

ACBO BOARD OF DIRECTORS
Monday, October 28, 2013
Oxnard, CA (ACBO Fall '13 Conference)
RECORD OF THE MEETING

IN ATTENDANCE:

Officers:

Bonnie Ann Dowd, President;
Executive Vice Chancellor, Business and Technology Services
San Diego Community College District

Fred Williams, President-Elect
Vice Chancellor, Finance
North Orange County CCD

Members:

Region 1 Director

Andy Suleksi, VP, Administrative/Information Services
Butte-Glenn CCD

Region 2 Director

Jon Sharpe, Interim Chancellor
Los Rios CCD

Region 3 Director

Kathy Blackwood, Interim Executive Vice Chancellor and
Secretary/Treasurer of ACBO Board
San Mateo County CCD

Region 4 Director

Ed Maduli, Vice Chancellor, Administrative Services
West Valley-Mission CCD

Region 5 Director

Teresa Scott, Executive Vice Chancellor
Yosemite CCD

Region 6 Director

Sharlene Coleal, Assist Superintendent/VP, Business Services
College of the Canyons

Region 7 Director

Jeannette Gordon, Chief Financial Officer
Los Angeles CCD

Region 8 Director

Ann-Marie Gabel, Vice Pres. Admin Services
Long Beach CCD

Region 9 Director

Aaron S. Brown, Vice Chancellor, Business and Financial Services
Riverside CCD

Region 10 Director

Sue Rearic, Vice Chancellor, Business Services
Grossmont-Cuyamaca CCD

ABSENT:

Tom Burke, Vice Chancellor, Fiscal Services, Kern CCD and Immediate Past President,
ACBO

STAFF/GUESTS:

S. Bray (ACCCA); **T. Tena** (CCLC); **D. Troy** (COCCC);

- I. **Call to order.** President of the Board, **Bonnie Ann Dowd**, called the meeting to order at 8:07 a.m. with introductory remarks. She acknowledged that this is the first of a two part meeting to take place during the fall conference. The second half will be

called to order on Wednesday, October 30 following the final session of the conference.

- a. *Agenda Review*. The agenda was reviewed by members and one item was added. The amendment was made to agenda Item III. *ACBO Professional Development Reports*--Item c. was added to discuss the May 2014 Conference Planning Report and item d. State Budget Workshop – January 2014

II. Action Items:

- a. *September 13, 2013 Meeting Minutes*. It was moved (Blackwood) and seconded (Maduli) to approve the minutes with edits as provided. The motion carried.
- b. *Treasurer's Report*. A treasurer's report was submitted by Kathy Blackwood for the Board's consideration. It was moved (Williams) and seconded (Scott) to accept the report as submitted.
- c. *Task Force/Workgroup Appointments*. Previously nominated to a seat on the Advisory Workgroup on CC Finance, Carrie Hester of Sierra College is no longer employed by the district. Members suggested that an alternative candidate (Raquel Puentes-Griffith from San Joaquin Delta CCD) be considered. Members agreed to consider the appointment. Sue Rearic (Region 10) raised a procedural question with regard to the process for forwarding candidates for open positions. Board members agreed that appointments to committees and task forces should adhere to a consistent process, and stipulated that the process should include outreach to the various regions.

Members agreed to discuss this issue further when it reviews various ACBO Operational Issues listed on the agenda.

III. ACBO Professional Development Reports:

- a. *Fall 2013 Conference Preliminary Event Report*. **Susan Bray** provided basic information on preliminary counts and logistics. **Sharlene Coleal** (Region 6), Conference Chair, commented on session content, and discussed various applications of the theme. She reviewed the conference schedule with members and complimented her Regional CBOs for the assistance and received throughout the planning process and also thanked Bonnie and Susan for their help.
- b. *Institute II Planning Report*: **Kathy Blackwood** reported on planning progress for the 2014 training and provided members with a draft of the training program agenda put together by co-chairs of the event, **Mike Brandy** and **Pegi Ard**. The program, she shared, again includes lunch with the Board on March 7, 2014. The individual presentations will focus on Ethics, Collective Bargaining; Prop 30 issues; and elements of the Brown Act. She stressed that the program is aimed at brand new CBOs or those whose next step is a CBO positions and the committee will be vetting applications this year. She clarified that staff from the Chancellor's Office will be able to attend, but on an auditing basis and she will confer with Fred Harris on names and terms.
- c. *Budget Workshop Planning Report*. Co-Chair of the planning committee, **Aaron Brown** (Region 9) reported on behalf of himself and his co-chair from ACCCA, **Lorenzo Legaspi**. He indicated that a planning meeting (via conference call) is set for the Thursday following the conference. The committee is considering an off-site venue for the Legislative Reception and the program sessions will begin with analysis of the proposed budget followed by topical breakout sessions after the luncheon keynote address. The committee is also discussing new ideas for an improved budget binder.

