

CCCAOE BOARD OF DIRECTORS
January 6, 2004

Attendees: Susan Clifford, Susan Coleman, Rick Collins, Bobbie Edgin, Erika Endrijonas, Kim Holland, Sharon Lowry, Lin Marelick, Gary Mendenhall, Wayne Olson, Wilma Owens, Kim Perry, Cheryl Shearer, Mollie Smith, Michael Ward.

AGENDA ITEM	DISCUSSION	FOLLOW UP
Welcome and Introductions	The meeting was called to order at 9:35.	
Minutes	The minutes from the October Board meeting were reviewed and approved. It was agreed that minutes will be taken at the Spring Post-Conference meeting.	
Agenda Overview and Additions	Follow Up Action from October: Additional agenda items were solicited. Kim Holland directed the Board to review the Follow Up list under Tab 1.	
CCCAOE Accomplishments and Priorities	<p>CCCAOE Accomplishments: Kim H. passed out a list of accomplishments for October-December 2003. The list is intended to be helpful when Board members are questioned about what CCCAOE is working on.</p> <p>CCCAOE Priorities: -Cultivate New Leadership-CCCAOE and campuses -Monitor legislation and educate legislators</p> <p>Kim Perry passed out a status report regarding both Perkins and WIA reauthorizations. She indicated that the National Association of State Directors of Career and Technical Education Consortium is the best source of information regarding legislative information and advocacy.</p> <p>Perkins Reauthorization: When Perkins was extended in the past, the state had to do a complete plan, but this time the extension will require only a short document.</p>	<p>Kim H. and Ed Buckley will send an invitation to attend the Spring Conference to Chancellor Drummond.</p> <p>The Vice Presidents will share the accomplishments list and the other materials with the regions to inform the membership regarding what the CCCAOE Board is working on.</p> <p>Michael Ward will forward a Department of Labor source to Kim Perry for VTEA information.</p> <p>Kim Perry will continue to monitor the reauthorization status and recommend an organizational position when appropriate.</p>

	<p>A question arose of whether CCCAOE should publish a position regarding VTEA reauthorization. As a professional organization of vocational educators and workforce development professionals, it is important to keep the membership informed, especially in advance of any probable shift in workforce dollar allocation. Kim Perry stated that if nothing else, the Perkins reauthorization information should be summarized and posted on the listserv. She also indicated that it is also important to know the thoughts of the Chancellor's Office because the Chancellor's Office might be looking at things differently. CCCAOE needs to monitor what California sends to the federal government in terms of how they intend to spend the Perkins, state leadership, and Tech Prep monies.</p>	
<p>Conferences</p>	<p>Fall 03 Conference Evaluations:</p> <p>Kim H. reviewed the comments from the Fall 2003 Conference evaluations. The last two pages of general comments were most noteworthy. There were several suggestions for more opportunities for newer deans to meet with seasoned deans to share experience and to build leaders as well. In response to comments that the workshops were too short, the Spring workshops have been increased to 1 hour, 15 minutes. Scott Lay's speech garnered the highest scores. Two criticisms discussed by the Board were comments that the CCCAOE leadership did not approach people enough and/or that they seemed too busy with the conference itself to talk to people. It was also suggested that some hosts for dinner be identified to gather interested people into groups to go out to dinner as a way to facilitate networking.</p> <p>Spring 04 Conference Planning:</p> <p>Kim P. reviewed the Spring conference schedule. The CIO's have altered their own schedule to match CCCAOE's. The two groups will have separate activities on Thursday afternoon and 9:45 –11:00 on Friday morning. All of attendees can go to any session.</p>	<p>Kim P. will add Don Averill to the list of potential conference speakers.</p> <p>Bobbie and Kim P. will send out presenter confirmation letters.</p> <p>Kim P. will double-check the poster session lists. Dona will send out a request to grantees to encourage additional poster sessions. Michael will ask Kay to send out the poster session request to Economic and Workforce Development grantees, too.</p> <p>Kim P. will work with Carter and Jackie regarding hosts for the CIO sessions and door prizes.</p> <p>Kim P. and Bobbie will move forward with the postcard and conference program design.</p> <p>Bobbie will send Kim H. the conference</p>

