

ACCCA BOARD OF DIRECTORS
RECORD OF THE MEETING
Monday, September 17, 2018

ACCESS: ACCCA Office, 1531 I Street, Sacramento, CA 95814
Orange Coast College, 1801 W. Coast Highway, Newport Beach, CA 92663
CCC Confer and WebEx

OFFICERS PRESENT:

- **O. Pourzanjani**, President (CCCCO/Golden West College) Representing Instructional Services Administrators—via WebEx
- **T. Greene**, Past-President, (American River College) Representing CEOs (in Sacramento)

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

- **W. Duncan**, (Sierra College) Representing CEOs (in Sacramento)
- **K. Kaur**, (American River College), Representing Business Services Members (in Sacramento)
- **J. Walters** (Retired Member Rep) (in Sacramento)
- **W. Fong**, (Chabot-Las Positas CCD), Representing Human Resource Members—By Phone
- **D. Houston**, (Yuba CCD) Representing CEO Members—By Phone
- **B. Dowd**, (San Diego CCD), Representing Business Services Members—By Phone
- **E. Cipres** (Irvine Valley College), Representing Student Services Members (at Orange Coast College)
- **K. Tarrant** (Los Angeles Trade Tech College), Representing Student Services Administrators (at Orange Coast College)
- **S. Shears** (DeAnza College), Representing At Large Administrators (in Sacramento)
- **P. King** (Yuba CCD), Representing Instructional Administrators (in Sacramento)
- **G. Ly** (City College of San Francisco), Representing Instructional Administrators (in Sacramento)
- **J. Gutierrez** (Orange Coast College), Representing At Large Administrators (in Sacramento)
- **D. Fiero** (College of the Canyons) Chair, Regional Member Council—by Phone

BOARD MEMBERS/EX OFFICIO* MEMBERS NOT IN ATTENDANCE:

- **C. Ng**, (MiraCosta) Representing HR/CBO Members
- **K. Messina**, (San Mateo CCD), Representing Instructional Administrators
- **L. Gormley***, (SELF-Schools Excess Liability Fund), Representing Business Members
- **J. Lyle**, (Merced CCD), Representing Instructional Services Members
- **J. Jackson**, (Chabot-Las Positas), Representing CEOs

STAFF/GUESTS PRESENT:

- **S. Bray**, Executive Director
- **P. Marcotte***, Manager, Marketing, Communications & Technology
- **C. Clark**, Manager, Professional Development and External Development
- **M. Underwood**, ACCCA Advocate

*Indicates Non-Voting

- I. **CALL TO ORDER:** The meeting of the ACCCA Board was called to order at 10:00 a.m. President **Omid Pourzanjani** reviewed the agenda. *No new agenda items were added.*
- II. **ACTION ITEMS:**
 - a. **Minutes of the June 2018 Meeting.** The record of the meeting held June 14-16, 2018 was provided to the Board in advance of the meeting for review. No amendments to the record were stipulated. *It was M/S/C [G. Ly/T. Greene] to approve the June 2018 minutes of the Board Retreat with no amendments. **The motion carried.***

- b. **2018-19 Strategic Priorities.** Susan Bray reviewed the amendments to the Strategic Plan made by the Board in June and since incorporated into the Ryan Strategic Planning software to allow board members access for tracking purposes. She provided some insights as to the status of various key action items. Members concurred with the presentation of the strategic areas, the related goals and key action items as amended. *It was M/S/C [K. Kaur/W. Duncan] to approve the amendments to the Strategic Plan for 2018-19. The motion carried.*
- c. **2018-19 Proposed Budget.** The revised Tentative Budget was provided to the Board in advance of the meeting. **Susan Bray** and **Kuldeep Kaur** reviewed changes to the Tentative Budget—the version that was adopted by the Board in June. They focused on the more significant differences between the tentative budget and the proposed version. Kaur confirmed that based on actual numbers provided by the accountant and the expenditure reductions proposed by the Finance Committee, these changes have moved the budget from a deficit position to a projected balanced budget. It also shows an increase in the Reserve Fund at June 30, 2019. Bray indicated that the Board will again review the status of this budget in January and, if appropriate, additional adjustments will be made. *It was M/S/C [W. Fong/B. Dowd] to approve the 2018-19 Budget as proposed. The motion carried.*

