

# CCCCIO Executive Board Meeting Agenda

SEPTEMBER 21, 2011

CCConfer line (888) 886-3951, pass 835133

10 A.M. TO 5 P.M.

3RD FLOOR EXECUTIVE CONFERENCE  
ROOM, CCCCCO

<b>FACILITATOR</b>	Melinda Nish
<b>NOTE TAKER</b>	Meridith Randall
<b>ATTENDEES</b>	Executive Board Members, Affiliates, CCCCCO Representatives, Executive Secretary
<b>PLEASE READ</b>	Agenda Packet
<b>PLEASE BRING</b>	Agenda Packet

## Agenda Items

TOPIC	PRESENTER	TIME ALLOTTED
Welcome & Review of Agenda	Melinda Nish --	3 minutes
Review & Approval of Minutes	Meridith Randall Attachment - Minutes 9-21-11	15 minutes
Approval of 2011-12 CCCCCIO Budget	Larry Buckley	10 minutes
Chancellor's Office Report	Barry Russell	20 minutes
ASCCC Report	Michelle Pilati	20 minutes
CCL Report	Kenley Nuefeld	5 - 10 minutes
CCCCAOE Report	John Means	5 - 10 minutes
ACCE	Donna Burns	5 - 10 minutes
LUNCH		60 minutes (approx. 12:30 – 1:30 pm)
Constitution	Melinda Nish Attachment – CCCCCIO Constitution Modifications	20 Minutes
CIO Regions	Pamela Deegan, Sherrie Guerrero, Mary Kay Rudolph	15 minutes
Statewide Strategies CIO Task Force	Larry Buckley, Norma Ambriz-Galaviz	20 minutes
Leadership CIO Task Force	Pam Deegan, Sherrie Guerrero	20 minutes
Student Success CIO Task Force	Mary Kay Rudolph, Meridith Randall	20 minutes
Fall Conference	Mary Kay Rudolph Attachment – 2011 Fall Program Shell	20 minutes
CCLC Conference Report	Mary Kay Rudolph & Melinda Nish	20 minutes
Reports from Regional Reps		30 minutes
Adjournment		

**Minutes** – Present: MK, Sherrie, Sharon, Debbie, Pam, Larry, Claire, Melinda, Kenley, David Morse, Renee, Donna Burns

Minutes – M/S/C, no corrections, one abstention

New Member – Region 8: Dr. Craig Justice, Irvine Valley College (formerly from Chaffey). Taking 2d year of Francisco Arce's term.

Guests will present prior to lunch. Pam – can we let them know when we have already covered a topic? Susan Lamb's region still needs a rep. Sue and Norma not here.

Budget – three handouts. Expenses and revenues from July 1. Trickle of membership dues coming in. Expenses have been minor since July 1. See balances on checking and money market account. Question: Why do we hold on to so much \$\$? Grossed about \$10,000 last year. Can use for special projects, hiring retirees or others to take on duties. [Barry comes at 10 am] Two proposals: A – does not include money for CIO manual, we didn't vote to approve it last time. B – shows lower income, higher expenses that we discussed. Do we want to take \$20,000 off balance to pay for CIO manual? Final version due in June. Currently half drafted. Or could pay out of 2012-13. MK – better accounting to pay when it is done. [Norma and Paul Feist arrive at 10:05] Will be done in this fiscal year most likely. So we show \$22,000 loss for the year. Vote on manual: all in favor, Pam abstains. Proposal B budget: M/S/C. It shows an additional deficit because other income likely to be \$2000, not \$5000.