	<p>Speakers: Carter has sent a letter to a potential speaker. The priorities for speakers are the Governor and the new Chancellor. The CIO's are contacting the Governor's office. Kim P. is also trying to arrange Dan Walters as a speaker. Don Averill, Chancellor of the San Bernardino District, has been suggested to speak regarding economic development.</p> <p>The Call for Presentations was very successful. The presentation reviewers used the Fall 2003 Conference evaluations to respond to some of the presenters who had applied to present again. Overall, there was a nice mix of accountability, management, curriculum, and grants. Four specifically submitted proposals for Poster Sessions; others were encouraged to submit a poster session rather than present a conference session.</p> <p>Michael pointed out that few people know how to do a poster session, which may explain why so few actually apply for one. He acknowledged that one shortcoming of the EdNet conferences was that the poster sessions were weak. Kim P. pointed out that the placement of the poster sessions is key. Food is a good lure. Susan Coleman also suggested raffling a prize based on tickets from each poster session to encourage greater attendance.</p> <p>Hosts and Door Prizes. Kim P. proposed that the San Francisco Bay, Central, North/Far North take responsibility for hosting the sessions and for door prizes. The tri-regional approach for the Fall conference worked well. The CIO's will find hosts for their sessions, and they will be invited to participate in the door prize raffle.</p> <p>Logo for Conference: Bobbie shared samples of possible logos, all of which included the Golden Gate bridge. Building Bridges to Innovation is the theme/title. After discussion of the picture quality, the graphic artist's design sample was considered the better choice with a softened background.</p>	<p>program image for the letterhead.</p> <p>Gary, Lin, and Sharon will work on hosts and prizes for the conference. They will give Bobbie the information regarding the session hosts. Bobbie will count the number of hosts needed before the end of the day.</p>
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Awards	<p>Wilma reported that 16 nominations were received:</p> <p>Excellence and Leadership: 2 Outstanding Program: 6 Outstanding Faculty: 3 Excellence and Partnership: 5</p> <p>Wilma and Mollie put together a scoring grid. Gary suggested that the Vice Presidents rank rather than score. It was also agreed that Vice Presidents do not vote on their own region's nominees.</p> <p>Wilma has drafted two letters: one for honorable mention, the other for the winners. Wilma asked that everyone read both letters and offer feedback.</p>	<p>Wilma will send out letters to nominees and winners with copies to the President and PIO of each college. The letters will include an invitation to participate in a Poster Session on Wednesday of the Conference. All nominees are invited to the breakfast. Wilma will write a draft of the letter and e-mail it to Kim P. and Bobbie.</p> <p>The Vice Presidents will e-mail their rankings to Wilma. Mollie and Wilma will send out rankings and then will have an electronic discussion regarding the Award winners.</p>
Retirees Nominations/Elections	<p>Retirees: Susan Clifford needs to know who is retiring in each region.</p> <p>Howard Ramsden – Allan Hancock (Unsure of CCCAOE membership status)</p> <p>Kay Hartig from Cuyamaca</p> <p>Lynn Hall from Bakersfield</p> <p>Marly Bergerude from DeAnza College</p> <p>Nominations/Elections: Wilma has agreed to run for President-elect. Wayne Olson has been nominated for Treasurer. Gary Mendenhall is the Central Region nominee. Rick has been nominated</p>	<p>Cheryl will follow up regarding Howard Ramsden's membership status after the January 23rd SCRC Regional meeting.</p> <p>Sharon Lowry will follow up after the January North/Far North regional meeting regarding any other potential nominees.</p>