III. Report of Commissions and Committees:

- a. **Executive Committee.** President of the Board and Chair of the Executive Committee, **Omid Pourzanjani**, reported that the Executive Committee has reviewed the recommendations of the Policy and Procedures Committee [PPC Recommendations Report provided in Board Docs.] He stressed the urgency of one of the recommendations related to sitting Board members who are no longer employed by a college or a district. Currently, he noted, there are two board seats that fall into that category, and in order to ensure that members are fully represented by their Board, and in lieu of any existing policy or procedural language, a full discussion and decision is needed from the Board on this particular policy.
- b. **Policy & Procedures Committee.** Chair of the PPC, **Bonnie Ann Dowd**, began her report by first reviewing item (a), Consultation Council Appointments [*Chapter 1; Sec. 1.3.2.3 of the Board Operating Manual.*] Board members concurred with the language as presented to amend the section related to the appointment of Consultation Council representatives. Next Dowd reviewed the Committee's recommendation regarding the Board's composition. The amended language would add a 4th At Large administrator representative to every third ballot and a 17th member to the Board. This change is intended to expand the representation of technical administrators on the Board and provides language for implementing the new rule. The Board also concurred with the amendment.

The next section reviewed, also in the Board Operating Manual, was in *Chapter 2, Section 2.2.5* and was addressed in two parts. The first was related to the Board's previous decision [June 2018] to expand the Executive Committee to include the Chairs of both commissions and all standing committees of the Board. The Board concurred with the implementing language provided. The second portion was related to sitting board members who are no longer employed in a full time position at a college or a district. Members discussed at length the wording of the proposal, the reasoning behind the wording and its impact if implemented. Board members raised the prospect

of providing a “grace period” prior to action, or the potential impact of the lack thereof. On this second part, the Board was not in total concurrence.

Finally, the Chair reviewed the final item, related to the *Operating Policies and Procedures Manual*, [Chapter 2, Section 2.2.3] which was simply an advisory to the Board that the implementing language regarding paid leave approved by the Board at their June 2018 meeting has been integrated to the Manual with no changes by the PPC.

*It was moved and seconded [G. Ly/S. Shears] to approve **all** recommendations as presented in the report provided to the Board by the Policy and Procedures Committee. **The motion passed with three members voting in opposition: T. Greene; W. Duncan and P. King.***

The above action resulted in two now-open seats on the board--one of which was also held by the current President-Elect, **Kimberlee Messina**, an officer of the Board. It was recommended by the President and Chair of the Executive Committee that a motion be made to appoint the runner up in the June officer election, **Doug Houston**, to fulfill the unexpired term of the President-Elect.

*It was moved by **Bonnie Ann Dowd** to make the appointment as recommended by the President/Executive Committee Chair. **Doug Houston**, the nominee, agreed to accept the appointment if the Board votes to confirm the motion.*

In the ensuing discussion, as a point of policy, a question was raised by Board Member **Kaneesha Tarrant** as to the process and whether or not the officer position should be re-opened to other nominations. She noted that this was the process adopted earlier by the Board, and the election was facilitated by a secret ballot in June. The majority of the Board disagreed based on the fact that this is an appointment to fulfill an unexpired term. **Bonnie Ann Dowd** further pointed out that the 2018-19 operating year is well underway and the board won't have another in-person meeting until January which would be necessary to facilitate another secret ballot. At that point, she said, the operating year will be half over with no President-Elect in the interim. She urged for expediency and reliance on the prior vote of the Board and go with the runner-up in the original officer election.

