

**CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR
OCCUPATIONAL EDUCATION (CCCAOE)**

Board Meeting

Sir Francis Drake Hotel

March 10-13, 2009

Members Present: Fred Allen, Richard Bettendorf, Paul Creason (afternoon), Jeff Cumming, Erika Endrijonas, Tricia Evans, Hazel Hill, Raine Hambly, Queen Hamilton, Kim Schenk, Mollie Smith (afternoon), Stephanie Thompson

Representatives Present: Bob Cumming-EWD, Lyla Eddington-RC Chairs

Representatives Absent: Dan Crump-Academic Senate, Jose Millan CCCCCO, Nick Kremer-NCWE

Guests: Tuesday -- John Means-Bakersfield College/Central Region, Tim Woods-Foothill College/SFBay Region, Sandra Mellor and George Boodrokas-California Corporate College (Tuesday afternoon presentation). Friday – Corine Dougherty-Coast CCD, Marilyn Behringer-Fresno City College/Central Region, Tim Woods (noted earlier)

Staff present: Bobbie Edgin, CCCAOE Executive Secretary

| Agenda Item | Person Responsible | Action Taken |
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| Meeting called to order at 9:03 am by President Kim Schenk Welcome/Introductions | Schenk | |
| Review agenda – no additions. | All | |
| Review Board Roster | All | Send changes to Bobbie Edgin |
| Minutes – January 2009 Board Meeting | Evans | M/S/A Allen/Hill Accepted with edits/changes to minutes (“producing research,” and typos were presented for revision.) |
| Old Business & Review of Action Items | | |
| <ul style="list-style-type: none"> Legislative Activity: President Kim Schenk reported on the March 2 legislative visits in Sacramento. Twelve legislators and their key staff were visited. Jonathan Lightman led the group. | | Richard Bettendorf will expand the list of educational service organizations on the CCCAOE |

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| <p>CCCAOE Board members who participated included Hazel Hill, Jeff Cummings, Kim Schenk, Mollie Smith and Nick Kremer (NCWE) and John Means. Reception was cordial and the importance of sharing the CTE message from CCCAOE Board and membership was emphasized. A draft of a strategic plan was circulated for discussion at regional meetings. A lot of education of the legislature needs to take place, the changes with ROP and who they serve as an example.</p> <ul style="list-style-type: none"> • Suggestions: Break-out sessions for fall/future conferences on “Life of a Bill.” “Life on the Hill,” and “How to Work with Your Legislator on a Local Level.” Suggest Jonathan Lightman and others such as a legislator’s Chief of Staff as presenters. Equally as important is to educate our public with regard to our role, funding, new developments. • June Board Meeting Agenda Item – formalize and take legislative activities process to the next level (Kim Schenk.) | | <p>Strategic Planning Draft and define the acronyms and state who they serve.</p> <p>Formalize legislative process (Schenk)</p> |
| <ul style="list-style-type: none"> • Website Launch <p>The new website look will be set up for Thursday morning to show splash page. Thanks to John Avakian for his assistance and expertise over the last seven years. Tim Woods will replace John as the new review committee member.</p> <p>The webmaster will receive the final payment as the new look/web site is complete M/S/A Cummings/Thompson</p> | Edgin/Cummings | |
| <ul style="list-style-type: none"> • Board Election Results: <p>President Elect: Hazel Hill –San Joaquin Delta Secretary: Marilyn Behringer - Fresno Bay/SF Bay VP: Tim Woods-Foothill Central/South Central VP: Karen Dubois-Ventura LA-Orange VP: Lynn Shaw-Long Beach New board members will be installed at Friday’s business meeting.</p> | Smith (Schenk for Smith) | |
| <ul style="list-style-type: none"> • CCLC Partnership – CCCAOE/CTE will have several break-out sessions at their fall conferences. It is not a joint conference but we will have a role. | Smith | |

