

# CCCAOE BOARD OF DIRECTORS MEETING

## Minutes

**June 6 & 7, 2006**

**Mission Inn, Riverside**

**Attendees:** Janis Caston, Bobbie Edgin, Erika Endrijonas, Tricia Evans, Lin Marelick, Gary Mendenhall, Wayne Olson, Wilma Owens, Kim Perry, Rick Post (substitute for Rick Collins and incoming VP Desert Region), Kim Schenk, Mollie Smith, Jan Swinton, Ray Geary as incoming VP North/Far North Region, Tom Plotts as incoming VP San Diego/Imperial Region

**Absent:** Rick Collins

**Guests/Representatives:** Jose Millan-Chancellor's Office Representative, Bob Cumming-Economic & Workforce Development Representative, Wheeler North, Academic Senate Representative

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP</b>
<p><b>Call to Order</b> <b>Welcome</b> <b>Introductions</b> <b>Announcements</b></p>	<p>The meeting was called to order at 10 a.m. by President Wilma Owens.</p> <p>North/Far North Vice President resignation (Janis Caston) and appointment (Ray Geary) M/S/A (Swinton/Smith) Accept nomination of Ray Geary to replace Janis Caston.</p> <p>New board members were introduced. Ray Geary - North/Far North, Rick Post– Desert Region and Tom Plotts-San Diego/Imperial. Rick Post announced due to a job change he may have to step down as a board member.</p> <p>The 2006-07 board member roster was passed for review/changes/update.</p>	
<p><b>Minutes, March 2006</b></p>	<p>M/S/A (Collins/Endrijonas) Approval of minutes with correction of the spelling of <u>Erika</u> in Erika Endrijonas' name.</p>	
<p><b>Treasurer's Report</b></p>	<p>Wayne Olson presented the Treasurer's Report activity June 2005-June 1, 2006 for budget year July 1, 2005 – June 30, 2006. There are expenses outstanding, small amount of income to be collected. The spring conference had an approximate \$7,000 shortfall of income vs. expenses and approximately \$20,000 overall for the annual budget by design due to surplus assets.</p>	

<p><b>Awards Process Review/Awards for 2007</b></p>	<p>Review of format – new format is accepted as presented with operational and conference expenses expressed so they can be viewed separately.</p> <p>Review travel budgets – Waiving elected board members conference fees will continue for 2006-07.</p> <p>M/S/A (Geary/Owens) to accept Treasurer’s report as presented with a final treasurer’s report to be sent to members for more accurate accounting for income and expenses to be review by the board and officers for the current 2005-06 budget cycle. Approval to be handled by email.</p> <p>A recommendation was made by Wilma Owens to give Executive Secretary Bobbie Edgin a salary increase of 5%, the current salary is \$27,564. M/S/A (Endrijonas/Plotts)</p> <p><u>Faculty/Leadership</u></p> <p>Awards ceremony review was positive by board members, PowerPoint photos were well received, focusing on winners vs. nominees, conference evaluations reflected a preference for starting the conference with the awards.</p> <p>It is the Regional Vice Presidents to promote nominations towards including as many colleges and programs as possible. Sample nominations may help those who are completing an application for the first time, also examples of what is meant by the categories (teaching, leadership, partnership.)</p> <p>Past winners are posted on web site, as are nomination forms.</p> <p>Suggested (Kim Perry) to include something on nomination form about information may/will be property of CCCAOE for publicity purposes (web, press releases.)</p> <p>Replacing Mollie Smith (President-Elect) on Awards, joining Erika is Tom Plotts, San Diego/Imperial Region.</p> <p>Deadline for 2007 Awards nominations is December 7, 2006.</p> <p><u>Legislator of the Year</u></p> <p>Given past two years, to someone who has positively influenced occupational education, chosen by the board – continue? Group voiced “yes.” Regional VPs will seek input on suggestions of those who have made a positive system-wide impact on occupational education. Nominations will be discussed in fall and January to be presented at the spring conference.</p>	<p>Regional VPs will promote awards nominations in their regions starting immediately vs. when the conference publicity goes out.</p> <p>Regional VPs will solicit nominations for legislative awards to be discussed at January board meeting.</p>
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**Executive Secretary's Report**

A written report is submitted. Bobbie Edgin reports that there is a \$1,000 unresolved with the Sir Francis Drake conference hotel bill centered on the President's Reception and other concessions. There are some outstanding registration fees listed in the written report.

Fall 2006 proposals have been received and delivered to the board.

Bobbie has logo/theme choices ready for review.

Spring 2007, Sacramento, hotel proposals/quotes are prepared for today's discussion.

Bobbie continues to work with Gary Mendenhall, John Avakian and the webmaster on updating the website.

Insurance is paid to be current to May 2007.

Note: please use CCCAOE email address vs. the Yahoo. Bobbie will be gone much of the month of June on vacation as she mentioned in March.

