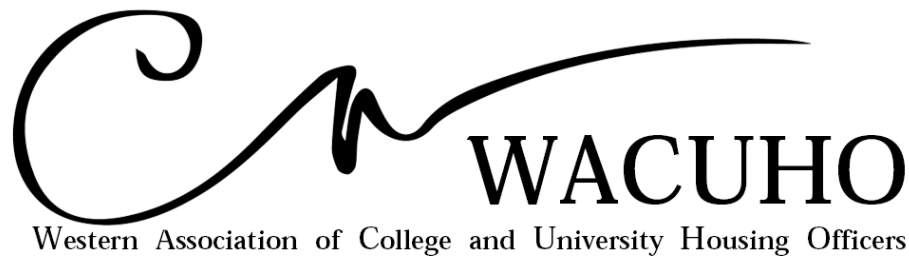


## **66th Annual Business Meeting**

**Westin Mission Hills Resort and Spa | Hosted by: University of  
California, Riverside Tuesday, April 5, 2022**

For your information, this meeting is being audio recorded for historical accuracy.

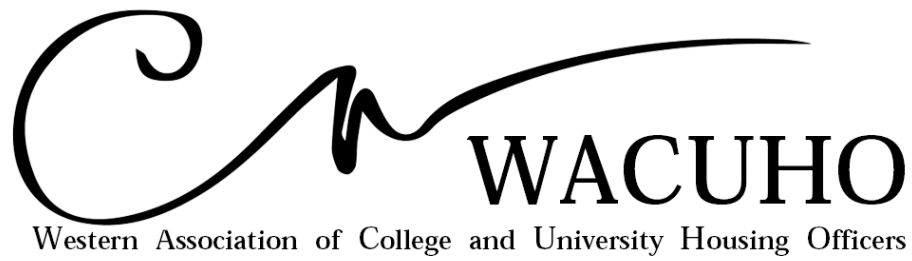
- I. Call to Order - Laura Dorfman, President
- II. Land Acknowledgement - Laura Dorfman, President
- III. Appointment of Parliamentarian - Laura Dorfman, President
  - A. Jess Robinson, Parliamentarian
- IV. Roll Call and Establishment of Quorum - Beth Davis-Little, Secretary
- V. ACTION: Approval of WACUHO's 65th Annual Business Meeting Minutes - Beth Davis-Little, Secretary
- VI. ACTION: Agenda Review - Laura Dorfman, President
  - A. Additions
  - B. Deletions
  - C. Changes
- VII. 2022-2023 Executive Committee Elections - Kafele Khalfani, Nominations Chair
- VIII. Association Business
  - A. ACTION: By-Law Proposal - Andy Garate, President-Elect
    1. Out of Region Membership Opportunities
  - B. Financial Report - Joshelyn Martin, Treasurer
    1. 2020-2021 Financial Statement
    2. 2020-2021 Financial Audit Report - Roger Becker, 2020-2021 Treasurer
    3. 2021-2022 Year to Date (YTD) Financial Statement
    4. ACTION: Proposed 2022-2023 Budget
  - C. ACUHO-I Foundation - James C. Smith, WACUHO Rep to the ACUHO-I Foundation



## **66th Annual Business Meeting**

**Westin Mission Hills Resort and Spa | Hosted by: University of California, Riverside Tuesday, April 5, 2022**

- D. Strategic Plan Update - Chrissy Bender and Chris Flores, Strategic Planning Co-Chairs
  - E. Climate Survey Results Overview - Raul Mendoza, Officer for Equity, Diversity and Inclusion, and Kate Hsieh, Technology Coordinator
  - F. Time and Place Updates - Andy Garate, President-Elect
  - G. WACE 2022 Conference Overview - Chrissy Bender and Andy Plumley, WACE 2022 Co-Chairs
- IX. Executive Committee Reports
- A. Laura Merchant, Central MAL - Student Leadership Drive-In, Mid-Level Professionals
  - B. Savannah Headstone, Northern MAL - New Professionals
  - C. Abdel Amador, Southern MAL - WACUHO Network for Professionals of Color (WNPOC)
  - D. Kate Hsieh, Technology Coordinator - Tech Duties, Assessment
  - E. Raul Mendoza, Officer for Equity, Diversity and Inclusion - Equity, Diversity and Inclusion (EDI), Women of WACUHO (WoW)
  - F. Beth Davis-Little, Secretary - Gender and Sexuality Network (GSAN), Historian
  - G. Joshelyn Martin, Treasurer - Treasurer Duties, Central Office Partnership, Finance Advisory Committee (FAC), Corporate Partners and Exhibits
  - H. Robin Gore, Vice President - Membership Duties, Peers Empowering Parents (PEP), Facilities
  - I. Andy Garate, President-Elect - Awards and Recognition, Nominations, Time and Place
  - J. Laura Dorfman, President - ACUHO-I Leadership, Past Presidents, Strategic Planning, WACE 2022
- X. Announcements - Laura Dorfman, President
- XI. Acknowledgements - Laura Dorfman, President
- A. Retirements
  - B. Passings



## **66th Annual Business Meeting**

**Westin Mission Hills Resort and Spa | Hosted by: University of  
California, Riverside Tuesday, April 5, 2022**

- XII. 2022-2023 Executive Committee Election Results - Kafele Khalfani,  
Nominations Chair
- XIII. Adjournment



## **65th Annual Business Meeting**

**Virtually Held on 4/14/21**

### **Document Folder**

- I. Call to Order - Kafele Khalfani, President
  - A. Time: 10:05 am
    - 1. For the first ever virtual Annual Business Meeting
- II. Appointment of Parliamentarian - Kafele Khalfani, President
  - A. Shelley Marshall, Cal State East Bay
- III. Roll Call and Establishment of Quorum - Beth Little, Secretary
  - A. Quorum (Established with 20 institutions with designated voting delegates)
    - 1. Academy of Art University - Campus Living Villages - No delegate identified
    - 2. California Lutheran University - Chris Paul - (delegated to Andrew Castro in her absence)
    - 3. California State Polytechnic University Pomona - Barney Wright
    - 4. California State Polytechnic University San Luis - No delegate identified
    - 5. California State University, Channel Islands - Tanya Yancheson
    - 6. California State University, Chico - No delegate identified
    - 7. California State University, Dominguez Hills - No delegate identified
    - 8. California State University, East Bay - Shelley Marshall
    - 9. California State University, Fullerton - Andy Garate
    - 10. California State University, Los Angeles - No delegate identified
    - 11. California State University, Monterey Bay - Brittany Stegeman
    - 12. California State University, Northridge - Matthew Soto
    - 13. California State University, Sacramento - Samuel Jones
    - 14. California State University, San Marcos - No delegate identified
    - 15. California State University, Stanislaus - No delegate identified
    - 16. Chapman University - No delegate identified
    - 17. Humboldt State University - No delegate identified
    - 18. Loyola Marymount University - No delegate identified
    - 19. Mount Saint Mary's University Los Angeles - Michelle Saldana
    - 20. Pepperdine University - Robin Gore
    - 21. San Diego State University - Abdel Amador
    - 22. San Francisco State University - Jess Robinson
    - 23. San Jose State University - No delegate identified
    - 24. Santa Clara University - Margarita Malagon
    - 25. Southern Oregon University - No delegate identified
    - 26. Stanford University - Mako Ushihara
    - 27. University of California, Davis - Ramona Hernandez
    - 28. University of California, Irvine - Tim Trevan
    - 29. University of California, Los Angeles - No delegate identified
    - 30. University of California, Riverside - Christine Bender
    - 31. University of California, San Diego - Dana Pysz
    - 32. University of California, Santa Barbara - No delegate identified
    - 33. University of California, Santa Cruz - Sue Matthews
    - 34. University of San Diego - No delegate identified

