

**CALIFORNIA COMMUNITY COLLEGE  
CHIEF INSTRUCTIONAL OFFICERS  
EXECUTIVE BOARD MEETING**

**MINUTES**

**Wednesday, July 19, 2006  
9:00 A.M. to 5:00 P.M.  
Room 4000-01, Chancellor's Office  
1102 Q Street  
Sacramento, CA 95814-6511  
(916) 445-8752**

*Free telephone connection available via CCC Confer for participants unable to attend in person.  
Phone number: 1 866 316-1517*

*Telephone Pass Code:*

*Members Present: Allan Hoffman, Claire Biancalana, Randy Lawson, Pam Deegan, Dorothy Rupert, Jack Friedlander, Dave Bolt, Pam Eddinger, Alice Murillo*

*Guests: Frank Malaret, Rita Mize, Jim Matthews, Michele Pilati*

*CCC Confer: Michael Kasler, Lynda Lee, Ian Walton*

I. Call to Order – *Randy Lawson 9:00 A.M.*

Randy welcomed all participants and asked them to introduce themselves. Randy acknowledged Dorothy Rupert, Jack Friedlander and Sallyanne Fitzgerald for their fine work and dedication to the association. He also thanked Pam, the CIO extraordinary President, for the past year. He mentioned her fine work with the academic senate and establishment of the Basic Skills Initiative. Other members also thanked her for her leadership.

II. Agenda Additions and Modifications –*Randy Lawson*

IV. Presidential travel

IX. d. Accreditation Committee Survey

III. Consent Agenda

i. Minutes of May, 2006 Meeting (Attachment 1) – *Alice Murillo*  
*Minor edits were made and then passed as submitted.*

ii. Noncredit Alignment Steering Committee (Attachment 2)

iii. Treasurer's Report (Attachment 3) – *Michael Kasler*

The 2006-07 tentative budget was reviewed. Adjustments to line items were made to more accurately reflect anticipated costs based on 05-06 actual costs. The AIA transfer of funds is still incomplete.

IV. 2006-07 Budget (Attachment 4) – *Michael Kasler*

Board member reimbursement costs for Executive Board meeting attendance were reviewed. It is currently \$50 for driving or \$75 for flying and \$50 for overnight stay. It was recommended to increase the president's travel account from \$2000 to \$5000 and to create an additional \$5000 travel account to support special executive board travel at the discretion of the Board. An additional \$1500 was added to the news editor's account to cover the editor's conference related travel and lodging. Lastly, the Board approved reimbursement of up to \$2000 to the past president for expenditures related to 05-06 responsibilities assigned to the position.

- V. President's Reports – *Randy Lawson*
- a. Contribution to the Student General Assembly  
In an effort to support the commendable efforts of the Academic Senate in bringing together student leaders statewide, a contribution to cover the deficit assumed by the Academic Senate to support the Student General Assembly was discussed. A motion was made and seconded to support the effort with \$5000. A similar amount was given by other organizations, including the CSSOs. The motion was unanimously approved.
- b. BOG Retreat of July 9 through 11  
The Basic Skills Research Based Initiative was presented to the Board of Governors. This presentation included statewide faculty and management leaders, Vince Tinto, Jon Rouche, and Cuyahoga and Chaffey Colleges. The goal is to identify effective and financially sustainable programs that can be replicated throughout the state for large populations of students.
- The BOG had the first reading of the Title 5 changes being recommended by the Academic Senate to increase the Associate degree math and English requirements. The DOF may question related costs.
- The Carter Doran award was presented to Julie Hatoff at the BOG meeting. The presentation of the award in that forum will continue to be the tradition.
- c. Newsletter  
The inaugural CIO newsletter was discussed and the Board agreed that it has been an effective tool in informing CIOs, especially in light of the number of new CIOs hired in the past year. Topics suggested were Basic Skills, Student Learning Outcomes, Title 5 changes, English and Mathematics requirements.
- d. Academic Curriculum Institute, July 14, San Jose  
The Institute was well attended and there were several very popular sessions on current hot issues. All materials distributed at the Institute will be on the Academic Senate webpage.
- e. Calendar (Attachment 5)  
The 06-07 calendar was reviewed.
- f. Board Directory (Attachment 6)  
The Board Directory will now include cell numbers. A handy wallet type card with all the information will be prepared for distribution to Board members.
- VI. Executive Secretary Report – *Claire Biancalana*
- a. Membership Report:  
91 colleges paid dues in 05-06 bringing in \$27,000. Regional chairs were encouraged to contact colleges reminding them to pay their 2006-07 dues.
- VII. CCCCIO Officer Election  
President: Randal Lawson, Santa Monica  
President Elect: Lori Gaskin, Lake Tahoe  
Secretary: Alice Murillo, Diablo Valley  
Treasurer: Michael Kasler, Cypress
- The slate of officers was unanimously approved.

