

CCCAOE BOARD OF DIRECTORS
June 25-26, 2002 Meeting

Attendees: John Avakian, Kay Bruce, Tanya Burke, Bob Gabriner (guest), Tom Clark, Susan Clifford, Bobbie Edgin, Erika Endrijonas, Kim Holland, Gus Koehler, Eileen Kraskouskas, Gary Mendenhall, Wayne Olson, Bill O'Rafferty, Wilma Owens, Teresa Parkison (CCCCO), Al Stremble, Catherine Swenson, Jan Swinton.

AGENDA ITEM	DISCUSSION	FOLLOW UP
Proposal Review	Executive Committee reviewed Fall Conference proposals.	Kim will make follow up calls re: proposals with questions.
Call to Order Welcome Announcements	Bill O'Rafferty called the meeting to order at 11:30. Welcome and Introductions.	
Minutes	The minutes were approved as submitted.	
Treasurer's Report	Wayne Olson distributed the Treasurer's Report from George Blanc for the past year. The 2002-2003 budget was approved after a discussion regarding the differences in expenses between last year and next year, which are as follows: <ol style="list-style-type: none"> 1. There will be expenditures for web hosting and internet charges because our credit with Earthlink has been depleted. 1. The conference fees income projection should be changed to \$65,500 and LA/Orange VP budget line item should be changed to zero. 1. The President-Elect line item will be increased to cover shared leadership responsibilities. 1. The 2003 Spring Conference figures will change because CCCAOE will be sharing both expenses and revenue with Ed>Net. There was discussion concerning how much information was necessary	Wayne & Bobbie will define the budget categories.

	for the Treasurer's report. It was agreed that the Current Budget Report, Itemized Categories Report and Total Transaction Report would be provided to the Board at each meeting and the yearly summary report would be provided at the June board meeting.	
President's Report	<p>Bill addressed the need to recognize the retirees but questioned whether CCCAOE needed to recognize individuals who have done nothing with the organization recently. He circulated a brief statement specifically stating that regional Vice-Presidents would be involved in identifying retirees with current or past involvement with CCCAOE.</p> <p>Bill mentioned the need for an annual calendar to help facilitate selection of, among other things, keynote speakers for our conferences with sufficient prior notice. Other important information for the calendar includes the following: conference coordination with Ed>Net; award nominations; retiree list; nomination of officers; January and June Board meeting dates and locations; Spring and Fall proposal dates; President's transition meeting; Ballot circulation; selection of next conference with 18 months to 2 years advance; workshops; conference promotional materials; call for proposals.</p> <p>Bill reported that he made an executive decision regarding liability insurance for and CCCAOE including Directors Officers coverage. He indicated that our big risk as Board members is the cost of litigation. Current year payment of \$2537 was ratified. The policy has not been received but coverage is in effect. After discussion, it was agreed that this should be a permanent budget expense item separate from the President's budget.</p>	Bill and Gary will wordsmith the policy and it will be e-mailed for approval.
President Elect's Report	<p>Susan reported that she attended the Ed>Net and State Leadership meetings and she passed out a written report of the meetings.</p> <p>After the four presidents met, it was decided that Kim will attend the WEDAC meetings; Susan will share responsibility for the CIO/BOG meetings; and Nick will provide a written report of the CCCLC meetings.</p> <p>Lyla Eddington will update CCCAOE on the NCWE via a written report.</p>	