Barry Russell: Introduces Paul, new vice chancellor for communications. Members introduce selves to Paul. He has been in job two months, was at energy commission most recently, also a reporter and editor for newspapers in the past. Works closely with PIOs. Articles must be pre-published before sent out by CCCCCO. Strives for balance of local and state news. Melinda – are we seeing trend to more combined CIO/CSSO? Anecdotally, seems to be at smaller colleges and some larger. MK – less stable group now. Larger number of new ones at recent conferences. Gavin Newsom has economic plan for California, look at this website, conducting meeting with higher education to respond to econ dev issues, lining up for governorship, we should take advantage. We should provide information to him from colleges. He is a friend of community colleges. Might come to our combined conference in the spring, Barry can help. Student-Athlete report done by CCCAA, not part of Chancellor's Office, has data on success of students, came out in August 2011. Used Cal-PASS, which built him a tool. Will send out more information to colleges. Overall, athletes succeeding better in state than other students. Good Neighbor Policy: applies to state borders, can have exchange programs with other states if have higher ed organization, Arizona does not have higher ed entity, so institution to institution agreements in that state. Nevada just rescinded their program, students can't get in-state tuition there anymore. So if Nevadans come here, what do we do? There is a guidance letter coming out, current students grandfathered in both ways. Is it only if contiguous? No, other districts MAY give lower rates. Oregon unclear at this time, does have to be within a certain distance. Deadline issues: Barry sometimes does not get responses, Stand Alone approval due 9/30, no leeway to forgive. Remind your regional groups this week. MK – maybe should come from Melinda. Melinda – do it both ways. Renee – put "deadline" in subject line. Pam – put Barry's name also. Gainful Employment deadline passed – most schools did respond. Those who did not, CCCCCO will not upload data for them, but still have to do it. Do it through curriculum inventory. October 10 BSI deadline. MK – send list of those in good standing on Gainful Employment. 1440 degrees: need at least 2 done by end of Fall 2011, including CCCCCO approval. Barry called all non-compliant colleges, some thought they had submitted. No stated obligation for next year. MK – CSUs have accepted mostly. Barry – meeting tomorrow will update us, CSUs setting up website for 1440 degrees. Goal is to have all 23 campuses accept. Author of bill has threatened to do it through legislation if necessary. Senate website shows which campuses approve. San Diego still dragging. MIS CB file: list of new elements coming in 2012. Lots of SS oriented, MESA, etc. Sally – identify students in special programs. Veterans. Also CB file. Instructional materials fees: we are being used as a tool to get to publishers. A task force is being created with ETAC and Academic Senate. There will be an open meeting this time. Barry does not expect anything to change. Codes that come with text are usually fine – when they are separate, there may be an issue. Repetition and Withdrawal: Done deal. Memo has come out. Repeatable courses are currently excluded. Larry – should we work on Board policy changes? Yes, do in spring to include in catalog. Need to notify students. Meridith – do all previous Ws count? Yes. MK – SRJC may actually allow fewer repeats. Prereq guidelines: have to change policy first, no school has done that yet. Guidelines coming out soon from SACC. Model district policy? No, because people tend to just adopt it, want campuses to be more thoughtful. Course and program approval delays: short-staffed, hard to keep up, have a list of at least 30, trying to do them in order. Call Sally if have specific problems. MK – how bad is it? Sally – 67 pending TMCs, highest priority. Also have course approvals. Had own MIS issue, were not sending out control numbers. Lowest priority are courses. Trying to work on certificates now. Also getting a lot of deactivations of programs, some students are left out who earned degrees. Never delete! Caught up on 530s. CORs have a lot of errors, so check them. PCAH in process of revision, old one pretty wrong. Will need to edit it soon.