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| <p>Treasurer's Report</p> <ul style="list-style-type: none"> • Approve 08-09 budget adoption. M/S/A Hill/Endrijonas <p>Discussion: Board may want to consider policy on allowables for staff/board member travel approval and reimbursement and make a category for travel for legislative activity which may not always be the past president. Also, board should look at true cost of legislative advocacy. Perhaps consider financial support from regions (Lyla Eddington.)</p> <p>Discussion on funding/cost alternatives. Jeff Cummings, with John Means sharing NCWE recent similar experience, will do a preliminary investigation of event planners/promotional opportunities. Raine Hambly and Bobbie Edgin will look at costs associated with the conference and current/projected revenue stream.</p> <p>Review current report, Treasurer's report accepted as presented with compliments for the revised format. M/S/A Hill/Cummings</p> | <p>Hambly</p> | <p>Kim Schenk will develop a draft on travel expenses/policy for June board meeting.</p> <p>Cummings/Means to bring funding/cost alternatives to June meeting. Hambly/Edgin to bring conference costs and projected revenue stream to June meeting.</p> |
| <p>Executive Secretary Report</p> <p>Bobbie is looking for locations for Spring 2010 joint conference with the CIOs and will have a report on Friday. Work on new website has been ongoing and is complete.</p> | <p>Edgin</p> | |
| <p>New Business</p> | | |
| <ul style="list-style-type: none"> • WIB Collaborations and ARRA <p>Federal economic recovery/stimulus funds may determine the need for enhanced linkages between WIBs and CCs. A bay area regional meeting drew over 70 people, headed by CWA Director Virginia Hamilton with input from CCCAOE. It is unknown how funds will be distributed throughout the state.</p> <p>Suggestion: Have WIB representative/s at fall/future conferences and/or participate in their meetings/ conferences. Kim Schenk will share the URL with an information website Virginia Hamilton has set up. Colleges are advised to become familiar with their local WIBs and look at the local funds available (summer youth programs as one example.)</p> | <p>Schenk</p> | <p>Schenk to provide URL</p> <p>VPs help colleges become familiar with local WIBs</p> |
| <ul style="list-style-type: none"> • System Strategic Plan: California Corporate College <p>CA Corporate College is system-wide, supports the strategic state plan for CTE. Goal outcomes include developing a centralized marketing effort to respond to large organizations with multi-site locations statewide. The focus is on workers, in a non-credit, for-credit, contracted or fee-based format. It is a revenue-based model with seed money</p> | <p>Mellor, Boodrookas</p> | <p>CCCAOE Board member sought to become reg for CA Corporate College work group</p> |

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| <p>coming from CCCCCO. An IDRC has been submitted to fund a pilot at a centralized location which will conduct marketing/create leads to feed to local/appropriate colleges. A CCCAOE Board representative is sought for the California Corporate College work group.</p> | | |
| <ul style="list-style-type: none"> • Announcement: March 16 Rally In Sacramento 10 am-12 noon planned by students, with 3-5,000 expected. They seek additional participation. | Schenk | |
| <ul style="list-style-type: none"> • RP Report – CTE Transfers A lengthy report will be made available at CCCAOE Spring 09 Conference , also is on the website. Suggestion: a Fall 09 Conference breakout on this research (Dr. Darla Cooper with the RP Group.) | Schenk | Hill to follow up on fall breakout suggestion |
| <ul style="list-style-type: none"> • Interim “Green” Meetings Need webinar/CCC Confer or Go to Meeting to increase dialogue on topics of interest and importance to members. Hazel Hill will propose calendar times for Webinar training and work with Kim Schenk on a strategy for future interim meetings. <p>We will cut back paper for board meeting back-up copies. Reports should be emailed before Board Meetings; they can be put on website.</p> | Hill | <p>Hill to calendar dates for Webinar training; Schenk will assist on strategy for interim meetings</p> <p>All reports will be emailed prior to meeting to all Board Members</p> |
| <ul style="list-style-type: none"> • CCCAOE Time for an update of the organization’s name? Shorter, more Career Technical Education “sounding?” Will be brought up to membership in regions by VPs. | Smith | VPs to report back organization name change/ideas |
| <p>Spring 09 Conference Planning Volunteer sign-up sheet passed around.</p> <p>A brief look at attendance at former conferences reveals the location may not make much difference.</p> <p>Conference Chair notes: timely responses are needed to emails when Board is asked for input on theme, verbiage, logo design, etc.</p> <p>We had 350 pre-registered for this conference, 75-90 new people/first-timers, 95 at the pre-conference. Sessions may well be over crowded. Breakfast and lunches will have overflow, board is asked to practice “family hold back.” Future conferences may well be limited to a number of registrants that can be comfortably accommodated.</p> <p>Spring conference details were confirmed.</p> | Bettendorf | |

