



**CALIFORNIA COMMUNITY COLLEGE
ASSOCIATION FOR OCCUPATIONAL EDUCATION**

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CCCAOE BOARD OF DIRECTORS MEETING

Monday, June 16, 2014

Napa Valley Marriott Hotel & Spa

Carneros Room

8:30 AM – 5:00 PM

AGENDA

Meeting Objectives

1. Kick- off the fiscal year 2014-2015 with an understanding of roles, responsibilities and duties
2. Select a 2014-2015 conference theme
3. Onboard member board members and by providing an overview of the current CCCAOE structure
4. Identify member roles for discussion at the July meeting
5. Review current fiscal status
6. Interview managing director candidates for consideration
7. Ensure a succession plan is in place for the 2014-2015 fiscal year
8. Discuss conference logistics

Agenda:

8:30-9:00 am Breakfast

9:00 -8:30 - New Member On-boarding

9:00 - Jeff called the meeting to order at 8:59 a.m. and turned over meeting over to Corine; Introduction of old and new board members.

9:15-9:30 Old Business

Review Action Items from March Board meeting – Stephanie Rodriguez - MPC
AON Cancellation Policy

Action Item: Event cancellation policy will be pursued; policy has not been purchased policy; Richard Mabery and Treasure will pursue.

Send out the legislative survey to the CIO's

Action Item: Mollie will first share survey response information with Board members.

9:30-10:30 am - Finance Report – Beth Pratt/Fernando Gonzalez

Beth recommended we keep the same contract for accounting to complete fiscals for 2013-14 taxes and bookkeeping services.

MPC: Keep service and extend another 6 months to December 2014.

Elizabeth Hopkins, G & J Sieberlich discussed the 990 tax form that CCCAOE should develop further for marketing and future grant purposes. The document can include information for the public to know about CCCCAOE, Goals, and organization's performance.

Action Item: Add program accomplishments, new work plan for 2014-2015, and the Leadership Academy. Rich and Corrine?

Action Item: Ensure Conflict of Interest has been signed by the CCCAOE Board. (Rich)

Action Item: Include the Executive Director's annual salary survey with comparable salaries scale with the annual performance evaluation.

Action Item: Define contract employee vs independent contractor

Contract Review- (990S) Review various independent contractors who provide services to CCCAOE; Compare expenses from previous year assets;

Deputy Treasure- Corine recommended appointing a Deputy Treasure, however, the Board agreed to wait until the new Managing Director position was filled.

ASAE Event Cancellation Policy- Fernando will get quotes for upcoming conferences.

G&L Sieberlich – Letter of engagement

Leadership Academy Budget Only – Joyce Johnson, Beth Pratt, Fernando Gonzalez

Joyce secured contract to do updates and revisions;

\$6,141.11 needs to be expended by July 2014; however, it was decided to focus on educating and informing CIOS as a priority.

MPC: Jeff proposed that Kim follow-up with her contact person to use remaining grant funds to develop the pre-requisition On-line Module for the Leadership Program.

ACTION ITEM: Joyce will send the Leadership Comments to Board members.

10:30-10:45 am Break

10:45-11:15 am

New Business

Professional Development

Leadership Academy Update – Joyce Johnson- No report

Conference Planning -

Corine provided several conference theme titles for the Board to discuss. CTE in the Spotlight, Transition to Tomorrow was approved.

Keynotes – Corine Doughty

Eileen McDarh, Keynote
Michael Buttersworth, Differential Funding
Evelyn _____, External Credentialing

Conference Panel – Friday, 8:30 A.M. -10:00 A.M

Action Item: Lucia Robles, Stephanie Rodriguez, Jonathan Lightman will contact panel presenters

Action Item: Invite Assemblyman Muratsuchi regarding panel presentation and Award Recognition (Steph)

Action Item: Invite Larry Frank (Lucia)

LATTC Chancellor to open on Wednesday – Lucia Robles
Proposal Updates

Entertainment – Corine Doughty
Wayne Foster Music Entertainment Event Design www.waynefoster.com 714-801-0999

WORKSHOP OPTIONS – Corine Doughty

Action Item: Invite Apprenticeship Program to present at conference

Action Item: Invite regional VPs to President’s Suite for wine and Hovs d’oeuvres (Corine)

CCLC Conference in Rancho Mirage- Present CCCAOE legislative priorities, as well as, the Skill Builder’s conference. (Mollie Smith, John Means)

CCCAOE Board to establish a maximum budget for recruiting conference keynotes:

MPC: Allow for individual negotiation of paying speakers up to \$15,000

General discussion regarding recruiting best practices from out of state and promote to younger demographics.

11:15-11:45 am

It was agreed to eliminate awards and keep at a local regional level; the majority of board members agreed. (Corine)

MPC: Restructure committees to reflect CCCAOE priorities and structure.

Action Item: Restructure the committees for the July meetings (Corine).

