE. Each regional VP will also talk to their colleges.</p> <p>Catherine will bring samples of the ED>Net vendor policy to the next meeting.</p>
Action Items from Regions and Officers	<p>The original location of the June Board meeting is not available on the suggested dates.</p>	<p>June Board meeting: June 25 and 26 at the Mission Inn, Riverside</p> <p>Members who cannot attend the Board meeting are invited to send a representative in their stead.</p>
Adjournment	<p>The meeting was adjourned at 5:00 p.m.</p>	
Follow-Up Spring/Fall 2002 Conferences	<p>The meeting reconvened at 8:30 a.m. Susan Clifford suggested that the four strands continue to provide a structure for conference planning for the next year. Victoria requested that some workshops are allowed more than one hour in order to cover more complex topics. It was decided that, provided the Chancellor's Office mandates funded projects to do so, a poster session is included in next year's conference. A discussion of awards took place and decisions were made.</p> <p>Themes for the Palm Springs conference were discussed.</p>	<p>Susan Clifford will contact CCCCCO to discuss a Chancellor's Office Poster Session at the fall conference.</p> <p>Bobbie will amend the call for presentations for future conferences to include checkboxes for poster sessions, regular workshops, and two-session workshops which would have "hands-on".</p> <p>Bobbie will begin exploration of the tram or a casino night for the fall conference activity.</p>

<p>Key Issues</p>	<p>Victoria distributed info on a Learning Community College presented by Berkeley Feb 19-21.</p> <p>Bylaws: Recommended changes - Membership paid by six months; it was agreed that no change needs to be made to the bylaws on this issue. Section 5, Elections and Appointments; it was agreed that wording would be changed election would be "30 days prior to the spring conference" and take office no later than July 1. Section 5b regarding election; eliminate "active." Section 5e, Election Process; add "The election process shall follow the CCCAOE Officer Election Guidelines (attached to these by-laws)." Section 3d, it was agreed that no change was needed. Kay suggested that the best person available should serve as the legislative committee chair. VI.d regarding balanced budget; no change needed. Section 8d regarding compensation for Executive Secretary; no change needed. Article VII, Section 1a regarding Standing Committees; no change needed. Article X, 1.c regarding dates of ballots; change to "30 days."</p> <p>Organizational responsibilities: It was suggested that Board members will present a binder to their successor to help with continuity.</p> <p>Work Plan Development: The importance of connections with the CIO group, Statewide Faculty Senate, and BOG meetings was discussed. Tom suggested inviting a member of the Board of Governors to present to the CCCAOE Board. Kay mentioned that they used to come to our conferences. Gary suggested a strategy session when the new CCCAOE Board members come to the June meeting. Bill suggested that the VP's attend their regional CIO rump groups.</p> <p>01-02 Initiatives: The group discussed accomplishments and additional goals for the year.</p>	<p>Victoria will send members Learning Community College info electronically.</p> <p>Bobbie will create a receipt for membership dues including the effective dates.</p> <p>The Executive Board will meet to prepare the proposed changes.</p> <p>Bobbie will email proposed changes in the by-laws to the membership by the end of January.</p> <p>A document will be included for attendees of the spring conference. A vote on the ratification of the amendments to the by-laws will take place according to Article X.</p> <p>The June meeting will be from 11:00 Wednesday to noon Thursday, with brunch on the second day.</p> <p>Eileen will share with other VP's the format for her responsibilities on the Board.</p> <p>Bill will put the Work Plan on the June meeting agenda.</p> <p>Bill will ask the CIO Chair, John Spevak, to include CCCAOE VP's or other appointees to the regional rump groups. Bill will invite John to the spring conference.</p> <p>Bill will invite all of the members of the Board of Governors to the CCCAOE conferences.</p> <p>Bobbie will add a prompt such as "Relevance to the Work Plan" on the VP report form.</p> <p>VP's will list new programs in their region on</p>
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Adjournment	The meeting was adjourned at 11:00.	