**Regional Vice Presidents' Reports**

North/Far North – Janis Caston (written report submitted)

SF/Bay – Kim Schenk (written report submitted)

Central - Gary Mendenhall (written report submitted)

South Central - Erika Endrijonas (written report submitted)

LA/Orange County – Jan Swinton (written report submitted)

*Note: As of July 1 there will be a change from Rio Hondo to Citrus College as the grant/fiscal agent of the Leadership Initiative. Lyla Eddington will remain as Regional Chair.*

Desert – Rick Post for Rick Collins (written report submitted)

San Diego/Imperial – Mollie Smith (written report submitted)

General discussion resulted in the report that IT programs in all areas appear to be experiencing drops in enrollment among other challenges. Also, the Workforce Leaders spring session held in San Ramon was received with excellent reviews. Enrollment trends can be correlated, according to a study by Moorpark College, to rise in gas prices and tuition costs and employment rates. Can CCCAOE contribute to the larger discussion and research in trends, policies, change, issues, etc., -- issues with global -- perhaps at the conference/s,

Board members are requested to review CCCAOE web site often and notify Bobbie or Gary about items needing to be included or pulled; point out to colleagues that it is a rich source of information and related links.

<p><b>Representative Reports</b></p>	<p>in addition to other avenues.</p> <p><b>Chancellor’s Office – Vice Chancellor Jose Millan</b>  Significant one-time money coming to community colleges in the next year. He presented a handout of the amended SB 361 (Scott) and an executive summary of the CCC System Strategic Plan on using the additional resources. Input is sought from the field with regard to funding priorities for a planning process that will be completed in September having to do with funding basic skills and career ladders to bridge basic skills/non-credit to career training.</p> <p>Nursing/allied health shortages are being addressed by data mined by EDD as to the employment needs towards developing a program to assist students with pre-nursing basic skills to bring up GPAs towards achieving success in nursing programs.</p> <p>SB 70 passed in assembly (\$20 million) and senate (\$50 million) with funds (\$20 or 50 million) for community colleges currently under discussion. Could be “funded” by fee reductions. Career Advancement Academies, blending basic skills and career training are proposed to be funded with basic credit skills in math, English, etc. to be operated by community colleges in cooperation with Adult Ed, ROPs, WIBS as pilots for 3-5 years prior to being selected to being institutionalized.</p> <p>CTE survey from CDE for state plan has been distributed and is due in July.</p> <p>The total number of RSI hours statewide for apprenticeship is being increased. The rate remains the same.</p> <p><b>EWD – Bob Cumming</b> (written report submitted 6-7)  Reports that several studies are at the printers right now and all board members will receive a CD of the over 200 page reports to use as research when developing programs. They are submitting grants to develop high growth/high wage careers for funding of three regions/nine colleges. Conference will be in Feb 28-March 1, 2007.</p> <p><b>Academic Senate - Wheeler North</b> (written report submitted)  In addition to written report, on May 6<sup>th</sup> the Academic Senate supported a group of 300 students, mostly academic, to represent their interests to the BOG.</p>	
<p><b>Reviews</b></p>	<p>CCCAOE By-Laws – Individual dues are \$45 per year, which could be collected in a different manner than it is currently with the conference registration.</p> <p>CCCAOE Work Plan -</p> <p>Systems Office Strategic Plan - Wilma Owens served as an occupational education representative to the Systems Office strategic plan and presented the document. Jose Millan</p>	<p>Kim Perry will draft language for a proposed change in the by-laws to change dues structure and collection.</p> <p>Wilma Owens will send the information collected from the board on the Strategic Plan</p>

<p><b>Liaison Reports</b></p>	<p>and Wilma led a discussion to seek comments and input, with C 2, 3 and 4 being the most pertinent to CCCAOE interests. Much discussion ensued with regard to various ideas, the concept of a Career Advancement Academy for example.</p> <p>CIOs – Wilma Owens (written report submitted)</p> <p>EDPAC – Wilma Owens They would like to partner for a conference with CCCAOE in 2008 or 09.</p> <p>Non-Credit Alliance Task Force – Wilma Owens (written report submitted)</p> <p>Community College League – Nick Kremer</p> <p>Regional Consortia - Gary Mendenhall Many of the same people from WEDAC are in this group. Gary will share minutes of this group that includes a variety of people who are Regional Chairs such as CEOs, faculty, etc. but not always occupational deans</p> <p>NCWE – (written report submitted by June Yamamoto.) There is a need to replace Phyllis McGuire. Nick Kremer is willing to take the position.</p> <p>M/S/A (Mendenhall/Endrijonas) that Nick Kremer will replace Phyllis McGuire as the NCWE representative.</p> <p>Statewide Advisory Committee on Curriculum/CO Curriculum Workshop – Kim Schenk (written report submitted) In addition, Stephanie Low will replace Lynn Miller, the interim replacement for Charlie Klein, Program Approval office. Kim reminds us the new course approval process will require training at the local level.</p>	<p>Implementation to Vice Chancellor Jose Millan.</p>
<p><b>New Business</b></p>	<p><b>Recessed at 5:35 p.m. June 6, 2006/Reconvened June 7, 2006 at 9 a.m.</b></p> <p>The gavel was passed to incoming President Lin Marelick who assumed chairing the meeting.</p> <p>Lin presented mementos to Wilma now Past-President, Kim Perry outgoing Past-President and Mollie Smith President Elect.</p>	<p>Board members are requested to send information on model and/or conjoint programs to Kim Schenk.</p>
<p><b>Conference Planning</b></p>	<p><b>Fall 2006 Conference (Oct 18-20) Anaheim</b></p> <p>The theme is "Experience the Magic: Occupational Education in Action"</p>	

