

ACCE Journal

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A PUBLICATION OF THE ASSOCIATION OF COMMUNITY AND CONTINUING EDUCATION

Save the Dates!

November 2006 **FALL ONE-DAY WORKSHOP**

to be held at
MiraCosta
Community
College Center in
Oceanside



February 2007 **ACCE ANNUAL CONFERENCE**

(exact dates and
location to be
announced)

Inside This Issue:

- **Pharmacy Tech. Program (p. 2)**
- **Meet the New ACCE Board Members for 06/07 (p. 3)**
- **Legislative Update (p. 4)**
- **Did You Know...IRS' 20 Common Law Factors (p. 5)**



After much collaboration, trial and error, ACCE members celebrate their ability to balance 14 nails on the head of just one.

ACCE's Sacramento Spring Soiree a Stunning Success

by Jan Roecks, ACCE President Elect

ACCE held a very successful **Spring One-Day Workshop in the Chancellor's Office** in Sacramento on April 27. Registrants came from all over the state to enjoy a full day of activities, including presentations by keynote speakers **Walt DiMantova** of Los Rios CCD and **Robert Turnage**, Vice Chancellor for Fiscal Policy for the System Office of the California Community Colleges.

Walt DiMantova inspired us in a full morning session with a thought-provoking discussion about "Creating, Innovating, and Leading in the Next World." The focus was on fostering leadership to promote creativity, innovation, and transformation in our organizations and the world beyond.

continued on page 6

Message from the President

from Scott Hammer

What a Wonderful Year We've Had!

As this is my last article as ACCE President, I thought I'd focus on some things to celebrate and some people to acknowledge. We've had a wonderful year together and as my term as your president ends and my year as past president begins, it

all just seems a blur of wonder and teamwork to behold as I look back on the past fleeting months.

Over a year and half ago, Leslie Smith took over most of my duties as First VP in order to put on our wonderful conference in Oakland. That was due to my medical challenges and cancer treatments that took me out of the picture for much of the time needed to prepare for the conference. She did an awesome job, supported of course by wonderful Board members, most of whom continued into my term as President. This conference left a high bar for your Board and new First VP

continued on page 4

Statewide Demand for Pharmacy Technicians Contributes to Profit for College of the Desert

By Dr. Wendy Flint, Director of Professional and Continuing Education

It took one year to get a Pharmacy Technician program off the ground at the Center for Training and Development at College of the Desert, and when we did, the President of Boston Reed praised us for being the first community college in the State of California to do so through a community education program. The program now makes \$24,000 a year (*net profit!*) and may make \$36,000 by Fall 2006. Requiring very little management, it is the most affordable pharmacy tech program in California and includes externship placement in local pharmacies.



State certification requirements, with 168-hours of classroom instruction and a 120-hour pharmacy externship, to provide students with a complete learning experience. We hold classes on Saturdays which works great for people in career transition, parents who need day care, and instructors who are local pharmacy technicians. There is also an increased availability of classroom space on college campuses on the weekend and at our college, no parking fees. It's a win-win situation all the way around.

Mission College has an FTE program that costs students over \$4,000. Other private schools in our local area charge between \$6K and \$8K for the same course. Other cities, such as San Francisco, have private institutions that charge between \$10K and \$13K! We charge the students \$1,895 and Boston Reed invoices us \$1,450 per student. Cost includes textbook, workbook, medical equipment, clinical externship and certificate. The only difference between this program and the private schools is we do not offer financial aid, which allows for charging higher fees. Boston Reed does offer a low-interest one-year loan and the Center for Training and Development offers a payment plan. The students have never defaulted on their payments because they want the state license and they want to get started in their externship and new career.

In Fall 2006, we will be raising our price to \$2,200 and believe we will still be filling our classes. Why? According to the Department of Labor, the need for Pharmacy Technicians is expected to grow 30% by 2012. In our valley, new pharmacies are appearing on every street corner. Companies include Walgreen's, Sav-On, Target, Wal-Mart, and in grocery stores. With 24/7 operations in these retail stores (and in hospitals) technicians are in high demand. Starting pay is \$12 to \$20 per hour. Because of the increased pharmaceutical needs of a larger, older population, growth in this occupation will be almost as fast as the average for all others in the state.

