

ACCCA BOARD OF DIRECTORS

RECORD OF THE MEETING **DRAFT VERSION**

Monday, November 13, 2023

3 p.m. to 5 p.m.

BOARD OFFICERS PRESENT:

President-Elect: Tammeil Gilkerson

Past President: Eric Ramones

Board Secretary: Susan Bray [Executive Director]

MEMBERS PRESENT:

Willy Duncan [Chair, CFLA]

Char Perlas [Co-Chair, CMC]

Jim Lancaster [Member, CMC and PPC Member]

Andy MacNeill [Co-Chair, MDC]

Sylvia Cornejo [Lead, Webinar Team and member, PPC]

Kuldeep Kaur, [Chair, Finance Committee and Member, PPC]

Chris Dela Rosa [Member, Finance Committee]

Ajani Byrd [MDC Member]

David Betts [Member, Finance Committee]

Jessica Enders, Member

James Feigert [Ex-Officio Board, Chair, RMC]

Ken Stoppenbrink, Retired Member

ABSENT:

Joshua Moon Johnson [Great Deans Team, PPC, and Lead, Equity Team]

Kaneesha Tarrant [MDC/Webinars]

Geisce Ly [Chair, MDC]

Sharon Ormond, AALRR [Business Member]

I. CALL TO ORDER

The meeting was called to order at 3:00 p.m. and in President Cordova's absence, past President Eric Ramones called the meeting to order. The agenda was reviewed and no changes were made.

ACTION: It was moved [J. Enders] and seconded [K. Kaur] to approve the September minutes. The motion was approved with no abstentions.

Discussion of 2/20/24 Meeting of the Board: In conjunction with the annual conference the board will again meet for 2 hours for Board Development. The Board discussed various options and decided to use the 2 hour meeting on Tuesday 2/20, 4:30 to 6:30 to focus on a conversation

with the State Chancellor who is expected to attend. If she is unable to attend, the Board will be provided with a briefing on a topic to be determined by the Executive Committee. Susan will continue to work with Chancellor Christian's office to facilitate her participation.

II. Operations Report [S. Bray]

Strategic Plan Report: Susan reported on the following developments

Strategic Member Recruitment:

- Affiliate collaborations are progressing. ACCCA had representation and presented at ACHROs recent conference and is engaged in talks with their board leadership to collaborate more extensively on the salary survey and joint recruitment efforts.

Strategic Communications:

- Deliverables from the 25th Hour agreement are progressing. The team is working with the RMC to identify data points and new language/design for all collateral pieces and establish a more dedicated Campus Rep resource page on the website.
- As referenced above in collaborations, there are plans for an outreach campaign to connect with all statewide HR directors to provide the new collateral and invite them to share materials with new administrators who are onboarding at their campuses.
- Database issues are resolved and more immediate statistics reports and analysis are available.
- The rebranding of all programs [other than SJCA which is in development] is done and now being transported to the website.
- A review of the internal processes for membership enrollment has been completed and internal adjustments are underway. All online forms [program applications & event registrations] are being reviewed for standardization and consistency in language.
- A template for the overall communications calendar has been built and staff is receiving training on using the calendar in planning recurring and program based communications. The new calendar requires that all planning timelines are realigned. Website analytics are being reported to the CMC at each meeting.

Strategic Operations:

- Salary Schedule review underway, with an updated schedule by January which will be incorporated into the final 2024 budget.

- The annual ICA audit is under way with data gathering and a site visit is planned for December. Preliminary of the 4 prior findings are all resolved, and a final report will be prepared for deliver in early spring.
- Social Justice & Equity Committee. Susan reminded the board that expanding ACCCA's DEIA focus and integration was a strategic goal and to that end, a new standing committee of the board was formed [draft charter shared.]

Susan reviewed the tenants of the proposed charter [2nd draft]. She noted that the document was edited to include the development of metrics within the scope of responsibility to track improvement of equity-focused resources and structures within the organization.

