

ACCCA BOARD OF DIRECTORS

Friday, September 29, 2017

Locations: Sacramento, ACCCA Office
Long Beach City College
Chabot Las Positas CCD

RECORD OF THE MEETING

OFFICERS PRESENT:

- **T. Greene**, President, (American River College) Representing CEOs (in Sacramento)
- **O. Pourzanjani**, President-Elect (Golden West College) Representing Instructional Services Administrators (At Long Beach)
- **R. DelGaudio**, Past-President, (Long Beach CCD) Representing HR Members (At Long Beach)

MEMBERS/EX-OFFICIO* MEMBERS PRESENT (for all or a part of the proceedings):

In Sacramento

- **W. Duncan**, (Sierra College) Representing CEOs
- **B. Lofman**, (Hartnell CCD), Representing Members at Large
- **K. Kaur**, (American River College), Representing Business Services Members
- **J. Lyle**, (Merced CCD), Representing Instructional Services Members

In Long Beach

- **E. Cipres** (Irvine Valley College), Representing Student Services Members
- **J. Avalos**, (Saddleback College), Representing Student Services Members
- **J. Gutierrez** (Coastline College), Representing At Large Administrators
- **C. Ng**, (MiraCosta) Representing HR/CBO Members

At Chabot Las Positas

- **W. Fong**, (Chabot-Las Positas CCD), Representing Human Resource Members
- **K. Messina**, (San Mateo CCD), Representing Instructional Administrators

By Phone

- **D. Houston**, (Yuba CCD) Representing CEO Members

BOARD MEMBERS/EX OFFICIO* MEMBERS NOT IN ATTENDANCE:

- **J. Jackson**, (Chabot-Las Positas), Representing CEOs
- **T. Vo Kumamoto**, (Berkeley City College), Representing Instructional Services Members
- **K. Tarrant** (Los Angeles Trade Tech College), Representing Student Services Administrators
- **L. Gormley***, (SELF-Schools Excess Liability Fund), Representing Business Members
- **B. Dowd**, (San Diego CCD), Representing Business Services Members

STAFF/GUESTS PRESENT:

- **S. Bray***, Executive Director
- **P. Marcotte***, Communications & Technology Manager
- **M. Underwood**, ACCCA Advocate

*Indicates Non-Voting

- I. Call to Order.** The meeting of the ACCCA Board was called to order at 10:15 a.m. President Thomas Greene reviewed the agenda. No new agenda items were added from the floor. The previously listed

“Updated Directory” item was removed from the agenda at the request of staff. It will be moved to the January agenda.

II. Action Items:

- a. **Minutes of the June Meeting.** It was moved (**J. Lyle**) and seconded (**W. Fong**) to approve the minutes of the June 2017 meeting. *The motion carried.*
- b. **Appointment of Retired Member Representation.** It was moved (**K. Kaur**) and seconded (**K. Messina**) to approve the recommendation of the Executive Committee to appoint **Judy Walters** as the Retired Member representative on the Board. The term of office is 2 years and will expire in June 2019. *The motion carried.*
- c. **Proposed 2017-18 Budget Adjustments.** It was moved (**J. Lyle**) and seconded (**K. Messina**) to approve the 2017-18 Budget as proposed. The action was taken following the presentation of the Finance Committee. *The motion carried.*
- d. **Strategic Plan 2017-2022, Public Facing Plan.** It was moved (**W. Duncan**) and seconded (**E. Cipres**) to approve the final draft of the Public Facing Plan, as well as the proposed distribution map for the plan. *The motion carried.*
- e. **ACCCA Reserve Fund Proposal.** It was moved (W. Fong) and seconded (W. Duncan) to approve the recommended policy on the ACCCA Reserve Fund as submitted. *The motion carried.*

