



CALIFORNIA COMMUNITY COLLEGE  
ASSOCIATION FOR OCCUPATIONAL EDUCATION

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

July 8, 2013

Riviera Resort & Spa, Palm Springs, CA

Board Meeting AGENDA

Attendees: Jeff Cummings, Sid Burks, Deborah Mann, Omid Pourzanjani, Kim Schenk, Joyce Johnson, Jonathan Lightman, Beth Pratt, Rich Mabry, Jonathan Kropp, Mollie Smith, Eva Jimenez, Corine Doughty  
Absent: Stephanie Rodriguez

**Monday, July 8<sup>th</sup> – (Royal I)**

8:00 – 9:00 – Breakfast (Royal II)

8:30 – 9:00 – New Officer Orientation – Executive Committee

- New CCCAOE Regional Consortia VP's Debra Mann and Jonathan Kropp

9:00 – 9:15 - Call to order, welcome and introductions, review and updates to agenda – Sid Burks

9:15 – 9:30 – Review of March 19 & 22 Board Minutes

MSP: Approval of Minutes

Beth was not here on the 22<sup>nd</sup> and Deborah Mann

9:30 – 10:00 – Budget Update – Beth Pratt

Ask the regions and local colleges to compensate CCCAOE Board members

MSP: to develop a policy for compensating board members participation in board activities; the policy includes asking for funds from their region or college.

Pull out the leadership academy income/expenses and hire someone to coordinate it.

Bylaws shall propose an adopted budget

Expenses adopted the proposed budget at the June/July meeting

MSP: Adopted the proposed budget with modifications \$2000 transferred from other to Board Office

Secretary expenses and separate out the Leadership Academy budget.

11-12 taxes completed; 12-13 underway.

**Action Item: Executive Committee & Beth Pratt must file a biannual franchise compliance tax form; need a schedule of compliance reforms that is built in the P&P manual that identifies the schedule, who is responsible and when. Need to file 990 that must be filed and disseminated to the board.**

10:00 – 10:10 - BREAK

10:10-10:40 - Leadership Academy – Omid Pourzanjani

Overview: move leadership academy to a pre-conference format; will offer half in fall and remaining half in spring.

Pre-conference: Discussed 60 participants max and charge \$1299 per person.

SB70 funds can support the high schools and ROCP's to attend the Leadership Academy.

Fees: \$1299 per person

TTT- Summer Academy - July 22-24; identified applications and selected qualified trainers.

**Action Item: Rich Mabry LA Dates: Holiday Inn, Sacramento for January Board meeting and TTT.**

**Proposed dates:**

**January 13-15, 2014 and Board meeting January 16<sup>th</sup>.**

**Action Item: Rich to check availability for TTT in Sacramento.**

**Action Item: Consider hiring a coordinator to manage the leadership academy; Eva, Joyce and Omid to propose a plan to CCCAOE Board.**

10:40—11:30 – Legislation Update – Jonathan Lightman

Pursuant to an agreement executed between the Faculty Association of California Community Colleges (FACCC) and the California Community College Association for Occupational Education (CCCAOE), FACCC provided professional contract services to the CCCAOE for the period of July 2012 – June 2013. The agreement between the parties specified that FACCC would summarize in writing its activities on behalf of CCCAOE. This memo serves as the fulfillment of that obligation.



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**Summary of Activity by Contractual Issue**

(a) Review bills introduced into California State Assembly or California State Senate (collectively, "the Legislature") and identify legislation which may potentially affect Client.

*CCCAOE analyzed the impact of Proposition 30 on the community college budget and how that could impact CTE.*

*This year, CCCAOE wrote letters on SB 173 (Liu), offering its assistance in the conversation on adult education and SB 660 (Hancock) on funding ROPs. It also discussed other major legislation in the Capitol including AB 955 (Williams) creating a two-tier system of courses in summer and winter programs, and SB 520 (Steinberg) on online courses. More recently, Jonathan met with Van Ton-Quinlivan to discuss how CCCAOE can impact discussion on \$250 million one-time funds for CTE, mostly at K-12 level.*

(b) Monitor the development of the community college provisions of the State Budget Act and provide updates and brief analyses to Client.

*FACCC represented CCCAOE at budget hearings and informed legislators of the need to discuss opportunities for CTE on the changes in adult education. Mollie Smith came to a budget hearing to testify on behalf of CCCAOE.*

(c) Provide training to Client's Board on legislative advocacy and how to effectively elicit legislative support from elected officials.

