



ASSOCIATION OF CALIFORNIA
COMMUNITY COLLEGE ADMINISTRATORS

BOARD OF DIRECTORS ANNUAL PLANNING MEETING

June 18-20, 2014

South Coast Winery, Temecula CA

Agenda

Wednesday, June 18th

9:00 a.m.

Check in/Coffee and Continental Breakfast/Conversation—*Estate Vineyards Conference Room*

10:00 a.m. to 11:30 a.m. – *Annual ACCCA Board Member Orientation*

An orientation session for new and continuing members of the board will be held to provide information relative to the Association's structure, operating procedures and an examination of the role and responsibilities of members of the Board, Commissions and key personnel and consultants of the Association.

11:30 to Noon—*Strategic Thinking in 2014-15: An Overview*

The annual survey of members garnered some new data that holds implications for 2014-15 planning and issues for the Board's consideration. President **Willy Duncan** and Executive Director **Susan Bray** will provide a brief overview of the afternoon conversation about those results and their impact on the Association's agenda in the coming year.

12:00 p.m. to 1:30 p.m. – *Welcome Luncheon--Vintner's Garden Patio*

1:30 p.m. to 3:30 p.m. – *Strategic Thinking 2014-15 and Beyond*

As the Board works together to develop their goals and objectives for the coming year, it is important to consider not only the input of the members, but also the climate of the system and the comparative agendas of our affiliate organizations and the State.

In order to develop a vision that will resonate with the membership and outside of it, Board members will need to understand their own relationship to ACCCA, the needs of their own districts, and of their administrative constituency throughout the state.

3:30 p.m. - Afternoon Break – Plug in and reconnect with your office OR take advantage of the Winery and/or Spa facilities and relax! Your choice!

6:00 to 7:00 p.m. – Welcome Reception—*Vineyard Rose Restaurant, Back Veranda*

A hosted reception will be held to welcome our **seven** new ACCCA Board members which will be followed by an optional dinner (partially hosted.)

7:00 p.m. – Dinner—*South Coast Winery Tasting Room*

Following the reception, an *optional* dinner will be held that is partially hosted by ACCCA in the Tasting Room of the Winery. **A \$50 per person contribution will be collected at the dinner**, and any costs beyond that, as well as the cost of the wine, will be covered by ACCCA.

Thursday, June 19th

8:00 a.m.

Coffee and Conversation (Includes Deluxe Continental Breakfast)-Estate Vineyards Conference Room

9:00 a.m. to Noon - Call to Order

I. Agenda Review and Consideration of Consent Items:

- a. *Agenda changes will be considered*
- b. *Consent Agenda Review/Action*
 - i. *Membership Statistics Report (2013/2014 Comparison)*
 - ii. *2012-13 ICA Audit Findings and Association Responses*
 - iii. *2014-15 Commission Appointments, Association Directory and Proposed Meeting Dates*
 - iv. *2014-15 Association's Calendar of Events*
 - v. *April and May Monthly Financial Statements (MFS)*

II. Annual Reports, Review of 2013-14 Accomplishments/Challenges:

- a. *Management Development Commission (Arvid Spor & Linda Beam Reporting)*
- b. *Communications Oversight Commission (Kevin O'Connor Reporting)*
- c. *Commission for Legislation and Advocacy (John Didion and Rose Delgaudio Reporting)*
- d. *Finance Committee (Susan Bray, Willy Duncan and Jeanie Nishime Reporting)*
- e. *Executive Committee Year-End Report (Willy Duncan Reporting)*

III. Election of Officers and Board Appointments for 2014-15:

ACCCA President **Willy Duncan** will announce official board appointments to fulfill unexpired terms, and the Executive Committee will propose a slate of officers for 2013-14. Nominations will be accepted from the floor as well. Members will vote and a new Executive Committee will be seated. The newly elected president will take the gavel and preside for the rest of the planning meeting.