- 35. University of San Francisco - No delegate identified
- 36. University of Southern California - Laura Merchant
- IV. ACTION: Approval of [63rd Annual Business Meeting Minutes](#) from March 2020 - Beth Little, Secretary
  - A. Motion
    - 1. Motion: I motion to approve the 63rd Annual Business Meeting Minutes. Dana Pysz
      - a. Second: I second. Mako Ushihara
    - 2. Discussion
      - a. Sue Matthews
        - i. There are some locations within the minutes that don't note the specific numbers for yea, nay and abstain. Does this need to be reconciled for the minutes?
          - i. Beth Little
            - 1. If memory serves, the votes without specific year numbers were due to having a clear majority vote.
          - ii. Jess Robinson
            - 1. I was Parliamentarian for that year and that is correct.
          - iii. Mako Ushihara
            - 1. Should we add in motion passes or carries due to consent?
          - iv. Kafele Kahlfani
            - 1. We can do that or we can go back to review and add in the amount of votes which were affirmative based on attendance. That is doable.
            - 2. Additionally, for this year, Beth can make sure the number of affirmative votes is noted.
      - b. Sue Matthews
        - i. Is there the opportunity to ask for any abstentions, nays, or affirmative actions? This could save time and all those not in abstention or voting nay could be assumed affirmative.
          - i. Idea supported
    - 3. Vote: **Unanimously Passes (20-0-0)**
      - a. California Lutheran University - Chris Paul - (delegated to Andrew Castro in her absence) - Yea
      - b. California State Polytechnic University Pomona - Barney Wright - Yea
      - c. California State University, Channel Islands - Tanya Yancheson - Yea
      - d. California State University, East Bay - Shelley Marshall - Yea
      - e. California State University, Fullerton - Andy Garate - Yea
      - f. California State University, Monterey Bay - Brittany Stegeman - Yea
      - g. California State University, Northridge - Matthew Soto - Yea
      - h. California State University, Sacramento - Samuel Jones - Yea
      - i. Mount Saint Mary's University Los Angeles - Michelle Saldana - Yea
      - j. Pepperdine University - Robin Gore - Yea
      - k. San Diego State University - Abdel Amador - Yea
      - l. San Francisco State University - Jess Robinson - Yea
      - m. Santa Clara University - Margarita Malagon - Yea
      - n. Stanford University - Mako Ushihara - Yea
      - o. University of California, Davis - Ramona Hernandez - Yea
      - p. University of California, Irvine - Tim Trevan - Yea
      - q. University of California, Riverside - Christine Bender - Yea
      - r. University of California, San Diego - Dana Pysz - Yea
      - s. University of California, Santa Cruz - Sue Matthews - Yea
      - t. University of Southern California - Laura Merchant - Yea

- V. ACTION: Acknowledgement of [2020 State of the Association](#) serving as honorary 64th Annual Business Meeting - Beth Little, Secretary
- A. Kafele Khalfani
1. This would allow us to ensure we stay on track for noting the number of business meetings over time.
  2. For all intents and purposes, the State of the Association covered all the things we would have typically covered. Committee updates, challenges, Association updates.
- B. Ramona Hernandez
1. Is the State of the Association within the Google folder? I'm having a hard time finding it.
    - a. It is linked here for review:  
<https://drive.google.com/file/d/1YJsagxMeiKUF-qsRMXz29EgaaZtZal0g/view?usp=sharing>.
- C. Motion
1. Motion: I move that we approve the 2020 State of the Association as the Honorary 64th Annual Business Meeting. Jess Robinson
    - a. Second: I second. Laura Dorfman
  2. Discussion
    - a. N/A
  3. Vote: **Unanimously Passes (20-0-0)**
    - a. California Lutheran University - Chris Paul - (delegated to Andrew Castro in her absence) - Yea
    - b. California State Polytechnic University Pomona - Barney Wright - Yea
    - c. California State University, Channel Islands - Tanya Yancheson - Yea
    - d. California State University, East Bay - Shelley Marshall - Yea
    - e. California State University, Fullerton - Andy Garate - Yea
    - f. California State University, Monterey Bay - Brittany Stegeman - Yea
    - g. California State University, Northridge - Matthew Soto - Yea
    - h. California State University, Sacramento - Samuel Jones - Yea
    - i. Mount Saint Mary's University Los Angeles - Michelle Saldana - Yea
    - j. Pepperdine University - Robin Gore - Yea
    - k. San Diego State University - Abdel Amador - Yea
    - l. San Francisco State University - Jess Robinson - Yea
    - m. Santa Clara University - Margarita Malagon - Yea
    - n. Stanford University - Mako Ushihara - Yea
    - o. University of California, Davis - Ramona Hernandez - Yea
    - p. University of California, Irvine - Tim Trevan - Yea
    - q. University of California, Riverside - Christine Bender - Yea
    - r. University of California, San Diego - Dana Pysz - Yea
    - s. University of California, Santa Cruz - Sue Matthews - Yea
    - t. University of Southern California - Laura Merchant - Yea
- VI. Point of Order - Jess Robinson
- A. Additional members have joined the session since beginning so a call for additional voting delegates would be helpful.
1. No new voting delegates assigned.
- VII. ACTION: Agenda Review - Kafele Khalfani, President
- A. Additions, Deletions, Changes
- VIII. Executive Committee Liaison Reports - Please refer to [2021 Annual Business Meeting Executive Committee Report](#)
- A. Joshelyn Ramirez - Assessment, Student Leadership Zoom-In (SLZI)
- B. Abdel Amador II - Student Leadership Zoom-In (SLZI)
- C. Andy Garate - Mid-Level Professionals
- D. Vianey Ramirez - Women of WACUHO (WoW)

- E. Raul Mendoza - Equity, Diversity, and Inclusion (EDI), WACUHO Network for Professionals of Color (WNPOC)
- F. Beth Little - Historian, Gender and Sexuality Advocacy Network (GSAN)
- G. Roger Becker - Facilities, Financial Advisory Committee (FAC)
- H. Chris Flores - New Professionals
- I. Laura Dorfman - Peers Empowering Parents (PEP), Awards and Recognition, Nominations, Time and Place
- J. Kafele Khalfani - Past Presidents, Corporate Relations, Strategic Planning, WACE 2021