*FACCC Executive Director Jonathan Lightman participated with Mollie Smith at the CCCAOE conferences to train on advocacy. Jonathan Lightman, Mollie Smith and Wheeler North completely reworked Policy Module of Leadership Training, which was presented at Spring CCCAOE conference.*

(d) Appoint a member of Client's Board selected by Client to be a liaison to Contractor's Board of Governors and enable such person to participate in the normal functions of discussion.

*CCCAOE was invited to provide a liaison to FACCC Board meetings. This individual changed depending upon the location of the hearing. Joyce Johnson, Sid Burks, and Jeff Cummings all participated in these meetings.*

(e) Advocate interests of Client in the California Community Colleges Chancellor's Office consultation process, including task forces in which Contractor participates.

*FACCC kept CCCAOE abreast of hearings of Consultation Council and CCBOG and spoke to members of the Chancellor's Office staff and Board of Governors where appropriate.*

(f) Inform Client's President of pertinent issues and notify the President when CCCAOE Executive Board members or Association members should attend meetings; send letters; or participate in other activities that will promote community college Career Technical Education in California.

*FACCC organized a successful advocacy day in Sacramento for CCCAOE leaders to discuss CTE and EWD. As mentioned above, Mollie Smith attended a budget hearing with Sid Burks and Joyce Johnson attending Consultation Council.*

(g) Update Client on a regular basis of legislative developments significant to community colleges. For purposes of this subdivision, Contractor may utilize distribution of its weekly email.

*Jonathan Lightman sent regular updates to CCCAOE board of legislative and budget developments with Andrea York available to answer questions and facilitate participation.*

(h) Oral or email consultative assistance on general association governance matters.



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*Throughout the year, Jonathan Lightman has worked with Sid Burks on pertinent association matters. He also participated in last July's strategic planning session and will do so again this year.*

(i) At the end of the term of this Agreement, Contractor shall provide Client with a report summarizing activities.

*Provided.*

(j) Submit a quarterly summary on advocacy efforts to the CCCAOE President.

*This has been done on an oral basis this year.*

(k) Present a workshop at the spring and fall CCCAOE conferences.

*FACCC Executive Director Jonathan Lightman was included as a plenary speaker at the fall and spring conferences.*

(l) Write a summary article on advocacy for the spring and fall CCCAOE newsletter.

*Articles have provided when requested.*

We are deeply appreciative of the opportunity to represent CCCAOE for the past five years. CCCAOE is to be congratulated on its statewide leadership for CTE and EWD. Please let us know if there is more information you require in fulfillment of the contractual obligation.

*Assembly Bill 13* - You don't have to pay out-of-state tuition if you are active military.

*Assembly Bill 955* replacing AB 515– Two tiered bill; pilot program with 15 Districts to apply to offer courses at the full rate of instruction for summer and winter.

*Senate Bill 520* – incentive grants for 20 courses that individual colleges can apply for and partner with the California virtual university in collaboration with private vendors of Massive Online Open Resources.  
1:00 – Conference updates – Jeff Cummings/Rich Mabery

**Keynote Speakers**

1. Dr. Joel Kinnemon, President College of the Desert will speak and will bring the Mayor to the conference.
2. October 23<sup>rd</sup> Wednesday Keynote – Parminder Jassal of ACT Foundation [www.act.org](http://www.act.org)
3. Dal Myers USC Demographer – Mollie Smith
4. Peter Bahr – Mollie to ask Kathy Booth for his contact information
5. Jeff Michaels – Workforce Economist
6. John Nabor – Speaker, Olympian

**Tech support from local college** – Sid will look into College of the Desert

**Sponsors** – Review the current sponsors, costs and

**Giveaways** – need to review what we're giving away; look at iPad and cell phones

Give new attendees a folio; look at new items to give away; offer a free registration as a give-away

**Include in the matrix of the things that need to be completed by the board such as committees, identified chairs, etc.**

Sally Lenz – PCAH

Friday morning Chancellor's Office framework panel

12:00 – 1:00 – LUNCH

1:00 – 2:00 – Review of Call for Presentations – ALL

2:00 – 2:30 – VARTAC Research – Mollie Smith

Name change to Employment Completers Project – Santa Rosa CC will manage the project

KC Gearney would like CCCAOE to be involved and would like a conference call.

Send email to the CCCAOE Executive Board regarding conference call with KC

2:30 - 2:50 – Committee Appointments

John Means – Legislative Advocacy Committee Chair

Joyce Johnson

Kim Schenk



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Mollie Smith

Corine Doughty/Jeff Cummings - Conference Planning Committee

Eva Jimenez - Award of Excellence Committee

Deborah Mann

Action Item: Simplify the process. Have one award with three levels.