ASCCC: David Morse – LBCC, English – Curriculum Chair for Senate, etc. – 1440: did have concern about SB 292, that we would have to take anything that anyone put into transfer degree – turned into something entirely different. Opposed to mandate, but encourage concept. Debbie – how would it work? Look at individual courses, be lenient. 1143: awaiting dissemination of actual report. Common assessment will be a problem because we do not want mandate to adopt. If create something good, people will choose to use it. Repeatability: working to resolve issues, did conference calls with discipline faculty, Foothill meeting went extremely well. Gave out different ideas. Problem areas continue to be music and PE. Melinda – what are some other ideas in place of repeatability? Levels of classes, separate classes, use non-credit to get students up to speed, community ed, audit, variable unit classes. Maybe allowing repeatability for capstone class or tie to ed plan, if major and need to repeat. Task force meeting again, then plenary. Barry – why not let people take ad infinitum? MK – state does not want to subsidize. Cleanest way is community ed concurrently. Melinda – where was that in 1143? In action steps, which may have been dropped for moment. Need to make changes to have it legal under current rules. Want to avoid recreating 515. Debbie – how to pay? Union issue, could be part of load. Debbie – we made changes already anyway. Barry – don't go beyond comfort zone. Renee – Academic Senate did ask for input. Paper on class enrollment caps could be out in spring, needs input. Melinda – that's a negotiated issue. Pam – some faculty may manipulate senate to get unreasonably lower caps. David Morse – is both a union and pedagogy issue, wants to have balanced recommendation. Debbie – have data to support your recommendations. Give input on FAQ document on curriculum page on website, easier to use than Title 5. Plenary session: "For the Common Good." In favor of Gavin Newsom as conference speaker for spring.

CCL: Kenley – TTIP funding gone in 2009, working on solution to bring some back, will roll out in January – have some funding for database purchase, going out to bid in October, out to system in January, direct support to campuses – CCL working on RFP with Butte. Butte will be systemwide administrator. Debbie – what if already bought for the year? Usually buy in spring. Won't get money back, but maybe a credit if already paid. Only 3 viable vendors. EBSCO, ProQuest, Gale? Next year, anticipate having more \$\$ to cover whole year. Supposed to be ongoing funding, RFP may be multi-year. Library catalog systems hosted locally, annual contracts, different products – exploring concept of systemwide library system, hosted centrally, databases locally. Transition will be challenging, no funds right now, not clear what cost will be. Will have presentation from two vendors. Kenley would like OCLC, cloud based. Also open source options. Will be multi-year effort. Melinda – this is in alignment with one of the CIO goals, to have economies of scale. As Board, should support CCL in that effort. Debbie – may be able to supply some funds from local colleges.

No one present from CCCAOE.

ACCE: Donna Burns—SSTF draft, non-credit pieces, formulating discussion paper with some of our concerns, concerned about action steps, like removing two steps below transfer level and funding for non-CDCCP – intent seems to be to remove services to some special populations – November 10 SoCal drive in conference to discuss SSTF, invited some members of SSTF – do we want some non-credit people from larger programs at CIO conference? -- Melinda: larger issue, SSTF wants to have presentation at conference, but cannot be open to everyone given facilities, sometimes better to have just members from one constituency, will discuss in afternoon – drive in will be open, North Orange County Center in Anaheim – Barry: recommendations have changed, including Number 5 – Melinda: was strong opposition, did not have majority vote, but wrote recommendation about having a comprehensive strategy, put together re-draft, will go out – Task Force on Non-Credit Accountability: has been meeting, led by Janet Fulks, data from 10-11 was encouraging – shows that students do progress – David: may have to change existing rules to come up with solutions, like concurrent community ed.