The pharmacy technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling and more. The course offered by Boston Reed meets

The first time we offered this course, it took two cycles of advertising to get one class up and running – almost a year. We invested in radio, television, and newspaper ads. We slowly collected names and phone numbers and said we would call as soon as we had 15 students. We were told by Boston Reed that once we held a successful class, word of mouth would help fill the next class. We always have an orientation to answer questions and Boston Reed sends an instructor to share details about the potential career, hourly wages, and course details. At the last orientation, all 24 in attendance said they heard about the program through word-of-mouth. Boston Reed was right! However, we discovered that friends, neighbors, and relatives who saw our ads let other families know – especially if there were potential students who were unemployed or wanted to enter the allied health field.

It's lot of work in the beginning, but once the class runs, the profit is worth the effort. We rarely have someone drop out and we have had no complaints regarding the quality of the program. The class runs smoothly every Saturday and Boston Reed is a wonderful customer-service organization. They help with advertising, send you a banner for your facility, order the curriculum, coordinate all the externship placements, and work out any payment options. Upon completion graduates receive a certificate of completion and become eligible to apply for registration as a pharmacy technician in the State of California – no state exam required.

If you contact Boston Reed at 661.633.1346 for more information, be sure to ask for the College of the Desert Marketing Plan that makes our program successful and tell them that Dr. Wendy Flint sent you. Good luck! ♦

MEET ACCE'S NEWLY ELECTED/RE-ELECTED BOARD MEMBERS (2006/07)



1st Vice President and President Elect

ANNA GARZA, Noncredit Matriculation Coordinator

School of Continuing Education, North Orange County Community College District

Anna Garza has over 22 years experience in student services within educational environments. She has been a career counselor and career center director at private four year colleges as well as an instructor, counselor, and program coordinator in continuing education programs for the California Community Colleges. Anna has also been active in several professional organizations including the statewide CCC Matriculation Advisory Committee and the California Community Colleges Matriculation Professionals Association (CCCPA).



2nd Vice President/Membership

ROBERT "BOB" PARKER, Vice President Administrative Services, Continuing Education
San Diego Community College District

Bob Parker joined San Diego Continuing Education in November 2005. Prior to joining Continuing Ed, he spent over five years as a Finance System Consultant with Datatel Inc., a provider of software solutions to colleges and universities. Bob also has over 13 years of higher education business office and personnel experience, having worked at the University of Pennsylvania and at Drexel University (both in Philadelphia, PA).



Continuing Education Council Leader

JANE DILUCCHIO, Division Chair, Continuing Education, Business and Life Skills
Glendale Community College, Garfield Campus

Jane DiLucchio has been Division Chair of Continuing Education Business and Life Skills at Glendale Community College for seven years. Jane has also been active at the State level: she is a past Treasurer of ACCE and has served on a variety of Chancellor's Office committees including the Basic Skills Advisory Committee and the ABE Model Curriculum Standards Committee. In addition to her responsibilities as Division Chair, Jane is also a published author of a mystery novel, "Relationships Can Be Murder."



Community Education Council Leader

LAURA FRANKLIN, Director, Community Education
Cerritos Campus

Laura Franklin has been the Director of Community Education at Cerritos College for nearly four years and joined the ACCE Board in July 2005. Prior to Cerritos College she worked on federal and state-funded grant programs at Saddleback, Golden West, and El Camino Colleges and managed teacher preparation certificate programs at UC Irvine Extension. This spring, Laura was selected to participate in the Community College League of California's Leadership Skills Seminar at Asilomar Conference Center in Monterey, CA.

A HEARTY THANKS AND FAREWELL to departing ACCE Board members Kerry Campbell-Price, 2nd Vice President/Membership, and Lynda Lee, Continuing Education Council Leader. We will greatly miss their dedicated service to both the Board and our organization.

Continuing Education has had the good fortune to have Lynda Lee as its advocate since 2003. Lynda has worked tirelessly throughout the state on our behalf, serving on a staggering array of committees, task forces and working groups. Her knowledge of and support for continuing education programs has been a great service to all of us.

Compiling memberships is only the tip of the contributions made by Kerry Campbell-Price. Kerry has not only kept our memberships and the directory up-to-date, but has also done a yeoman's service in getting the ACCE Journal printed, collated and mailed and helping with registration at many ACCE conferences.