	for a full term as Desert Region Vice President.	
Treasurer's Report	<p>Wayne reviewed the Treasurer's quarterly report.</p> <p>Auditor's Recommendations:</p> <ol style="list-style-type: none"> 1. Significant Income without a Plan: The auditor suggested that the Board should consider scholarships or special projects to return money to the membership. 2. According to the auditor, if the interest goes over \$1,000, CCCAOE will have to pay taxes. 3. All equipment belonging to CCCAOE needs to be inventoried, including the make, model, serial number, and purchase price. 4. The auditor has suggested that CCCAOE review the need for Insurance Liability for officers, especially the Treasurer. Specifically, does the Treasurer need to be bonded? The organization has insurance, but it needs to be sure that the liability coverage is sufficient. CCCAOE has a \$1 million general liability insurance policy to protect the organization at each conference and Directors and Officers coverage. 5. The workload of the Treasurer is far above average for an organization of this size. The auditor has suggested that the Board consider a stipend for 10 hours per month. Wayne does not necessarily support delineating the treasurer's job from any other board members' job. 6. The auditor has suggested that copies of vouchers as they are processed be sent to the accountant. Bobbie's concerned that there is no need for this because the accountant does not do the monthly books. He does not need to recreate the CCCAOE books each month. 7. Changes need to be made to signature cards as officers change. 	<p>Kim P., Lin, Kim H., Wayne, Susan Coleman, and Erika will work on a subcommittee and bring recommendations regarding the use of excess funds to the March Board meeting.</p> <p>Wayne will find out how the IRS defines "valuable" for equipment.</p> <p>Wayne will look into a Bond and how much it will cost the Board.</p> <p>Wayne will follow up regarding signature cards for the organization.</p> <p>Bobbie will inventory the few pieces of equipment belonging to CCCAOE.</p>
New/Unfinished Business	Mission Statement: The Board discussed the mission statement in October, with no changes. Lin had a suggestion afterwards. The piece missing from the CCCAOE mission statement is the student.	Lin will re-evaluate the mission statement and bring any proposed language to the March board meeting.

	<p>The board discussed whether that piece should be incorporated into the mission statement as a way to separate CCCAOE from EWD. After some general discussion, it was agreed that Lin would ponder this issue and suggest any changes to the statement at the March Board meeting.</p> <p>Evaluation of Executive Secretary: Kim H., Kim P., and Susan will meet with Bobbie after the meeting to discuss her evaluation.</p> <p>International Computer Driver’s License: Lin discussed the International Computer Driver’s License (ICDL). The Bay Area and Interior Bay area regional consortia have been trying to establish a standard of computer literacy and operation for students and employers. Cabrillo College started by creating a standard and comparing course curricula, and by taking skills-based activities and determining the standard that an employer could expect from the San Francisco Bay Region students. There is an international standard, which started out as the European computer standard. A company already exists that offers the International Computer Driver’s License. They have developed 7 modules for students to test and be certified, and this certification is portable around the world. IBM likes the ICDL and they have materials to support it outside the US.</p> <p>Corey Kidwell from Cabrillo College has worked on this standard through a grant. According to Corey, employers are asking for a standard. They want to know the skills of the workers they are hiring. The San Francisco Bay Region has embraced the concept. A presentation was made at the Fall conference and a few colleges appear to be interested.</p> <p>The question has arisen regarding whether CCCAOE can or should support the idea of a standard of computer literacy. The first step is for the Vice Presidents to take this concept to the regions to get feedback before the organization can offer support. The statewide Faculty Senate also needs to discuss this issue, and Kate Clark has</p>	<p>The Vice Presidents will take the ICDL to the regions and report back to Lin via e-mail regarding potential support for the ICDL concept. Lin will let Kim H. know by the end of February if the topic should be on the March board meeting agenda. Contact information for Corey Kidwell is cokidwel@cabrillo.edu, 510-663-2277.</p>
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	<p>been working with Corey Kidwell. Faculty and librarians in the Bay and Interior Bay regions are working on pilot projects. Some students would qualify for a break on the cost.</p> <p>The ICDL could be offered through the corporate training model and through the community education model. The concept has been marketed well to businesses. It is harder to market this concept to the traditional academic programs because faculty have purview over curriculum. CCCAOE could pass along the information, but business and industry will drive the adoption of this concept in each community.</p> <p>March Board Meeting: The Board will convene on March 2nd at 9:00 am.</p>	
Liaison Reports	<p>CIO Liaison: Kim H. reported that she has been working with the CIO's on conference planning for Spring. CCCAOE provided financial support based on one-day CIO attendance at the fall CCCAOE conference to the CIO's as seed money for the Spring conference.</p> <p>WEDAC Liaison: Susan Clifford represented CCCAOE at the last WEDAC meeting held on CCConfer. She indicated that Dona Boatright's Leadership forum was excellent and that the comments of the participants were positive. There was discussion of the Chancellor's Office staffing issues as well as the WEDAC purpose and membership.</p> <p>EWD Liaison: Kim Perry is the liaison to Economic and Workforce Development program and she referred the Board to her report under Tab 7.</p>	
Vice Chancellor's Report	<p>Dona reported that the new Chancellor, Mark Drummond, has already moved up to Sacramento and he is working with Tom Nussbaum. She attended her first cabinet meeting this morning and her first impression from this meeting is that he will be forceful in terms of some needed change regarding the stature of the Community Colleges in the state. He believes in traveling where the board</p>	