- VIII. Conference Planning
- a. Spring 2006 Conference Wrap-up – *Claire Biancalana*  
\$7687.78 was earned from the conference. 45% of the participants were from the CIO group.
  - b. 2006 Fall Conference Planning: Theme, Topics, Presenters (November 1, 2, 3, The Dana on Mission Bay, San Diego) – *Randy Lawson*  
Possible Topics include: Neuroscience, Basic Skills, Supplemental Instruction/Learning Assistance, Substantive Change, Tools for new CIOs, Compressed Calendar, System Office News, etc.  
2006 CCLC Conference Planning: Topics and Presenters (November 17, Costa Mesa Hilton, Costa Mesa- *Randy Lawson*  
Possible topics include administrative succession planning (including reactions from new administrators), the Basic Skills Initiative and special topics from the Curriculum Institute.
  - c. 2007 Spring Joint Conference with CSSOs (March 21, 22, 23, Sr. Francis Drake Hotel, San Francisco)  
Possible topics include follow-up on succession planning and basic skills,
  - d. 2008 Spring Joint Conference with CSSOs and possible CCCAOE  
The option was discussed and reviewed favorably.

IX. Members' Reports and Issues

- a. Letter to the Governor (Attachment 7) – *Pam Deegan*  
Pam was complemented for sending the letter of appreciation.
- b. Budget Work Group Information (Attachment 8, 9, 10, 11)
- c. Basic Skill Initiative – *Pam Deegan*  
\$750,000 has been allocated to the Basic Skills Initiative from the Basic Skills over cap funding since this fund has been under spent this past year.  
The plan includes the following:  
Fall 06-formal research on learning theory and best models  
Spring 07-professional development on best practices for **every** college

Nancy Shulock, Director Institute for Higher Education Leadership & Policy, CSU, Sacramento (Attachment 12 and 13)

The Institute will be providing the formal research. The research focus will be improved state policy, student success and enhancement of policy capacity. Nancy described the research methodology that will be applied to a 1999 cohort. It was also discussed how current policy and regulations and past lawsuits may serve as barriers to new teaching and learning models.

X. Academic Senate Report – *Michelle Pilati*

Accreditation Committee Survey-Based on results of this committee survey, an accreditation institute is scheduled for January 5-7, 2006 and is open to everyone. A teaching institute is also scheduled for February. The recent Curriculum and Leadership Institutes were a success.

SB 361 and union concerns were discussed. Funding changes proposed by SB361 need to be brought to Consultation Council for further discussion.

XI. Chancellor's Office Report – *Vice Chancellor Carole Bogue Feinour*

- a. Strategic Planning  
The strategic plan was distributed and the strategic priorities noted by goal. These were:
  - A. College Awareness and Access: A1, A2, A3
  - B. Student Success and Readiness: B1, B2

- C. Partnership for Economic and Workforce Development: C2, C3, C4
- D. System Effectiveness: D1, D2, D3, D8
- E. Resource Development: E1, E3, E6

Each strategic goal is chaired by a System Office vice chancellor. By November each goal area implementation team will provide a report to the Chancellor. In December the Implementation Oversight Committee will reconvene followed by a BOG report in January.

Regional and campus based training sessions will be offered throughout the year in support of the above identified strategic priorities in strategic goal B. A System Office budget of \$750,000 will partially cover the training costs, but more is needed from the local sites.

The \$30M of unspent Basic Skills funding that will be returned to the colleges on a per basic skills FTES basis can be used to fund this staff development. The research will identify features that make a program successful with the goal of funding these activities in the 07-08 budget.

It is the ultimate goal that the strategic plan will drive budget development.

b. Noncredit Courses Eligible for Funding

The current version of SB 361 was reviewed. There is currently more specificity and direction in the new language. Top codes for enhanced funding have been identified but now the language uses the identification of a sequence of courses that lead to a certificate of completion that improves employability or a sequence of courses that articulates to college-level coursework leading to a certificate, degree or transfer to a four-year institution. The level of funding for noncredit areas approved would be \$3094 per FTES. The goal is to fund SB 361 components by February 2007.

c. RFA for Career Advancement and Teacher Preparation; AB 1943

The fund for career advancement is currently at \$20 M. The career advancement academies would serve the unemployed and high school dropouts. The focus would be in enhancing reading and writing performance levels for success in vocational program. These academies should be linked with the Workforce Investment Boards, social agencies and industry.

Teacher Preparation is intended to strengthen the pipeline of career and technical education teachers with particular emphasis in math and science. An MOU with CSUS is under discussion that would facilitate the advancement of students in this program.

Current status of AB 1943-Stand Alone Course, now includes stronger language on Chancellor's Office and BOG oversight. DOF is concerned that liberal approval of courses at the local sites may have unexpected budget implications. The bill, if approved, is proposed to sunset in 2012 with a legislative report also due at that time.

XII. Liaison Reports 3:00 P.M.

a. ACCE – *Lynda Lee*

The Board will transition five executive board members in two weeks. Lynda will continue as representative to the CIO Board.

b. CCCAOE – *Wilma Owens*

Wilma is interested in a joint conference in spring 2008.

c. CCL – *Jim Matthews*

Annual data survey is being revised. The System Office Library & Learning Resources Committee is being revived. Information competency has been referred to as a basic skill and CCL will pursue what this interpretation will mean for them.

XIII. Other

Next agenda items: MIS system and stand alone course and noncredit tracking

XIV. Adjournment 4:00 P.M.

**Next CCCCIO Executive Board Meeting is Wednesday, September 20, 2006.**