IX. Association Business

- A. WACE 2021 Conference Overview - James C. Smith and Dana Pysz, WACE Co-Chairs
  - 1. Partnered with ACUHO-I to provide virtual support for WACE
  - 2. Programs were able to offer 39 programs. There were 23 program sessions, 14 committee offerings on Day 1 and 2. Programs also selected the keynote speaker, Dr. Kawami Evans, Director-Inclusion and Organizational Development, UC Davis.
    - a. Some things do look different this year but we ultimately tried to make the experience simple yet impactful so participants had something to take away.
  - 3. 320 registrants as of 4/14, 8 non-paid institution members at \$25
    - a. Registration remained open throughout the conference
  - 4. 30 number of CPs with \$30,200 as income
    - a. 9 Bronze, 1 Silver, 13 Gold, 7 Platinum
    - b. Please sign up for Exhibits: <https://signup.com/go/RMmbwHs>
  - 5. Budget:
    - a. **Income: \$30,200** = \$200 WACE non-paid members
      - i. This income will also cover expenses for the impending SLZ ACUHO-I support costs as well amongst other costs which may be incurred by that event and WACE
    - b. **Expenses: \$6,000** = *(approximate contingent on ACUHO-I support costs)*
      - i. Honorarium for keynote - \$180
      - ii. WACE Committee thank you/appreciation - \$3909
      - iii. CP expenses (prizes, WACE 2022 registration, thank you's) - \$TBD
      - iv. ACUHO-I event support of WACE - \$TBD
- B. Time and Place Updates - Laura Dorfman, President-Elect
  - 1. WACE 2022 - Rancho Mirage
    - a. Reschedule from WACE 2020
  - 2. WACE 2023 - Las Vegas
    - a. Reschedule from WACE 2021
  - 3. Interest in WACE 2024?
    - a. Please reach out if you have any questions regarding this involvement
- C. Corporate Relations Update - Kafele Khalfani, President
  - 1. The committee has been hard at work to connect and work with our Corporate Partners to make this possible.
  - 2. Many thanks to Samuel, John, and John-Paul for connecting with and working so hard to get our Corporate Partners
    - a. This team went above and beyond their goal!
  - 3. We have merged Corporate Relations and Exhibits due to the overlapping workload from previous years
    - a. This also clears up the previous confusion around exhibitors vs corporate partners
      - i. This also allowed for a new level of Corporate Partners (Platinum) to be added

4. If we could thank our Corporate Partners with support, that would be appreciated as they have put forth time and money to support us as well
  - a. These are relationships and friendships and partnerships to be built and utilized for support and next steps
- D. Financial Report - Roger Becker, Treasurer
  1. In short, we are doing well financially and though details will be discussed, I do want to begin with the fact that we are doing well financially.
  2. Due to the connection to ACUHO-I and FAC committee's work, the Treasurer role has felt like it has a team for support and isn't something that feels like a part-time job as it has to some in the past.
  3. Thank you to Corporate Relations and all of our Corporate Partners for their work and support!
    - a. Thanks also to the WACE Committee for their support in this.
  4. [20-21 Review](#)
    - a. Some may ask why there is a large amount of cash on hand (page four in the attachment).
      - i. This is due to maintaining cash flow to pay for WACE expenses and then any additional funding will be moved into further investment funds.
      - ii. Questions and/or points of clarification
        - i. Michelle Saldana
          1. I have a question about the numbers within the report. Is there a reason for the inconsistency of some numbers being written out completely and others being listed as ### K?
            - a. Roger
              - i. There is no reasoning however this is something we can update
          - ii. Do we have any data or understanding as to why institutions are not renewing their memberships?
            1. Roger
              - a. I would anticipate that it changes in institutions over time though we have reached out to better understand. Does anyone else on Exec have additional thoughts?
            2. Kafele
              - a. For this year, we did try to incentivize membership by allowing member institution staff to register free of charge for WACE and SLZ as well as reaching out to institutions who have not yet renewed?
          - iii. Michelle Saldana
            1. Have we compared our renewal with ACUHO-I to potentially align the dates for renewal to allow for better ease in payment?
              - a. Roger
                - i. This is not something we've discussed but is a great point! We will keep this down for review with the Exec Team.
              - b. Kafele
                - i. I concur. This is something that may be beneficial and we can discuss further.
  - b. [Institutional Membership Analysis](#)
5. [21-22 Proposed Budget](#)
  - a. This budget is very similar to this year's previous budget.



- b. We are hoping to return to higher member institution numbers for next year and increase Corporate Partners.
- c. As a zero-based budget, we are not hoping/looking to bring in overage or additional revenue which isn't needed.
- d. Budget numbers have been determined based on past budgets from times in which there were in-person components in hopes that we will be fully able to return to in person events for the 2021-2022 academic year.
- e. Credit card processing fees are 3.5% of overall revenues which covers all processing fees for all events.
- f. Each participant for any events has a participant fee which goes to cover the ACUHO-I Central Office fees for use and support.
  - i. There is an expense reduction in this for next year's budget and WACE will be asked to cover this fee as opposed to revenue generated.
- g. Major differences for the awards portion is noting that the Executive Committee for this year made the decision to roll over three awards from this year's budget to next year to support more individuals in attending WACE 2022 as this year's WACE is free of charge to member institution staff.
  - i. There will be an MOU the winners will be asked to sign to ensure there is an understanding that this funding will be utilized for support in attending WACE 2022 only.
- h. The negative amount of revenue generated listed at the bottom of the budget is the total of the awards which are being rolled over from this to next year.
- i. Questions
  - i. Ramona Hernandez
    - i. The \$2,600 being rolled over. I'm a bit confused by this.
      - 1. Roger
        - a. Defer to Sheila and Kyle
        - b. Kyle
          - i. Yes. We are showing it as an additional expense for 2022 which leads to the negative total overall. In theory, the \$2,600 will be extra from this year due to lack of use.
  - ii. Mako Ushihara
    - i. In the past, the Corporate Relations committee had \$7,000 for various recognition and memorabilia to be passed along to Corporate Partners and members for programmatic efforts. Is that funding or availability of that funding captured somewhere within the budget?
      - 1. Roger Becker
        - a. Under the budget, Corporate Relations does have \$7,000 allocated for these very needs if/as needed. Is there something different you are looking for?
          - i. Mako Ushihara
          - ii. -The combined amount in the past was closer to \$10,000 with two different committees but I recognize this amount may have been reduced.
          - iii. Kafele Khalfani
          - iv. -Some of this funding has been moved over to awards and recognition
  - iii. Ramona Hernandez

- i. Investment income. I see it seems very conservative in the assumption within the proposed budget and that we are still in a new territory with the economy, and maybe this is a FAC thing to be discussed, but is this something to keep an eye on as we may continue to get a decent amount of income from investment that can be placed back into operating budgets as opposed to reserves.

- 1. Kafele Khalfani

- a. I think that is something we can absolutely look at and prioritize.

- 2. Roger Becker

- a. With the impending WACe and year being uncertain with professional development support from home institutions.

- 3. Ramona Hernandez

- a. I want to go on the record and note that we are being very conservative in our investment income projections and I think this additional income could be used to further support WACE 2022.
      - i. Roger Becker
      - ii. -This information and questioning is precisely why I am so thankful for the FAC committee.

