

ACBO FALL 2014

ASSOCIATION MEETING MINUTES

Tuesday, October 28, 2014

Temecula, CA

I. **Call to Order.** The meeting of the Association of Chief Business Officials was called to order by Board President Fred Williams at 3:50 p.m. on Tuesday, October 28, 2014. A quorum of voting members was established and a record of those in attendance is attached to these minutes.

II. **Amendments to the Agenda.** No additional agenda items were offered.

III. Action Items:

- a. *Approval of Association Minutes Spring 2014.* It was moved/seconded (Burke/Scott) to approve the minutes of the May 2014 with changes. Treasurer Kathy Blackwood delivered a report on finances to the members noting that the resources of the Association go to administrative/operational costs and increasing professional development programs for members. She reported that the Association is currently engaged in an Internal Controls Audit and she is now responding to a few minor technical findings that were raised by the auditor.
- b. *Approval of the Regional Election Results.* The results of the regional elections in regions 2, 5, 6 and 7 were submitted to the members and approved. Region Two elected **Jeff DeFranco** (Lake Tahoe); Region 5 elected **Tom Burke** (Kern CCD); Region 6 elected **Brian Fahnestock** (Ventura CCD), and Region 7 re-elected **Jeanette Gordon** (Los Angeles).

IV. Discussion/Information Items:

- a. *Reports of the Regional Representatives.* President of the Board **Fred Williams** began by introducing members of the ACCCA Board. He then invited each to introduce the CBOs of that region and report on any regional activities. The reports are as follows:
 - i. *Region One:* Board representative **Dave Clausen** (Lassen CCD) was absent but fellow Board member and Region One member **Andy Suleski** reported on his behalf. In addition to Lassen CCD and Andy's district, Butte CCD, Region One districts include Redwoods CCD (**Lee Lindsey**); Shasta Tehama Trinity CCD (**Morris Rodrigue**); Siskiyou CCD (**Nancy Funk**); and Feather River CCD (**Jim Scoubes**).
 - ii. *Region Two:* Board representative, **Jeff DeFranco** (Lake Tahoe CCD) introduced the CBOs in his region including: Yuba CCD (**Kuldeep Kaur**); Sierra Jt. CCD (**Chris Yatooma**); Solano CCD (**Yulian Ligioso**); Los Rios CCD (**Theresa Matista**); Mendocino-Lake CCD (**Larry Perryman**); and, Napa CCD (**Jeanine Hawk**).
 - iii. *Region Three:* Board Representative **Kathy Blackwood** (San Mateo CCD) introduced the CBOs in her region including: Peralta CCD (**Susan Rinne**); Contra Costa CCD (**Eugene Huff**); Marin CCD (**Greg Nelson**); City College of San Francisco (**Ron Gerhard**) and Sonoma CCD (**Doug Roberts**).
 - iv. *Region Four:* Board Representative **Ed Maduli** (West Valley Mission CCD) introduced the CBOs in his region including: Cabrillo CCD (**Victoria Lewis**); Chabot-Las Positas CCD (**Lorenzo Legaspi**); Foothill-DeAnza CCD (**Kevin**

- McElroy**); Gavilan CCD (**Fred Harris**); Hartnell CCD (**Alfred Munoz**); Monterey-Peninsula CCD (**Ed Davis**); Ohlone CCD (**Ron Little**); San Jose Evergreen CCD (**Doug Smith**).
- v. *Region Five*: Board Representative **Tom Burke** (Kern CCD) introduced the CBOs in his region including: Merced CCD (**Joanne Schultz**); San Joaquin Delta CCD (**Raquel Puentes-Griffith**); Sequoias CCD (**Christine Statton**); State Center CCD (**Ed Eng**); West Hills CCD (**Ken Stoppenbrink**); Yosemite CCD (**Teresa Scott**).
 - vi. *Region Six*: Board Representative **Brian Fahnstock** (Ventura CCD) was not available so the CBOs of that region introduced themselves. They are: Allan Hancock CCD (**Betty Miller/Retiring**); Antelope Valley CCD (**Diana Keelan**); San Luis Obispo CCD (**Toni Sommer**); Santa Barbara (**Joe Sullivan**); Santa Clarita CCD (**Sharlene Coleal**) and West Kern CCD (**Brock McMurray**).
 - vii. *Region Seven*: Board Representative **Jeanette Gordon** (Los Angeles CCD) introduced the CBOs in her region including: El Camino CCD (**JoAnn Higdon**); Glendale CCD (**Ron Nakasone**); Pasadena CCD (**Robert Miller**); and Santa Monica CCD (**Bob Isimoto**).
 - viii. *Region Eight*: Board Representative **Ann-Marie Gabel** (Long Beach CCD) had to get back to her college so **Peter Hardash**, CBO at Rancho Santiago CCD introduced the CBOs in Region 8 including: Cerritos CCD (**David El Fattel**); Citrus CCD (**Claudette Dain**); Coast CCD (**Andy Dunn**); Mt. San Antonio CCD (**Mike Gregoryk**); North Orange CCD (**Fred Williams**); South Orange CCD (**Debra Fitzsimmons**); Rancho Santiago CCD (**Peter Hardash**); Rio Hondo CCD (**Phil Luebben**).
 - ix. *Region Nine*: Board Representative **Aaron Brown** (Riverside CCD) introduced the CBOs of his region including: Barstow CCD (**Virgil Stanford**); Chaffey CCD (**Cid Pinedo**); Copper Mountain CCD (**Meredith Plummer**); Desert CCD (**Lisa Howell**); Mt. San Jacinto CCD (**Becky Elam**); Palo Verde CCD (**Russi Egan**); San Bernardino CCD (**Tim Oliver**); and Victor Valley CCD (**GH Javaheripour**).
 - x. *Region Ten*: Board Representative **Steven Crow** (Southwestern CCD) introduced the CBOs in his region including: Grossmont-Cuyamaca CCD (**Sue Rearic**); Miracosta CCD (**Charlie Ng**); Imperial CCD (**John Lau**); Palomar CCD (**Ron Ballesteros-Perez**); and San Diego CCD (**Bonnie Ann Dowd**).
- b. *ACBO Committee and Task Force Reports*: President **Fred Williams** noted the consistent representation on each of the task forces and commended all members for their hard work on the system's behalf. He encouraged others to get involved at this level as it is both rewarding and a learning experience.
- i. *Fiscal Standards Task Force*: Chair of the Task Force, **Andy Suleski** reported. He introduced the members of his Task Force which include: **Kim McCord** (South Orange CCD); **Felipe Lopez** (Compton CCD); **Theresa Matista** (Los Rios CCD); **Rosalinda Buchwald** (Citrus CCD); **Raquel Puentes-Griffith** (San Joaquin Delta CCD); **Kevin McElroy** (Foothill-DeAnza CCD); **Joanne Schultz** (Merced CCD); **Jeanette Gordon** (Los Angeles CCD); and representatives of the Chancellor's Office. Andy reported that currently the Task Force is focused on review of the Auxiliary Manual, Audit Checks and the FON. He noted there will be a survey out on which types of auxiliary services to add to the manual and he asked for CBOs to submit responses to assist the Task Force.