An invitation to **Keely Bossler**, the new Deputy Director of the Department of Finance was extended by Bonnie to participate (either to speak or serve on a panel) on the 17th.

With regard to the usual pattern of the ACBO Board dinner in January following their meeting on January 16th, Bonnie announced that due to the planned Legislative Reception, that wouldn't be possible and suggested an alternative plan. She suggested that the February meeting of the Board be a two-day meeting with members arriving on the 6th of February, meeting in afternoon for an annual retreat/orientation meeting and then go to dinner that evening with the regular Board meeting on Friday, February 7th. This would allow time for new Board member orientation; and for some, would also coincide with the Workgroup meeting in the morning of the 6th. Bonnie recommended that the meeting of the 6th be focused on the many operational issues listed on the agenda. Members agreed that this was a good alternative plan.

- d. *May Conference Planning* - This item discussed during the 2nd half of the Board's meeting on Wednesday afternoon. Members discussed the upcoming Spring Conference 2014 and noted that in the rotation of Conference Chairs, **Kathy Blackwood** would be the next Chair. However, it was announced that a family commitment will prevent Kathy from chairing the conference. Discussion followed and Tom Burke said that he would discuss with his Chancellor the possibility of his chairing the conference with assistance from the regional CBOs.

IV. **Task Force Reports:**

- a. *Facilities*. Task Force co-chairs **Ann-Marie Gabel** (Region 8) and **Ed Maduli** (Region 4) reported on recent activities of the Task Force. The next regularly scheduled meeting is set for December 12th. Ed commented on the recent 49ers lawsuit noting that it had a good outcome for districts. He noted that **Carol Horton's** retirement is nearing and that out of 9 districts, 4 are now led by first time CBOs.
- b. *Fiscal Standards*. Co-chairs **Andy Suleski** (Region 1) and **Jeanette Gordon** (Region 7) reported on the recent activities of the Task Force. Andy reported that the TF met last on Sept 19 and with completion of the BAM revisions, they will now move on to the Auxiliary Manual. He noted that the TF discussed the CDAM revisions pending including removing the materials fee, including information on Prop 39 and plan to push out information on the web site in October. Jeanette added that GASB needs to be discussed as well, but that is still in its preliminary phase.
- c. *The Chancellors' Advisory Workgroup on Fiscal Affairs*. **Bonnie Ann Dowd** (President), **Theresa Tena** of the League and **Dan Troy** of the Chancellor's Office reported on behalf of the Workgroup. They indicated that the last meeting of the Workgroup was on 9/27/13 where they reviewed proposed ground rules and established future meeting dates. The Workgroup plans to meet on December 5, Feb 6, and again on May 8 or 9. The members appointed **Ann-Marie Gabel** as Vice Chair (Bonnie is Chair). Dan noted that it was a foundational meeting of the group and there was no reluctance on the part of members to speak minds. Growth allocations will be a big part of future deliberations he said and DOF is very interested.

Dan clarified that DOF is interested in the factors that the system uses, but Ann-Marie stressed that they need to understand that the invitation to attend the meeting is for purposes of a dialogue. She further recommended the Workgroup caucus in advance so that positions of the group in sync. Tena agreed. She noted that Mario is interested in underserved populations and so perhaps the discussion can incorporate something on that.

V. **Standing Reports:**

- a. *Report of the Chancellor's Office.* Vice Chancellor **Dan Troy** reported that regarding RDA revenue shortfall, they won't know details until mid-November when the tax information comes in, but he cautioned that members should not get their hopes up for any additional revenue. He reported that an \$80 million gap exists currently, but the bigger issue is the shift of RDA to the property tax side where no backfill exists. He commented that the \$56-57million that colleges aren't getting is going to be a negative ERAF adjustment.

Theresa Tena commented that it makes sense to have the conversation anyway. It won't be a solution, but it may pay to keep pressing on it. She noted that she is optimistic they will do something to address it in January.