	<p>members are, and he thinks the senior staff should as well.</p> <p>The next Board of Governor's meeting is next week. The study session will include Richard Riordan, who already has a good relationship with Mark Drummond. There are no new BOG members yet. All of the new but unconfirmed BOG members were pulled by the new Governor. A number of slots need to be filled and Mark projects the new members will be named by February.</p> <p>The Governor's budget will be announced on Friday, January 9, at 12 noon. The community colleges may incur some of the 14 billion dollar cuts. There may be a suspension of Prop 98. However, the change in the economy may produce 3 billion more due to Prop 98. There also may be enough money for COLA or growth.</p> <p>There are no big issues on the horizon in terms of policy except for the curriculum criteria that requires the BOG to approve some priority policy for how money is spent regarding transfer, vocational, and basic skills classes. The policy is being taken through the consultation process. Specifically, they are looking at the definition of transfer, vocational, and basic skills in relation to the coding that is used. The coding for the 2002 academic year is being analyzed in terms of FTES to see what the current student behavior is. The vast majority of credit classes were transfer, vocational, or basic skills; the challenge is to determine the percentage of what the colleges do that is "other" than these three categories. In some cases, it can be as low as 1.3% of the total courses offered. Colleges are now allowed to include in their offerings 2% in "other" classes. The BOG is considering these percentages, and they have to report to the legislature in February about this issue. Some people think that non-credit classes should be included, but criteria already exists for non-credit. The legislature and the Ed Code already specify the non-credit definition.</p> <p>Mid-year budget cuts: May know today during the Governor's State-of-the-State speech whether there will be any mid-year cuts. UC and</p>	
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	<p>CSU have been cut, especially in terms of outreach monies.</p>	
<p>EWD Report</p>	<p>Michael Ward gave the Economic and Workforce Development report. The next EDPAC meeting is Jan 29, 30. The EWD is planning to co-host an event on the 29th for representatives of different administration departments. The three other hosts will be EDPAC, the state Chambers of Commerce, and Cal-Ed. The reception is designed to establish new networks. EWD will represent the colleges to the Governor's administration.</p> <p>Six grant RFAs have gone out, including four leadership grants. The EWD support services have been parceled out. Michael is the meeting planner for the EWD. EWD is hosting a summit rather than a conference this year. On March 23-24, there will be a summit for Center directors and Statewide Initiative Directors. EWD is planning to move the directors away from narrow functions, and the theme is "Innovation, Income, and Opportunity."</p>	
<p>Executive Secretary's Report</p>	<p>Website: Gary, John, and Bobbie continue to confer monthly on the Website. John and Gary do a good job of reviewing the website and they catch a lot of items that need to be updated.</p> <p>Bobbie reported that CCCAOE was charged \$9000 by the Ontario DoubleTree hotel for sleeping rooms guaranteed but not sold. The hotel did provide the afternoon break ice cream at no charge because of the construction. All attendees have been billed who had not paid prior to the conference. All groups who had meetings at the Fall conference have been billed for meeting costs.</p> <p>Spring Conference 2004: The logo changes discussed earlier in the meeting are being made. Dona and Michael are working with Bobbie on the Leadership Forum arrangements for Wednesday, March 3 at 11:00 a.m. The Award nomination packets have been gathered and sent snail mail to the Vice Presidents for consideration.</p> <p>Fall Conference 2004: The contract has been finalized for October 6-8, 2004 at the Long Beach Hilton.</p>	<p>Wilma will let Bobbie know what kind of awards she should order for the award winners.</p>

	<p>Spring 2005. Bobbie solicited suggestions for the Spring 2005 conference. Sacramento, including the Sacramento Convention Center, and Santa Rosa were suggested.</p> <p>Bobbie reported that she is still working on one outstanding conference fee from Spring 2003.</p>	
Vice Presidents' Newsletter Preview	The Vice Presidents each reviewed their reports/newsletter articles. A copy of each is attached and may be found at www.cccaoc.org .	
Future Action Items and Agenda Additions	Presidents' meeting in June: The Presidents will review the CCCAOE workplan and any recommendation Lin has provided for adding students to the mission statement.	
Adjournment	The meeting was adjourned at 1:55 p.m.	