ACTION: It was moved [C. Dela Rosa] ad seconded [J. Enders] to approve the Charter. The motion was approved with no abstentions.

- Susan reported that Succession Planning is progressing. Silvia reviewed the draft proposal on succession plan for the Executive Director and both planned and sudden departures were addressed. It is anticipated that this plan will need to be deployed in 2027.

In the draft the recommendation the Board is functionally responsible for conducting search; including job description review/update; salary range and benefit analysis etc. supported by the Exec and Finance Committees. The Screening Committee of the Board would be composed of the President and up to 4 additional members of the board and will determine the process and timeline, and vet applications. They will recommend final candidates to the full board, and the board will interview candidates & select the new ED.

The President or their designee will provide an onboarding for the new ED with the assistance of staff. The Board has flexibility to retain the departing ED to help in transition in a defined role, and may allow for an interim to operate during the hiring process if necessary. Susan said that the final plan will be presented to the Board for consideration at the June planning meeting.

The board discussed their thoughts on the plan and David suggested putting limits on the size of the screening/selection committee and noted that all press releases announcing the final hire need to be widely distributed [consider statewide and national outlets.] Silvia suggested that the Board take time to consider the process contained in the draft, and send any additional comments to the committee. Susan agreed and noted that she and Silvia will schedule the remaining work to be done on a timeline to expedite the process so a decision can be made at the June meeting.

Strategic Professional Development

- MDC Retreat. Susan reported for Geisce and highlighted the recent MDC retreat to review all program protocols. She noted there are multiple training programs active now and all have seen improvements across the spectrum with regard to program structure/facilitation, operations etc. thanks to the dedicated time spent on these issues in September.
- Expanding Capacity. For the annual conference additional capacity has been built into the program. Mock Interviews expanded, but still needs an expanded concept.
- Social Justice Training. The goal of launching a social justice program is being realized in 2024. An agreement between CCCCO and ACCCA is in development along with additional content points and processes for the operational side are being confirmed internally. The hiring process for a program manager is well underway and final interviews will be held in January.

Strategic Advocacy:

- Expanding Advocacy knowledge and education. An expanded Affiliate Summit and breakout session is planned for Conference 2024 and the CFLA will continue to work in collaboration with other advocacy groups and affiliates to establish activities and campaigns to educate new legislators on the 50% Law.

III. Commission/Committee Reports:

Commission for Finance, Legislation & Advocacy:

- 50% Law Movement. Willy deferred to Michelle on the report, but first reported that 50% law movement is happening. He reports that the CEO funding policy task force has been working on 50% and is hiring a firm to research the outcomes of the application of the law in the current environment, and to analyze a number of factors to provide new data. Should finalize as audits conclude. Audits have not started yet.

The CEO Board is also focused on 50%, and BOG chair Amy Costa was invited to discuss at a recent meeting. She was receptive and supportive of colleges regarding the impact of the law on operations. The issue will be discussed at the League Conference later this month. No legislation planned for this year, but research & data gathering has begun.

Kristen Clark, West Hills president, has created a brief document to make the argument *[provided via chat]* Willy noted that this is a year of educating others because 50% is fraught with complexities.

He said there is a clear need to educate new legislators on this issue. Also some movement [Cal Matters article] that fleshed out the FACCC statement that class size will explode and student success hindered if modifications are made, which hasn't got much merit.

The League's legislative session will feature a discussion on this as well in January. Perhaps a February conference session on this will be prudent timing if new data is available. Susan suggested several sessions at the conference to facilitate further discussion.

- Legislative & Budget Round Up: Michelle reported the end of session wrap up [linked report to chat] noted that ACCCA positions were mostly validated by Governor's actions. Joint advocacy with other groups made a difference. The hazing bill was particular to higher ed but the rest were K-12 and CC collaborations. Our win/loss record on vetoes and signatures was good this year.

She noted SB 765 [Portineau] CalSTRS post retirement flexibility. ACCCA seeks parity between these two systems and this bill and this bill supports additional focus on this. Looking at fiscal effects on parity with systems.