12:00 p.m. to 1:30 p.m. – Board Luncheon-Vintner's Garden Gazebo

1:30 p.m. to 4:00 p.m. - Meeting Continues:

IV. Operations and Support Services:

Executive Director **Susan Bray** and staff will report on the operational aspects of the Association as the 2013-14 year winds down. They'll discuss operational aspects of the 2014-15 year:

- a. *Overview of Policies and Procedures (S. Bray)*
 - i. *Existing documents*
 - ii. *Overview of needed revisions*
 - iii. *Process/Timeline/Resources*

- b. *Member Services (C. Mikami)*
 - i. *Statistics Review*
 - ii. *Status of Campus Reps*
 - iii. *Status of the dues adjustment*
 - iv. *Discussion of existing benefits*
 - v. *Recruitment/retention of members and resources/venues*

- c. *Communications (P. Marcotte)*
 - i. *Status of technology*
 - ii. *Messaging & Vehicles*
 - iii. *Marketing materials/resources*

- d. *Affiliate Operations and Events (S. Bray and C. Clark)*
 - i. *ACBO (Association Management; Spring/Fall Conferences; Institute; Workshop)*
 - ii. *ACHRO (Leadership Academy)*
 - iii. *Chancellor's Office Annual Budget Workshops (July)*
 - iv. *CCLC (November Conference/Presentations & Meetings; Leadership Round Table)*

- e. *Human Resource Planning (S. Bray)*
 - i. *Positions/Scope of Duty*

5:00 to 7:30 p.m. – Team Building Activity & Board Reception—SCW Barrel Room/Lawn

An early evening of fun for our ACCCA Board Members is planned including heavy appetizers and a special wine selection from our subsidiary Winery in Oregon (☺)! Dinner this evening is on your own and a listing of local options will be provided at the meeting.

Friday, June 20th

8:00 a.m.

Coffee and Conversation (*Includes Continental Breakfast*)

9:00 a.m. to 10:00 a.m. - Strategic Planning and Goals and Objectives in 2014-15:

Executive Director **Susan Bray** will provide members with a template for the development of goals and objectives, and the board will be divided into five teams led by a staff person to discuss potential goals and objectives for each of the 5 service areas of ACCCA:

- a. *Member Benefits and Services, Recruitment & Retention (C. Mikami, Leader)*

- b. *Legislation, Finance and Policy (John Didion, Leader)*
- c. *Professional Development and Training Programs (Courtney Clark/Tracy Newell Leaders)*
- d. *Communications and Information (Patti Marcotte, Leader)*
- e. *Operations and Association Management (Susan Bray, Leader)*

10:15 a.m. to 11:30 – Reporting Out: 2014-15 Goals and Objectives Defined

The teams will come back together and report out on recommendations for goals, objectives and direction in 2014-15 in the service area their group discussed. From these reports a final agenda of priorities will be finalized.

11:30 a.m. to Noon - Board Member Recognition

Outgoing board president **Willy Duncan** will be acknowledged and Board Members who are departing the Board will also be recognized for their service to ACCCA. These include:

- **Lorenzo Legaspi**, *Chabot Las Positas CCD*
- **Samia Yaqub**, *Butte CCD*
- **Rob Mieso**, *DeAnza College*
- **Glenn Roquemore**, *Irvine Valley College*
- **Mary Dowell**, *Liebert Cassidy Whitmore*
- **Don Averill**, *ACCCA Retired Member and President of PPL*
- **Linda Beam**, *El Camino CCD*

12:30 p.m. to 1:30 p.m. - Closing Luncheon—*Vintner's Garden Lawn*

LOGISTICAL INFORMATION FOR PLANNING PURPOSES:

HOTEL INFORMATION

Hotel:

South Coast Winery Resort and Spa
34943 Rancho California Rd
Temecula, CA 92591
951-587-9463

Located 50 miles north of San Diego and 90 miles southeast of Los Angeles, South Coast Winery Resort and Spa is in the heart of Temecula's Wine Country, part of the Inland Empire Region of Southern California.

Website:

www.wineresort.com

Reservations:

Individual reservations; call hotel directly at 866-994-6379 and reference "ACCCA" to get the reduced rate

Room Rate:

A \$159 room rate, plus 12% tax and a .105% tourism assessment fee per night applies. A rate of \$259 is offered for those who wish to stay through the weekend.

Cut-Off Date:

Reservations must be made **by 5:00 p.m. on May 23rd**, 2014 in order to secure the group rate. We encourage reservations at your earliest convenience in order to ensure room availability.

Airport/Transportation:

If flying in, use Ontario Airport. If renting a car, from Ontario (ONT) it is a **45 min/57 mile** drive. Take the 10 east to the 15 south. Exit Rancho California Road - Turn Left. Proceed 6 Miles to South Coast Winery on the right. For shuttle service reserve transportation with 1-800-bluevan--round trip service starts at \$89.

Parking:

Self parking is available at no charge.

Check-In/Out Time:

4:00 p.m. - 12:00 p.m.