*The original motion made by **Bonnie Ann Dowd** was affirmed, and was seconded by **Stacey Shears**. **The motion carried with no opposition and with two abstentions: T. Greene and D. Houston.***

Board member **Doug Houston**, who currently also serves as Vice Chair of the CFLA, will assume the officer position of President-Elect of ACCCA, and will serve out the remainder of the term which expires on 6/30/2019, at which time he may go on to assume the office of President of the Board in the 2019-20 Operating Year.

- c. **Commission for Finance, Legislation and Advocacy (CFLA).** Chair of the Commission, **Willy Duncan**, reported on the recent activities of the CFLA including addressing a key action item of the Strategic Plan. He reported that he and ACCCA Advocate Michelle Underwood, will meet with the Regional Member Council to initiate a dialogue with the ten Council representatives regarding regulatory, legislative and budget issues and continue to communicate with the Council to get

their feedback to inform positions and actions to be taken by the Commission in the future. The initial meeting will occur on November 28th.

Next, the Chair addressed the formation of the Leadership Council initiated by the League. **Susan Bray** commented that this move is along the lines of what ACCCA attempted to do for several years in terms with the Statewide Summits—to establish a caucus of management groups to help build consensus around key issues that could provide the administrative perspective on a statewide basis. She said the League brought ACCCA in early on in the planning stages of the group’s formation. The next meeting of the Leadership Council will occur on 9/20 with the “pre-Consultation” gathering of these groups and will be attended by ACCCA’s Consultation rep **Thomas Greene**.

Thomas noted that he has communicated with **Larry Galizio** [CEO of the League] regarding possible agenda items and the chair of the CFLA, **Willy Duncan** concurred that regulatory changes to remove barriers to the Vision will be discussed further by the new organization and with the RMC. Willy elaborated on a couple of specific examples including amending regulations related to office space requirements impacting Student Services. He noted that the “big regulatory issues” like the 50% law, while important, could be addressed in smaller increments to achieve some progress and also remove the barriers to fully implementing the Vision.

ACCCA Advocate **Michelle Underwood** reported on the ending of the 2017-18 legislative session noting several bills that ACCCA had positions on which are either on the Governor’s Desk or never made it through the process. These include:

- AB 1395 regarding apportionment for tutoring (dead)
- SB 577 regarding the pilot program for teacher credentialing in rural areas (awaiting the Governor’s signature)
- SB 806 regarding the extension of the BA degree program (awaiting the Governor’s signature)
- AB 2477 to establish the Dreamers Resource Center (CCs were removed from the bill) and
- SB 968 regarding nursing centers (CCs were removed from the bill)

Michelle indicated that these and other bills are in summary on the bill report provided, and the Governor has until September 30 to act on the remaining bills on his desk. She highlighted the coalition letter signed on by ACCCA regarding opposition to two budget trailer bills impacting human resources operations. A copy of the coalition letter is posted on the advocacy page of the ACCCA web site.

Michelle reported that right now the advocacy focus is on gearing up for the next budget and she cautioned that there will be a lot going on. A new governor will be taking over just as the proposed budget is released, and there have been movements in key positions as well. Michael Cohen, former Chief of the Department of Finance is now with CalPERS, and Keely Bossler of the Governor’s Office has taken his place at DOF. With the new Governor she expects a two year college promise effort to be reflected in the January budget, and we can expect that January through May will be very active and volatile.

- d. Management Development Commission (MDC).** Courtney Clark reported on behalf of the Commission noting that Conference preparations are well underway. Samples of the graphic interpretation of the conference theme: “The Journey” and a description of the four strands were shared on Board Docs. She noted that the Call for Proposals (CFPs) will be closing on Friday [9/21/18] and she encouraged everyone to get their sessions or ideas for sessions submitted through the web site. The 2019 Keynoter will be **Dr. Marc Williams**, a nationally known communications and marketing expert from the sports world. The conference planning team will be working with Dr. Williams on the nature of his motivational presentation. Courtney reported that all of the professional development teams were well-manned and working well together to make updates and needed changes in the programs to ensure enhanced content and address some of the goals of the strategic plan.
- e. Regional Membership Council (RMC).** Council Chairperson, **Diane Fiero** [College of the Canyons] made her first report at an ACCCA Board meeting, and she described the progress that has been made to date including a full and active roster of Council Members and Campus Contacts, and the distribution of several Quick Polls since last year providing real time administrative feedback that has helped inform decisions.