- j. Motion

- i. Motion: I motion to approve the budget as presented by Roger. Dana Pysz

- i. Second: I second. Margarita Malagon

- ii. Discussion

- i. See above

- iii. Vote: **Unanimously Passes (20-0-0)**

- i. California Lutheran University - Chris Paul - (delegated to Andrew Castro in her absence) - Yea
      - ii. California State Polytechnic University Pomona - Barney Wright - Yea
      - iii. California State University, Channel Islands - Tanya Yancheson - Yea
      - iv. California State University, East Bay - Shelley Marshall - Yea
      - v. California State University, Fullerton - Andy Garate - Yea
      - vi. California State University, Monterey Bay - Brittany Stegeman - Yea
      - vii. California State University, Northridge - Matthew Soto - Yea
      - viii. California State University, Sacramento - Samuel Jones - Yea
      - ix. Mount Saint Mary's University Los Angeles - Michelle Saldana - Yea
      - x. Pepperdine University - Robin Gore - Yea
      - xi. San Diego State University - Abdel Amador - Yea
      - xii. San Francisco State University - Jess Robinson - Yea
      - xiii. Santa Clara University - Margarita Malagon - Yea
      - xiv. Stanford University - Mako Ushihara - Yea
      - xv. University of California, Davis - Ramona Hernandez - Yea
      - xvi. University of California, Irvine - Tim Trevan - Yea
      - xvii. University of California, Riverside - Christine Bender - Yea
      - xviii. University of California, San Diego - Dana Pysz - Yea

xix. University of California, Santa Cruz - Sue Matthews - Yea

xx. University of Southern California - Laura Merchant - Yea

X. Announcements

A. Retirements

1. Michael Speros, previous Executive Director for Sacramento State, retired in December 2020 after 11 years with Sacramento State housing.
2. Philippe Cumia
3. Carol Roberts-Corb will be retiring this June.
4. Jill Hurd from UC Santa Barbara also retired in June 2020.
5. Andy Plumley retired from UC Riverside in the previous year but he will be returning from retirement for WACE 2022.
6. Todd London from Cal Poly Pomona retired in February of this year.
7. Richard Mikeworth retired as the Assistant Director for Housing Facilities at Sacramento State.

B. Passings

1. N/A

C. Other

1. Congratulations to Samuel Jones who was just made Executive Director at Sacramento State!
2. Please consider volunteering for WACUHO opportunities! There are various committee positions and we do need support for conference committees amongst all the others. Chair positions and committee member opportunities are all still available! Sign up [here](#)!
3. Dr. Cindy Derrico maintains her current title and is now also our Dean of Students at Cal State Channel Islands!
4. Congratulations to Alex Belisario who is now our Executive Director for College Student Life at UCSC!

XI. 2021-2022 Executive Committee Election Results - Laura Dorfman, President-Elect and Acting Nominations Chair

- A. President - Laura Dorfman, UC Irvine
- B. President Elect - Andy Garate, CSUF
- C. Vice President - Dr. Robin Gore, Pepperdine
- D. Treasurer - Joshelyn Ramirez, CSUMB
- E. Secretary - Beth Little, CSUMB
- F. Officer for Diversity and Inclusion - Raul Mendoza, UC Davis
- G. Member At Large (MAL) - North - Savannah Headstone, UCSC
- H. Member At Large (MAL) - Central - Laura Marchant, USC
- I. Member At Large (MAL) - South - Abdel Amador, SDSU

XII. Adjournment - Kafele Khalfani, President

- A. Time: 11:47 am

2022-2023

# Proposed Bylaw Changes

WACUHO

## Bylaw Currently Reads:

### Article III: Membership

#### Section 3

Individual membership in the Association shall be open to:

- A. A person in a current graduate program; status:  
Graduate Student Member

*A person from out of the region who is associated with coordination of administration, facilities, fiscal/service management, educational programming, conferences and/or food service operations for students and staff members on or off the college/university campus. Membership year for institutions, affiliates, and individuals will be July 1 through June 30.*

## Bylaw Proposed to Read:

### Article III: Membership

#### Section 3

Individual membership in the Association shall be open to:

- A. A person in a current graduate program either within or out of the WACUHO region, or a professional who is currently out of the WACUHO region.

*A person from out of the region who is associated with coordination of administration, facilities, fiscal/service management, educational programming, conferences and/or food service operations for students and staff members on or off the college/university campus. Membership year for institutions, affiliates, and individuals will be July 1 through June 30.*

## **Pilot Timeline:**

Start July 1, 2022 and review prior to July 1, 2023

## **Purpose:**

- To broaden membership opportunities for professionals who are not in the WACUHO region
- To broaden membership opportunities for enrolled graduate students
- To further connection to WACUHO and strengthen our membership
- To align with practices in ACUHO-I

## **Eligibility:**

- Professionals who are currently out of the WACUHO region
- Grad students from non-member institutions within/out of the WACUHO region

## **Term of eligibility:**

- July 1 of starting year - June 30 of ending year (fiscal year)

## **Cost Structure:**

- Annual fee for the year of membership
- \$50

## **Membership Details:**

- All of the benefits of having an institutional membership
- Out-of-region members/graduate students from non-member institutions are unable to vote



## June 2021 Financial Executive Summary

### **The Fiscal Year Activity**

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Bottom line net income is \$42,703, which is up by \$37,492 compared to prior year. Total Revenues are \$90,890 and ahead of prior year by \$18,929 or 26.3%. Membership revenue is down \$20,618 or 39.9% compared to prior year, which is caused in large part by the reduced corporate partnership revenue for the 2020 calendar year being down 92% and all 2021 corporate revenue being allocated to WACE. Institutional membership is also behind prior year by 22.4%. Offsetting the lagging membership revenue, however, is investment income at \$29,175, which is up \$24,075 compared to prior year, and event revenue of \$30,655, which is up \$17,298 over prior year.

Total Expenses are \$48,187, which is down \$18,563 or 27.8% compared to prior year. This variance is caused by expenditures for events and meetings that took place in person in fiscal year 2020 prior to COVID-19 that were virtual or did not take place in fiscal year 2021, such as the SLDIs, WoWs, and board meetings. The largest expense category for this year is administrative expense because events were not in-person. Administrative expense, totaling \$39,609, consists of \$32,700 for the ACUHO-I admin fee and other smaller expenses such as credit card fees, insurance, investment management fees, and accountant fees for the 990.

Assets as of June 30, 2021, are at \$272.0K, which is up 7.2% to prior year. This fluctuation is due to increases in cash, investments, and receivables of \$43.2K offset by a decrease in prepaid expenses of \$25K. There are currently deposits in prepaid expense of \$12K for WACE 2022 and \$15K for WACE 2023. The balance of total cash and investments is currently at \$241.0K, which is an increase of 20.0% over the prior year. There is still \$4K in receivables from corporate partners that have not yet paid for their WACE participation.

The final institutional member count for FY2021 was 41 schools, which is 82% of membership from FY2020. As of the writing of this report, 4 schools have renewed for FY2022. A notice to past membership encouraging them to renew membership is planned to be sent out very shortly.