Past President's Report	<p>Kay Bruce reported that 132 By-Law revision ballots were returned. All By-Law revisions were approved. Bobbie distributed new pages 3, 7 of the By-Laws with the appropriate changes.</p>	
Regional VPs' Reports	<p>North/Far North Region: Catherine reported on the regional meeting/retreat where they had a facilitator to talk about changing leadership during challenging times. Her region is looking at a Regional Economic Development website as a way to develop contacts with businesses interested in working with colleges.</p> <p>San Francisco Bay Region: John Avakian reported that 10 certificate and 4 degree proposals were endorsed. The Bay Region consortium is reorganizing to include elected co-chairs and establishing a steering committee. John also reported on a survey regarding AutoCAD usage and the need for a significant amount of money to upgrade the software. He has approached AutoDesk to help meet the upgrade needs of small districts with long term leases/expenses.</p> <p>Central Region: Gary Mendenhall would like the CCCAOE membership to consider adding a Professional Development strand to help "New Deans." It was agreed that this would be considered at the Fall 2002 Board meeting.</p> <p>South Central Region: Tanya Burke distributed a written report for regional Vice- President Victoria Bortolussi in which the regional activities and program approvals were discussed.</p> <p>Los Angeles/Orange: Jan Swinton reported for Susan Coleman. The Workforce Leaders Institute was successful. Next year's dates will be April 30-May 2. Work-based learning continues to be successful and the nurse upgrade program is in process.</p> <p>San Diego/Imperial: Eileen Kraskouskas passed out a handout which detailed several regional meetings, each dealing with topics ranging from new media to information technology to the challenges of teaching in an open-entry class format. She also reported on the growing need</p>	

	<p>in the region to partner with the biotechnology and pharmaceutical industries.</p> <p>Desert Region: Tom Clark mentioned that his region is hosting a new district. He reported that the slow pace of the program approval process continues to be an issue as his district attempts to meet the needs of the community. The Desert Region has put together a lead faculty model and a paramedic program using a model curriculum.</p>	
<p>Fall 2002 Conference Planning</p>	<p>Kim shared the cover draft for the Fall 2002 conference mailer and program.</p> <p>Twenty-three proposals were submitted. The Board reviewed the Executive Committee's recommendations for the Fall conference and reviewed the issues raised regarding the proposals. It was agreed that, overall, the proposals were strong.</p> <ol style="list-style-type: none"> 1. It was agreed that the Executive Board Meeting would start at 10:00 am on Tuesday. There also will be a noon lunch meeting right after the conference on Friday. Eight Statewide Advisory Committees will also meet on Tuesday before the Fall conference. Tom Clark recommended that a letter go out from CCCAOE to the Advisory Committee chairs which articulates the common goals between the two organizations, listing the key contacts as the regional VPs as contact points and encouraging them to stay for the entire conference or at least the next day. 2. It was decided that the Past President would work with the Regional Vice-President from the host region to identify the CIO's who should be invited to participate in the CIO forum at the Conference. 3. It was agreed that, in an effort to recognize new attendees, individuals could self-select to wear a "First Timer" ribbon attached to their name tags. It was agreed that Board members, presenters, and hosts should also have ribbons which indicate their role(s) within CCCAOE. It was also agreed that Bobbie would include a list of all attendees in the registration 	<p>Let Kim know any additional information on suggested speakers.</p> <p>Susan Clifford will send letters to the Statewide Advisory Committee Chairs including points in item 1.</p> <p>Proposal acceptance letter will include a request for 75 handouts and combined into one packet if there is more than one presenter.</p> <p>Kim will follow up with Hoke Simpson as a luncheon; Bill and Susan Clifford with Tom Nussbaum; and Tanya with Jackie Goldberg if Hoke or Tom cannot attend.</p> <p>Bill and Al will send letters of invitation to CIOs to attend the CIO Forum and the conference.</p> <p>Gary Mendenhall will e-mail Kim a proposal to do a one-hour "nuts & bolts" on funding for new Deans.</p> <p>Kim will call Bill re: hosts.</p> <p>Bobbie will get the conference recognition</p>