Committee members will determine the process

Generate an online process

Stephanie Rodriguez - Website Review Committee

Create a Twitter account

Create a LinkedIn account

Create a logo to the Doing What Matters logo

Sid Burks - Elections Committee

MSP to form the Leadership Academy Committee

**Formal Liaisons/Appointments**

Jeff Cumming President- Consultation Council, Chancellors Office & Board of Governors (BOG)

Corine Doughty – CIO President Elect

CCLC - Sid Burks - Past President

NCWE – John Means

SACC - Kim Schenk

FACCC – Sid Burks/Jeff Cummings

Academic Senate – Wheeler North

EDPAC – Joyce Johnson

Back- ups to EDPAC: Deborah Mann & Beth Pratt

Regional Consortia – To be determined later; Chancellor's Office suggested being represented by the Regional the Vice Presidents;

Action Item: President to send letters to the representatives of the Liaison groups both the other groups and the individuals. Add notifications to the matrix...changing of the chairs.

**Policies and Procedures update:**

Article V., Section 6: Recommendations: Election must be held and voting completed 30 days prior to the first day of the spring conference or by May 15, whichever comes first. The Immediate Past President shall present the final election results to the board. Actual numbers of votes per candidate is private and not for public information.

Add to paragraph 4...The ballots will be distributed based on the offices of Executive Committee and Regional V,P's that are open for election.

MSP to make changes to Article V, Section 6.P&P

Action Item: Invite the person from No. Carolina to attend the Leadership Academy.

**Liaison Updates:**

**SACC – CWE & Repeatability**

Action Items: Regional V.P.'s to ask the regions for information about Cooperative Work experience and repeatability. What is your process for repeatability? Ask the regions if they allow for repeatability in Cooperative Work Experience? If so, please give examples? And, is your college doing for those offering cosmetology or programs requiring a specific number of hours that might exceed 16 units?

3:40 – 5:00 – Regional Updates



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**North/Far North – Eva Jimenez** - Tessa Miley is the new Regional Chair  
**San Francisco Bay Area – Deborah Mann**  
**Central – Carole Goldsmith**  
**South Central – Julius Sokenu**  
**Los Angeles/ Orange – Omid Pourzanjani** -  
**Desert – Joyce Johnson** – identified six deputy sectors navigators  
**San Diego/Imperial –Mollie Smith/John Kropp** – identified seven DSN's and went out for Regional Hospitality and Tourism

Next Conference Call is July 29<sup>th</sup>

Adjourn at 5:30 p.m. and will resume for the Strategic Planning Session on Tuesday, July 10, 2013 @8:30

**July 11, 2013, after meeting conversation**

**Leadership Academy** – review the leadership academy review. Eva to Invite Morgan Barker (Far North) to serve as the coordinator this year.

MSP: invite Morgan Barker to participate in the TTT as well as pay a stipend and expenses  
MSP: authorize Eva Jimenez to negotiate an IC contract with Morgan Barker in an amount not to exceed \$15,000 for 13-14 fiscal year.  
MSP: to charge \$975 for the Leadership Academy  
No refunds, must commit and pay upfront

**Action Items:**

**Pre-conference:** Send out letters to those who need to make up the program. Rich will send to Eva the list of LA attendees needing to complete the certificate series.

Criteria: If participants have taken less than five modules, they need to retake the program. Those who have taken five or more will be permitted to make up sessions at \$125 per make up.

Send out a Save-the-Date announcement for preconference

Full details will be available by August 15, 2013

Rich to set up registration for the preconference

**Action Item:**

Mollie Smith will contact - Dal Myers for Thursday a.m. or Afternoon.  
Mollie to contact Kathy Booth (WestEd) regarding Peter Bahr

**Action Item:**

Beth Pratt to identify the Treasurer's job skills, tasks, duties and integrate the bylaws into the job description.



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Jeff Cummings to discuss with Chancellor's Office presentations on the following topics:

1. How to conduct skills analysis, including the identification of job skills and competencies and workforce needs
2. Best practices to assist and/or recommend and provide resources to Technical Assistance Director's for supporting the RC's and DSN's
3. How can DSN's create regional career pathways? Who, What, How?
4. A regional approach to sustaining SB70
5. How to scale contextualized basic skills learning to achieve career success – Learning Express Company

Ask Sally Lenz of the Academic Senate to discuss changes in the PCAH and changes to the program approval forms

Technology Trends – Corine Doughty - Marilouise Carlisle – Tips and Tricks for how to manage emails and inboxes.

Zumasystems – Corine Doughty to ask to present on Cloud technology. Promote the product not the company.