III. Reports of the Commission and Committees:

- a. **Executive Committee—No Report was made.** **President Greene** noted that the issues covered in the Board agenda, in addition to operational reports from the Executive Director, reflect the work of the Committee since June. He reminded Board Members that they are invited to attend the monthly meetings of the Executive Committee that occur monthly at a regular day/time (first Thursday of the month at 3 p.m.) and an agenda for each meeting will be provided to the Board the week before.
- b. **Management Development Commission—**Chair of the Commission **Kimberlee Messina** reported. She indicated that an initial organizational meeting of the commission was held to bring together the team leaders and clarify the role of the MDC versus that of their individual program teams. She noted that the MDC is collaborating with the marketing and communications team to better define the programs for marketing purposes; addressing content updates and the vetting process for attendees of highly popular programs. *Messina concluded that the MDC has set up a regular schedule of meetings (first Wednesday of the month at 8:30 a.m.) to stay on track with program review.*

She discussed with the Board the potential for ACCCA to develop a one day workshop, noting the popularity of the ACBO one day on Declining Enrollment. Bray indicated that if the MDC can bring the content the ACCCA Office is positioned to get a one day workshop up and running in a relatively short amount of time—especially if hosted at a campus. **Doug Houston** and **Omid Pourzanjani** agreed to work with staff on development and **Thomas Greene** and **Willy Duncan** offered to have their facilities serve as potential workshop sites. The Board agreed that the topic of Project Management would resonate with administrators right now. *Staff will pursue this opportunity and report to the Executive Team on developments.*

Regarding planning for the Annual Conference, Kimberlee indicated that she and co-Chair **Rory Natividad** (El Camino CCD) are working with staff to ensure a new approach to the annual conference. Members of the Board were provided with a description of the recommended conference strands and staff outlined the revised format for the conference which includes: an earlier start on the first day; a new focus on themes/strands by increasing the number of general sessions and providing new alternative spaces attendees can use to drill down, network and chill out/process in three separate areas. Members of the Board generally endorsed the revised format and focus of the strands. Work continues now to further develop panel content, align breakout sessions, confirm the final day activities and market the event.

- c. **Commission for Legislation and Advocacy**—Chair of the Commission **Willy Duncan** reported that the Commission continues to meet monthly (last Tuesday of the month at 1:30 p.m.) and he encouraged board members to attend if they're interested. He noted that since the Board last met in June, the commission members have acted on legislation impacting members including AB 568 (opposed) regarding maternity leave regulations and AB 1651 (position changed from opposed to watch) regarding advance notice for administrative leave with pay. **Michelle Underwood** reported on these and other bills pending the Governor's action (by October 15). She indicated that the CFLA will be reviewing its existing legislative/advocacy platform as well as the status of the state budget during the fall, and a summary of all legislation acted on by the Governor will be provided following the signing deadline.

Rose DelGaudio reported on the September Consultation Council meeting for which her notes and CCCC materials were provided for the Board's information. She reviewed her written report and of note were the system's 2018-19 budget proposal; the removal of ACCJC Standard III. A. 6 and the discontinuation of Workgroup #2 tasked with seeking a new accreditor. She also described the introduction of another effort of the Chancellor's Office, Project FLOW. The group was convened to explore establishing a 115th college dedicated to online education.

- d. **Finance Committee**—Executive Director Bray provided the Board with a primer on Financial Accountability for ACCCA including an examination of the roles of staff, the Finance Committee and Board Members with regard to the financial operation of ACCCA. The financial calendar of events and tasks was reviewed to give the Board a sense of the scheduled steps in the budget cycle, along with 2016-17 Budget outcomes and an overview of the highlights of the 2017-18 budget. Bray indicated that the ending balance is not reflective of the retained earnings carried over in prior iterations of the budget as those funds are encumbered and don't reflect a true balance including any unfunded liabilities such as unpaid vacation leave etc.

Bray reported that unpaid vacation alone is a liability of over \$35,000. Board members asked about any existing cap on vacation and were informed that currently there is no cap, but the Finance Committee will discuss sample policies and bring one forward for consideration in January. The presentation concluded with a Reserve Fund policy proposal that was approved by the Board.

