



California Community College Association of Occupational Education (CCCAOE) Board Meeting Minutes

JUNE 7, 2011

8:30 A.M.-4:00 P.M.

SAN DIEGO, CA

RECORDER	SANDRA ANDRE	
ATTENDEES	HAZEL HILL	JOHN MEANS
	KIM SCHENK	JEFF CUMMINGS
	SID BURKS	OMID POURZANJANI
	MADELAINE WOLFE	RICK IDA
	BOBBIE EDGIN	BETH PRATT
	LYNN SHAW	CAROLE GOLDSMITH
	WHEELER NORTH	JENNIFER LEWIS
	CARMEN GUERRERO	JONATHAN KING

ABSENT **CORINE DOUGHTY**
LYLA EDDINGTON

Orientation and Handbook Review for New Members

Bobbie Edgin

ACTION ITEM	Listserve address request for new members to the Executive Secretary for name tags in July. Members should add all Regional Meetings to their Outlook Calendar. The secretary will maintain the Listserve.
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Review and Approval of Pre and Post Conference March 2011 Minutes

Sandra Andrea

ACTION ITEM	Motion/Second/Carry of March meeting minutes
DISCUSSION	<p>Kim Schenk suggests deletion of #4 on Pre-Conference and CTE Completers to Agenda because of new reporting requirements</p> <p>Name correction on Jonathan and addition of Carmen Guerrero</p> <p>Typo on- Sid Burks, President Elect</p> <p>Delete Diane Hollems</p> <p>Money as a door prize is no incentive to stay to the last meeting</p> <p>Strike Formal Letter to past Presidents</p>

Budget

BETH PRATT

DISCUSSION	<p>Review Current Report - Beth Pratt Treasurer's email- The budget is balanced and simplified in a report to the incoming President. Report in entirety forwarded to members by Bobbie Edgin, Exec. Secretary</p> <p>Wheeler North noted a gap in registration from restricted travel budgets. Board travel funds maybe frozen as a response to potential cuts and backup funding is possible. Letters can be sent to administrators on allowable use funding from consortia accounts. Income expenses is highlighted, some is expected yet not received.</p>
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Proposed CCAOE Budget 2011-12

INCOME	Proposed 11-12	10-11 Budget	10-11-Actual to date
Uncategorized (Beginning balance)			
Total Conference	200,000.00	172,800.00	222,820
Total Assessment Reg Consortia	10,000.00	10,000.00	10,000
Total Conference Sponsors	10,000.00	10,000.00	9750
101 Membership	10,000.00	9,000.00	10,607
104 Bank Interest	600.00	600.00	635
120 Miscellaneous Income	00.	0.00	974
TOTAL INCOME	230,600.00	202,400.00	255,596

EXPENSES	Proposed 11-12	10-11 Budget	10-11 Actual to date
Uncategorized (Outstanding Check)			
Total Board Officers Expenses	3500.00	3,600.00	1750
Total Elections and Awards	1500.00	1,450.00	1483
Total Board Meetings	10,000.00	9,270.00	9250
Total Conference	130,000.00	118,000.00	128,974
Total Sponsors	0.00	0.00	0
Total Ex Secretary Contractor	35,000.00	32,710.00	32,710
Total Insurance	1500.00	1,300.00	1,300
Total Other	3100.00	2,980.00	2,711
Total Contractors	15,000.00	6,000.00	6150
Total Advocacy Contractor	25,000.00	26,500.00	25,000
Total Web ISP	750.00	590.00	478
TOTAL EXPENSES	225,600.00	202,400.00	209,6000

Net Income 0.00 \$5,000

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion/Second/Carry of March Current and Project Budget minutes	Beth Pratt	N/A

Executive Secretary Report

BOBBIE EDGIN

DISCUSSION	
	The Office of Charitable Trust and status of the taxes from June 2004- June 2005 is noted and it is recommended that the board track accountability pursuant to 501.C3.