Excellence is the word that comes to mind when thinking about the contributions that these incredible individuals have made to ACCE and the countless times they volunteered their services. **THANK YOU!**



2005/06 ACCE Board Members (from left): Jan Roecks, Laura Franklin, Vicki Warner, Judith Monast, Elaine Chapman, Erica LeBlanc, Lynda Lee, Scott Hammer, Kerry Campbell-Price and Cyndi Pardee (not pictured: Leslie Smith)

Legislative Update: A View from Sacramento

By Leslie P. Smith, ACCE Legislative Analyst

This is looking to be a historic year for California community colleges. We will be implementing a new financing system which will equalize per student funding to the 90th percentile for credit, take the first steps towards providing equity funding for our noncredit programs focused on career development and transitioning to college credit, and adjust the growth formula to increase access to college for all California adults. Lower student fees should also increase access.

Additionally, there are program augmentations for matriculation, CalWORKS, Economic Development, Disabled Students Services Programs, and instructional equipment, library materials and scheduled maintenance. It is unclear whether there will be budget augmentations to address costs associated with part-time faculty such as office hours and health insurance.



There is also special funding targeted to help students who don't pass the California High School Exit Exam (CAHSEE) and to increase the number of students completing their studies to become registered nurses.

The Finance Department is still pushing to mandate the CAHSEE for community colleges who offer adult high school diploma programs and the legislature is looking for alternative methods of evaluation for all students seeking a high school diploma.

There is legislation that will allow credit stand-alone courses to be approved by districts locally and to exempt the community colleges from the Field Act. Attempts are also being made to expand financial aid programs to better suit the needs of community college students.

Never have the community colleges been in a stronger position and never have the community colleges been

continued on page 5

MESSAGE FROM THE PRESIDENT, *continued from page 1*

Jan Roecks to hit in terms of success and response, with high expectations from you, our ACCE members. I am happy to report, and hope you've observed, that since my term began in July 2005, your Board stepped up and surpassed that mark, with two one-day workshops and the annual conference in San Diego. Under Jan's leadership and with the participation of the Board and many ACCE members, these conferences responded to your needs for networking, professional development and sharing best practices, with special keynotes targeted at "Navigating in a Sea of Change."

Your Board began the year last August with a productive retreat where we prioritized our focus areas, developed themes, worked on our strategy for influence and advocacy, and increased the visibility of our publications. Innovation and change were apparent as we applied, from various perspectives, program quality improvements and best practices, supplemented by our new ACCE Journal editor (Erica LeBlanc); exceptional communication from our Council Leaders (Lynda Lee, Laura Franklin, Judith Monast) and Legislative Advocate (Leslie Smith); record-setting membership results (Kerry Campell-Price); solid financial status and treasury (Elaine Chapman); partnerships and a new alignment project with the System Office (Vicki Warner); and remarkable records and history and support of all sorts throughout the year (Cyndi Pardee). A special note of thanks to Laura Franklin who established unprecedented involvement of vendors and exhibitors at the annual conference, allowing us to leverage your investment in the conference and provide additional opportunities for networking and social events. The Board also held its annual meeting with the System Office and heard from a variety of departments, divisions and leaders, sharing with them your concerns and needs in the field. Thanks to Vicki Warner and Leslie Smith for organizing much of that meeting as well.

I'm not going to say goodbye as I continue on the Board for another year, and am more than honored to do so. I'm very proud of the work this team accomplished and was honored to have a small part in the events you've enjoyed and benefited from this year. Be sure to continue to share your thoughts and ideas with all of us, but especially with Jan Roecks as she leads us into another great year as your ACCE President accompanied by new and continuing board members. I know this new Board, with your contributions as members, will continue to provide for another incredible year to come. To the entire ACCE Board, thanks for all your help and support. I personally appreciate all the unseen work this Board did to make your investment in ACCE as a member pay off the way it has. I look forward to seeing you at the upcoming ACCE events! I can only imagine how this Board will top our work this year; you won't want to miss it! ♦

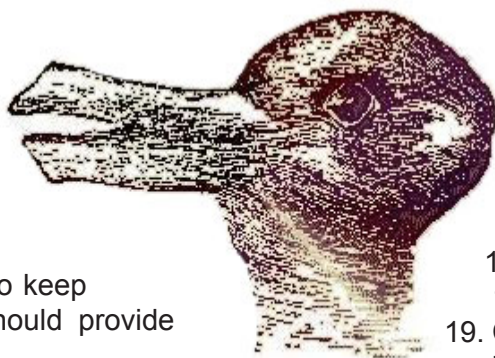
If It Walks Like a Duck and Quacks Like a Duck...