With regard to performance goals and measures, Dan reported that these are of great interest to DOF, but they're not planning anything "too far out." He reported that **Keeley Bossler**, is the newly appointed Deputy Director of the DOF (**Michael Cohen's** old job.) He shared that she is new to education coming from the LAO with a background as a staffer in the Senate and is very sharp with regard to finance related matters..

Associate Vice Chancellor, **Fred Harris** reported on recent FCMAT issues, including Prop 39 implementation. He reported that funds are going out, but it will be a 2-month process, and requested that districts start the process if not already begun. He noted districts must revalidate for 5 years (5 one-year programs). He said that K-12 won't show many dollars saved in energy. The DOF has indicated that there will be no release of funds until January; however, his office is working to see if these funds can be released earlier. He concluded that the November apportionment of Prop 39 funds will go out at end of the Month, and outreach is going on now for project submissions.

Regarding facilities, Fred noted that FUSION is moving forward with a steering committee guiding the program. They're still working with Foundation for FUSION management, but the Director is being replaced.

He added that the Enuma program is being offered to colleges at no cost and the related AB 182 provision session will be presented in a breakout session the following day. Budget anticipation notes have a one-time allowance to convert to CABS, but it must be done by 12/31.

To conclude, he requested a recommendation from the Board regarding multi-year projections for Districts. He is hoping that FCMAT will develop a model and guidelines for districts, but asked if ACBO could also work FCMAT.

VI. **Discussion Items:**

- a. *STRS Declassification of some Educational Administrators.* Bonnie stressed the importance of this issue noting that ACCA is forming a coalition group to address the problem legislatively on 11/22 which she will attend on behalf of ACBO. More discussion on the issue will occur on Wednesday during a presentation led by Mary Dowell and John Didion to explain the intricacies of the issue in an effort to educate CBOs.
- b. *ACBO Board Orientation Dinner.* As previously noted, on Feb 6th the board will meet for a retreat/orientation session followed by a Board dinner.
- c. *Association's Semi Annual Meeting.* Members were reminded that the state-wide Association meeting will be held on October 29 to discuss issues important to the

membership. Bonnie reminded board members to encourage all fiscal office personnel and CBOs to be sure to attend and elect Board Regional representatives for Regions 1-3-9-and 10.

- d. *Accreditation related items & financial reviewer discussions.* Bonnie reported on a recent communication she sent in response to a letter from ACCJC requesting letters of support from ACBO. As a result, some in the field have requested copy. Board members concurred that the letter is a public document and should be posted on the ACBO web site.

The meeting agenda was suspended at 9:50 a.m. so members could attend the Conference. The agenda will be resumed on Wednesday, October 30 at 12:30 p.m.

ACBO BOARD OF DIRECTORS
Wednesday, October 30, 2013
Oxnard, CA--ACBO Fall Conference 2013

MEMBERS IN ATTENDANCE:

Officers: **B. Dowd** (President); **F. Williams** (President Elect); **T. Burke** (Immediate Past President)

Members: **T. Scott** (Region 5); **J. Gordon** (Region 7); **A. Suleski** (Region 1); **S. Coleal** (Region 6); **E. Maduli** (Region 4); **J. Sharpe** (Region 2); **K. Blackwood** (Region 3); **A. Gabel** (Region 8); **A. Brown** (Region 9)

ABSENT: **S. Rearic** (Region 10)

STAFF/GUESTS: **S. Bray** (ACCCA/ACBO); **D. Brady** (COCCC); **D. Troy** (COCCC)

I. **Call to Order:**

- a. The meeting was called to order at 12:30 p.m. by President Bonnie Ann Dowd. Item III. d. (May Conference Planning) was revisited on the agenda. With regard to the May Conference, the anticipated Chair of the conference, Kathy Blackwood will be unable to chair due to a family wedding. Bonnie reported that Doug Roberts has offered to help, but an ACBO Board member will need to be appointed as the lead Chair. Past President Tom Burke (Kern) agreed to take on the role contingent on the agreement of his Chancellor. Bonnie asked that it be resolved prior to the December meeting.

V. **Other Standing Reports:**

- a. *State Chancellor's Task Force on Baccalaureate Degrees.* No report provided. COCCC staff reported that the first report of the TF will be provided at the League Conference in November.
- b. *ACCCA Report.* A brief report was provided by **Susan Bray** who elaborated on the STRS Coalition discussed at the conference session provided by **Mary Dowell** and **John Didion** representing ACCCA. She indicated that ACCCA has call an organizing meeting of the proposed Coalition, including K-12 representatives, insurers, attorneys and community college representative organizations. The meeting will happen in concert with the League conference but is not a part of the conference and is being held at another location.

