

CCCAOE Board of Directors October 27, 2009

Present: Fred Allen, Marilyn Behringer, Sid Burks, Dianna Chiabotti, Paul Creason, Jeff Cummings, Karen Du Bois, Bobbie Edgin, Lyla Eddington, Hazel Hill, Kim Schenk, Lynn Shaw, Mollie Smith

The meeting was called to order by President Kim Schenk.

Minutes – June 2009 Board Meeting; July 2009 Planning

Moved by Paul Creason

Seconded by Sid Burks

Approved Unanimously

Treasurer's Report

- 09-10 budget
 - We will not approve a budget for adoption until January.
 - Paul Creason is acting treasurer; as our treasurer resigned.
 - Quarterly treasurers report as of 9/30/09
 - Checking \$114,418.23
 - Reserve \$83,036.50
 - Motion to accept from treasurer
 - Moved by Jeff Cummings
 - Second Hazel Hill
 - Approved unanimously
 - There is currently approximately a \$75,000 reserve. (Amount needs to be reviewed.)
 - It was recommended by Paul Creason that we put the money into a higher yield fund -- All agreed
- FACCC Contract
 - There may be an opportunity to renegotiate next year for a lower rate. We pay more than EOP&S (but get better service.)
 - Membership is pleased with the results of
 - Proposal to renew at rate of \$25,000
 - Moved by Sid Burks
 - Second Jeff Cummings
 - Approved Unanimously
- Executive Secretary Contract
 - It was proposed that CCCAOE renew Bobbie Edgin's contract at the same pay rate. There is no increase due to the budget situation and the support of the legislative advocacy group.
 - Moved Kim Shenk
 - Second Molly Smith
 - Approved unanimously

Legislative Activity

- Officers have been involved with discussions with EWD. A regional model is being developed.

- There will be a meeting with Jonathon and representatives of Regional Consortia, EWD and the CCCAOE board this Thursday evening looking at potential CTE legislation that CCCAOE may joint sponsor.
- Want to develop something to move forward that does not require any substantial funding.
- There has been a complete budget “melt down”. There is concern about mid-year budget cuts. We need to engage legislators and remind them of the importance of community college CTE.
- Concern about Basic Skills funding overshadowing CTE and other areas.
 - Some colleges, such as San Joaquin Delta are moving to limit the number of levels below college level that they will offer.

Recruitment for Board Positions

- There will be five positions open for next year including the open positions of treasurer and vice-president for the San Francisco Bay Area.
- Need nominees by January. Nominees must be a member of CCCAOE and should have attended at least one conference. We are concerned about succession for the office of president.
- Vote will take place in February
- New board is announced and presented at the Spring conference in March.
- Mollie Smith, as immediate past president, is responsible for the election.

CTE Minimum Qualifications/AS Resolution

- There is concern about a motion in the Academic Senate to require that all instructors have a minimum of an A.A or A.S. degree by removing verbiage about equivalency
- This is scheduled for a vote at the Spring plenary session.
- There are a number of CTE instructors that do not have degrees and whose programs may cease to exist if degrees are required.
- Certifications and licensure should be accepted.
- Proposed by Mollie Smith that this be taken to the regions and consider a resolution so that the organization goes on record.
 - An alternate resolution is also a good strategy because some participants will be more aware of a controversy if there is an alternative resolution.
 - CTE faculty should talk to their local Academic Senates.

Board Liaison Positions

- There will be an electronic report of what all liaisons are doing. Kim will write the report and send it to the board.

CCLC

- Mollie has worked with CCLC and we will include a track on partnerships at the next conference: WIB& Community College Partnerships (Rock Pfothauer), Career Pathways, Partnerships with Business & Industry. The conference will be in San Francisco near the airport November 19 – 20.
- We were offered the opportunity to sponsor a salon for Thursday evening. There was a cost involved so we passed.

Executive Secretary Report

- **Fall Conference 2009** – Registration exceeds the 175 on which projections were made. In “going green” we are using overstock bags and pad folios from previous conferences giving attendees a choice of those available. Lynn Shaw, Conference Ad Hoc Committee member, has been a jewel to work with and very responsive to email requests for action/help. Thanks Lynn! Hazel will provide the rest of the report during Conference Planning on the agenda.

The biggest challenge to pulling together this conference dealt with computer problems. The video card failed and put CCCAOE’s computer out of use for six days. Dell sent a new motherboard with updated video card and a technician to repair the problem. About a week later, the Vista OS failed and again put the computer out of commission for over 24 hours. Finally a really competent Dell technician in India worked online with Jim and me for over two hours very late one Friday night and we were able to get it up and running in a compatibility mode. Upon the recommendation of the first repair technician and substantiated by the technician from India, the new MS Windows 7 was ordered for installation after the conference. This should eliminate any further problems with the OS and the internal parts of the computer have been updated with current technology. Action Needed: Request Board approval of approximately \$300 for the MS Windows 7 application.

