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Action

Executive Committee

Approval of the Commission's 2008 Meeting Schedule

Executive Summary: The Committee will consider changes to the 2008 meeting calendar adopted by the Committee at the June 2007 meeting.

Recommended Action: To approve a final version of the schedule of meetings for 2008.

Presenter: Cheryl Hickey, Consultant, Executive Office.

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Sustain high quality standards for the preparation of professional educators.
- ◆ Assess and monitor the efficacy of the Accreditation System, Examination System, and State and Federal Funded Programs.

August 2007

Approval of the Commission's 2008 Meeting Schedule

Introduction

Each year at the May or June meeting, the Commission reviews and approves its proposed meeting dates for the following year. At the June 2007 Executive Committee meeting, the Committee approved a meeting schedule for 2008, but asked that the Commission staff bring back information on potential conflicts that arose from adoption of the schedule. The Committee also directed staff to bring back additional information about costs related to off-site meetings.

Background

At the Commission's June 2007 meeting, the Executive Committee adopted a 2008 meeting schedule. This meeting schedule is comprised of 4 2-day meetings and 4 1-day meetings. The schedule adopted by the Committee is illustrated in the chart below.

February 7-8	Thursday, Friday
March 6	Thursday
April 10-11	Thursday, Friday
June 5	Thursday
August 7-8	Thursday, Friday
October 9	Thursday
November 6	Thursday
December 11-12	Thursday, Friday

The schedule adopted by the Committee addresses a request by stakeholders to attempt to schedule Commission meetings at the same general time each month that the Commission chooses to meet. In the schedule adopted, the Commission would meet the Thursday and Friday of the first full week of the month for the months in which a Commission meeting is scheduled. Further, with respect to two day meetings, Commission staff will schedule meetings such that the first day of the meeting will be a full day and, whenever possible, the second day will conclude by 1:00 p.m.

While the above schedule addresses the request to "regularize" Commission meetings, it does present some potential conflicts. Commission staff included information about potential conflicts in the June 2007 agenda item.

Although the Executive Committee adopted the schedule above, the full Commission did not take action on it due to a request by the Executive Committee for staff to return with more specific information about the potential conflicts. As such, the Commission does not yet have an adopted 2008 Commission meeting schedule.

Two of the dates in the schedule adopted by the Executive Committee pose conflicts with major conferences and/or meetings by educational entities. As such, the Executive Committee may wish to reconsider these dates prior to recommending to the full Commission for adoption.

Proposed Options for Committee Consideration

Conflict 1: February 7 – 8, 2008

This date conflicts with the annual conference of the American Association of Colleges for Teacher Education (AACTE) in New Orleans, Louisiana (February 7-10, 2008). Several staff members and stakeholders will be either attending or presenting workshops at the conference.

Recommended Option:

Move the Commission meeting earlier by one week to January 30 - Feb 1, 2008

Conflict 2: March 6, 2008

This date conflicts with the spring conference of the California Council on Teacher Education which will be held from March 6-8 in San Jose, California. The focus of this meeting is on accreditation.

Recommended Option:

Move the meeting earlier by one day to March 5, 2008.

There appears at this time to be no other major conflicts.

The Executive Committee will make a recommendation to the full Commission as it relates to Commission meeting dates. The full Commission will take action to adopt a final set of meeting dates for 2008 at the end of the Commission meeting in August. Staff will then post these dates on the website and make all appropriate arrangements.

Off-Site Meetings

The Executive Committee had an extensive conversation about the possibility of meeting outside of Sacramento and considered a staff proposal to hold two of its two-day meetings off-site. The proposal was to hold the April meeting in the Inland-Empire region and the August meeting in San Diego. The Executive Committee directed staff to bring more information, particularly about the costs involved in meeting off-site, prior to making a recommendation to the full Commission.

Differences in Cost

The Commission staff calculated the estimated costs for holding a Commission meeting in Sacramento, the Inland Empire area, and San Diego. The estimates are summarized below:

2 Day Meeting	Sacramento	Inland Empire	San Diego
Commissioner Travel/Per Diem	\$12,264	\$ 9,984	\$11,064
Staff Travel/Per Diem (10)	\$ 0	\$ 7,380	\$ 7,980
Total	\$12,264	\$17,364	\$19,044

1 Day Meeting	Sacramento	Inland Empire	San Diego
Commissioner Travel/Per Diem	\$ 8,304	\$ 6,654	\$ 7,194
Staff Travel/Per Diem (10)	\$ 0	\$ 5,380	\$ 5,680
Total	\$ 8,304	\$12,034	\$12,874

The estimates include all allowable costs related to attendance at a Commission meeting including air travel, mileage, meal reimbursements, parking, lodging, and incidentals. Commission staff contacted several hotels in Riverside, Ontario, and San Diego regions to ensure that we used a realistic state rate for these estimates. The Commission staff anticipates that, if off-site meetings are approved by the Commission, it would work with its educational partners to schedule meeting rooms at minimal charge to the Commission.

Because of the majority of Commissioners reside in Southern California, costs related to Commissioner travel are less for both Inland Empire and San Diego than they are for a Sacramento meeting. As illustrated in the chart, the primary factor that increases the costs for off-site meetings is staff travel. The estimates above are based on a total of 10 staff attending the Commission meetings. This is slightly less than the actual number of staff who attended the Long Beach meeting in June of 2007, but Commission staff believes that 10 staff members should suffice for future off-site meetings.

In sum, the total estimated increase in cost for a 1 day meeting in Inland Empire would be \$3,730, and for a 2 day meeting is \$5,100. The total increase in cost for a 1 day meeting in San Diego is \$4,570, and for a 2 day meeting would be approximately \$6,780.

Anticipating that the Commission may wish to pursue the option of meeting off-site, the Commission's budget for FY 2007-08 includes funding set aside for this purpose.

Recommendation

The proposal at the June 2007 meeting was for the April 2008 meeting to be held in the Inland Empire area and the August 2008 meeting to take place in San Diego. Given the relatively minor differences in cost and the benefit of providing the opportunity for individuals and constituencies to interact with the Commission outside of Sacramento and that the Commission budget already includes funds for this purpose, the staff recommends that the Executive Committee approve the April 2008 meeting in the Inland Empire and the August 2008 meeting in San Diego.