

**ACCCA BOARD OF DIRECTORS**  
**RECORD OF THE MEETING**  
**Tuesday, January 14, 2020**  
Sacramento Hilton Arden West

**OFFICERS PRESENT:**

- **D. Houston**, President, (Yuba CCD) Representing CEO Members
- **O. Pourzanjani**, Past President (San Joaquin Delta CCD) Representing Instructional Services Administrators and CEO Members
- **B. Dowd**, President-Elect (San Diego CCD) Representing Administrative Services/CBO members

**MEMBERS/EX-OFFICIO\* MEMBERS PRESENT (for all or of the meeting):**

- **W. Fong**, (Chabot-Las Positas CCD), Representing Human Resource Members
- **K. Kaur**, (American River College), Representing Business Services Members
- **S. Yaqub** (Butte CCD), Representing CEOs
- **G. Ly** (City College of San Francisco), Representing Instructional Administrators
- **J. Walters** Retired Member Rep
- **S. Shears** (DeAnza College), Representing At Large Administrators
- **S. Hancock** (Grossmont Cuyamaca CCD), Representing Student Services Administrators
- **L. Cordova** (Merced CCD), Representing Student Services Administrators
- **W. Duncan**, (Sierra College) Representing CEOs
- **S. Conrad**, (Mira Costa College) Representing At Large members/Technology

**BOARD MEMBERS/EX OFFICIO\* MEMBERS NOT IN ATTENDANCE:**

- **C. Ng** (Mira Costa CCD) Representing Administrative Services/HR Members
- **K. Tarrant** (Norco Community College), Representing Student Services Administrators
- **D. Kot\***, (Schools First CU), Representing Business Members
- **J. Lancaster** (Los Angeles City College), Representing Instructional Administrators
- **J. Gutierrez** (Orange Coast College), Representing PIOs/Communications Administrators

**STAFF/GUESTS PRESENT:**

- **S. Bray\***, Executive Director
- **C. Mikami\***, Administrative Supervisor
- **C. Clark\***, Manager, Professional Development and External Development
- **M. Underwood\***, ACCCA Advocate

\*Indicates Non-Voting

- I. CALL TO ORDER/AGENDA REVIEW:** The meeting was called to order at 10:05 a.m. and quorum was established. The agenda was re-ordered to move the CFLA report earlier in the agenda to accommodate schedules.
- II. ACTIONS:**
  - a. Minutes of the September, 2019 Meeting.** The minutes of the fall meeting of the Board held on September 19, 2019 were reviewed and no changes were made. ***It was moved [W. Fong] and seconded [K. Kaur] to approve the minutes as presented. THE MOTION CARRIED.***

- b. **Action on the proposed 2019-20 budget adjustment.** Action on this item was moved to the Operations report later in the meeting.

### III. REPORTS OF THE COMMISSIONS AND COMMITTEES:

- a. **Executive Committee Report**—President Houston reported that ACCCA received and accepted the resignation of Board member Glenn Roquemore, President at Sadelback College. Bray indicated that there are two years remaining for that seat, and an appointment by the President will coincide with the next election. She noted that suggestions from board members for candidates are welcome.
- b. **Commission for Finance, Legislation & Advocacy [CFLA] Report**—ACCCA Advocate Michelle Underwood began with her report noting that Prop 98 is showing modest growth; the COLA is funded and there is no anticipated changes in store for the SCFF pending the anticipated report of the Oversight Task Force. She gave a brief list of where the dollars were allocated in the budget proposal, and noted the Governor is hedging against a downturn by allocating one time dollars in many cases.

With regard to pending legislation she noted several 2 year bills she anticipates will come back around including AB 302; SB 777 and bills regarding financial aid; disaster impact legislation; expansion of the probationary period; student homelessness and housing affordability and AB 5, the clean-up legislation on independent contractors. She noted the joint communication from CCCCCO, ACCCA, the League and ACBO. All agreed the process is good and benefits all.

Members discussed the underfunding of deferred maintenance and other issues on the next Consultation agenda.

- c. **Regional Membership Council [RMC] Report**—Director Bray and Chair of the RMC Lonita Cordova reported that the last couple of Council meetings have not been well attended, however, the Campus Contacts have been responsive, and the Volunteer pool has been very effective. In the coming weeks the Council will be engaged with ACCCA staff in conducting the statewide administrative census; distributing information about the upcoming conference; helping to gather information for the next newsletter; soliciting quick polls among the regions; assisting in publicizing the regional events and they will be helping notify members about the dues adjustment in 20-21.

Bray noted that these and other ongoing communications establishes a working network of administrators that is statewide and effective, and most necessary to the mission of the Association. Staff is working to fill the nine open Campus Contact seats and there is currently one open seat on the Council [Region 1] to be filled.

- d. **Policies and Procedures Committee [PPC] Report**—Chair of the committee Bonnie Dowd reported that the committee has worked with staff to review the impending

dues adjustment and information was provided to members about the anticipated impact financially and the timeline for implementation.

- e. **Management Development Commission [MDC] Report**—Chair of the commission Wyman Fong and staff member Courtney Clark reported. The outlined the current activities of the various teams and updated members on planning for the Annual conference. Clark informed members that the attendance levels for the Budget Workshop are below projections, but the Conference registration rates are currently tracking ahead and the Marriott Hotel is sold out. She noted the volunteer cards provided to members before the meeting and encouraged them to complete the cards and indicate how they would like to be involved on site at the event.
- f. **Operations Report**—Executive Director Bray provided members with an update on Strategic planning progress noting that significant progress was made in the last quarter. Among the accomplishments were the finalization of a menu of Regional Events—training for members on Management Essentials—at four locations. Staff working with the Finance Committee and the Policy/Procedures Committee also completed the planning for the implementation of the 20-21 dues adjustment with initial notifications going out to the members and all payroll offices in the next week.

The Chair of the Finance Committee and Director Bray provided the Board with an adjusted 2019-20 budget in a revised format for their consideration. The format was revised to separate by program amounts for events, and total revenue and expense for the category. This format provides more clarity in how event revenue and expenses impact the overall budget and allows program by program tracking. Board members took action on the revised budget.

**It was moved (B. Dowd) and seconded (W. Fong) to approve the revised budget as submitted. The motion carried.**

Chair Kaur indicated the Finance Committee is still reviewing the 401K proposal for staff and will bring a recommendation to the March meeting.

END OF MINUTES

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The balance of the meeting was spent in a joint luncheon meeting with members of the ACBO Board wherein questions for the Budget Workshop panels were reviewed and updated.