- **Spring Conference 2010** – Planning is progressing.
- **Fall Conference 2010** – Site visits were made the first weekend in October to four hotels in the Anaheim/Disneyland area. A hotel comparison has been prepared and a recommendation will be made by the Ad Hoc Conference Planning Committee on Friday, October 30.
- **Spring Conference 2011** – Proposals have been received from two sites in Sacramento. The Sheraton has space on Monday – Thursday, but not Friday. The Radisson is available and is considerably less expensive. The Capitol Plaza is also available. A hotel comparison has been made and a recommendation will be made by the Ad Hoc Conference Planning Committee when scheduled on the agenda for discussion.
- **Printing and Mailing** – Due to a computer system and printing equipment conversion, the postcards were delayed in printing and mailing at San Joaquin Delta College. Although a bit late in going out, the cooperation of their staff and quality of work was excellent. The Fall 2009 CCCAOE Conference programs were also printed by San Joaquin Delta College in a timely fashion and look great. Margie Adcock, Graphic Artist at Palomar College, continues preparing the copy for printing, working independently for CCCAOE on an hourly basis.
- **2009-2010 Board Meeting Dates and Sites**
 - Winter 2010 – Friday, January 8, 2010~ Crowne Plaza Hotel, Garden Grove/Disneyland area
 - Spring 2010 –Tuesday, March 16 - Friday, March 19, Hilton Hotel Financial District , San Francisco
 - Summer 2010 – Tuesday & Wednesday, June 8 & 9, 2010~The Mission Inn, Riverside

- **Listserv database** – This was a huge project to individually check email addresses for every person currently listed on our global database. With the gathering help of the VPs, most of the work was accomplished with about 1900 email addresses currently on the database.
- **Website** – No website conference calls have been held since June. A replacement for committee member, Tim Woods, needs to be appointed if the committee is to stay at three members.
- **E-newsletters** – The most recent was sent out earlier in October. Board members remarked on how nice the e-newsletter is.
- **Tax situation** - Forms need to be sent by December 15. They are in process

ACTION

Bobbie requested approval of \$300 to purchase MS Windows 7

Moved by Fred Allen

Second by Hazel Hill

Approved. unanimously

Awards 2009 - 2010

- Three categories: outstanding faculty, outstanding leader and outstanding program.
- Bobbie Edgin reviewed the process orally. Mollie Smith thinks that she created documentation for the process and will look for it. The organization needs to move from institutional memory to established procedures.
- Due date will be December 10.

New Business

CTE Survey Results – Mollie Smith handed out and summarized results from the survey. There is a regional orientation that shows up on the survey. A discussion followed in which the group expressed concerns about duplication of programs and programs being created that are not supported by regional labor market data. ARRA funds that support “green” jobs have resulted in problems as well; many green jobs do not require an associate’s degree and there really is not a good definition of what a green job is. It is difficult to start up new programs because of the cost. One problem is the stimulus funds that are temporary and that colleges are using to develop new programs that may compete with neighboring colleges that already have similar existing programs.

Little Hoover Commission

The Little Hoover Commission did a report on grades 9 – 12 CTE programs. They are now looking writing a study of economic development in the state. A recent discussion centered on the lack of leadership for the WIBs and the community colleges in terms of economic workforce development. There is little or no coordination and regions do not know what other regions are doing. A final report will probably be released in February or March.

- WIBs are concerned about training for jobs but are not in touch with regional needs and should be included more directly and completely with community college practices.
- We need a statewide structure that is independent of any existing structure. This structure should bring the regions together and should spotlight good practices.
- There should be a dialogue with the Regional Consortia meeting. Executive Committee of CCCAOE (president, past president, vice-presidents, secretary) would like to meet with the Regional Consortium chairs the afternoon of Thursday December. 3 in Sacramento. President Schenk will write a letter to VPs regarding afternoon of December 3 after the Region Chairs meeting on Thursday.

San Francisco Bay VP

The position is vacant due to a resignation and needs to be filled. The president will talk to that region during their meeting at the conference.

New Dean Training Project with the AS

- Lyla Eddington has a list of topics that should be covered for new CTE deans.
- It was suggested that CCCAOE could present a track for Vocational Education Leadership training at the Academic Senate leadership institute.
- Fred suggested a separate academy to train CTE faculty and new deans. Kim Schenk suggested that the AS could tack a day onto their institute for CTE training.

