

**ACBO STRATEGIC PLAN 2015
(Three Year Plan 2012-2015)**

ANNUAL REVIEW AND ASSESSMENT for 2012-13

(Assessment completed and approved by ACBO Board April 12, 2013)

Goal I: Provide professional development to ACBO members and associates including: education; training; mentoring; networking; and, resource materials.

OBJECTIVE	ACTIVITIES	2012-13 ACTIONS	ASSESSMENT
1) Maintain and Promote website		Expanded access to the minutes, reports etc. pertinent to CBO's on the ACBO website	On-going continuous operating process
2) Re-invigorate sub-committees/task forces and enhance their communications with state-wide Business Officials.	Currently, Task Force activity is consistent. More access to their agendas and meeting notes should be provided via web site, and a greater presence at conferences.	Established a report to update distribution process for Task Force members. Developed a list of potential committee and taskforce members	Objective revised for 2013-14
3) Evaluate feasibility of hiring part-time assistance for financial record keeping and special projects.	Current contract with ACCCA to provide administrative assistance in place. Does not include financial services such as bookkeeping. Agreement renews in 2013 but can be amended.	Amended existing agreement to provide for special projects and financial record keeping services as needed	Completed
4) Continue to regularly review Constitution, By Laws and Strategic Plan.	Existing Constitution and By-Laws last reviewed in 2012.	Reviewed Constitution and By-Laws and Strategic Plan.	Completed; However to be amended as needed with a complete review every three years.
5) Continue to provide outreach, mentoring, supportive services & training to new and current financial administrators	Currently the Association provides training via two comprehensive conference programs (Spring & Fall); two levels of Institute training that alternate yearly and contribute to the Chancellor's annual budget workshops and the ACCCA annual workshop on the Governor's proposed budget.	Institute I offered; Enrollment Management one-day "drive in" workshop.	Continuous process with new trainings to occur in 2013-14.

<p>6) Create professional development themes for conference program.</p>	<p>Currently, each program developed for the ACBO conference is either for purposes of professional development or informational.</p>	<p>Identify themes for conferences linked to current issues.</p>	<p>Implemented and incorporated into all conference planning guidelines</p>
<p>7) Ensure that website includes materials regarding professional development from conference and other services.</p>	<p>All conference materials and linkages to resources and services are included in the new website content.</p>	<p>Enhanced availability via web to ACBO conference and other materials</p>	<p>Completed; however, on-going continuous operating process</p>

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Goal II: Promote professional standards and ethical conduct for business officers to enhance institutional, administrative, and financial effectiveness.

OBJECTIVE	CURRENT STATUS	2012-13 ACTIONS	ASSESSMENT
1) Integrate professional standards components & conduct into Institute programs. (GASB issues, fiscal accounting standards, government standards, code of ethics)	GASB and other important issues integrated into conference agendas.	Established a subcommittee to develop an ACBO Code of Ethics and professional standards.	New 2013-14 Objective identified

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Goal III: Strengthen communication and dialogue among CBOs of California community colleges and officials of other organizations and governmental agencies.

ACTIVITY	CURRENT STATUS	2012-13 ACTIONS	ASSESSMENT
1) Review and maintain a current CBO directory on website.	Directory of the membership is on the website	Established a process for review, enhancement and updating information on the directory semi-annually by the regional representatives.	Some progress made; however, not completed. To be continued in 2013-14 as an objective to accomplish Goal III.
2) Encourage and support regional meetings throughout the year.	Currently, regional meetings are not happening on a regular basis.	Established a goal of at least one regional meeting of the CBOs and Directors. The Regional reps are responsible for instituting these meetings.	Progress made; however, not completed. To be continued in 2013-14 as an objective to accomplish Goal III.
3) Improve communication among the 72 district CBOs		Enhance recognition of the District CBO such as, by establishing a contact/list serve of the 72 District CBOs	Completed; however, on-going continuous planning and operating process.

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Goal IV: Provide leadership and advocacy in finance, facilities, and administrative issues facing California community colleges

OBJECTIVES	CURRENT STATUS	2012-13 ACTIONS	ASSESSMENT
1) Identify existing linkages and those that need to be developed. (Where do we need additional visibility, networks and linkages?)		Established intent to hold an annual joint meeting with the CEO Board. .	Progress made; President and President-elect met with CEO Board in November 2012
2) Enhance and increase ACBO representation in forums on relevant issues.	Currently, ACBO has representation on the Chancellor's Consultation Council and the SSTF Enrollment Management Task Force	Continued and enhanced active and effective representation with the Community College Chancellors Office by appointing ACBO representatives as appropriate.	Significant progress made – DOF rep.at Board meetings; ACCCA (joint Budget workshop, ACCJC, Academic Senate; Testimony at Assembly & Senate hearings; however, on-going continuous planning objective.