

**CCCAOE BOARD OF DIRECTORS**  
**March 5, 2002 Meeting**

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

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP</b>
<b>Conference Planning</b>	<p>Introductions were made. The program for the Tenaya conference was reviewed. Bobbie requested help collecting meal tickets and at mealtimes. Sue Clark of Modesto coordinated the assignment of hosts for all of the workshops. Eileen and Susan Coleman reviewed the presentation of awards. Kay Bruce will install officers at this conference; an appointment will be made for the office of secretary which will be vacated. Retirees who are current members or who have a history of service in CCCAOE will be recognized at this conference. John Avakian requested a written policy to identify qualified retirees. Attendees will receive one drink ticket for Wednesday evening; Thursday evening will be a no-host bar.</p> <p>Fall conference: the group brainstormed themes and issues. The theme will be Leadership and Creativity: Opportunities in Shifting Sands. Strands for presentations will be 1) Teaching and Learning; 2) Accountability and Accreditation; 3) Vocational Education and Economic Development Effective Practices; 4) Leadership and Collaboration.</p> <p>Spring 2003: the theme will continue as Leadership and Creativity and the subtitle will be determined at a later date. Bobbie met with Chuck Eason of ED&gt;Net to evaluate hotels. The group decided to use the Doubletree in San Jose.</p>	<p>Board members are asked to recommend potential appointees for the position of Secretary to Susan Clifford during the conference.</p> <p>Board members are asked to keep in touch with Bobbie during the conference to assist with tasks when necessary.</p> <p>John Avakian, Kim Holland and Susan Clifford will put together the call for presentations for fall before the regional meetings on Thursday.</p> <p>Deadline for Presentation Proposals is June 15. The Executive Committee will review the proposals early on the morning prior to the next Board meeting.</p> <p>Susan Coleman and Catherine Swenson will get contact info on keynote speakers to Kim Holland before the June Board meeting. Susan Clifford will contact Jack Scott as a luncheon speaker. Bill will follow up with a lobbyist speaker and get the contact info to Kim. Kay will get contact info for a bond initiative speaker.</p> <p>Bobbie will talk to the San Jose Doubletree regarding their flexibility on a contract and</p>

		number of guaranteed rooms and report back at the June meeting.  Spring 2003 conference – March 12-14
<b>Call to Order</b>	President O’Rafferty called the meeting to order at 11:30.	
<b>Additions to Agenda</b>	Written policy on the identification of retirees. ED>Net Reauthorization.	
<b>Minutes</b>	Minutes were approved as submitted.	
<b>Treasurer’s Report</b>	Susan Clifford presented the Treasurer’s report in the absence of George Blanc. The Treasurer’s recommendation is to move \$7,000 to the money market account to create a balance of \$50,000 to cover one conference. The group voted to authorize this change. The report was approved as submitted.	
<b>President’s Report</b>	<p>VTEA State Leadership will meet in May. Bill has not yet heard back from John Spevak regarding the inclusion of regional VP’s in the CIO rump groups and an exchange of Board representation. Dan Baxley will be the new CIO chair beginning in July and is from the Desert region, where the fall conference will be held. No Board of Governor member responded to our invitation to the spring conference.</p> <p>Bill expressed concern that the CCCAOE Board is challenged to be proactive, when Board members are volunteers and have obligations on their own campuses.</p> <p>Perkins reauthorization is coming next year, and Kim Perry suggested that this issue be discussed by CCCAOE in order to provide front-end input.</p> <p>Bill reported that Vicki Morrow confirmed that courses that fall under State approved programs are not considered stand-alone courses requiring separate approval. Kay expressed concern that courses in skill awards, not approved by the State, are being held up for State approval. The concern is the ability to respond in a timely manner to industry needs for short-term training.</p>	<p>Bill will follow up with John Spevak to increase communication between the CIO’s and CCCAOE.</p> <p>Susan Clifford will invite the CIO chair and the BOG members to the fall conference.</p> <p>Bill will put the issue of organizational connections and other Board responsibilities on the agenda for the four presidents in May. The presidents will also discuss copying the BOG members on CCCAOE email correspondence.</p> <p>Kay will bring this issue up at the CIO Forum tomorrow.</p> <p>Bill will send a draft of guidelines for recognizing retirees to Board members for consideration at the June meeting.</p>
<b>President Elect’s Report</b>	Susan Clifford discussed the liaison responsibilities of the President Elect. She referred to the Governors’ Initiative on Workforce Development, now called Career Ladders Initiative. Susan will represent CCCAOE on this issue through CCLC. She represents CCCAOE on the ED>Net	