She said the Legislature is in recess now, considering new legislation for next session. All are waiting on 1/10 Budget Release. Tax receipts suffer from delaying tax deadlines and havoc is compounding. No data right now to indicate how revenues will actually do and billionaires are holding back having somehow anticipated this happening. Now we won't know until later in December but not looking good. Uncertainty prevails, and we're anticipating a barebones budget on 1/10. COLA is coming in low—3.94 and now trending at 2.0% or less. Easier to fund, but tough on districts.

In closing, Willy noted we should be closely monitoring student housing funding. Funds expected in the proposed budget [DOF still working on it] and we are hoping they share before rolling it out. CFLA continues to monitor.

Budget Workshop Planning—Willy reported the “save the date” is out and reg opens this week. He provided an overview of the tentative agenda and speakers.

Policy & Procedures Committee [PPC]:

- Recent Activity. Tammeil reported on activities of the committee noting that she and Susan only get sporadic attendance and participation, but the role of the PPC is overall monitor the progress of the strategic plan, and particularly this year, to provide the policy perspective on the operational aspects of the Social Justice & Career Advancement Institute [SJCA] grant program as it is being rolled out.
- Tracking Progress. Susan shared the tracking document showing the key issues currently being pursued. Tammeil noted the progress on fronts already discussed earlier in the meeting including succession planning; the formation of the Social Justice and Equity Committee and operating manual policy procedures reviews.

- Future Deliberations. Tammeil reported that the balance of the year the committee will be framing out some of the issues not yet addressed in 23-24. Susan agreed with Tammeil's assessment of low participation for the committee and said that there is some overlap in the role of the Exec committee and that of the PPC, which should be reviewed to avoid duplication of effort. Better alignment of scope between the Exec Committee and the PPC is needed.

Regional Member Council [RMC]:

- Susan reporting for J. Fiegert began with current member statistics noting there was a drop of 12 members since Sept. The goal is to have the RMC serve in the role of data gathering among their reps when members are lost to establish metrics on why they drop and report that data with the status report each month. Staff is working with 25th Hour to review that process and make recommendations for improvement.
- 25th Hour team members will meet with the RMC in December for a discussion of the materials being developed and getting their feedback.
- There have been changes to the campus rep roster and all new reps and directors are being onboarded via zoom one on one with Susan or a team member.

Communications & Marketing Committee [CMC]:

- Activities. Char reported that since the Oct. meeting the CMC has been engaged in a review of the award recognition program, addressing concepts for renaming & rebranding awards and the processes for recruitment of candidates from the field as well as the selection process.
- 2024 Nominations. Susan reported on all award nominations for the 2024 Conference saying there are at least three nominations in each category which is strong historically.

She said all materials [summary sheet of nominees, vetting criteria and rubric along with the folders for each nomination] are being compiled to send to the members of the selection committee for consideration in December. Selection committee members include the Executive Committee along with all of the 2023 recipients. The communications team is creating templates for updated notification and final details for the presentations now helping to increase clarity around the awards and recognition program.

- Uncommon Courage award. Tammeil raised the need for some form of recognition by the Association for a longstanding volunteer, board member and champion to ACCCA. Wyman Fong is retiring at the end of the next year she reminded members and proposed he be considered for the Uncommon Courage Award. The Board discussed the many ways in which over the past 13 years of ACCCA involvement, Wyman has helped

and supported the work of ACCCA, its growth in diversity, individual Board and staff members and particularly HR administrators across the system. All agreed the award is appropriate and well earned.

ACTION: It was moved [T.Gilkerson] and seconded [J. Enders] to award Wyman Fong the ACCCA Uncommon Courage Award. The motion was approved without abstention.

- Volunteer of the Year: Susan reminded the Board that annually staff will recommend candidates for the Volunteer award. This year she said they had two, and the Board will need to decide. Suggested first was Tim Leong, PIO at Contra Costa who was the first chair of the CMC and instrumental in our investment in communications infrastructure. The second nomination was for Cecy Garcia, VP of HR at Palo Verde.