	<p>Spring Conference payments made in PayPal are available for immediate access. \$87,000.00 are yet uncollected, \$67,000.00 from the Chancellor's Office.</p> <p>Meal costs are inclusive of tax also gratuity and those costs are rising. July 20th and 21st will be at Crowne Plaza in LA. Completing the Handbook will be updated at that time.</p>				
ACTION ITEMS	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">PERSON RESPONSIBLE</th> <th style="width: 40%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td> <p>Send a report copy to all standing board members while awaiting the resolve on a 990 Form previously mailed to Ogden, Utah within the proper time for response. All documentation is on file. Follow up with Tax Preparer on tax records and all copies to be held by the current Treasurer for a chain of custody continuity. Required copies of the trust information should reside with the tax preparer and must be copied to the Treasurer.</p> <p>Password protected area on the website will carry the insurance document and shall be disseminated to all board members for access in PDF format.</p> </td> <td> <p>Carmen Guerrero Kim Schenk Madeleine Wolf</p> <p>July 20, 2011</p> </td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	<p>Send a report copy to all standing board members while awaiting the resolve on a 990 Form previously mailed to Ogden, Utah within the proper time for response. All documentation is on file. Follow up with Tax Preparer on tax records and all copies to be held by the current Treasurer for a chain of custody continuity. Required copies of the trust information should reside with the tax preparer and must be copied to the Treasurer.</p> <p>Password protected area on the website will carry the insurance document and shall be disseminated to all board members for access in PDF format.</p>	<p>Carmen Guerrero Kim Schenk Madeleine Wolf</p> <p>July 20, 2011</p>
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BOBBIE EDGIN

Old Business & Review of Action Items

DISCUSSION	<p>Transition of Executive Secretary and Event Planning - Bobbie Edgin's contract ends June 30th. Jonathan King recommends transparency in filling the position. A robust dialogue regarding the weighty duties of the job and an unbroken stewardship requirement is followed by some potential candidate recommendations. The dual role has discrete knowledge of organizational culture and is sensitive in support of upcoming conferences.</p> <p>The dual roles will be clearly defined and separated at the July meeting with a rewrite of the two job descriptions. The Executive Secretary position is a one year contract and will go out to close interviews at the end of July for full transparency with a limited window and paper screening. The position may overlap the current serving term due to the sensitive nature of both of the jobs.</p> <p>Julie Adams currently working with the Academic Senate in Spring to partner CCCAOE. A new conference event planner position will be contracted out.</p> <p>2010-2011 Workplan Follow –Up - Workplan Review included the reference from Chuck Wisely on adding a statement to the webpage. Conference registration attendance includes the benefit of membership in CCCAOE. Attributes of membership in fact need be defined on the site.</p> <p>Bobbie Edgin asked for clarification on voting rights and it was decided attendance at any event included voting rights. Membership identity must have some type of affirmation.</p> <p>Executive Secretary Position – See above</p> <p>WED - Scheduling Options (typical 6 strands and 6 workshops per conference)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Complete both certificates in 1 yr</th> <th style="width: 45%;">WED-CTE Professional Training</th> <th style="width: 30%;">New CTE Dean Tr</th> </tr> </thead> <tbody> <tr> <td>Fall 2011</td> <td>1 strand – 1 workshop each breakout (6)</td> <td></td> </tr> <tr> <td>Spring 2012</td> <td></td> <td>1 strand – 1 workshop each br</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Complete both certificates in 1 yr</th> <th style="width: 45%;">WED-CTE Professional Training</th> <th style="width: 30%;">New CTE Dean Tr</th> </tr> </thead> <tbody> <tr> <td>Fall 2011</td> <td>1 strand – 1 workshop 3 breakouts</td> <td>same strand – 1 workshop 3 b</td> </tr> <tr> <td>Spring 2012</td> <td>1 strand – 1 workshop 3 breakouts</td> <td>same strand – 1 workshop 3 b</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Completes both certificates in 2 yrs</th> <th style="width: 45%;">WED-CTE Professional Training</th> <th style="width: 30%;">New CTE Dean Tr</th> </tr> </thead> <tbody> <tr> <td>Fall 2011</td> <td>1 strand – 1 workshop 3 breakouts</td> <td></td> </tr> <tr> <td>Spring 2012</td> <td>1 strand – 1 workshop 3 breakouts</td> <td></td> </tr> <tr> <td>Fall 2012</td> <td></td> <td>1 strand – 1 workshop 3 break</td> </tr> <tr> <td>Spring 2013</td> <td></td> <td>1 strand – 1 workshop 3 break</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Completes both certificates in 2 yrs</th> <th style="width: 45%;">WED-CTE Professional Training</th> <th style="width: 30%;">New CTE Dea</th> </tr> </thead> <tbody> <tr> <td>Fall 2011</td> <td>1 strand – 1 workshop 3 breakouts</td> <td></td> </tr> <tr> <td>Spring 2012</td> <td></td> <td>1 strand – 1 workshop 3 b</td> </tr> </tbody> </table>	Complete both certificates in 1 yr	WED-CTE Professional Training	New CTE Dean Tr	Fall 2011	1 strand – 1 workshop each breakout (6)		Spring 2012		1 strand – 1 workshop each br	Complete both certificates in 1 yr	WED-CTE Professional Training	New CTE Dean Tr	Fall 2011	1 strand – 1 workshop 3 breakouts	same strand – 1 workshop 3 b	Spring 2012	1 strand – 1 workshop 3 breakouts	same strand – 1 workshop 3 b	Completes both certificates in 2 yrs	WED-CTE Professional Training	New CTE Dean Tr	Fall 2011	1 strand – 1 workshop 3 breakouts		Spring 2012	1 strand – 1 workshop 3 breakouts		Fall 2012		1 strand – 1 workshop 3 break	Spring 2013		1 strand – 1 workshop 3 break	Completes both certificates in 2 yrs	WED-CTE Professional Training	New CTE Dea	Fall 2011	1 strand – 1 workshop 3 breakouts		Spring 2012		1 strand – 1 workshop 3 b
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Chancellor's Office input on Professional Development money is that there is no funding due to cuts. Alternative grant funding options for leadership development is very difficult now. Perkins, CDE, SB70 Funding are possibilities. Paul Waters has Butte Leadership Development for K-12.