	Advisory Board also.	
<b>Past President's Report</b>	Kay Bruce referred to her written report which included election results for the CCCAOE Board. WEDAC will meet on April 19.	Bill and Kay will send letters of thanks to those people who ran for office but were not elected.
<b>Regional VPs' Reports</b>	<p>North/Far North: Catherine Swenson referred to her written report. Her region hosted Snow Camp during the holidays.</p> <p>San Francisco Bay: John Avakian referred to his written report. He stated that he has had much success with web conferencing, as it is more accessible and needs less technical support than video conferencing. Kim Perry said that Southwestern College is working on a project to get free web conferencing accessible for the college system.</p> <p>Central: Gary Mendenhall referred to his written report.</p> <p>South Central: Victoria Bortolussi referred to her written report. Her region worked with UC Berkeley to host a Learning Community conference.</p> <p>L.A./Orange: Susan Coleman referred to her written report. She passed around info on the Workforce Leaders Conference in April 17-19.</p> <p>San Diego/Imperial: Eileen Kraskouskas referred to her written report. She included an alternate draft of the format for 2-year review of vocational programs.</p> <p>Desert: Tom Clark will send his report.</p>	<p>March 18 is the deadline for the Workforce Leaders Conference registration.</p>
<b>Standing Committee and Appointee Reports</b>	<p>NCOE: Kay presented Lyla's report. It has been proposed that the group name be changed to National Council for Workforce Education.</p> <p>ED&gt;Net: Burbank conference April 15-16.</p> <p>Chancellor's Office: Kim Perry distributed the Vocational Education Service Team report. Federal funding was augmented for VTEA. Vicki Morrow conversed with the group via conference call.</p>	
<b>Executive Secretary's Report</b>	Bobbie's written report was distributed. She included info regarding the division of responsibilities for the spring 2003 conference with ED>Net. Bobbie explored entertainment possibilities for the fall conference. The tram would provide a reasonable dinner and entertainment. In-coming and out-going officers attend the June meeting.	<p>In June, the Executive Committee will establish an annual calendar, being mindful of the January and June ED&gt;Net meetings.</p> <p>June 25/26 Board Meeting: Mission Inn,</p>

	<p>The group agreed to approve the San Jose DoubleTree as the site for the spring 2003 conference site, fall 2003 at the DoubleTree Ontario, new Call for Presentations form, Policy for Board member expenses (with the addition of President's lodging).</p>	<p>Riverside.</p> <p>The Executive Committee will meet before the next Board meeting at 9 a.m. to select workshops from the Call for Presentations.</p> <p>The site for the fall 2004 will be discussed at the June meeting.</p>
<p><b>Action Items from January Board Meeting</b></p>	<p>Membership demographic data: Tom Clark felt there was no need to change the demographic data at this time.</p> <p>Website: John suggested that Mission College in Santa Clara provide the website support for CCCAOE. This program begins in fall 2002.</p> <p>Printing for CCCAOE: Bobbie has spoken with some colleges. Susan Coleman has some info from high schools.</p> <p>Vendor Policy: Catherine included a copy of the ED&gt;Net policy in the binder in section 6. A vote was taken and the Board agreed not to prohibit CCCAOE sponsored vendor exhibitions at the CCCAOE conferences.</p> <p>Poster sessions: Susan Clifford spoke to Vicki Morrow who endorsed a poster session at the conferences, particularly for colleges holding CCCCCO grants.</p> <p>Learning Community College info: Victoria Bortolussi sent this information electronically to members.</p>	<p>Website support will be put on the agenda for the next Board meeting.</p> <p>Printing will be put on the June agenda.</p>
<p><b>Action Items from Regions and Officers</b></p>	<p>Susan Clifford suggested that members need to be recruited for the position of secretary at this conference.</p> <p>Eileen provided a format for the "Responsibilities of CCCAOE Regional Vice Presidents."</p>	<p>Members are encouraged to provide names to Susan Clifford for anyone who is interested in being appointed as secretary.</p>
<p><b>Key Issues</b></p>	<p>ED&gt;Net budget: John asked that CCCAOE take a stand on the reauthorization of ED&gt;Net. Catherine distributed a drafted resolution to support ED&gt;Net reauthorization. There was a discussion about the mission of the colleges, the mission of CCCAOE, and the unity of the</p>	<p>John will rework the wording on his proposed resolution and will bring it back to the Presidents tomorrow. Bill will survey the Board subsequent to that meeting.</p>

	membership.	
<b>Adjournment</b>	The meeting was adjourned at 5:00 p.m.	
<b>Follow-Up Meeting</b>	<p>The meeting reconvened at 12:15 on Friday, following the conference.</p> <p>A conference participant recommended different wording for the Bylaws change. The Board felt that the change as originally worded was more clear. No action.</p> <p>Three names were brought forth from conference attendees to serve the remaining year in the term of Secretary. The group prioritized choices and Susan Clifford will contact them for availability.</p> <p>One of the newly elected VP's to the Board is paid by CalWORKs. Replacement is addressed by the CCCAOE Bylaws, should this person be laid off due to funding cuts.</p>	<p>The four presidents will meet in late May in Ontario to discuss the transition of officers for President-Elect, President, and Past-President.</p> <p>Susan Clifford will call potential appointees for the office of secretary to secure someone prior to the June meeting.</p> <p>Visitors to the Board meetings will be welcomed on a rotating basis after the June meeting.</p> <p>Bobbie will follow up with Palomar College to determine their ability and willingness to provide printing for CCCAOE.</p> <p>Bobbie will post on the website and in the newsletter the request for a photographer for CCCAOE conferences.</p> <p>New attendees will be recognized at CCCAOE conferences: they will be asked to self-select, they can be designated on name tags, and a list of participants will be provided by Bobbie.</p> <p>All members will be asked to recruit their CIO's to come to the Palm Springs conference through the Regional Consortia.</p> <p>The business meetings will be held on Thursday and Friday at the conference, to provide the regions a chance to discuss relevant issues.</p> <p>VP's will ask their regions if they would like to schedule the Spring 2004 conference at Tenaya Lodge.</p>

		The Board will consider adding more workshops at future conferences to address the overcrowding in sessions.
<b>Adjournment</b>	The meeting was adjourned at 12:45.	