### **Significant Accounting Practices**

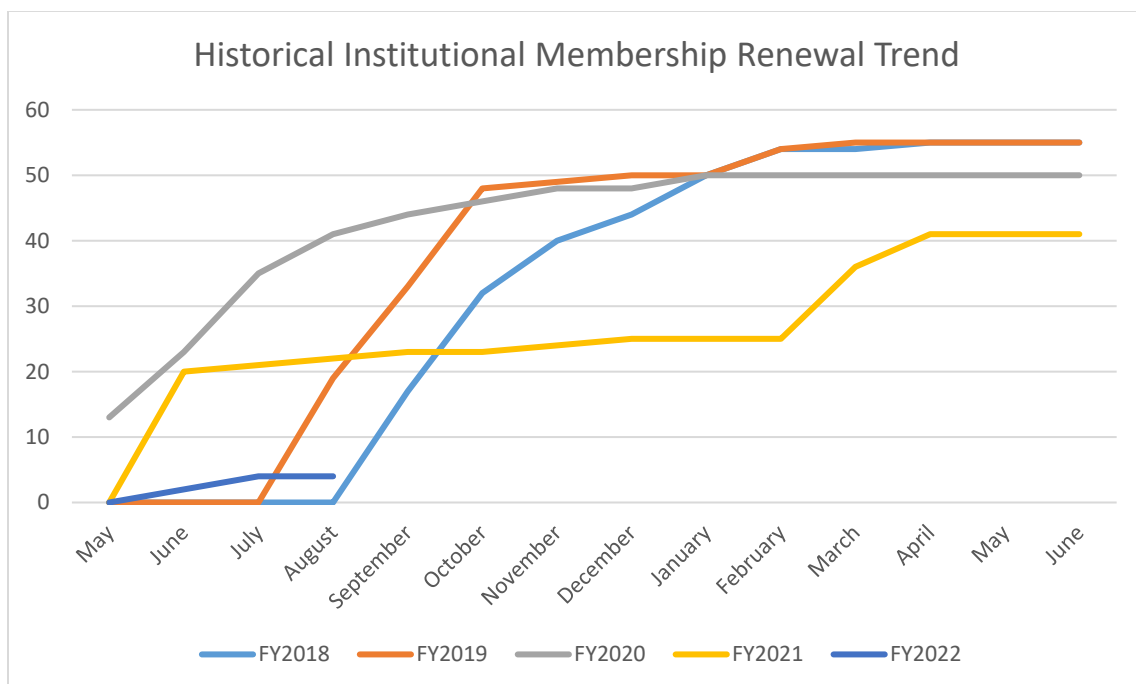
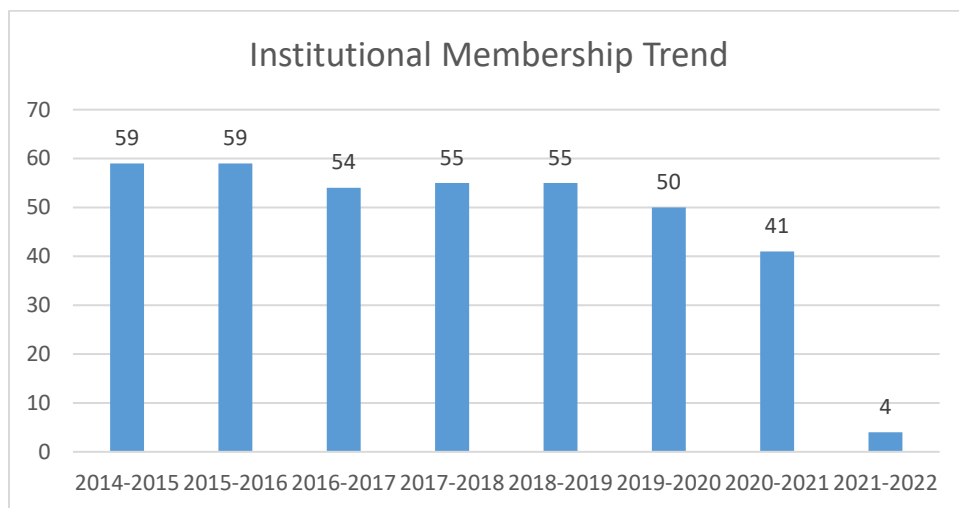
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In accordance with GAAP revenue and expense recognition practices, financials for WACUHO are presented utilizing proper revenue recognition principles, whereby all major event revenues and expenses collected and/or paid in the appropriate prepaid expense or deferred revenue account until events are held when it is then recognized. Membership revenues are recognized over the 12-month membership period. Expenses are accrued into the fiscal period where an event or activity occurred instead of when the expense is paid.



## Supplemental Financial Report June 2021

KPI Category	FY 2021 Activity	Trend	Change to Prior Year
<b>Financial Indicators (as of 6/30/21)</b>			
All Revenues	90,890	↑	+26.3%
All Expenses	48,187	↓	-27.8%
Revenues less Expenses	42,703	↑	
Net Profitability	47.0%	↑	
Institutional Membership Revenue	30,060	↓	-22.4%
Corporate Partners Revenue	1,000	↓	-92.3%
<b>Participation Indicators (as of 6/30/21)</b>			
Membership			
Institutional	41	↓	-18.0%







Supplemental Financial Report June 2021

WACUHO WACE For the Eleven Months Ending June 30, 2021			
	Actual	Budget	Variance
Registration Revenue	\$125.00	\$0.00	\$125.00
Exhibits Revenue	30,500.00	0.00	30,500.00
Total Revenue	30,625.00	0.00	30,625.00
Outside Contractors/Consultants	3,250.00	0.00	3,250.00
Exhibitor Expense	1,741.48	0.00	1,741.48
Speaker Fees & Honorariums	500.00	0.00	500.00
Total Expenses	5,491.48	0.00	5,491.48
Revenue less Expenses	25,133.52	0.00	25,133.52

WACUHO SLZI For the Eleven Months Ending June 30, 2021			
	Actual	Budget	Variance
Registration Revenue	\$30.00	\$0.00	\$30.00
Total Revenue	30.00	0.00	30.00
Outside Contractors/Consultants	975.00	0.00	975.00
Total Expenses	975.00	0.00	975.00
Revenue less Expenses	(945.00)	0.00	(945.00)

WACUHO  
Income Statement  
For the Twelve Months Ending June 30, 2021

	2021 Year to Date	Budget Year to Date	Variance \$(CY-Budget)	2020 Prior Year	Variance \$(CY-PY)
<b>Revenue</b>					
Membership Revenue	\$31,060	\$69,000	(\$37,940)	\$51,678	(\$20,618)
Event Revenue	30,655	0	30,655	13,358	17,298
Sponsorship Revenue	0	0	0	1,230	(1,230)
Investment Income	29,175	1,505	27,670	5,100	24,075
Other Income	0	0	0	595	(595)
Total Revenue	90,890	70,505	20,385	71,961	18,929
<b>Expenses</b>					
Administrative Expense	39,069	60,075	(21,006)	47,134	(8,065)
Event Expense	6,466	0	6,466	14,710	(8,243)
Committee Expense	2,652	20,430	(17,778)	4,908	(2,256)
Total Expense	48,187	80,505	(32,318)	66,752	(18,563)
<b>Profit / Loss</b>	<b>42,703</b>	<b>(10,000)</b>	<b>52,703</b>	<b>5,209</b>	<b>37,492</b>
Profitability Percentage	46.98%	(14.18%)		7.24%	

WACUHO  
Balance Sheet  
As of June 30, 2021 - UNAUDITED

	2021	2020	Variance	% Variance
Assets				
Cash	\$63,759	\$51,077	\$12,682	24.8%
Investments	177,260	149,709	27,551	18.4%
Accounts Receivable	4,000	997	3,003	301.2%
Prepaid Expenses	27,000	52,000	(25,000)	(48.1%)
Total Assets	272,019	253,783	18,236	7.2%
Liabilities				
Accrued Expense	1,101	5,527	(4,426)	(80.1%)
Deferred Revenue	750	20,790	(20,040)	(96.4%)
Total Liabilities	1,851	26,317	(24,466)	(93.0%)
Fund Balances				
Unrestricted Fund Balance	227,467	222,257	5,209	2.3%
Net Income (Loss)	42,702	5,209	37,492	719.7%
Total Fund Balances	270,169	227,466	42,702	18.8%
Total Liabilities & Fund Balances	272,020	253,783	18,236	7.2%

March 4, 2022

Laura Dorfman  
WACUHO President

Andy Garate  
WACUHO President-Elect

President Dorfman and President-Elect Garate-

I am writing to provide a summary report of the findings of the WACUHO Finance Advisory Committee's (FAC) audit of the Association's financial transactions from 2020-2021. The contents of this summary include the agenda from the audit as well as general recommendations based on discussions during the meeting. The meeting took place on February 4, 2022. Due to COVID-19 and the inability to meet in person, this meeting occurred via Zoom. The following members were present at the meeting: Roger Becker (FAC Chair), Joshelyn Martin (WACUHO Treasurer), Sheila Meyer and Kyle Norton (ACUHO-I), Ramona Hernandez, Dave Keller, James Smith, Mako Ushihara, Yoo Mi Choi, as well as both Laura Dorfman (WACUHO President) and Andy Garate (President-elect).