Members discussed the pros and cons of awarding two but soon agreed that would dilute the meaning. In the end they agreed based on her many decades of uncompensated service to ACCCA as the chief historian and photographer, Cecy deserved the award.

ACTION: It was moved [K. Kaur] and seconded [J. Enders] to award the 2024 Volunteer of the Year Award to Cecy Garcia. The motion was approved without abstention.

Finance Committee:

- Activities. Kuldeep Kaur reported that the committee added two new members: Chris Dela Rosa and David Betts who have helped so much with the review and alignment of job descriptions and salary schedule review, and their additional scrutiny and oversight is valuable to the committee.
- Tentative 2024 Budget. September financials were provided to the Board for review and the proposed tentative budget shared for discussion shows membership dues which were down in the 3rd quarter are projected to be lower overall in 2024. Susan attributed the drop to the switch to the database and conversion to monthly billing of annual dues as opposed to all annual revenue coming in at one time. It is estimated that between 15 and 20% of all members pay dues annually as opposed to monthly deductions and Tammeil suggested that the model for annual dues should be reviewed. Susan agreed and noted that this is something that can be added to the PPC oversight before June.. Total projected revenue with events [\$1,213,890].

Kuldeep expects operating expenses to hold close to prior year, however salary schedule adjustments will impact overall operating budget as will increased 401K contributions. Outsourced services up over prior year but \$42,000 of that is one time cost.

Event costs will be substantial but with fee adjustments, events will remain profitable overall [ref. Detail tab on budget doc]. Kuldeep indicated we will dip into fund balance by about \$25K in

2024 and ultimately the cost of the 25th hour contract was an infrastructure investment from the reserve fund.

Susan noted that it is currently unknown how much revenue will come to ACCCA as a result of dedicated staff hours being reimbursed but it is hoped that more than offsets the salary increases. Kuldeep noted that two staff positions are currently being paid significantly below market and all salaries need to be adjusted for COLA.

ACTION: It was moved [D. Betts] and seconded [C. Dela Rosa] to approve the tentative 2024 Budget. The motion was approved without abstention.

Management Development Commission [MDC]: Susan reported briefly for Geisce.

- Conference registration is open now and closes on February 16. Numbers appear to be on track for early weeks. The CFP process was completed and 30 breakout sessions were selected and final notifications are going out this week.
- Great Deans Regionals this week as well as an upcoming webinar: Assumptions and Conflicts: dealing with Anger on the Job–this is the last webinar in 2023 with more planned in the spring following the conference.
- Budget Workshop planning is on track. Anticipate 250 person audience and 6 sponsors. The Mentor Program Capitol Day coincides with the BWS for their last function prior to their graduation at the conference. The new cohort was just selected and will get their orientation with the outgoing class at the conference.
- Admin 001/002 plans are underway and Ajani Byrd is leading that effort for us. The next Management Essentials workshop is planned for the pre conference day and the program is developing now.
- Work on the Social Justice/Career Advancement Institute continues. The Vendor Agreement that activates the program has been received and has undergone a legal review by Sharon Ormond. Most changes were language based but we will ask for rewording of the indemnification clause and clarification of how they will be handling cohort participant data so we can ensure it is protected and not used outside of the program. The main area where clarity is needed is relative to who owns the program.

Section X of the Vendor Agreement proposes that CCCCCO owns content/intellectual property that we develop. Eric, defers to will of board, but said explaining our concerns to them is not out of bounds. Tammeil agreed and said to get clarification and there's always a way to ask for alternative wording.

Willy noted that since this is a grant, and typically the grant providers don't take over the program they are investing in. It was agreed Susan will respond with questions and need for clarity on these specific areas including who has authority to hire contractors to the program.

The meeting was adjourned at 5:06 p.m.

END OF MEETING