

**CALIFORNIA COMMUNITY COLLEGES CHIEF INSTRUCTIONAL OFFICERS  
EXECUTIVE BOARD MEETING  
MINUTES**

**Wednesday, July 15, 2009**

**9:30 a.m. to 4 p.m.**

**Executive Conference Room, 3<sup>rd</sup> Floor, CCCCCO**

**1102 Q Street, Sacramento, CA 95814-6511**

**(916) 445-8762**

**Present:** Meredith Randall, Dennis Gervin, Norma Amoriz-Galawiz, Larry Buckley, Dave Bolt, Pam Deegan, Melinda Nish, Ray Maghroori, Nabil Abu-Ghazaleh, Randy Lawson, Mary Kay Rudolph, Irene Malmgren, Jannette Jackson, Claire Biancalana, Kim Schenk (CCAOE), Jim Mathews (CCL), Stephanie Low, Jane Patton

Lynda Lee on CCC Confer

1. Renee Kilmer called the meeting to order at 9:30. She announced that Lori Gaskin was recently appointed as president of West Valley College and that Randy Lawson will serve as the past president in her place.
2. The following items were added to the agenda:
  - Add 11A: Mentoring Program (CAP)
  - Add 11B: Curriculum Institute – Randy Lawson
  - Add 11C: Leadership Institute – Pam Deegan
  - Move Election of Treasurer and Secretary
  - Move Evaluation of Executive Secretary
3. Minutes of May 20, 2009 Meeting were approved as presented.
4. The Executive Secretary's last stipend increase was 2 years ago. She received an excellent performance evaluation. It was m/s/p (Ray/Dennis) to raise salary annually by \$2000 this year.
5. Nabil Abu-Ghazaleh was elected as treasurer. Dave Bolt was commended for his excellent performance as treasurer.
6. Linda Berry was reelected as Secretary (in absentia)
7. Treasurer's Report was presented by Dave Bolt
8. Dave Bolt also presented the 2009-2010 Budget. Newly elected treasurer, Nabil Abu-Ghazaleh, will submit a final revised budget at the next meeting.
9. President's Report – *Renee Kilmer*
  - Governor's Executive Order S-06-09: Digital Literacy Advisory Council was established by Governor Schwarzenegger. Renee will speak with Chancellor Scott regarding the role of the System Office in this initiative. Per Jim Mathews, the CCL wants representation because the initiative involves information competency. Consensus that the CIOs also want representation on this Council.

- Review of 2007-09 Executive Board Goals: Some are values; some are goals. Small task force consisting of Randy, Melinda, Pam and Renee will work on goals and bring back to September meeting for discussion and approval.

#### 10. Regional Updates – (*Regional Chairs*)

- Dave Bolt's region is meeting regularly. They are discussing the WIB involvement and presentation on Green Technology.
- Melinda Nish met with regional group in May. Topics included budget, summer session, PE and enrichment courses, and reduction to categorical programs. None of the colleges planned a winter session, and there was talk of hiring freezes and/or slow down. Next meeting July 27.
- L.A. region is experiencing cuts in pay, eliminating summer session, and consideration of eliminating winter session.
- West Central Region meets infrequently; there is a change in leadership.
- San Diego (Pam) is reorganizing; many of the CIOs were interim.
- Ray Maghroori thanked Irene Malmgren for her leadership in convening 16 colleges over a 300-mile area once a month. Topics of discussion include reduced course offerings, accreditation.
- San Francisco/East Bay: colleges not meeting.
- Randy: majority of colleges considering reduction or elimination of summer and/or intersession.
- Renee, Ray, and Mary Kay will work to send out a survey to all CIOs about compensation and benefits; furloughs; and schedule reductions.

#### 11. Conference Reports

- a. 2009 CCLC Conference, November 19-21, 2009, Hyatt Regency, SFO "Turning Challenges into Opportunities": Irene Malmgren will replace Lori Gaskin in the *Fostering a Culture of College Readiness* workshop.
- b. Spring Joint Conference with CCCAOE, March 17 – 19, 2010, Hilton Inn Financial District, San Francisco
- c. 2009 Fall Conference, October 21-23, 2009, The Dana on Mission Bay, San Diego: Topics and presenters were discussed.

- **Accreditation** : How to write a successful report, and what to do when that doesn't work.
- **Nuts and Bolts** : Deconstructing the faculty obligation number, TBAs, accounting manual, apportionment, attendance accounting, CB 2, program reduction and program elimination, collaboration.
- **Public policy** : educational policy research, how to become more effective, full time versus part-time faculty, RP Group; new federal regulations on multi-ethnicity reporting (SB29) and (EB14).
- **Leadership Presentation**: Grooming our own, leadership opportunities, inspiring oneself and others; seize the opportunity - "carpe diem."
- Single College District versus multi college district.
- **Chancellors Office**: presentation, possibly Stephanie Low.
- **CIO Academy** on the first day. Ask Donna and Randy - Nabil also volunteered. All day Tuesday and half day Wednesday preconference.
- **Possible Speakers**: Jill Bieden, Peter Morrison – enrollment management session speaker; Martha Kantor, October 21<sup>st</sup> ; Jack Scott, Rob Johnstone,

Cruz Reynoso – possible closing speaker truly inspirational; the Governor, Constance Carroll.

- **Sponsors:** Need \$3-5K; email Claire with ideas. Curricunet SunGuard Management?