Lunch break

Constitution: 1.6 notes say add organization, may be CSSO. Other groups are squarely instructional. Meridith – argues for connection to CSSOs. Melinda – to sustain link with SS administrators. MK – but talked about using a combined CSSO/CIO to be a rep. Melinda – some merit, what do people want? Agreed not in 1.4, not a liaison organization. Is it a primary purpose? Craig – at least a secondary purpose. Renee – may end up having to have joint conferences. Leave 1.6 for now. Article 3, 2 – struck AIA. Article VI. Prez responsibilities – delete the ones that pass to Exec Sec. “in consultation with Exec Sec.” 2.6 Struck BOG meetings, becomes responsibility of past president. 2.7 “Conveying surveying protocols” because everyone tends to survey. 2.9 Mailing the Consultation Council meeting notes. Not currently sent to liaison organizations. Article 3.1 works with Exec Sec and Board to plan fall and spring conferences. 3.3 Attend half of CC meetings. Past Pres – Delegates preparing and distributing newsletters/reports. 4.2 Attending BOG meetings. Renee – has a conflict. How about “or finding a designee”? 4.3 **Distributing** BOG notes in timely manner to all CIOs. Renee – or put on website. Struck serving as archivist. Section 6. Two year term. Sharon – anything about auditing? Melinda – Keep accurate records. Treasurer does not perform audit. Sharon—have it in there. Treasurer's duty to have audit? Now, have an accountant recommended by lawyer. Same one since 2003. Should it be Board or Treasurer responsibility? Propose Both. Added Article VII with Exec Secretary duties. Add “The ES is responsible for...” 1.1 – 1.5, change mailing to distributing. 1.5 with the president elect and board. Finances – don't put in exact amount, just “annual dues shall be assessed.” Larry – we discussed raising dues, what's the trigger? Melinda – standing agenda item for May meeting to review dues, no written right to change dues. Can insert sentence to give us that right. Sharon – should discuss raise in dues at Spring Conference, not just a Board decision. Melinda – then may belong in Article IV. Could put in Article 8 that we will recommend any adjustment to annual dues at annual business meeting for a vote. Renee – could take up entire meeting, won't have all the information. Melinda – we will need to prepare agenda and information in advance, regional reps will help. Could have regional meetings first. Renee – then Board needs to decide before April meeting. Larry – will have to discuss why we need more funds. Kenley – could have some limit on how much they can be raised, like not more than COLA, hard to get yes vote from membership. Melinda – language? Don't need to put in constitution, or could say rationale must be presented. MK – better to have a limit like COLA. Larry – 10% is only \$30. Renee – will not be increased more than 10% without vote of membership. Melinda – Board has right to increase no more than 10% per year without full vote of membership. Article 12 – Appointees.....added section about submitting report using appropriate form. Sherrie – does language for Treasurer open up for non-regional reps? Pam – should be from Board. Melinda – do we want to allow for exceptions? Had consensus for Larry. Any exception must be approved by vote of the Board. 1.6 – anything about CSSOs? Melinda – we stopped with this because we don't list ASCCC, but always invite them. Meridith – so we can invite anyone we want anyway? Melinda – we don't state the senate or chancellor's office. Could be to promote communication with CSSOs, CEOs and Academic Senate. Pam – we are supposed to work with all groups. Leave 1.4, To promote communication and collaboration among comm. College constituents, including but not limited to ASCCC and CSSO. Renee – still don't want to have a voting CSSO on our board. All agreed. Melinda – CSSO says not OK since our CSSOs are not on their board, not representation. Renee – this comes up every 6 months. Melinda – we do need to have stronger relationship with them. Problems do occur when we don't communicate. Pam – a lot is incumbent on the CIO Board president. Melinda – does communicate with them, but depends on who people are. Can tell Peter White Board wants Melinda to work with him to begin. Will put constitution out for Board review.

CIO Regions: Pam, Sherrie and MK – Distributed three documents: 1. List of regions currently; 2. Maps; 3. Just LA. Noticed that other groups have other regions, can't just align with another group. Some groups too spread out to actually meet. MK – CTE folks do meet. Pam – most groups do. CCL follows our regions. Need to have rump groups talk about it. Talk about it in meetings in October. Sherrie will send spreadsheet of how other groups are divided. Pam will post map. Larry – we are assuming that people will show up if restructure, want to improve attendance. Pam – yes, too spread out, does impede meeting. Melinda – farther ones do not participate. Desert too spread out. MK – younger people use electronics, don't drive anyway. So may not solve the issue. Sherrie – don't have attendance even on CCC confer. Melinda – have CCC Confer session at conference. Bigger discussion needed about what are the barriers.

Task Forces – Statewide Strategies: Larry and Norma – CCL and common assessment already happening, Norma – need to work with them to help implement. Any other priorities? Maybe technology. Debbie – ERPs? No, but service based technological answers.