CCCAOE Bylaws

- The goal of the revision is to make the bylaws more general and less proscriptive.
- Legal advisors have shared concern about liability and potential lawsuits if the organization does not exactly follow the current very detailed by-laws.
- Specific duties of officers that have been condensed in the new bylaws will be included in the new policies and procedures document that still needs to be developed.
 - Policies and procedures can be changed by the board whereas by-laws must be changed by the membership at large.
 - It was suggested that a table of contents for the proposed procedures and policies be presented to the membership in order to allay any fears about the lack of specificity in the new by-laws. The board was supportive of this suggestion.
- Mollie Smith is collecting all comments. The board will have a telephone conversation after the Fall conference to discuss comments and revise the draft.

HR 3221

- Desired completion date of December 2010
- \$12B over a number of years
- Competitive money coming to the community colleges
- AACC has a condensed version on their web site
- Two areas: 503 and 504 increasing completion of degrees and transfer, expanding programs that are in cooperation with industry, a sequence of classes, dual enrollment, programs that response to regional
 - Possible problem is the competitive nature of the bill
 - Applications to be submitted by the state agency

- Mollie Smith will print something for use in the regional meetings.
- The board is considering taking a position to recommend that the money allocation be based on some formula rather than being competitive.

Non-credit Repetition

- A study that was recently completed did not find that there was significant abuse of non-credit courses.
- Chancellor Scott will recommend not to limit repetitions and will reaffirm the value of non-credit courses.

Conference Planning

- Hazel Hill distributed copies of the Fall conference brochure.
- Guests will be coming that should be acknowledged:
 - Two assistants of Nancy Shulock (Jeremy and Coleen) will be attending.
 - Two members of the board
 - Warren Frutoty with his assistant Eric
- Board members are asked to sign up to serve during this conference by collecting tickets, badges, etc.
- The Board will be expected to make a decision on Friday regarding exhibitors at the Spring conference. We also need a theme for the Spring conference. Ideas: Contextualized learning, leadership, regional collaboration, technology. Also think about speakers.

Representative/Liaison Reports

Chancellor's Office – No report

CCCCIO

- The group is going to meet with representatives of AACJC to discuss problems with accreditation reports.
- They are looking at a small pilot to standardize basic skills prerequisites.
- They are looking forward to the joint meeting in the Spring. Their conference chair is Melinda Nish.

EWD

- EWD was cut 51%. There is a partial ARRA one-time backfill.
- All projects have to reapply for grant funds. Many initiatives are looking for alternate sources of funding. RFAs will come out in November.
- One challenge has been that they do not have a good data collection system. Their web site also needs to be updated.
- Centers of Excellence are looking for cost recovery funding.
- Change in statewide staff is probable.
- Most affected are the learning workplace centers that do contract education.
- A study on basic skills of employer expectations will be released soon. Top two skills listed by employers are entrepreneurship and financial management.

Academic Senate No report as it was discussed earlier in the meeting.

Regional Consortia

- Integration of workforce development and CTE continues to be a challenge.

CTE Task Force/Consultation

- CTE Task Force --No report. Is not currently meeting.
- Consultation – Next meeting is November 19 in the bay area.

EDPAC

- The leader has been encouraged to utilize the advisory committee.
- Attendance is poor because the meeting tends to be informative rather than participative.
- There were concerns that any additional budget cuts could compromise the colleges' ability to meet the minimum levels of expected service.
- The group will probably meet again in January.

SACC - No report

Perkins Research & Accountability

- Edward Skinner talked about long term effects of the budget.
- Discussed CB 21 – Issues with coding at the college level. Data may not be clean for a couple more years after which will be able to see if the students are moving through the basic skills curricula successfully.
- Program review needs to be an ongoing process in which programs are closely examined.
- Regional needs must be taken into account in both beginning and discontinuing programs.
- Accountability demands will continue to increase.
- There need to be tools developed for management and staff to have honest conversations.

NCWE

- Conference was in Seattle last week.
- Emphasis on completion.

VP Reports

The following reports are in addition to written reports that were submitted in advance of the meeting:

San Francisco/Bay Region -- There is good attendance at consortium meetings.

South Central Region -- Stated that the summer youth program that was conducted was successful.

LA/Orange County Region – Have been working on green technology. They are working on a project to link a WIB with a college. Mentoring people for statewide leadership,

Desert Region -- Working on an entrepreneurship program. Colleges are concerned about basic skills. There is lots of discussion in the region about green jobs. A work plan was developed at a regional retreat last summer. The WIBS were invited to attend some regional meetings.

San Diego/Imperial Region – Concern about working effectively with the WIBs and the lack of experience of many CTE deans.

Respectfully Submitted,

Marilyn Behringer, CCCAOE Secretary