



**CALIFORNIA COMMUNITY COLLEGE
ASSOCIATION FOR OCCUPATIONAL EDUCATION**

605 W. HERNDON AVENUE, SUITE 800-86 ~ CLOVIS, CA 93612-0193

MINUTES

JANUARY 11, 2013

8:30 A.M.

OAKLAND, CA

MEETING CALLED BY	Sid Burks
TYPE OF MEETING	Board Meeting
FACILITATOR	Sid Burks
NOTE TAKER	Corine Doughty
ATTENDEES	Eva Jimenez, John Means, Jeff Cummings, Kim Schenk, Mollie Smith, Julius Sokenu, Beth Pratt, Joyce Johnson, Rich Mabery, Omid Pourzanjani, Wheeler North, Jonathan Lightman, Carol Coen, Lyla Eddington
ABSENTEES:	Carole Goldsmith, Nick Kremer, Rich Ida

Agenda topics

8:30-8:45

CALL TO ORDER

SID BURKS

DISCUSSION	Welcome, introductions, review and updates to agenda; previously reviewed action items during conference calls and previous emails.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
MSP: Pre/Post October 2012 Conference Board Minutes	Corine Doughty	N/A
Invite Chuck Wisely to the conference and acknowledge him as a retiree.	Sid Burks	Feb 2013

9:30-9:45

DOING WAT MATTERS UPDATE

JOHN MEANS

DISCUSSION	<p>Van Ton-Quinlivan agreed that the RFP process would be different from the current process. The new RFA's would be outcome based. There would be a bidder's conference, raters/readers would be provided training and there would be a norming/rating process as well.</p> <p>Omid Pourzanjani – Reorganization at the Chancellor's Office. This year's priority is to implement the discussions from "Doing What Matters". RFA's posted on the Chancellor's Doing What Matters website. Three sections:</p> <ol style="list-style-type: none"> 1. Sector navigators, regional consortia chairs and center directors. How will we maintain and measure the performance? Quality of Service will be measured using a 360-review process. 2. Leading Indicators – Activities that will build the infrastructure to sustainability. 3. Sector dollars – used to achieve momentum points within the pathway. <p>Timelines for releasing the RFA's is mid January</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

9:45-10:30

CCCAOE PROFESSIONAL DEVELOPMENT FUNDING
FROM REGIONAL CONSORTIA

BETH PRATT

2013-14	55	25	0
Senate			
Legislative Session	Democrat	Republican	Vacant
2011-12	25	14	1
2013-14	27	11	2*

**Both Democratic seats*

There has also been a significant change to the rosters of the Assembly and Senate committees important to CCCAOE.

Assembly

Higher Education—Williams (Chair), Chávez (Vice Chair), Bloom, Fong, Fox, Jones–Sawyer, Levine, Linder, Medina, Olsen, Quirk–Silva, Weber, and Wilk

Jobs, Economic Development, and the Economy—Medina (Chair), Allen (Vice Chair), Daly, Fong, Fox, Hueso, Linder, Melendez, and V. Manuel Pérez

Budget Subcommittee No 2 on Education Finance—Bonilla (Chair), Chávez, Muratsuchi, Nestande, and Ting Appropriations—Gatto (Chair), Harkey (Vice Chair), Bigelow, Bocanegra, Bradford, Ian Calderon, Campos, Donnelly, Eggman, Gomez, Hall, Holden, Linder, Pan, Quirk, Wagner, and Weber

Senate

Education—Liu (Chair), Wyland (Vice Chair), Block, Correa, Hancock, Huff, Jackson, Lara and Monning Labor and Industrial Relations—Lieu (Chair), Wyland (Vice Chair), Hill, Lara, and Leno Budget Subcommittee No 1 on Education Finance (not printed in Daily File)—Block (Chair), Gaines, Wright Appropriations—de León (Chair), Walters (Vice Chair), Gaines, Hill, Lara, Padilla and Steinberg

Governor’s Budget

As noted in an electronic communication, Governor Brown proposed the following in his January budget (summary prepared by Vice Chancellor Dan Troy):