Open course outlines are created and four modules for Fall but matching funding is hard to come by at present. **Hazel Hill** suggests holding meetings at Community Colleges instead of hotels as a cost saving measure. She notes three important leadership issues:

1. What do I need to get my job done?
2. Who do I go to for information?
3. How do I get it done effectively? Ethics and Policy are preeminent in dean leadership.

Regional Model Project - Regional Model is difficult to impose. Little Hoover Commission is looking into Local boards to make recommendations.
San Diego Non-Credit may want to be invited to the next conference.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Jeff Cummings moved to extend Bobbie Edgin's position to advise on the upcoming conference and allow a smooth transition for two new hires. Motion/Second/Carry</p> <p>John Means motioned that Bobbie Edgin continue in her role through December. That motion is seconded by Carol Goldsmith. Motion/Second/Carry</p> <p>Kim Schenik moved to create RFP \$10,000 from Regional Consortium and \$25,000 CCCAOE to develop curriculum, learning outcomes and resource on leadership. Bid not to exceed this \$35,000 for 18-36 hours of training with website resources: CTE, Admin 101, Stanislaus University, etc. Motion/Second/Carry</p>	Jeff Cummings	

New Business

	Consideration of Hiring a Conference Event Planner – see above	
	Discussion of Contracts 2011-20112: Web Developer/Manager \$5,000 p/year is a good value will continue until the June 30 th . Analytics with hits and report backs will be added to the site.	
DISCUSSION	Legislative Advocacy \$25,000 salary plus travel \$15,000 needs a new plan and July deliverables. Kim Schenk will email A-J requirements of the job and revisit this contract.	
	"Gainful Employment" will be a follow up with Patrick Perry. CTE Outcomes Project RP for June 28 th has two options: To administer an instrument locally or find common performance metrics for central system gathering and dissemination.	
	Board Retreat July 20-21, 2011 in Garden Grove, CA formerly Los Angeles Crowne Plaza	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

Conference Planning

JOHN MEANS

	Fall Breakouts and strands: Reference the themes as listed...	
	Analyze 2. Innovate 3. Integrate 4. Leadership (as an internal strand)	
DISCUSSION	<p>1. Assoc. of Applied Science: This is less than supportive of student basic skills. General Education should not be eliminated from coursework to reduce unit value. NO</p> <p>2. Solar Industries: Solar jobs are not seen as independent of all sustainability practice. The skills are integrated into each individual CTE discipline and there is potential for an EDD LMI Panel discussion at</p>	

the next conference. Center for Excellence is a resource for all programs. Spider and scrape the data to analyze real time statistics. EMSI uses more effective social media and networking for data. In order to capture a complete picture of industry employment, EMSI basically combines covered employment data from Quarterly Census of Employment and Wages (QCEW) produced by the Department of Labor with total employment data in Regional Economic Information System (REIS) published by the Bureau of Economic Analysis (BEA), augmented with County Business Patterns (CBP) and Non-employer Statistics (NES) published by the U.S. Census Bureau and Bureau of Labor Stats (BLS).

