

ANNUAL REPORT TO THE BOARD, June 2020

POLICIES AND PROCEDURES COMMITTEE (PPC)

Bonnie Ann Dowd, Chair

Charter/Mission

Attached are the proposed changes to the existing PPC charter for the Board's review. The PPC is generally tasked with working with the Executive Director ("ED") to continuously review established policies and procedures and provide oversight and guidance to the ED to keep the association aligned with those policies/procedures and identify areas where new or amended policies/procedures are appropriate.

Committee Composition and Meetings

I've had the pleasure of chairing the PPC over the last couple of years, however, in my role as Board President I will become ex-officio to the committee as a part of my President role.

Therefore we will propose a chairperson to succeed me in that role at the June meeting.

The revised charter also stipulates that the PPC is comprised of *"no fewer than 5 members"* and with the end of Judy Walters's term; there are now only two additional members besides the Chair [Kuldeep and Wyman]. **The PPC will be seeking at least three additional members** to join the committee in the 2020-21 year, and would welcome other board members who may choose to join us!

Per the Charter, the Committee meets quarterly unless there is an issue requiring immediate attention. In 2019-20 we met with Director Bray [August, November, January, and May] to address the following key issues:

Outcomes/Objectives in 2020-21

August 28, 2019: The PPC met to develop a proposal to the Board on the member dues model [retained] and adjustment plan [8% increase for all actively employed members and a 4% increase for all retired members] effective in the 2020-21 fiscal year. This is the first time dues have been adjusted in 6 years. The proposal was adopted by the Board at the September meeting and staff continues to implement the increase. The adjustment is projected to result in an increase of \$30,000 to \$40,000 [based on current member counts] in dues revenues and will be a critical element in allowing ACCCA to be able to sustain itself in the face of multiple crises due to the COVID-19 pandemic.

November 12, 2019:

The PPC met and concurred that they should develop an operational process for replacing staff [succession planning] however, the execution of a hiring process for the ED position should fall to the Board's Executive Committee, which would serve as the recruitment and hiring

committee, when the time comes to replace the current ED. For other staff recruitment and hiring the committee is happy to assist the ED if requested.

It is the goal of the PPC in 20-21 to propose to the Board a process to address succession planning for key staff. Additionally, the PPC will include in its proposal a process for resolving any employer-employee issues between the ED and another staff member should that arise. The committee would provide third party support in assisting all involved with arriving at a fair and equitable resolution. The small size of ACCCA's staff does not provide for an established HR department, the PPC believes that a governing process must be articulated that will provide all employees with a process to address disputes and concerns regarding the terms of their employment.

The committee also considered a proposal from Bank of America to implement a 401 K plan for ACCCA employees. The PPC generally concurred that the proposal was viable but that the Finance Committee should craft the actual proposal for the Board and make recommendations regarding implementation, details of matching funds [if any] and if the costs of managing the fund is possible within ACCCA's current budget.

The PPC also reviewed a proposal from staff to establish a rewards program for Campus Reps. The plan featured a token incentive [\$50 appreciation gift cards] for campus reps who meet recruitment milestones yet to be determined. The reward program would be funded through banked AMEX points. An opinion was sought from legal counsel about the need to report the gift on an administrator's Form 700 and it was confirmed that if a Rep's district requires the individual to report on their file 700 forms, any gift of \$50 or more is to be reported. Due to the critical nature of other pending issues, this particular proposal was re-prioritized in 19-20 to be considered at a future point in time.

It is the goal of the PPC to revisit this issue in 20-21 to further explore this issue to determine if it is prohibitive or if we can implement such a rewards program for the Reps.

January 22, 2020: The PPC met to develop a proposal to the Board regarding the need to grow the Association's Reserve Fund. The committee members concurred that ACCCA must move away from a percentage of the annual ending balance to a fixed dollar amount that is contributed to monthly, and also establish a minimum floor amount for annual contributions.

In the proposal, the PPC noted that with the dues adjustment revenues will increase and a monthly transfer would be more predictable and achieve greater progress toward the established goal of \$135,000 minimum Reserve balance. The proposal was originally set for the March Board agenda for action however, that meeting was abbreviated due to the Covid-19 crisis.

It is the goal of the PPC to revisit the issue in the context of the current financial status of ACCCA and bring a recommendation to the Board for review in September 2020.

May 27, 2020: The PPC reviewed a plan by staff to revise the existing Strategic Planning Process established several years ago to conform to the abbreviated meeting of the Board for their annual planning retreat activities due to the pandemic impact on in-person gatherings. The committee agreed with the plan of the staff.

Additional Issues for Review/Consideration in 2020-21:

- Develop policy language, criteria and processes for Mutual Benefit Agreements with business members.
- Review the membership model for business members and make recommendations for improvement.
- Review the membership model for retired administrators and make recommendations for improvement.
- Operationalize the Board Development Committee.