- \$196.7M in increased apportionment funding. It is proposed that the Board of Governors will determine how those funds will be allocated (e.g., growth/restoration or COLA).
- \$179M to buy down existing deferrals. This would lower the total year over year deferrals from \$801M to \$622M.
- \$49.5M to support energy efficiency efforts pursuant to the recently passed Proposition 39 ballot initiative. The Governor intends the CCCs to expand career technical educational training and on-the-job work experience training in partnership with the California Conservation Corps and participating community conservation corps programs.
- \$16.9M to enhance online education efforts in the CCCs, including the creation of a centralized Virtual Campus into a single hosting system, so students could find online courses and access 24/7 support through a common portal. The proposal would further expand and enhance credit by exam options to make it possible for students to earn credit for core SB 1440 Transfer Degree courses and also for remedial coursework. One way that students would be able to acquire the skills necessary to pass these exams would be through MOOC providers.
- \$300M in a shift of responsibility for Adult Education from K12 to the CCCs. These dollars would be provided to districts in a block grant basis on students served in core instructional areas.
- \$15.7M in a shift of responsibility for Apprenticeship from K12 to CCCs.
- Replace long-standing provisional language concerning the funds for the Economic and Workforce Development Program with a requirement that the Chancellor’s Office submit an annual expenditure to the Department of Finance for approval (similar to SB 70).

The Governor’s proposal also includes some significant policy changes:

- A 5-year phase-in of funding apportionments on completion rather than on census date enrollment. Unlike previous proposals, though, this is intended to be cost neutral, as districts would have funding lost through the apportionment shifted to student support efforts such as the Student Success and Support Program (formerly known as Matriculation).
- A 90-unit cap for students. Under this proposal, no state support would be provided for students that have exceeded 90 units. Students taking courses above the cap would be required to pay the full cost of instruction, with some provision for case-by-case waivers. Similar limits are proposed for UC and CSU students.
- Alter Part B BOG fee waivers to require students to complete a FAFSA and include them income of both parents and the student to determine eligibility.

**CONCLUSION
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Significant Conversations Moving Forward

We anticipate the following opportunities for CCCAOE to engage in significant policy discussions this year:

Total Cash on Hand	\$324,843.23
II. 2012 1099 Vendors total costs \$84,579.58 (attached list for approval and submission to CPA)	
III. Current Progress on taxes	
IV. Report on fiscal review	
a. "form 990 Organizer"	
b. Schedules	
V. Discussion on finance and organization's compliance	
CCCAOE 2012 1099 Vendors	
Automated Business Systems	\$ 860.00
Four Star Marketing	\$ 34,44.56
Gita Hazemi	\$ 4,125
Karen Klammer	\$30,000
Richard Braniak	\$ 3,500
Mark Alcorn Associates	\$ 4,500
Little Bear Productions	\$ 1,500
Rich Mabery	\$31,600.02
Smart Tech	\$ 5,000
Total	\$84,579.58

CONCLUSIONS	None
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>MSP: Carol Coen to accept the vendor list and Treasurer's report</p> <p>Mollie Smith devised a Board Conflict of Interest statement to be included in the Policies and Procedures guide under Governance. All Board members are required to sign at the yearly meeting in June.</p> <p>MSP: Jeff Cumming to approve the changes to the Policies and Procedures Conflict of Interest Disclosure Statement.</p> <p>MSP: Executive Secretary to maintain any document required to be retained.</p>	Carol Coen, Mollie Smith, Jeff Cumming, Beth Pratt	

1:20-2:00 PM LEADERSHIP ACADEMY OMID POURZANJANI/KAREN KLAMMER

DISCUSSION	<p>Demand is high for the leadership academy. If the demand is high should we be having workshops in July and January and separate them by regions. Omid Pourzanjani spoke with Catherine Swenson to coordinate the retreats. She has estimated the cost of the retreat at \$40,000.</p> <p>Beth Pratt to review alternatives to pricing such as the RP Group. Create a cost analysis for the leadership academy and develop a five-year business plan.</p> <p>Quality control and delivery methodologies must remain with CCCAOE.</p> <p>Need funding to launch in a meaningful way.</p> <p>Conduct market research to find out the value of the workshop and create a passport for the entire year.</p> <p>Build a network of trainers by offering a summer 2013 train-the-trainer. Continue to offer the academy during the workshop.</p> <p>Karen Klammer – discussed offering a train-the-trainer to maintain the programs integrity. Reviewed a five-hour training session complete with session components.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Action Item: All presenters for the spring leadership academy must submit revisions to Karen Klammer by February 1, 2013.</p> <p>Action Item: Award Leadership Conference participants at the end of the spring conference.</p> <p>Action Item: Develop a cost analysis to include cost recovery as well as a profit center.</p>	Jeff Cummings, Karen Klammer, Omid Pourzanjani, Executive Board	January 30, 2013

<p>Action Item: Karen Klammer to develop a proposal for developing the Navigating workshop online</p> <p>MSP: Jeff Cummings – plan a train-the-trainer for the summer 2013 and have our first retreat in January 2014.</p> <p>MSP: Offer half of the training modules during the fall 2013 and spring 2014 conference.</p>		
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2:00-3:00

