



CALIFORNIA COMMUNITY COLLEGE
ASSOCIATION FOR OCCUPATIONAL EDUCATION

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

CCCAOE BOARD OF DIRECTORS MEETING

Tuesday, March 11, 2014

Holiday Inn Capitol Plaza, Sacramento, CA

River/City View Room

8:00 AM – 5:00 PM

Add meeting attendees:

MEETING OBJECTIVES – Jeff Cummings

1. Discuss and review action items from January Board meeting.
2. Briefly discuss conference business and ask for volunteers to support staffing such as session hosts, etc.
3. Report out on the Leadership Academy and develop next steps for revenue generation. What does that look like? Who will lead the process?
4. Review the General Business Meeting process for greater efficiency and compliance.
5. Review and develop an Executive Secretary/Director job description.
6. Discuss developing a framework for the organization; review organizational priorities and board position descriptions and responsibilities.

Note: Kim, Sid and Corine need to survey the Leadership Academy students on questions regarding Perkins.

AGENDA

Time	AGENDA ITEM
7:45	CONTINENTAL BREAKFAST
8:30	CALL TO ORDER/WELCOME/ADMIN – Jeff Cummings <ul style="list-style-type: none">• Review & updates to agenda - no changes• Lunch menu options• Board dinner• Presidents Reception- 5:30 pm Rm-1629• Board Dinner- 6:45; Fat City
8:45	REVIEW PREVIOUS MEETING OBJECTIVES- from January 16 2014 <ol style="list-style-type: none">1. Identify Executive Director priorities that allow CCCAOE to grow and expand while maintaining continuity to our membership.2. Re-evaluate the mission of CCCAOE and revise accordingly3. Learn to develop and run effective board meetings and agendas4. Discuss unfinished conference business5. Identify individuals responsible for “closing the loop” on action items



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8:50	<p>REVIEW & APPROVAL OF ACTION ITEMS & MINUTES – Stephanie Rodriguez</p> <ul style="list-style-type: none">• Review Action Items• Approve January 11, 2014 Minutes- Sent to Board prior to meeting- Approved
9:00	<p>TREASURERS' REPORT – Beth Pratt- <i>Approved</i></p> <ul style="list-style-type: none">• Review and approve - can CCCAED afford an Exec. Director? <p>Discussion: Need a system or process to invoice San Jacinto for Leadership Academy expenses; does CCCAOE have an MOU or contract with San Jacinto? Per Rich there is an MOU. Need to include Joyce in the conversation to clarify process for invoicing and quarterly reports.</p> <p>Action Item: Follow-up with Joyce regarding payments made to CCCAOE for the Leadership Academy. (Beth-Corine) - COMPLETED</p> <ul style="list-style-type: none">• Transition plan for incoming Treasurer- Increase CCCAOE insurance to cover all organization assets. No decision made.• Deputy Treasurer position - Fernando Gonzalez, new treasurer elected. Beth will begin to loop him in future conversations. Need a deputy treasurer position to support Treasurer. Would be considered as an adjunct or back-up position• Action Item: Accounting contract ends June 2014; what action to be taken?• NIAC LIABILITY INSURANCE UPDATE- auto coverage for events. Action Item: Add to June Board agenda item. (covers conference failures due to catastrophic issues, labor disputes, weather, etc.)
9:20	<p>LEGISLATION UPDATE – Jonathan Lightman:(see attached) Lobby Day update regarding meetings with legislative members on January 16, 2014: Meetings with Jose Medina, Paul Steenhausen, Assem. Maratsuchi, Kevin Powers, Monica Henestroza;</p> <ul style="list-style-type: none">• Assembly budget hearings- student success initiative for professional development. \$10 mil for community colleges, however need more