## 12. Member's Reports and Issues

- **PAL :** Pam Deegan has been doing this for a couple of years. CIOs want to be paired up with a mentor. Need to note all the new CIOs as well as the experienced ones. Dennis Gervin expressed willingness in taking on the role of PAL coordinator.
- **Curriculum Institute:** Randy Lawson and Janet Fulks presented on Program Discontinuance. Good collaboration with the Curriculum Committee. There were four sessions that Randy participated in. They were grateful for our participation. Lynn and Randy were surprised at how few CIOs (6-10) were in attendance, but there were a lot of deans there. This year it was combined with the SLO Institute, and about 300 people present. There is a recommendation to offer it spring and summer OR same conference just north and south. Even some classified curriculum specialists attended. There were sessions from basic to advanced.
- **Leadership Training** – Pam and Randy talked for years about doing our own institute or our own CIO training. Leadership Institute: increase the size to 25- 35 students. Mitj Capet put together a leadership conference for deans in Southern California. This provides an opportunity to network and offers training on the content of what we do. 411 is for new sitting CIOs and also aspiring CIOs.

Irene recommended that we look at train the trainers idea developed by BSI. Dennis said to look at really focusing on goals and objectives and this could be one of the strategies.

## 13. Jane Patton, President of the Academic Senate Report reported:

- AB440 was heard at the very end of the session. This bill originally recommended that community colleges offer transfer degrees. Thanks to phone calls and letters the bill was turned around. A college **may** offer an AA degree in "BLANK—name of a discipline Business or Psych...for transfer" with CSU & IGETC G.E. plus 18 units in an area of emphasis. Disagree with the bill: first time a bill puts AA degrees in statute. May be approved in a month or two and go into effect in January 2010. Chancellors' office spoke in support of it with changes.
- Curriculum Institute was hugely successful, one of the largest with over 250 attendees, and excellent information.
- Events will be on Posted on the web page. Fall Conference on the Academic Senate faculty moving into administration.

## 14. Vice Chancellor Erik Skinner gave a Budget update:

- over the next 2 fiscal years, a framework of \$630 million in cuts, so not a lot of new information. \$150 million in funding deferrals. \$1.4 billion cuts to prop 98 beyond what was being proposed before. The proposal is that it could come out of K-12.
- \$193 million cuts to categorical programs (but not to Financial Aid and Foster Care), 16% and 32%. Two programs eliminated: SB70 and CASHEE programs. Were are given unprecedented flexibility; the only requirement is to hold a hearing.
- The legislature rejected the move to put PE into the non-credit reimbursement category; however, they took the funds. There is a belief is that the PE proposal will re-emerge. If the CIOs can provide any data on repeatability and on cuts to courses outside CTE, transfer and basic skills, it would be advantageous to have this information. Pam stated that our mission is so broad that we can offer almost anything; if the focus is on CTE, basic skills and transfer, then we need to revisit our mission.
- Erik stated that there is a probability of mid-year cuts because the numbers may be a little bit worse, such as the property tax shortfall. The \$130 million from federal stimulus funds is a soft number.
- Construction funding capital outlay bonds went out in January, enough to catch up on payments owed to districts. Later in the fall those funds will be expended. Expect a dry spell in construction projects at that time.

#### 15. Stephanie reported on Academic Affairs

- Morgan Lynn will perform her executive Vice Chancellor job as well as assuming some duties of Carol Bogue Feinour.
- She commented on Noncredit Repetition and Multiple Enrollments in the Same Course during the Same Term. Stephanie Low is working on the guidelines.
- Associate in Arts and Associate in Science have been defined; guidelines will be developed and implemented fall 2011. This will come to the CIO Board when it gets closer to the implementation date.
- CurricUNet is really coming. It was announced last week that fall and spring implementation can undergo beta testing now. There are already volunteer schools at which this will take place.
- Academic Affairs is down 5 positions and there is only one data person.
- Not sure if APGs will be continued, although the office wants to support them, but it has not been discussed with assessment and student success.

#### 16. Liaison Reports

##### a. Lynda Lee reported on ACCE

Two workshops held in June focused on fee-based and community service. The next Conference is in February in Sacramento. Summer addition of the ACCE journal was sent out electronically and has some useful articles. Contact Lynda so that you can update their list.

##### b. Kin Schenk reported on CCCAOE

- Their fall 09 conference is scheduled for October 28-30, 2009, at the Long Beach Renaissance. The theme is Collaborative Innovations for Economic Recovery. The spring conference will be with the CCCIO and held in San Francisco in March 2010.
- The Legislative Advocacy Committee continues participation with a broad based group in weekly phone conferences regarding the budget and advocacy strategies.

- At the ASCCC Spring plenary, a resolution was developed to eliminate the possibility of an equivalency for the associate degree as a minimum qualification for hire as faculty. The resolution was not passed and is due to return at Fall plenary. CCCAOE has taken a negative position.
- California Workforce Association and the BACCC partnership was funded by the CO for \$350K to collaborate on potential Economic Stimulus package opportunities that will leverage the scale of CTE programs to respond to the current economic crisis.
- The Board completed a strategic planning session. Bylaw changes will be presented at the Fall conference and will focus on: Diversification of the association funding stream; diversification and expansion of the membership; development of an ongoing membership communication strategy; ongoing development of legislative priorities; alignment with EWD; focus on association infrastructure for sustainability continuity; vertical and horizontal integration with other associations and agencies.

c. CCL – *Jim Mathews*

TTIP money - \$36,000 for each college- is gone. They are attempting to establish to keep statewide purchasing arrangements with the League. Patrick Perry will be meeting to see how to keep the statewide purchasing agreements. At some campuses the TTIP funds represented 100% of funds available for library databases.

17. The meeting was adjourned at 3:30.