- ii. *Facilities Task Force*: In the absence of the Chair **Ann-Marie Gabel** (Long Beach), **Peter Hardash** (Rancho Santiago CCD), a member of the Task Force reported. Peter introduced members of the Facilities Task force including: **Dave Clinchy**, (Los Rios CCD); **Brandy D'Lena** (South Orange County CCD); **Fred Diamond**, (Citrus College); **David El Fattal**, (Cerritos College); **Becky Elam**, (Mt. San Jacinto CCD); **Tony Ichsan**, (Sonoma County CCD); **Kuldeep Kaur**, (Yuba CCD); **Ed Maduli**, (West Valley-Mission CCD); **Eric Mittlestead**, (Sequoias CCD); **Jose Nunez**, (San Mateo CCD); **Steve Renew**, (Desert CCD); **Doug Smith**, (San Jose-Evergreen CCD); **Ken Stoppenbrink**, (West Hills CCD); **Rick Williams**, (North Orange County CCD).

Peter noted that half the membership of the Facilities Task Force is comprised of Facilities personnel and not CBOs. **Susan Yeager** in the Chancellor's Office serves as staff to the Task Force, and currently members are focusing on issues around Scheduled Maintenance among other things. He reminded districts they have one year to encumber funds for scheduled maintenance but they must be spent by June 30.

Regarding Prop 39, he cautioned that close outs are due soon, but the DSA drop box system seems to be working well. He reported that the Task Force is hoping for a statewide facilities bond by 2018 or 2020. FPPs and IPPS are backed up, but CASH on the K-12 side is working on that. Regarding FUSION, he reported that the JCAF 32 Report is due in the spring; FPPs need to be submitted by June of 2015 and a FUSION update is in process.

- iii. *Chancellor's Advisory Workgroup on Fiscal Affairs*: Chair of the Work Group, **Bonnie Ann Dowd** (San Diego CCD) reported. She stressed that the Work Group is not an ACBO Committee, but rather an Advisory group to Chancellor Harris supported by ACBO Board and CCLC. She said there are 13 district members serving on the workgroup that represent all 72 districts in the state. The districts are members of the workgroup, not the individuals themselves. The workgroup is a consensus building body and a CCLC representative is pending as a result of Theresa Tena leaving the League to join the Chancellor's Office. One of the issues on the workgroup's agenda going forward is related to the match requirements for SSSP and Equity funds; as well as, ongoing discussions regarding the new growth formula.

- c. *Progress Report on ACBO's Strategic Plan*: President Williams commented that the key focus of the Association's Strategic Plan is professional development for CBOs. He discussed the Association's efforts to provide CPE units for sessions that are attended at the conference and he directed participants to the sign-up sheets and binder at the back of the room for that purpose. He also encouraged attendees to plan now to participate in the spring conference May 18-20 in Santa Rosa. He reported that the spring conferences are usually in the North and the Board is currently considering locations for future fall conferences and are looking at both beach and desert destinations.

- i. *One Day Workshop*: Fred indicated that ACBO would once again host a one-day training workshop to pair the CBO with other members of the management

team on a particular topic. He reminded delegates that the past two workshops have been on Enrollment Management and Accreditation as it relates to Standard III. He asked for their input on topics for the next workshop. Several suggestions were offered including:

1. *SSSP and Student Equity*
2. *Match and Maintenance of Effort Supplanting*
3. *ADA Issues*
4. *An Ethics Workshop*
5. *Sharing Administrative Services Outcomes Online*
6. *UC/CSU Compliance Issues*
7. *Active Shooter on Campus*
8. *Innovation and Process Simplification in Fiscal Affairs*

Although delegates couldn't find consensus on any one topic, all agreed that the Enrollment Management topic continues to challenge districts. Fred concurred with that direction and it was decided that Enrollment Management would be the topic for the one-day workshop.

ii. *ACBO Institute*: **Kathy Blackwood** reported on the progress toward holding another Institute, this one devoted to the first level, Institute I. She indicated the Institute would be held in February and March in two three day modules in Sacramento. She invited participants to go online now and add their names to the waiting list if they were interested.

d. *Recognition*: Prior to adjournment, President Williams recognized those in the audience who were planning to retire in the current year.

END OF MINUTES

###