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	<p>descretionary use at colleges. SB 850 (Block)- Baccalaureate Degree-: this is a workforce based development bill where there is a need. (Kevin); discussion as to whether there is a need for applied BAs. Does CCCAOE want to support this Bill? Action Item: Jonathan will send a letter to Marty Block stating CCCAOE concerns regarding SB 850. (MPC)</p> <p>Maratsuchi Resolution- CCCAOE be the lead sponsor and promote with its membership; long term CTE funding needs to be addressed, consider including STEM language; MSP - Sponsor a ACR 119;</p> <p>John/Mollie – (see attachment) Legislation Action Item: Who can attend the following CCC CTE Legislative Hearings on April 1, 2 or 22 – John Means will follow-up. – Completed.</p> <p>Next Legislative visit will be in May.</p> <p>Action Item:Need to develop recommendations for retreat to discuss an agenda with long-term plans. John Means and Mollie Smith</p>
9:45	<p>LEADERSHIP ACADEMY – Eva Jimenez</p> <ul style="list-style-type: none">• Update- hand out certs at 11:00 a.m. would like to have Board Members next to conference room.• Who will take on the role of coordinating of the academy? - Deborah Mann interested in working with Eva for next year.• What are the costs? Pay someone to keep updating the modules. Offer a Train the Trainer session in summer, will be in competition with ACCCA; need more experts to train the trainer session; <p>June Agenda: Fall 2014 conference need a pre-conference? Rich will work with someone to plan if offering offering a Train the Trainer session; for future academy, work with Deborah Mann; Lightman suggested considering a standing professional development committee;</p> <p>June Agenda: CTE Certification; Sector specific professional development; partial on-line and on-ground training for CTE skill building and knowledge; On-line Migration: Will need to be the on-line instructor; Eva highly recommends going on-line and support Morgan's expertise by extending her contract .</p>



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10:15	BREAK
10:30	<p>CONFERENCE LOGISTICS– Rich Mabery</p> <ul style="list-style-type: none"> • Update- 365 registrants • Session Host Assignments- 7:30-11:30 a.m.help needed. • Unfinished conference business- n/a • Exhibitor Update • Discuss General Business Meeting format change Corine will acknowledge membership; closing from president; no need to report out minutes and budget information; <ul style="list-style-type: none"> • Review conference locations and dates for 2014-2015: Fall - Hyatt Regency, L.A. 10/22-10/24/14; Spring - Holiday Day Inn, San Francisco, 3/25-3/27/14; Retreat location unknown; <p>June Agenda: Select conference locations (fall may be in San Diego)</p> <p>FALL CONFERENCE DISCUSSION - Corine</p> <ol style="list-style-type: none"> 1. Eileen McDargh – Radical Resiliency - confirmed 2. Michael Bettersworth confirmed 3. Evelyn Ganzglass – National Skills Coalition 3rd party credentials – Scaling “<i>Stackable Credentials</i>” <i>Implications for Implementation and Policy</i> - confirmed 4. TBD – David Conley - College and Career Readiness David T. Conley Ph.D. Founder and Director of the Center for Educational Policy Research; Professor of Educational Leadership at the University of Oregon? <p>Board meeting scheduled for June 15- June 16, Napa;</p> <p>Board Retreat meeting date- July 23-25, Los Angeles</p> <p>CONFERENCE THEMES – 2014-2015 – Corine discussed themes and email themes to the group for consideration; still open for discussion.</p>
11:15	NEWLY ELECTED OFFICERS - Treasure: Fernando Gonzalez; Sue Goth, John Jaramillo, Jonathon Kropp;
11:15	<p>VICE PRESIDENT/LIASION</p> <p>Academic Senate – Wheeler North:Leadership Institute for CTE faculty;</p>