- e. **Board Development**—Omid Pourzanjani, Chair of the Board Development Committee reviewed his plan for a Strengths Based board development effort that could result in strategic outreach and recruitment of new members to the board that represent the strengths necessary to move strategic priorities forward. He encouraged each member of the Board to complete the Strengths Finder survey

if they have not already done so and to provide their “top 5 strengths” to Susan or him. Director Bray noted that a facilitated workshop with the Board is anticipated for March or June to identify the areas where individual board members will be best suited to contribute or collaborate with others on the Board. Omid noted that the strengths finder could be incorporated into the orientation for new Board members so their engagement is more strategic from the beginning of their tenure. With regard to other development opportunities, Director Bray reported that a facilitated workshop on succession planning for the Association is planned for their next meeting in January.

- f. **Policies & Procedures Committee**—*No report*. The chair of the committee, **Bonnie Ann Dowd** was not available to report. Director Bray indicated that a series of meeting dates is being planned to review/address specific segments of the Operating Plan and a report will be prepared for the January meeting.
- g. **Regional Membership Council**—*No report*. The chair of the committee, **Diane Fiero**, was not available to report, however Director Bray indicated that a brief written report was provided and separate items in that report are specifically addressed in the Strategic Planning progress report.
- h. **Marketing & Communications Committee**—Chair of the committee **Juan Gutierrez** reported that the committee has been meeting with staff and focusing on messaging; orienting new Recruiter **Mark Zacovic** to internal recruitment processes and tying messaging to strategic planning goals; as well as planning promotions the conference. Director Bray noted that the Regional Council and staff have been working to identify the number of administrators in the system, and the number of potential ACCCA members and processes are in place to provide regular reports on vetted Non-Member Administrators to the recruiter and receive reports back from the Recruiter on the status of his direct communication with those non-members.
- i. **Operations Report**—Executive Director Bray reported that new staff has been hired to fill the Administrative Assistant vacancy. Cassandra Self comes to ACCCA with an AA degree from Sacramento City College in Social Services and a BA degree in Psychology from CSU Sacramento. Her prior work experiences is with the City of Sacramento and the City of West Sacramento as a program coordinator for Parks and Recreation, as well as experience as a Research Assistant at Sac State. Cassandra is being trained by staff in a support role and her probationary period ends October 17th. Bray also noted that two internal control audits have been scheduled in the 17/18 year that will cover both the 15/16 and 16/17 operating years. The on-site visits for those are scheduled for December and April respectively, and members can expect findings reports at their January and June meetings. This will bring current the ICA audits. Bray closed by noting that all other operational developments are covered in the context of the agenda and the Strategic Planning Progress Report she developed for this meeting.

IV. Strategic Planning Public Facing Report and Progress Review:

- a. **Champion’s Overview of Public Facing Plan**—Plan Champion **Brian Lofman** review the draft Public Facing Plan with members of the Board along with a distribution map which was then moved for action. The Board approved the plan and distribution process as presented with no changes. Brian discussed the path the Board took to arrive at the plan and noted that the more detailed plan can still be found on the Strategic Planning Web Site provided by Eric Ryan which the Executive Director will use to chart progress. He shared that he has met with the Marketing Committee and staff to develop

the distribution plan, and the graphic depictions of both the more extended version and the shorter info graphic version are in development and anticipated to be launched in connection with the November League Conference.

- b.* **Strategic Priorities: Progress and Next Steps**—Director Bray reviewed with the Board an outline of each of the four strategic priorities including the activities related to the goals defined by the board for each priority. She indicated that this template will be updated for each board meeting, and the goals themselves will be revisited in June in conjunction with the planning meeting.

V. From the Floor:

- a.* **June 2018 Planning Retreat**—Director Bray provided the Board with a cost analysis of the planning retreat from 2017 at the Westin and a comparative estimate if the event were booked at another venue downtown. The analysis showed a savings of approximately \$7,000 to the budget if held at the alternate venue. Members discussed the innovative team building opportunities of a downtown venue and Bray indicated she'll work with the Executive Team to ensure that the new board orientation and planning meeting are both effective in 2018 and that Board Development is the primary focus.
- b.* **Calendar of Meetings**—Director Bray provided an updated calendar of the meetings of the Board and each of the commissions and committees including call in information. She encouraged members to ensure that the meetings for which they are involved are on their calendars.

VI. Adjournment. The meeting was adjourned at 2:10 p.m.

END OF MINUTES