### **2020-2021 Audit findings**

The financial statements provided by the ACUHO-I Central Office and myself, Roger Becker (previous Treasurer) indicate that the Association remains financially healthy, and the books/documentation were in good order. Due to the meeting via Zoom, I provided documentation in advance for the committee to review prior to our meeting. This helped expedite our meeting to more discussion-based topics as most of the transactions had been reviewed prior to our meeting. This year, the Association held accounts with various banking institutions, namely Chase and Merrill Lynch.

### **Agenda:**

- Review 2020-2021 financial records
- Update on Central Office
- Update on Taxes
- Review and discuss current investments, including having ~\$181k in the long-term investment account through Merrill Lynch
- Credit Card Auto-Payment
- Updates on the current budget and WACE 2022

### **Considerations:**

1. **Continuation of the Agreement with ACUHO-I Central Office:** Based on the services and support WACUHO has received from ACUHO-I, FAC recommends that WACUHO continue its agreement with ACUHO-I for the two-year renewal. We further recommend

that this agreement continued to be reviewed every two years by the Finance Advisory Committee.

2. **Credit Card Auto-Payment Process Overview:** Joshelyn Martin (Treasurer) requested feedback from FAC regarding setting up auto-payment for the WACUHO credit card. After discussion, FAC recommends auto-payment to avoid late fees. However, there should be a monthly audit of the credit card statements to verify expenses.

## **Conclusion**

Overall, even while COVID-19 has severely impacted Higher Education, we are doing well as an association. We have maintained our reserves well over \$150,000 through Chase and Merrill Lynch accounts. Maintaining reserves at or above this amount provides a foundation for sound financial decision-making and provides accessible funds for unforeseen or emergency obligations of the Association.

The Finance Advisory Committee wishes to thank Joshelyn Martin for the considerable time and effort invested in directing the Association's finances during the past year. FAC is still looking for a chair for the 2022-2023 academic year.

Sincerely,

Roger Becker  
FAC Chair  
2021-2022



## February 2022 Financial Executive Summary

### **The Fiscal Year to Date Activity**

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Year to date bottom line net income is -\$12,541, which is down \$18,938 compared to prior year. The largest contributor to the variation in bottom line is our negative \$23K in investment revenue, which is offset by positive \$10K in membership. Total Revenues are \$22,091 and behind prior year by \$12,139 or 35.5%. The positive variation in revenues is from Membership revenue up by \$10,053 or 67.5% compared to prior year. This is stemming from improved institutional membership numbers. The institutional membership count is currently 48 for fiscal year 2022 and is up by seven and 17% from 41 members in fiscal year 2021. Improved membership revenue is offset by an investment loss fiscal year to date of -\$3,674. Last year at this time there was a year to date investment gain of \$19,344.

Total expenses are \$34,632, and increased by \$6,799 or 24.4% over year to date 2021. This variance is caused primarily by a return to in-person gatherings both for events and the board. Credit card fees are up by \$3,077 or 529.6%, which is due to drastically increased credit card volume from WACE registrations. There are also increased expenditures for business meals and travel for in-person WACE Exec meetings of \$2,477. Administrative support fees have remained flat and will continue to do so for the next three years.

Assets are at \$388,798, which is up 61.4% to prior year. All asset classes are higher than prior year, with the largest increases driven by cash, accounts receivable, and prepaid expenses related to WACE. There is currently \$52,000 in prepaid expenses for WACE, \$37,000 for WACE 2022 and \$15,000 for WACE 2023. The balance of total cash and investments is currently at \$312,443, which is an increase of 40.2% over the same point in the prior year.

Liabilities are currently \$132,066, which is up 1788.4% to prior year. This is driven primarily by deferred revenue related to WACE. There is \$117,340 in deferred WACE revenue, which is money that has been collected but not recognized as revenue until WACE takes place in April and will be reflected in future months financials.

Institutional membership renewals began for FY2022 in June 2021. As of the writing of this report, there are 48 schools that have renewed for this fiscal year, which is 17% higher than membership in FY2021.

### **Fiscal Year Outlook**

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Looking ahead to the remainder of FY2022, the WACUHO Annual Conference & Exposition (WACE) is taking place in April and with it comes the cost of returning to in person, but with only half the revenues. As of the writing of this report, revenue from conferee registration is anticipated to be in excess of \$56K, which is 51% of budget, and revenue from corporate partner registration is anticipated to be in excess of \$116K, which is 71% of budget. These budgetary shortfalls combined with WACE being held financially responsible for very high, pre-covid negotiated contractual food and beverage and hotel room blocks minimums is likely to result in a fiscal year negative bottom line calling for an investment from long term investments until cash flow from memberships can assist with recovery. Expenses in other areas unfortunately cannot be correspondingly reduced. Comparatively, a deficit in FY 2021-2022 follows two very positive operating years where most other small organizations saw losses.

### **Significant Accounting Practices**

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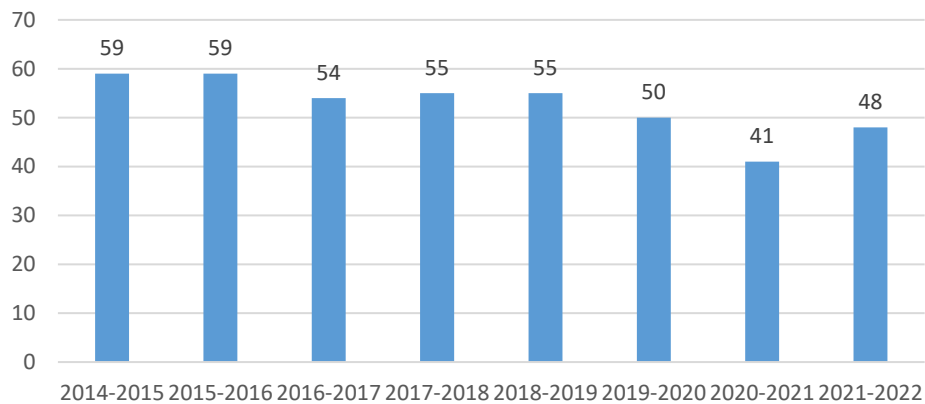
In accordance with GAAP revenue and expense recognition practices, financials for WACUHO are presented utilizing proper revenue recognition principles, whereby all major event revenues and expenses collected and/or paid in the appropriate prepaid expense or deferred revenue account until events are held when it is then recognized. Membership revenues are recognized over the 12-month membership period. Expenses are accrued into the fiscal period where an event or activity occurred instead of when the expense is paid.