She reported that the change in mission approved by the Board in June to expand the scope of that mission to include recruitment was embraced by the ten members and she feels that Regional Events and outreach by the Campus Contact can make a real difference in growing the Association over time. She reported that the Council is planning a meeting in November to focus on ACCCA’s legislative and policy priorities and how they can provide feedback to the CFLA on a regular basis. Another in person meeting of the Council is being planned for the Annual Conference in February.

f. Operations Report.

- **MEMBERSHIP:** Executive Director **Susan Bray** reported on membership growth and retention drawing attention to the August member statistics report and the separate breakdown of new members since July. Though the August report shows a slight decline [a net 5 members since August 1], gains since June 30 were strong with 51 new members joining. Staff noted that the jump was influenced by Admin 101 and Great Deans participants joining to get into the programs.

Bray clarified that it isn’t just new members from programs, but the impact of a “member get a member” approach throughout 2018-19. This approach, she said, can only succeed with the help of Board members and other volunteers who step up, along with campus contacts, to recruit colleagues. This, she said, is why board members were supplied with a list of non-members currently at their campuses. More than staff, our Board and commission/committee members are in the best position to explain the “WHY” of ACCCA from their own experience.

- **BENEFIT REVIEW:** Bray reported that the Ad Hoc committee formed to review member benefits and survey results around what members have told us they need has begun their work as prescribed in the Strategic Plan. The team has met twice and are due to meet a few more times before providing a set of recommendations to the Board in January. She called on staff member Patti Marcotte to share some of the research she has been engaged in.

- **INTERNAL CONTROLS TRACKING:** Bray shared the updated spreadsheet showing the current status of all findings since 2014. She noted that of 12 findings over three years, just 4 remain to be resolved and are “in process”. She noted that this report will be updated for the January meeting and the next ICA is scheduled for mid-December.

- **MARKETING AND COMMUNICATIONS:** Phillip King, Team Lead for the Benefit Review team reported. Other members recruited from the volunteer pool to serve on the team are **Sandy Mayo** (Yuba CCD) and **Sofia Ramirez-Gelpi** (Allan Hancock College). **Patti Marcotte** who is staff to the team reported on her research results and areas the team will pursue in the coming weeks. She noted that in particular, one of the requests from members was for “financial planning services” and happily, as she was drilling down into existing benefits provided by SASS [School Administrators Special Services] discovered that this benefit is already offered in our existing benefits. She noted that additional marketing around all member benefits once approved by the Board will be executed.

IV. **The Drill Down: ACCCA Financial Primer:** Susan Bray provided the Board with an overview of ACCCA Financial processes and a review of the roles and financial responsibilities of the Board, of staff and of the Finance Committee. The presentation also provided a breakdown of the 2018-19 budget; access to resources so that board members may stay informed, and a description of the timeline for budget development. She noted a new section of the Board Docs page that was developed to house “Essential Documents” for board members.

V. **ADJOURNMENT:** The meeting adjourned at 1:25 p.m. The next meeting of the Board is an In-Person meeting to be held on **Tuesday, January 15th from 10 a.m. until 3 p.m. at the Hilton Hotel, Sacramento.** The meeting will be followed by a Legislative Reception that evening [5:30 to 7:00 p.m. at a downtown location TBD]. On Wednesday, January 16th ACCCA will hold the annual *Workshop on the Governor’s Proposed Budget*, also at the Sacramento Hilton Hotel.

END OF THE RECORD

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