Degree audit, ed plans. Funding not clear. SSTF interested in them. Melinda – SSTF will present at conference, pay attention to those recommendations. Would hope state would help. Debbie – good reason to link with CSSOs. Pam – pursue change in ed code about administrator retreat rights, could also interview with discipline when applying. Melinda – is that statewide strategy or sustainable leadership? Pam – has to be change in ed code. Sharon – another problem is pay if retreat to faculty. MK – local decision. Meridith – etranscripts? Not signed yet. Has some funding. Melinda – were Larry and Norma contacted by any interested CIOs? No. Pam and Sherrie – leadership. Expand 411 to longer retreat. Called Mary Bernard to use idea of cohort, SS and instructional deans, polled admins – handling conflict, etc. Every college president in that region will nominate three people and pay for them to go to trainings. Regional project in San Diego. Pam – look at regional approach. Sherrie – tried pilot with MSJ and Norco to talk about some issues, might help for working with CSSOs. Smaller group is better to discuss. Got together and brainstormed. Debbie – have training program for managers in her area on Fridays. David – need to work with faculty, useful to have them involved. MK – regionalization is a good idea. Also using CSU. Pam – better NOT to be a class. Need clearer description before bringing in other CIOs. How to follow up at Fall conference? Mary Kay and Meridith – will see what happens with SSTF. Melinda – will end up being local. Long Beach Promise. David – that's an agreement between systems, having trouble right now. Cabrillo has modified version, pathways from K-12 to 4 year, if prepared take them in. Pathway block schedules. Pam – look at Running Start in State of Washington, started in legislature. Melinda – these are all best practices, part of SB 1143 recommendation areas. All task forces covered in 1143 recommendations. Need to have goals for conference from task force. MK – EAP is part of it too.

Conference: A lot of things to accomplish. MK – Constance Carroll coming for welcome, HS presentation confirmed. One more person needed for transfer to universities. Melinda – first day is seamless transition. General meeting in the evening. Melinda – want it to be structured, need to get Constitutional amendments to field ahead of time. Anything else? Probably not try to increase dues. Don't need separate budget report. Melinda will present 7 recommendations from Hummingbird group. Tie in to sessions that are there. Regional meetings – bulleted questions, list of what to discuss like regional composition, FTES Accounting.

Dan Troy – Explains triggers and exempting small colleges. Tier One – will try to keep away from affecting course sections, will be treated as deficit, not as workload reduction. Does affect small colleges. Fee increase moved back to summer. Renee – FON reduction? Not clear.

More on Conference -- Norton Grubb very ill, can't come. What to substitute? Melinda – need something structured. What is Basic Skills session about? Not clear. Pam – could use time to discuss goals. Larry – put Mark at lunch, break out to three goal areas after. Or just have shorter lunch, move stuff up. Melinda – not end with legal? Mary D. had time conflict. Can have SSTF presentation at lunch, then discussion Friday. Three working groups related to SSTF? SSTF Overview at lunch, Melinda and Barry. Host will mention workgroup options. MK trying to get sponsors, Datatel/Banner and CLEP test. SSTF Discussion next day. Melinda – people should not have seen early draft of SSTF. Maybe narrow to a couple of the recommendations. Debbie – as a group, could identify what are the main issues for us as CIOs. Priority concerns. Melinda – should we invite ACCE, etc.? No. Legally, still can register for conference if want to come. Sponsors can be allowed to do presentation if give us funds. Need to get presentations sent ahead of time. 84 currently registered. 28 for the 411 Academy, will give gifts. Encourage people in region to register.

CCLC conference: Presentation on SSTF, MK and Melinda will present.

Regions: Region 8 went sailing. Sharon – 6 CIO changes out of 13.

Kenley – One of top 10 community colleges in country, Santa Barbara. If win top college, get \$700,000. Last fall, CCL had survey on student engagement at 5 colleges, now sending to entire state. Will get local data.

Adjourn at 4:10.