When hiring a consultant, how do you determine whether that person is an independent contractor or an employee? A good rule of thumb is to review the Internal Revenue Services'

20 COMMON LAW FACTORS

If an individual is an independent contractor, the following 20 common law factors generally hold true:

1. Contractors do not require specific instructions.
2. Contractors do not require training.
3. Contractors do not have to personally provide the service; they may hire others to do the work.
4. Contractors are not dependent on this service to keep operating; contractors should provide services to other clients.
5. Contractors set their own work hours.
6. Contractors do not have a continuing relationship with the hiring company.
7. Contractors may hire staff at their sole discretion.
8. Contractors should have enough time available to pursue work with other clients.
9. Contractors control where they work; if they work on the premises of the hiring company, it is not under that company's direction or supervision.
10. Contractors determine the order and se-



quence of the work they perform.

11. Contractors are hired for the final result...and therefore should not be asked for progress or interim reports.
12. Contractors are paid by the job, not by time.
13. Contractors often work for more than one firm at a time.
14. Contractors are generally responsible for their incidental expenses.
15. Contractors usually furnish their own tools.
16. Contractors should be able to perform their services without the hiring company's facilities (equipment, office furniture, machinery, etc.).
17. Contractors make their services available to the general public by having a business license, having business signs, advertising their services, etc.
18. Contractors should be able to make a profit or a loss.
19. Contractors can't be fired as long as their output meets the contract specifications.
20. Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.

If you aren't sure whether a person should be treated as an employee or an independent contractor, check with your Human Resources department. The most conservative approach, however, is to hire an individual as an employee.

**– Judith A. Monast,
Economic Development Council Leader**

Top Three Growth Areas in Contract Training

(According to Julia King Tamang of LERN)

- **Outsourcing “back office” work:** companies hire a contract education program to manage their entire training program.
- **Outsourcing content design:** companies deliver training designed by a contract education program using the companies' own trainers. Some sources say that this area will grow as much as 35% in the coming years.
- **e-Conferencing:** e-Conferencing is an Internet-based tool suite that allows people to communicate and create a virtual learning environment. Audio conferencing, live one-way video, collaborative conferencing and Web conferencing are all components of an e-Conferencing tool suite. ◇

LEGISLATIVE UPDATE, *continued from page 4*

more vital to the state of California. All gubernatorial candidates speak positively and frequently about the community colleges. Our students transfer to four-year colleges and universities at rates exponentially higher than the rest of the nation. Our role in workforce development and the state's economic vitality has never been more crucial.

We should all take a moment and pat ourselves on the back for years of hard work and success. The budget augmentations and newly enacted legislation should provide us with tremendous opportunities to improve our programs and services to students. ◇



Robert Turnage, Vice Chancellor for Fiscal Policy, Addresses Budget and Policy Issues with ACCE Members

The "Nail Exercise" was a challenging team effort and a great illustration of how to think "outside the box." It was great fun to watch teams of ACCE members flex their creative muscles by figuring out how to balance seven-plus nails on the head of another nail which was mounted on a block of wood. After some effort, lots of experimentation and failure, a few grumbles and requests for magnets, tape, glue and other fixatives, most of the teams got close to the solution. Finally, one team (with a couple of hints from Walter and healthy dose of inspiration) managed to complete the task. We can't tell you more or we'd give it away!

We are always very appreciative to the Chancellor's Office for hosting our conference and giving us the opportunity to hear directly from staff on a variety of issues. Robert Turnage was a welcome speaker at lunch, and talked about the "State of the System Budget and Policy Issues," bringing us up to date on the current legislative topics and

fielding questions from our group.

The workshop concluded in the afternoon with the ever-popular breakout groups of Community Education, Continuing Education, and Economic and Workforce Development. This is always a popular forum for the exchange of ideas, best practices, and the opportunity to network with colleagues from around the state.

If you have an idea, topic, or concern that you would like to see addressed at one of our conferences, please let me know so I can make sure that we include it in our planning for future one-day workshops and the annual confer-



Walt DiMantova delivers a fascinating keynote address entitled "Creating, Innovating and Leading in the Next World"

ACCE

Advocates for Lifelong Learning in California

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The ACCE Journal is published quarterly by the Association of Community and Continuing Education (ACCE), an organization of California Community Colleges.

The Executive Board of ACCE invites submission of information, announcements, research findings, and articles of interest to noncredit, contract education, and community education (fee-based) program providers. For information or submissions, contact leblanc_erica@smc.edu.

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