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| Additional compensation be given to Executive Secretary for Spring 2009 Conference due to additional logistics in the sum of \$500 in additional to previously agreed upon annual salary/event management pay. M/S/A Hill/Cummings | | |
| Representative/Liaison Reports Written reports were submitted with highlights given verbally. | | |
| •CCCCO | Millan | |
| •CCCCIO | Schenk/Bettendorf | |
| •EWD | Cumming | |
| •Academic Senate | Crump | |
| •CCLC | Hambly | |
| •Regional Consortia | Eddington | |
| •CTE Task Force/Consultation | Schenk | |
| •EDPAC | Cummings | |
| •SACC | Endrijonas | |
| •VTEA Research & Accountability | Smith | |
| •NCWE Conference dates set for next three years. | Kremer (Means) | |
| • North/Far North | Cummings | |
| • SF Bay | Thompson | |
| • Central | Hill | |
| • South Central | Endrijonas | |
| • LA/Orange County | Creason | |
| • Desert | Hamilton | |
| • San Diego/Imperial | Allen | |
| A legislative "How-to" Booklet Draft A booklet was distributed to all and input, suggestions, requests for additions, edits were requested. Regional VPs will share at meetings and turn in edits at the conference end. Need conference dates of organizations with whom we share interests so CCCAOE can avoid dates conflict. | Smith | |
| Recess to March 13, 2009 M/S/A Hill/Bettendorf | | |
| Reconvene | Schenk | |

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| <p>Call to order March 13, 2009 at 12: 50 pm by President Kim Schenk</p> | | |
| <p>Old/New Business New board members and guests were introduced, outgoing board members were thanked.</p> <p>Ron Selge, CCCCCO, sought input from the group regarding issues at the federal level on Perkins Core Indicators issues, on working with the WIBS to prepare for the ARRA funds, and the returning vets emphasis that will vary from region to region. His announcements included Perkins funds spending authority, online applications are being tested and online final 1C reports, and progress in working with Academic Senate on cooperative work experience and on course repeatability. He asked about the negotiated targets and it was brought up (Evans) that many of the non-traditional targets were particularly unworkable given that the national employment statistics are at (Operating Engineers for example) less than 1% female.</p> | <p>All</p> | |
| <p>• General Business Meeting The CCCAOE membership at the conference are collectively overwhelmed by the dense process and confusion about the unknown and ARRA funds, applications, questions about the role of the WIBs and the need for rapid response. Recommend a specialist per region to assist with smooth coordination of resources and identifying how to address needs, work on securing program approval. All voiced a lack of time, resources and calendar time to respond as seemingly fast as is requested.</p> <p>A phone meeting/conference call is planned for Monday with CCCAOE leadership, regional consortia leaders and Virginia Hamilton to accommodate regional planning. A follow-up is planned for Wed with Jose Millan and CCCAOE leadership and regional consortia chairs.</p> <p>Strategic Planning Process: Two sessions were held, the Bay Region presented a model that works to encourage looking at regional needs vs. individual colleges and the energy spent on the grant/funding process. Ron Selge recommends a three- year vs. one-year plan.</p> | | |
| <p>Regional Meetings: Reports on potential CCCAOE name change CTEC (Career and Technical Educators of California, Career-Technical Council) among other suggestions. This will be carried forward to the June board meeting.</p> | | |

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| <p>Post-Conference Review Overall evaluation: excellent conference, hotel staff excellent. PowerPoint presentations/handouts will be posted on the web site. The pre-conference was well received despite a few individual grumbles (Allen). Evaluations will be analyzed.</p> | <p>Bettendorf</p> | |
| <p>Fall 2009 Conference Planning Date moved to Oct 28-30 (Long Beach), the pre-con or collaborative meeting will be with IWITTS (women in technology/non-traditional trades) and/or train the trainer using computers. Conference subcommittee is currently Dick Bettendorf, Stephanie Thompson and Erika Endrijonas. Theme to be determined, timeline to accommodate call for proposals. Collaborative Innovation for Economic Recovery (Kim Schenk.) In exchange for moving the conference dates to October 28 - 30 the hotel gave CCCAOE numerous incentives 10% off of all food, \$159 per night room rate and internet for all participants at \$6.50 per day.</p> <p>The Board decided to hold the Spring 2010 conference at the Hilton Hotel Financial District in San Francisco.</p> | <p>Bettendorf/Hill</p> | <p>Need replacement members on Conference Planning Sub-committee due to Endrijonas and Thompson leaving the Board in June.</p> |
| <p>Meeting adjourned M/S/A</p> | | |

NEXT BOARD MEETING
Tuesday & Wednesday, June 9 & 10, 2009
Mission Inn, Riverside