SPRING CONFERENCE

RICH MABERY

DISCUSSION	<p>Keynote Speakers</p> <ol style="list-style-type: none"> 1. Potential Keynote Speakers as discussed: 2. Brice Harris (I will contact for availability HIGHEST PRIORITY) 3. Eileen McDargh (Inspirational - see below) 4. Nathalie Gosset (Jobs of the Future - USC Alfred Mann Institute) 5. <p>Officer Nominations – John Means due January 18, 2013 Current nominations include:</p> <ul style="list-style-type: none"> • President Elect – Joyce Johnson • Communication Officer - TBD • VPLA/OC - Omid Pourzanjani and Doug Benoit • VP/South Central Region - Julius Sokenu • VP/Central Region – Carole Goldsmith is resigning due to her recent promotion to President, Coalinga. <p>Awards Nominations – Rich Mabery due January 25, 2013 No awards submitted to date.</p> <p>Call for presentations – due date January 31, 2013 Each scheduled block will offer: 3 sessions for AS 3 sessions for CCCAOE 3 for leadership academy</p> <p>John Means suggests continuing to offer a variety of breakouts without compromising quality. Kim Schenk - Is the Chancellor's Office represented?</p> <p>Carol Coen – have a Doing What Matters strand throughout the day</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Sid Burks to select a replacement mid-term for Carole Goldsmith</p> <p>MSP: Jeff Cummings – modify the application for nominations to include the word (optional) after resume and review the applications after January 25th to determine whether to suspend the nomination/awards process and solicit input from the field on how to recognize superior faculty and industry members.</p> <p>Suggestions for Breakouts:</p> <ol style="list-style-type: none"> 1. Chris McCullough and Debra Jones to explain the sector navigators 2. Curriculum Inventory 2 3. LAO and restructuring of Adult Ed 4. Evaluation Criteria of the RFA's 5. Apprenticeship Program 	<p>Sid Burks, Jeff Cummings, Rich Mabery</p>	

3:00-3:30

LIAISON UPDATES

DISCUSSION	<p>CCLC – Rick Ida The next meeting of the CCLC Advisory Committee on Legislation will be on January 26th, where the committee will be advised of legislation that is being introduced during the legislative year. Following the meeting, I will forward to you all of the documents that I receive to keep you informed of what to expect.</p> <p>Previously, on January 9th, I forwarded to you information regarding the Budget Webinar on January 14th at 10:00am, discussing the Governor's Proposed Budget. The Governor's 2013-2014 Budget was released on January 11th. I hope you marked your calendar and signed up to participate in the webinar.</p>
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I have included with this report the December, 2012 Legislative Update from the Community College League of California.

NCWE – Nick Kremer

NCWE and CCCAOE worked closely during their respective conferences in October. CCCAOE gave NCWE booth space and a short slot during a morning general session. In turn, NCWE offered CCCAOE members a special one-day registration rate for its conference, a short general session slot, and a workshop session, which Sid Burks filled. The leadership of both organizations had an opportunity to talk informally and explore additional opportunities for collaboration. Additionally NCWE has invited Sid Burks as CCCAOE president to be part of the NCWE panel at AACC's Workforce Development Institute in San Diego in late January.

The NCWE conference in Long Beach drew 300 from across the country. Its 2013 conference will be in Milwaukee October 16 to 18, 2013. It will be in a Wednesday to Friday format. The call for proposals for the conference will go out in mid-February.

There will once again be an exemplary award process with the call for nominations being sent out in April.

At the October Board meeting, Mollie Smith was seated on the NCWE Board as the Region 2 (California, Hawaii, Guam) representative.

LA/OC Regional Consortia - Lyla Eddington - Major focus of the Regional Consortia is the formalization of an organization structure in preparation for "Doing What Matters" and incorporating their expanded role.

- Expanded Operations Team Meeting held November 27, 2012. Update on funding and what was approved by BOG. Rationale for change identified as a requirement of the reauthorization. Meeting included Regional Consortium Chairs, Sector Navigators (Initiative Directors), and Technical Assistance leaders. Calendar for release of RFA's also distributed (estimates only).
- Participated in Deep Dives – on November 27, 2012 (afternoon) and December 19, 2012. Focus on addressing the issue of Program Approval and the time needed. Consensus reached that the process is relevant and necessary, but faculty and deans need technical assistance.
- Regional Consortium Chairs have conducted monthly conference calls (Bay Area Coordinating) in order to have time to raise issues and respond as "one voice" to their new role. Topics have included formation of JPA vs. MOU, Selection of Vice Chairs for each Economic Development Region within CCCCCO Regions, and alignment with CEO's and CIO, & Student Services Regions. Colleges, who have chosen to join another region, must submit their request in writing to CCCCCO and cannot be the Fiscal Agent for the grant. Current regional structure of each regional consortium has also been shared as well as proposed structure for 2012-13. Some regions are looking at a new chair due to retirement or choosing not to assume the responsibilities 30% Release Time for Chair. Chairs will continue to dialogue in order to maximize meeting time with Vice Chancellor and Dean in Sacramento.
- Proposed Funding for next year appears to be increased to facilitate the increased responsibilities. No "set-aside" dollars are anticipated as requirements of the RFA. This includes CCCAOE, Workforce Leaders, and Special Populations. Unclear if the requirements will remain in the RFA and how these will be met.
- Regional Chairs have been identified as "Key Talent" and cannot assume the role of "Key Talent" as a Sector Navigator or Leader to provide Technical Assistance.
- Selection of Sectors will begin much earlier next year with completion by region in June.
- Waiting for the RFA to be released so we can begin writing.