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	<p>Discussions included: DSNs; discussion on curriculum, Chancellor's metrics; leadership, CTE curriculum strand at Curriculum summer training. Part II Credit by Exam Paper being adopted soon; Action Item: Wheeler will email Senate resolutions and CTE paper.</p> <p>CIO- Corine Doughty</p> <p>EDPAC – Wheeler: discussion regarding CTE funding;</p> <p>NCWE – Mollie Smith</p> <p>SACC - Kim Schenk -(see attached) - staffing changes at Chancellor's Office; Julie Bruno rep; discussions regarding Baccalareate; community service and credit, guideines provided in fall; TMCs will come out in September and February; Stand Alone courses sunsetted; will need to be approved by Chancellor's Office; Stand Alone courses work well for immediate industry demands; CCE- develop a taskforce and review regulations and course repeatability issues; collaborative degree programs allowing courses to be transferred from another college to complete degree;</p> <p>REGIONAL VP UPDATES CENTRAL– Salvador Vargas - attached DESERT – Joyce Johnson- need report LOS ANGELES/ORANGECOUNTY – Lucia Robles- questions regarding her role; (see attached) NORTH/FAR NORTH – Eva Jimenez (see attached) SAN DIEGO/IMPERIAL COUNTY– Mollie Smith/Jonathan Kropp-need report; LEEP grant- SAN FRANCISCO BAY AREA – Deborah Mann - (attached) SOUTH CENTRAL – Julius Sokenu- (need report); Region working well in supporting one activities with high schools and adult schools to change career planning and curriculum infrastructure; applied for \$6 mil and \$15 mil grants; 4 CTE career pathways in region and working well; Adult Ed grants and review Best Practices; DSNs working in region;</p>
12:00	<p>LUNCH Cyprus Grille – 1st Floor</p>



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1:00-
4:00

ORGANIZATIONAL PRIORITIES – Jeff Cummings & Corine Doughty

What are the priorities for this organization: see attached for Jan. 16, 2014 Board meeting agenda and minutes.

Goal: Review administrative skills needed to keep organization moving forward and successful.

- Review the organizational priorities (Jonathan Lightman) - Need to have a common vision. Functionality was the conversation in January;- Components that Corine came up with--- Operations, Financial Management, Partnernerships, Event Planner discussed.
- Look at functions and needs for a position below an Exec. Director and above a secretary, below full-time, and around \$60,000; need higher level position that can use good judgement, has a vision, detailed.
- CUE job descriptions - Corine combined two job descriptions to incorporate what is needed.
- Advertise position and maintain CCCAOE records in Sacramento in SAC;

Action Item - Corine will send job description to the Board for review before June meeting, and interview at June meeting. CCCAOE will cover expenses of finalist. - Completed

MPC - Executive Board move forward with new position.

Action Item - Need a transition plan for new position. Rich Maybery's contract ends December 31, 2014; build a transition plan contingent on hirig someone in June. Jeff will meet with Rich regarding the managing director position.

Agenda for June – Willll position include oversight of Leadership Academy?

Action Item: Invite CUE to present at the June Board meeting; (Corine)

Action Item: Contact CUE, (high schools, adult schools), and align with CUE as part of the professional development component for everyone. Potential income resource. (Corine)

July Strategic Meeting:

Action Item: Presentation from Institute for Cultural Affairs and Technology of Participation. (Corine)

Corine-

Fall 2014 Conference Planning:

Eileen Macdar, Michael Bettersworth,

National Skills Coalition 3rd party cedentials

David Connely, College and Career Readiness (U of Oregon)



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	<p>July Strategic Meeting: Pre-Conference with k-12 practioners/adult ed, WIBS;</p> <p>Conference Themes - Fall 2014 – Conference Titles: System Alignment- Pathways to Success; Aligning Systems for Student Success</p> <p>Friday board meeting has been eliminated. Board will meet to discuss conference.</p> <p>Review Board Policies and Bylaws ..\Bylaws Suggested position descriptions E:\CCCAOE\CUE\Job Descriptions-2014-03-05.zip</p> <p style="text-align: center;">Develop timeline to complete staffing plan</p>
4:00	<p>PARTNERSHIPS CUE- Computer Using Educators, Inc</p> <p>REVENUE GENERATION Professional Development Opportunities</p>
4:30	<p>JULY STRATEGIC BOARD MEETING Interaction Institute: Facilitate Leadership Interaction Institute: Essential Facilitation Institute for Cultural Affairs: Technology of Participation</p>
4:45	<p>PARKING LOT ITEMS ADJOURN</p>
5:00	<p>ADJOURN</p>