	<p>packets that would include the names and e-mail addresses of all attendees.</p> <ol style="list-style-type: none"> 4. It was suggested that the workshop host station him/herself close to the door in case the conference coordinator needs to speak to them. 5. Hoke Simpson, Tom Nussbaum, Victoria Morrow, and Jackie Goldberg were suggested as speakers and individuals to contact them were identified. 	<p>ribbons</p> <p>Bobbie will include a list of registered attendees in conference packets.</p> <p>Al will organize the closing day raffle gifts.</p> <p>Teresa will let Kim know by the end of July whether Victoria Morrow can come to the conference along with her replacement.</p>
Standing Committee and Appointee Reports	<p>NCOE: Lyla Eddington submitted the NCOE report. All documents must reflect name change to NCWE as of July 1st.</p> <p>Catherine Swenson agreed to Co-chair with Susan Coleman for the Awards Committee 2002-03.</p> <p>CCCLC: Nick Kremer provided a written summary.</p>	<p>Susan will appoint a CCCLC representative per Nick's recommendation.</p>
Executive Secretary's Report	<p>Bobbie asked for updated information for the website.</p> <p>Bobbie reported that the CCCAOE Newsletter was mailed to approximately 1600 people. She also reported that 45 registrations have been received for the Fall conference. In response to inquiries, Bobbie reported that names and addresses are updated on our databases whenever registration changes or other notifications are received.</p> <p>Bobbie also presented the 2002 Spring Conference Evaluation Summary and Budget Report.</p> <p>Other topics on her report regarding insurance, printing, future conference sites, and photography are addressed under other agenda items.</p>	
Chancellor's Office Report	<p>Victoria Morrow joined us by phone and Teresa Parkison joined us in person.</p>	<p>Regional Vice-Presidents will assess and report back on their regions' desire to have</p>

	<p>Victoria reported that she is in the process of identifying a replacement for Kim Perry. She also reported that the Chancellor's Office is seeking an interim replacement for her while she serves as the interim Executive Vice-Chancellor starting August 1st. Victoria said that she would be willing to be minimally involved with CCCAOE while she is in her new position. She also briefly described other planned personnel changes in the Chancellor's Office.</p> <p>Victoria discussed the Governor's Workforce Development proposal which includes the formation of a new Labor Agency as of July 1st and the progress being made with the Board of Governor's Career Ladders Initiative. She also highlighted the current emphasis towards including Information Competency as a graduation requirement that could be in effect as early as Fall 2003. She also discussed the progress being made on the Master Plan, the timeline, and the need to emphasize workforce development and vocational education in the revised plan.</p>	<p>information competency included in certificates.</p>
<p>Action Items from March Board Meeting</p>	<p>Website Update: John Avakian updated the Board regarding the redesign of the CCCAOE website. West Valley Design Group is working on the redesign. They will have the redesign done by August 15. They are interested and willing to support us in a number of aspects, including webmaster services. Board Members will have to take responsibility for providing up-to-date information for the website. The revised website will debut on a non-public site to allow the Board to provide feedback before it goes public.</p> <p>West Valley Design Group suggested revising the CCCAOE logo. The Board reviewed the current logo and design and provided preferences. The Board was concerned with the lack of words explaining the acronym(s) used on the website. John reviewed four different layouts for the home page, each with different colors and designs.</p> <p>The issue of password protection and access for the membership was discussed, along with ways in which the site would be managed.</p>	<p>Susan Clifford will give John the list of acronyms and spell-outs.</p> <p>Issue of membership list on website to be on agenda for Fall Board meeting.</p>