SACC – Kim Schenk

- SB 1456 has been signed into legislation, effective January 1, 2013. A monthly newsletter will update the field on developments from the various workgroups (Basic Skills, Professional Development and Alignment).
- A draft of the Chancellor's Office "score card" web page will be released in January and finalized by March. Users will be able to drill down from statewide data-to-data specific to each district and college. The most detailed level will be accessible only to institutional researchers at the local level.
- Legislative updates
 1. Open Educational Resources (OER) legislation will require the senates of all three higher education systems to discuss its implementation.
 2. Legislation allowing military credit is expected to pass and will require consultation with SACC to identify military courses that equate to general education or vocational courses. Other issues include recency and equating units granted for otherwise equivalent courses.

Clarification of the CI-D Approval Path—Starting January 1, 2013, all courses submitted for a TMC degree will need to be submitted to CI-D for common course numbering and all courses for approved TMC degrees will have to be submitted and approved by the Chancellor's Office. Colleges can choose to maintain both a traditional degree and an AAT/AST degree in the curriculum inventory. Courses without CI-D approval are still valid for colleges to offer as these courses provide students with more options.

	<p><u>AA-T/AS-T Degree Approvals Status/Update</u>—As of November 29, 514 degrees have been approved, with an additional 77 undergoing revision and another 59 in the queue.</p> <p><u>Repeatable Courses (title 5 section 55041)</u>—Department of Finance has approved the regulations. Guidelines are being written.</p> <p><u>Curriculum Inventory, Version 2 (CIV2) Implementation</u>—Signature pages are no longer required for submission to the CO, now an electronic indication that a college's governing board has approved the course has replaced the multiple signatures formerly required. The multiple changes brought about by CIV2 has increased the volume of email to the CO to an unmanageable level. A list of FAQs will be developed.</p> <p><u>Stand-Alone Courses</u>—Data Analysis in Preparation for Report to Legislature: A report documenting the monitoring process is due to the Legislature on January 13, 2013. While all 112 colleges have undergone annual training and currently certified for local approval, data pulled from CB24 do not reflect colleges' understanding of how/when standalone courses should be coded as such. While SACC could consider letting local approval of stand-alone courses sunset, the original 2005 white paper ("A Proposal to Locate Approval of Stand-Alone Courses at the Local Level") indicates that the justification for local approval of non-degree applicable credit courses still exists.</p> <p><u>Auditing and/or Combining Credit/Community Services Classes</u>—Chancellor's Office Government Relations Division is weighing the option of legislation versus alternative methods to implement the desired title 5 and Education Code changes. Michael Magee, Interim Vice Chancellor of Government Relations, will be invited to the next SACC meeting to discuss various options.</p>
ACTION ITEMS	
None	

3:30-4:30 FUTURE EVENTS ALL

DISCUSSION	<p>Spring Conference March 2014 Location – Sacramento Rich to look at either Doubletree, Radisson, Hilton, Citizens, Sheraton or Holiday Inn</p> <p>Rich to send out a revised monthly conference call calendar – 4th Monday monthly 4:00 pm beginning January 28th</p>
ACTION ITEMS	
<p>Spring Conference March 2014 Location – Sacramento Rich to look at either Doubletree, Radisson, Hilton, Citizens, Sheraton or Holiday Inn</p> <p>Action Item: Combine June and July Board meeting Palm Springs – July 8-10, 2013</p> <p>Jonathan Lightman to contact Mark Alcorn for the July retreat</p> <p>Rich to send out a revised monthly conference call calendar – 4th Monday monthly 4:00 pm beginning January 28th.</p> <p>Carol Coen secured Chancellor Rita Zepeda from San Jose District</p> <p>Action Item: Beth Pratt – ask Jose Ortiz to welcome CCCAOE to his district.</p>	

4:30 PM Meeting Adjourned by Sid Burks