- c. *CEOCCC Report.* Bonnie reported that she has been invited to represent the ACBO Board at the December meeting of the CEO board. The meeting conflicts with the 12/6 ACBO Board meeting, however Bonnie will turn the meeting over to **Tom Burke** to Chair. Bonnie asked **Fred Williams** to attend the CEO Board meeting with her

VI Discussion Items:

- a. *BAM Revisions Relative to STRS Issue.* **Fred Williams**, former Chair of the Fiscal Standards TF endorsed the Task Forces' decision and the subsequent approval of the BOG with regard to making the referenced section less descriptive in the BAM. He noted that the Chancellor's Office was advocating for that direction as well.
- b. *Accreditation & Related Items.* Members had nothing further to add noting that it was all shared at the conference. Members agreed that the ACCJC process needs work, but the fact that they continue to reach out to CBOs is positive. Jon and Fred noted that they are both meeting with them later in the month, and members agreed that the willingness of the Commission to include more CBOs in the review process is a good thing and is showing benefits.
- c. *Commission on Athletics.* The Athletic Commission has requested guidelines from ACBO with regard to cash control for athletic events and multiple requests have been received. With ACBO so engaged on other fronts, members agreed with Bonnie that it is difficult to take it on. **Sharlene Coleal** indicated she has submitted a policy/procedure document to her Board on this issue, but as yet it has not been approved.

Bonnie asked Board members to suggest names of CBOs who might have a good model to share. **Ann-Marie Gabel** suggested that the Commission consider using an auditor's best practice for this process as a guide and Fred concurred. Sharlene agreed to respond to the Commission on behalf of ACBO and provide them some of the documents her district has prepared.

VII. Other Task Force/Committee Status:

- a. *Consultation Council.* **Kathy Blackwood** reported that she served as the substitute for regular representative **Bonnie Ann Dowd** at the September meeting of the Council. The Council discussed the FON at that meeting and she was surprised that she was the only voice at the meeting against unfreezing the FON. She stated that the concept of a "partial thaw" wasn't even being considered by Chancellor's staff at the meeting, so it was dropped as a possibility.
- b. *Northern California CBOs.* **Andy Suleski** reported that 38 CBOs and fiscal staff attended the last meeting of the consortium, and their next meeting is planned for November 4th. **Ann-Marie Gabel** reported that Southern California CBOs met on October 4th. it was noted that the Southern group is a smaller consortium (perhaps 10 or so), but are only the CBOs of those colleges. Their next meeting is set for 11/22.
- c. *TTEC Report.* Ann-Marie reported on behalf of the TTEC committee and indicated that when they met last on 11/14. Projects for the CCC Tech Center include management of *CCC Apply* and *CCC Transcripts*. **Steve Crow**, newly elected Region 10 rep will be reporting on TTEC meetings in the future.

VIII. Future ACBO Meetings:

Bonnie reminded members of the ACBO Christmas “thank you” luncheon for the Chancellor’s Office staff which is set for the December meeting on the 6th. She provided other date reminders to members prior to adjournment including:

- The Board will meet on **January 16th** prior to the **Budget Workshop on the 17th** for a joint luncheon meeting with the ACCCA Board. Following that luncheon the ACBO Board will continue to meet until 5 p.m. which will be followed by an evening legislative reception which will be jointly sponsored by ACBO, ACCCA and the League.
- The **February meeting will be a two-day (2/6 and 2/7)** meeting to serve as an retreat/orientation meeting on the afternoon of the 6th, followed by a Board dinner that evening and a regular ACBO Board meeting on the 7th in Sacramento.

Closing Remarks:

Bonnie closed the meeting by extending congratulations to **Sharlene Coleal** for her outstanding work on the Conference. Board members agreed and gave Sharlene a round of applause. This was followed by their comments on the overall conference experience, which they all agreed was very well received.

The renovation to the property was a welcome surprise for most and the venue will be considered for future events. Statistics from an historical perspective included some welcome news as well. ACCCA staff reported that overall revenue was up because of a strong showing from Vendors (\$73,000 in vendor revenue alone which is up over the \$64,000 achieved in the prior Fall Conference.)

Board members provided some helpful suggestions which will be shared and discussed during the planning meeting for the Spring 2014 conference.

END OF MEETING
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