	<p>Conference Photographer: Question of whether the individuals who expressed interest in the position will do it for more than one conference. Susan Clifford said that Chris Stoner will be interested in future conferences, but she has a conflict for the Fall conference.</p> <p>Printing: Palomar is willing to do the design and printing. Because we have a Board person from Palomar, it was decided to go with Palomar.</p> <p>Fall 2003: The contract is signed for Ontario.</p> <p>Spring 2004 Conference Location/Tenaya Survey: Although Bobbie was able to secure the same hotel rate, some regions were not in favor of returning to Tenaya. Santa Rosa and Sacramento were selected as possible sites.</p> <p>Fall 2004 Conference: The Board ranked the following locations in order: Pasadena; Long Beach; San Diego; and, Anaheim.</p> <p>Finally, the Board decided to rotate the practice of having a Vice President bring a guest to future Board meetings (only one guest from among the VPs at any meeting).</p>	<p>Regions who did not have a chance to poll their members regarding Tenaya Lodge as the site for the 2004 Spring Conference should get feedback before the October Board meeting.</p> <p>Let Susan and Bobbie know if you are bringing someone to the meeting so that meals and/or room reservations can be made.</p>
<p>Action Items from Regions and Officers</p>	<p>Board Meeting Dates/Locations for 2002-2003. January 30, 31 at the Oakland Hilton; San Jose was identified second choice.</p> <p>June 2003 Meeting will be June 25-26 at the Mission Inn in Riverside.</p>	
<p>Spring 2003 Conference Planning</p>	<p>Kim distributed an information sheet regarding the joint CCCAOE Spring 2003 Conference with Ed>Net.</p> <p>Gus Koehler reported on the value that each organization brings to each other. Joint program solicitation will result in joint proposals that meet the theme. Gus also updated the Board on the progress of the Ed>Net reauthorization bill and noted the importance of the positive efforts from the field.</p>	<p>Gus will check membership cost/issue with Ed>Net. Gus and Kim will continue to meet re: the cost issues so that the Spring Conference 2003 flyers will be printed and available for the Fall conference. They will e-mail a recommendation to the Executive Board to set registration fees.</p> <p>E-mail Kim and Gus ideas for a speaker.</p>

	<p>Based on comments from the prior joint conference, it was agreed that it was too long and there was too much overlap. Therefore, the Spring 2003 conference will be a joint conference from Wednesday-Friday. There will be one registration and one hotel. Jean Smelser is currently working with ED>Net on a temporary basis and will work with Bobbie on the joint conference plans. Ed>Net has online registration software allowing for credit card payment to make conference registration easier.</p>	
<p>Strategic Planning</p>	<p>Hour-long discussion to revise our strategic plan and to look at the direction CCCAOE is headed. Susan also circulated a copy of the Master Plan for later discussion and possible inclusion as a conference session topic.</p> <p>Three members provided scenarios/perspectives on where CCCAOE should be or will be:</p> <p>Kay Bruce focused on the role of CCCAOE at the local, state, and global levels. John Avakian offered that CCCAOE is not really recognized as the organization of leaders in occupational education in the state. He added that we need to do a better job of marketing; emerging occupations/program development; leadership development; and providing professional development for members. Bill O'Rafferty enumerated the things that CCCAOE does well such as connecting the Chancellor's office with the colleges and making connections to other organizations. However, he also suggested that CCCAOE could do a better job of "lobbying" or influencing decisions. He also noted the significance of numerous retirements in progress and/or on the horizon and the need to cultivate new leaders.</p> <p>The issue of faculty involvement was raised as the Board pondered whether we were sufficiently encouraging faculty to participate in CCCAOE. After agreeing that most sessions are geared towards administrator issues rather than faculty issues, it was agreed that the organization needs to do more to overcome this gap.</p>	<p>Susan Clifford will synthesize notes from strategic planning for future conference planning.</p>

	<p>Susan Clifford agreed to synthesize her notes from the Board's discussions so that we could incorporate the suggestions into future conference planning.</p>	
Key Issues	<p>The new Secretary, Dr. Erika Endrijonas, was installed and presented with a certificate.</p> <p>VP-San Diego/Imperial Region: Wilma Owens, Palomar College, was approved by the Board and then installed to succeed Deanna Vanwey who resigned as San Diego/Imperial Vice President.</p> <p>Research & Planning Group's Prospectus Presentation: Bob Gabriner is President of the RP group. The group is based on institutional membership and collects dues from 90 colleges/districts in the state. His organization is primarily interested in data collection for a variety of needs. He proposed and circulated a draft of a survey to Vocational Deans and Researchers and Planners at colleges across the state, the data from which would be reported back at the Fall CCCAOE conference. The Board offered feedback on the two surveys.</p> <p>It was suggested that researchers might be attracted to the Fall 2002 Conference with one-day registration and research-oriented workshops on the same day.</p>	
Adjournment	<p>The meeting was adjourned at 11:50</p>	