Policy

• Legislative Updates – Jonathan Lightman
See End of Year Activity Summary (attached)

Budget

ACR – What is an ACR vs a Bill: ACR is a Resolution that goes concurrently with Assembly and the Senate, not to the Governor; but has high significance to the Legislature; Muratsuchi’s ACR 119 Bill has been on consent for every hearing and meeting.

It was recommended that the Board prepare to support the Managing Director to work with the CCCCCO; CCCs have the most impact on the economy and the way were are funded creates an imbalance which needs to be an on-going theme;

Action Item: Meet with CCCCCO (Von) on June 24 regarding ACR 119; identify 3 options and data to support future conversations:

Cost of programs by Top Code –select several programs including sciences (STEM);

How to express grant fatigue

What is the ROI on grants?

Lecture/lab/clinical cost comparisons/metrics

Governor Report/ Activities: 50 million one-time funds were increased to 60 million;

Action Item: Corine will contact representative regarding specific research

Action Item: Recognition Award to Assemblyman AL Muratsuchi at conference

Advocacy Update and Recommendations– Mollie Smith

Structure legislature advocacy activities

Need to engage the entire board; can we provide higher level training for Board members?

Proposal to create teams on each item (see attachment)

Develop a work plan for each team

Promotional document with our mission

Create a framework for legislative meetings and follow through

Set-up action items for each area

Action Item: Each Lead person does the following:

Board identifies a lead person to develop teams by July;

Submit a work plan by September and discuss during September Board conference call

Develop a work plan with Goal, Objective, and Timeline,

Develop a summary of the Goal, Objective and Activities to support actions

Action Item: Kim will send out a work plan mode for everyone to use

Action Item: Keep legislative professional development as a standing item on future agendas

Action Item: In the future, create a nominating committee (?)

12:00-1:00 pm LUNCH

1:00-2:00 pm Partnerships – Changing of the guard; letters were sent to CEOs and CIOs regarding CCCAOE Board changes.

Action Item: Send letters to all campuses regarding CCCCAOE Board members. (Corine)

Organization Liaisons:

Community College League of California (CCLC) – Sid

National Council for Workforce Education (NCWE) –
John Means- Mollie will ask John if he is interested in continuing in this position.

Faculty Association of California Community College (FACCC) – Joyce/Corine

Chief Instructional Officers (CIO) – Joyce

Economic Development Program Advisory Committee
(EdPAC) – Jonathon K.

Consultation Council – Corine

System Advisory Committee on Curriculum (SACC) – Kim
Kim recommended someone else be trained as a future representative. Think about each region and who could get become involved

Action Item: Kim will develop a committee description to share with others.

Student Equity Workgroup – Julius Sokenu
Action Item: Julius will follow-up to see if this is still a viable committee and contact Corine.

Advisory Committee on College & Career Readiness – Stephanie

Legislative Advisory Committee- Mollie

CCCAOE Vice Presidents Job Duties and Responsibilities -

Action Item: Julius Sokenu and Lucia Robles will develop an elevator speech of duties and responsibilities for vice presidents (be their voice in the regions and connected synergy with CCCAOE: The following information for regional consortia, such as:

Who is CCCAOE?

Different Advisory Groups and various committees

Share Advocacy priorities

Be clear about the role CCCAOE plays in supporting regional consortia

Be clear we are an independent of CCCCCO

Identify Roles and Responsibilities of membership for 2014-2015

Communications Officer Job duties defined – Stephanie.

Action Item: Define at July meeting and provide recommendations

2:00-2:20 pm - Communication

Corine Doughty to discuss Robbie Kunkel – proposed research entails preparing a survey that examines ways of funding career-technical educational programs and seeks input from of California Community College CTE/WFD administrators.

2:20-2:30 pm - Income Generation Discussion

Sponsorships – Membership Discussion

Managing director responsibilities and use of our own contacts for sponsorships
Pursue Join Apprenticeship and Hotel Association
Identify and invite other organizations that reflect our programs: Advisory committee members, film associations, DSNs to assist in obtaining sponsors for CCCAOE
Regional vice presidents provide names and coordination of sponsors

2:30-2:45 pm BREAK

2:45-3:15 pm - Administration

July Meeting 2.5 days in Los Angeles at the HYATT Hotel
OC One – Contract 1-day Board Development Training
Corine invited OC One to July for board training
Contract Approval OC One- \$2000 for a day
Bylaws/Procedural Edits – CCCAOE Membership and

Action Item: Corine will send an invite for July meeting; bring ideas for Board duties and responsibilities

SACC Updates - Kim

There is a document for students that will allow them to repeat up to 15 units for CCE; PECAH is restrictive on general education for general education – CSU/IGETC for transfer

Mark Alcorn – Contract Approval \$5,000
Strategic Plan - Mark Alcorn – Contract Approval

MPC- Approved for contract with Mark Alcorn and OC One

3:15-5:00 pm Managing Director Interviews

5:00 pm Adjournment at 3:51 PM

Tuesday, June 17, 2014

TIME AGENDA ITEM

8:30-9:00 am Breakfast

8:00-12:00 pm Managing Director Interviews Continued