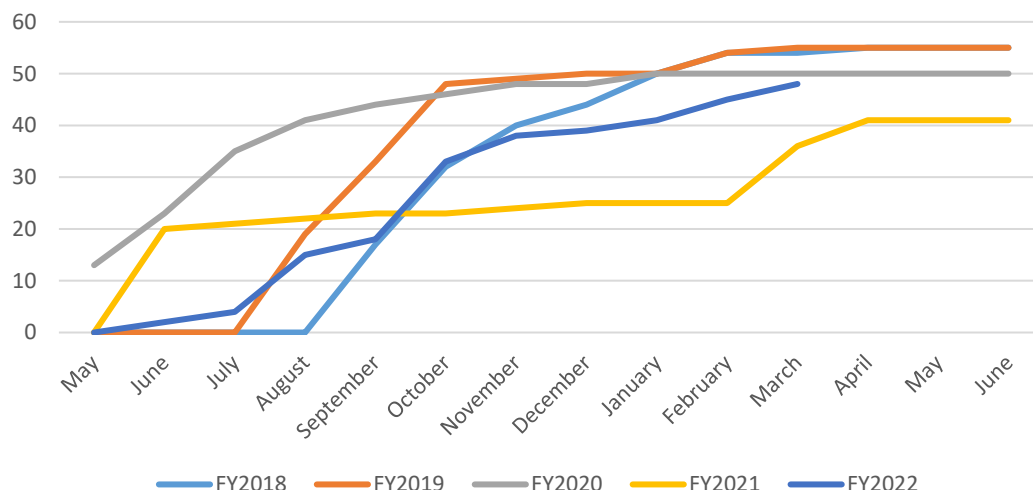
## Supplemental Financial Report February 2022

KPI Category	FY 2021 Activity	Trend	Change to Prior Year
<b>Financial Indicators (as of 2/28/22)</b>			
All Revenues	22,091	↓	-35.5%
All Expenses	34,632	↑	+24.4%
Revenues less Expenses	(12,541)	↓	
Net Profitability	(56.77%)	↓	
Institutional Membership Revenue	24,940	↑	+79.6%
<b>Participation Indicators (as of 3/30/22)</b>			
Membership			
Institutional	48	↑	+33.3%
WACE Registration			
Conferees	191		n/a
Corp Partner Platinum	6		n/a
Corp Partner Gold	4		n/a
Corp Partner Silver	14		n/a
Corp Partner Bronze	14		n/a

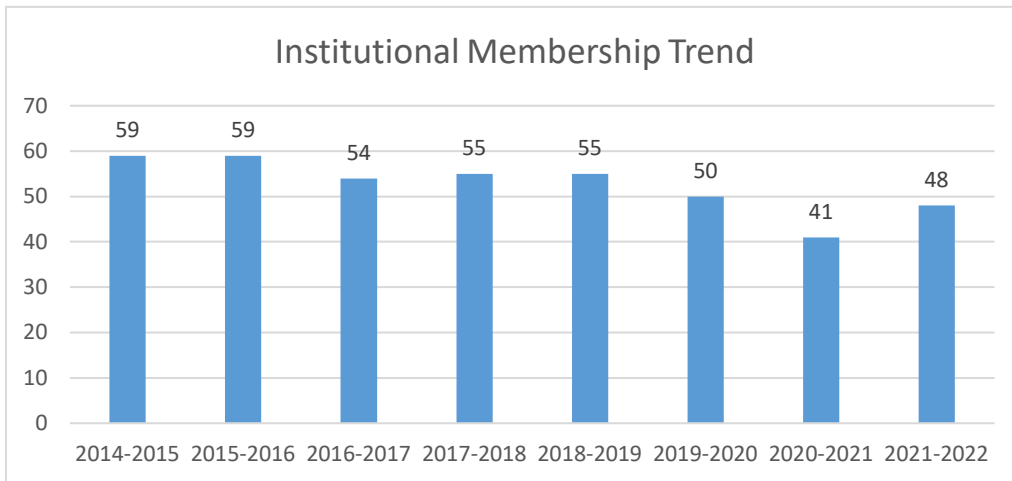
### Institutional Membership Trend



### Historical Institutional Membership Renewal Trend



# INSTITUTIONAL MEMBERSHIP ANALYSIS



Key:

new members in current membership year / returned after more than 1 year

members last year but not current year

have not been members at least since FY15

	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
<b>Institutional membership</b>	<b>48</b>	<b>41</b>	<b>50</b>	<b>55</b>	<b>55</b>	<b>54</b>	<b>59</b>	<b>59</b>
<b>School</b>								
Academy of Art University	x	x	x	x	x	x	x	x
Alliant International University								
American Jewish University								
Art Institutes								
Brigham Young University - Hawaii								
California Institute of Technology								
California Institute of the Arts	x					x		
California Lutheran University	x	x	x	x	x	x	x	x
California Maritime Academy				x			x	x
California Polytechnic State University, San Luis Obispo		x	x	x	x	x	x	x
California State Polytechnic University, Pomona	x	x	x	x	x	x	x	x
California State Polytechnic University, Pomona - Foundation	x		x	x	x	x	x	x
California State University, Bakersfield						x		
California State University, Channel Islands	x	x	x	x	x	x	x	x
California State University, Chico	x	x	x	x	x	x	x	x
California State University, Dominguez Hills	x	x		x	x	x	x	x
California State University, East Bay	x	x	x	x	x	x	x	x
California State University, Fresno	x			x	x	x	x	x
California State University, Fullerton	x	x	x	x	x	x	x	x
California State University, Long Beach	x	x	x	x	x	x	x	x
California State University, Los Angeles	x	x	x	x	x	x	x	x
California State University, Monterey Bay	x	x	x	x	x	x	x	x
California State University, Northridge		x	x	x	x	x	x	x
California State University, Sacramento	x	x	x	x	x	x	x	x
California State University, San Bernardino				x	x	x		
California State University, San Marcos	x	x	x	x	x	x	x	x
California State University, Stanislaus	x	x				x		
Chaminade University								
Chapman University	x	x	x	x	x	x	x	x
Cochise College								
Colburn School								
College of the Redwoods						x	x	x
College of the Siskiyous				x	x			
Concordia University								
DeVry University							x	x
Dominican University of California							x	x
Harvey Mudd College								
Hawai'i Pacific University								
Holy Names University		x	x	x	x	x	x	x
Humboldt State University	x	x	x	x	x	x	x	x
Loyola Marymount University	x	x	x	x		x	x	x
Marymount California University						x	x	x
Menlo College							x	x
Mills College	x				x	x		
Mount St. Mary's University	x	x	x	x	x	x	x	x
Notre Dame de Namur University						x	x	x
Occidental College	x		x	x	x	x	x	x