3. NCCER, Curriculum for Building Trades, Ag Mechanics, Construction and Green Energy Related Programs: No college partner in NCCER is problematic. Many of the certifications are however portable to any region.

2. and 4. **Improving Labor Market Data would be an integrated and robust panel discussion for job trending.** Carmen Guerrero suggested she follow up on a keynote speaker of interest for the event. "S" theory and job projection was mentioned and Madelaine Wolfe asked that the team brainstorm new presenters accessing input gleaned from the constituency to change the direction of the conference with a look at the SB70 track.

5. Market Driven Approach to Clean Energy was given a YES.
6. Building a Bridge between CTE and EWD is acceptable if working with hubs. It is innovative if there is clarification as to what attendees will get from the seminar.
7. How to Prepare Students to Work in Mobile Media is acceptable as innovative.
8. I Thought This Was An English Class! CTL and English Composition is acceptable as contextual learning.

Carmen Guerrero suggested Sprout Design and Kim Schenk recommended ACME Network as speakers. Madelaine Wolfe had an innovative option; Greg Koch of Stone Brewery as a sustainability in business speaker.

Paul Barth and Statewide Collaborative, the Vice-Chancellor on Power Pathways for the breakouts were noted.

Omid Pourzanjani addressed the term "gainful employment" and the core indicators with a rational perspective. The responsibility of the college accountability reports to ACCJC (accrediting body) has to connect the data of leavers/completers with financial aid integration in CTE.

Hazel Hill noted pursuing support for education leadership has always been a goal of CCCAOE.

8. I Thought This Was An English Class! CTL and English Composition is acceptable as contextual learning.

Kim Schenk said that Career Ladders with Learning Works was a program with a good opportunity for a guest lecturer and she would graciously follow up.

Madelaine Wolfe wanted to invite the new Grossmont/Cuyamaca Chancellor, Dr. Cindy Miles to address the next conference.

Carol Goldsmith confirmed that Lee-Bayha could speak to Special Populations.

Floral arrangement responsibilities are to be shared with those college programs that support this discipline. Cuyamaca has assisted before with events and has made proficient and artistic arrangements. Music from Mesa College has been recognized for support at the next conference.

Hazel Hill asked the members if service recognition of retirees should be addressed in Spring? Ceremony needs information and documentation in July to prepare for any January results.

Community Education has two streams: Conference fee based where a business as a company entity pays and fee based education where the student pays. AB 515 follow up is required. Some access of ACCE-Association for Continuing and Community Education input is welcome.

Omid Pourzanjani wants to familiarize new members with committees effecting CTE. He wanted to clarify how important the meetings in Sacramento are and hoped to set a call to membership to represent CCCAOE June 20th at the state meetings. Jonathan and Andrea both had obligations limiting attendance.

Carmen Guerrero distinguished the data mining potential of the website. She stated the good value that was being had from the present provider. More probable dialogue could yield better metrics capture.



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Move Reports to tomorrow for pertinent members input. Move the business forward on Spring Conference review. Demographics are in as well as Summary of Comments on speakers from the last conference. Some very positive comments on contextualized learning were received.</p> <p>Contact Susan Coleman with Career Café as a potential resource since they did a good job with some range before was addressed.</p> <p>Carmen Guerrero/ Sprout Design, Kim Schenk/ACME Network/ Career Ladders with Learning Works, Madelaine Wolfe/ Greg Koch/ Career Café and the speakers will be contacted by members who were proactive in recommendations.</p> <p>Madelaine Wolfe and Carmen Guerrero volunteered for follow up????.</p> <p>Bobbie Edgin asked that the tasks of the committee be written in the July Meeting for legacy planning.</p> <p>Add appropriate information to the website and add this to the discussion in July.</p> <p>Madelaine Wolfe recognized for her support of the organization and outreach to new board members.</p> <p>To diversify funding it was suggested adding advertising to the website with a distinction between sponsoring and endorsement. Creative partnerships with business liaisons may be beneficial.</p> <p>John Means follow up with N. Kremer/ CWE</p> <p>Hazel Hill will follow up with V. Hamilton, L. Eddington</p> <p>Wheeler North will find Irvine Foundation/ Nancy Shulock's website and disseminate to all members, she is asking for CTE information</p>		

Review of Action Items/Secretary Recap

CORINE DOUGHTY

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next Meeting March 22, 2011	All	N/A

Meeting Adjourn

TIME: 4:30 PM