<p>Presentation proposals were reviewed by number and category. Designated board members will contact specific proposed presenters for clarification and two special requests (VESL, online retention, the applied BA at community colleges concept and new deans) and get back to Mollie, President-Elect/Conference Chair.</p> <p>With regard to a faculty track, to encourage faculty participation (healthcare, multi-media) at conference, Friday morning was suggested as a possibility since many do not teach on Fridays. Add Thursday session during regional meetings, or include them in the regional meetings.</p> <p>There is a total of 24 break-out presentation (one is 3-sessions) representing all topics categories including requests/presentations solicited. Need to schedule chancellor's office for Friday morning (Jose Millan will follow-up.)</p> <p>Successful presentation proposals will be notified in July that they are accepted and in some cases board member will be in contact for details or requested adjustments.</p> <p>Program – Keynote Speakers</p> <p>Welcome by hosting district/college</p> <p>Wednesday: Silver Rose, a motivational speaker, Mollie will negotiate about video Production vs. speakers fees.</p> <p>Thursday Breakfast Keynote: Ideas include Disney as employer and how hiring practices have changed. UC Irvine/UCLA speakers bureau based on Manual Pastore's enthusiastic evaluations at last conference. Past success in Anaheim of Bodine Velasco.</p> <p>Thursday after lunch general session: Michael Brunstein on Perkins</p> <p>Friday breakfast: Scott Lay</p> <p>Friday closing: Chancellor's Office Update</p> <p>Conference structure and Overview: Wednesday lunch to Friday morning (per usual)</p> <p>Thursday evening event: Disneyland tickets available to members, available for a fee to family. Hotel provides a shuttle bus.</p> <p>Schedule draft with time slots will be done in early July.</p> <p>Post cards "save the date" will be mailed in August.</p>	<p>Designated board members will contact specific proposed presenters for clarification and follow-up on solicited requests.</p> <p>Regional VPs are requested to encourage allied health faculty to attend Fall 2007 conference for their specific strand presentation.</p> <p>Bob Cumming and Tricia Evans will determine what district the conference site is located in and get back to Mollie for an invitation for a welcome by Chancellor/President.</p> <p>Mollie will negotiate with speaker.</p>
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	<p>Hosts: South Central, San Diego/Imperial, LA/Orange County, Desert – provide door prizes and audio visual (LCDs, screens, microphones, etc.)</p> <p>Photographer: Tom Plotts</p> <p><b>Spring 2007 – March 7-9, 2007</b></p> <p>Capitol Plaza Holiday Inn is the choice due to the advantages, cost.</p> <p>“Experience the Magic: Occupational Educational in Action” Same as fall 2006.</p> <p>Call for presentation proposals deadline December 7.</p> <p>Registration fee \$295</p> <p>Keynote speakers: select someone as legislator of the year and invite them to be a speaker as well. Chancellor Drummond? Four Vice Chancellors on a panel to speak to progress on strategic plan.</p>	<p>Tricia will follow up with a request to RSCCD for audio visual helpers and equipment loan.</p> <p>Board should forward ideas for Spring 2007 keynote speakers to Mollie.</p>
<p><b>New Board Member Orientation</b></p>	<p>New members are referred by Lin to the work plan when making plans for regional reports. Also, the reports are placed on the CCCAOE web site. Each region is responsible for the “Splash” page on the website. (A 50-word blurb and a photo of an upcoming event, a report of activity or news from the region, etc.) The schedule is on the last page of the work plan.</p> <p>Need to change April to add Awards Chair.</p>	<p>Vice Presidents and representatives will look at the last page the work plan for Splash Page rotation on the CCCAOE website.</p>
<p><b>2006-07 Calendar</b></p>	<p><b>Fall 2006:</b> Tuesday, October 17 all day at the Crowne Plaza Hotel conference site.</p> <p><b>Winter 2007:</b> January 8 at the site of Fall 2007 Conference (currently looking to Palm Springs).</p> <p><b>Fall 2007:</b> The day prior to the conference opening session at the site of the Fall 2007 Conference.</p> <p><b>Summer 2007:</b> June 4 &amp; 5 transition meeting in Mission Inn or Chaminade in Santa Cruz.</p> <p>MEETING ADJOURNED AT 1:40 PM</p>	