	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
<b>Institutional membership</b>	<b>48</b>	<b>41</b>	<b>50</b>	<b>55</b>	<b>55</b>	<b>54</b>	<b>59</b>	<b>59</b>
Otis College of Art and Design								
Pepperdine University	x	x	x	x	x	x	x	x
Pitzer College	x							
Pomona College	x		x					
Reedley College								
San Diego State University	x	x	x	x	x	x	x	x
San Francisco Art Institute			x	x	x	x		
San Francisco State University	x	x	x	x	x	x	x	x
San Jose State University	x	x	x	x	x	x	x	x
Santa Clara University	x	x	x	x	x	x	x	x
Scripps College			x	x	x		x	x
Soka University of America				x	x	x	x	x
Sonoma State University	x		x	x	x	x	x	x
Southern Oregon University	x	x	x	x	x			
Southwestern Law School								
St. Mary's College of California								
Stanford University	x	x	x	x	x	x	x	x
University of California, Berkeley	x		x	x	x	x	x	x
University of California, Davis	x	x	x	x	x	x	x	x
University of California, Hastings	x		x					
University of California, Irvine	x	x	x	x	x	x	x	x
University of California, Los Angeles	x	x	x	x	x	x	x	x
University of California, Merced		x	x	x	x	x	x	x
University of California, Riverside	x	x	x	x	x	x	x	x
University of California, San Diego	x	x	x	x	x	x	x	x
University of California, San Francisco	x		x	x	x		x	x
University of California, Santa Barbara - Tropicana Gardens							x	x
University of California, Santa Barbara	x	x	x	x	x	x	x	x
University of California, Santa Cruz	x	x	x	x	x	x	x	x
University of Hawaii at Hilo			x	x	x	x	x	x
University of Hawaii at Manoa		x	x	x	x		x	x
University of La Verne	x	x	x	x	x	x	x	x
University of Nevada, Reno								
University of Redlands							x	x
University of San Diego	x	x	x	x	x		x	x
University of San Francisco	x	x	x	x	x	x	x	x
University of Southern California	x	x	x	x	x	x	x	x
University of the Pacific	x		x	x	x	x	x	x
Vanguard University					x			
Westmont College							x	x
Whittier College				x	x			
Woodbury University								

WACUHO  
Income Statement  
For the Eight Months Ending February 28, 2022

	2022 Year to Date	Budget Year to Date	Variance \$(CY-Budget)	2021 Prior Year	Variance \$(CY-PY)
<b>Revenue</b>					
Membership Revenue	\$24,940	\$26,000	(\$1,060)	\$14,887	\$10,053
Investment Income	(3,674)	1,003	(4,677)	19,344	(23,017)
Other Income	825	0	825	0	825
Total Revenue	22,091	27,003	(4,912)	34,231	(12,139)
<b>Expenses</b>					
Administrative Expense	34,632	39,500	(4,868)	27,341	7,291
Committee Expense	0	4,287	(4,287)	492	(492)
Total Expense	34,632	43,787	(9,155)	27,833	6,799
<b>Profit / Loss</b>	<b>(12,541)</b>	<b>(16,784)</b>	<b>4,243</b>	<b>6,398</b>	<b>(18,938)</b>
Profitability Percentage	(56.77%)	(62.15%)		18.69%	

WACUHO  
Balance Sheet  
As of February 28, 2022 - UNAUDITED

	2022	2021	Variance	% Variance
Assets				
Cash	\$139,469	\$54,033	\$85,436	158.1%
Investments	172,974	168,827	4,146	2.5%
Accounts Receivable	24,355	997	23,358	2342.8%
Prepaid Expenses	52,000	17,000	35,000	205.9%
Total Assets	<u>388,798</u>	<u>240,857</u>	<u>147,941</u>	<u>61.4%</u>
Liabilities				
Accounts Payable	563	0	563	0.0%
Accrued Expense	1,693	50	1,643	3290.1%
Deferred Revenue	129,810	6,943	122,867	1769.5%
Total Liabilities	<u>132,066</u>	<u>6,993</u>	<u>125,073</u>	<u>1788.4%</u>
Fund Balances				
Unrestricted Fund Balance	269,272	227,467	41,806	18.4%
Net Income (Loss)	(12,541)	6,398	(18,938)	(296.0%)
Total Fund Balances	<u>256,731</u>	<u>233,865</u>	<u>22,868</u>	<u>9.8%</u>
Total Liabilities & Fund Balances	<u>388,797</u>	<u>240,858</u>	<u>147,941</u>	<u>61.4%</u>

WACUHO  
Schedule of Prepaid Expenses and Deferred Revenue Held  
As of 2/28/2022

	Year to Date 2022	Year to Date 2021	Variance \$(CY-PY)	Variance %
<b>Prepaid Expenses Detail</b>				
WACE	\$52,000	\$17,000	\$35,000	205.9%
<b>Total Prepaid Expenses</b>	<b>52,000</b>	<b>17,000</b>	<b>35,000</b>	<b>205.9%</b>
<b>Deferred Revenue Detail</b>				
<b><u>Memberships</u></b>				
Institutional	12,470	6,943	5,527	79.6%
<b>Total Deferred Membership Revenue</b>	<b>12,470</b>	<b>6,943</b>	<b>5,527</b>	<b>79.6%</b>
<b><u>Conferences</u></b>				
WACE	117,340	0	117,340	0.0%
<b>Total Deferred Conference Revenue</b>	<b>117,340</b>	<b>0</b>	<b>117,340</b>	<b>0.0%</b>
<b>Total Deferred Revenue</b>	<b>129,810</b>	<b>6,943</b>	<b>122,867</b>	<b>1769.5%</b>

REVENUE	21-22 Budget	Proposed 22-23	Notes - Justifications - support
<b>Operating Revenue</b>	<b>\$70,505.00</b>	<b>\$45,300.00</b>	
Membership			
Institutional Members	\$39,000.00	\$39,000.00	
Corporate Partner Members	\$30,000.00	\$0.00	Change reflects move to WACE budget
Investment Income			
Investment returns	\$1,505.00	\$6,300.00	Change reflects 3.5% return of current investment
Sub Total Investments	\$1,505.00	\$6,300.00	
<b>TOTAL REVENUE</b>	<b>\$70,505.00</b>	<b>\$45,300.00</b>	

EXPENSES	21-22 Budget	Proposed 22-23	Notes - Justifications - support
<b>Administrative</b>	<b>\$51,575.00</b>	<b>\$33,970.00</b>	
ACUHO-I Conf regional reception	\$1,650.00	\$1,650.00	
Programmatic committee receptions	\$1,500.00	\$1,500.00	
Insurance	\$2,400.00	\$2,400.00	
Tax Preparation	\$1,300.00	\$1,300.00	
Credit card processing fees	\$7,500.00	\$1,000.00	Change reflects direct billing to WACE
Contracted Administrative Support	\$32,700.00	\$32,700.00	
Non-WACE Program Administrative Fees	(\$10,000.00)	(\$3,500.00)	Change reflects reduced credit card processing fees
WACE Program Administrative Fees	\$0.00	(\$18,000.00)	Change reflects WACE admin and partial Corporate Partners revenue
Technology & Information systems	\$1,250.00	\$1,250.00	
Travel Executive	\$11,925.00	\$11,925.00	
Presidential Travel and Contingencies	\$1,000.00	\$1,000.00	
Supplies	\$200.00	\$595.00	Change reflects increased engagement with Exec Committee
Miscellaneous	\$150.00	\$150.00	
<b>Awards</b>	<b>\$7,000.00</b>	<b>\$4,400.00</b>	
Joan F. Mortell Award (WoW)	\$650.00	\$650.00	
Joan F. Mortell Award (WoW) 20-21	\$650.00		Originally carried over from 20-21
Charles L. Miller / RW Gang	\$500.00	\$500.00	
New Prof. Award to WACE	\$1,300.00	\$1,300.00	
New Prof. Award to WACE 20-21	\$1,300.00		Originally carried over from 20-21
NHTI Honarium	\$1,000.00	\$1,000.00	

EDI- Annual Conference	\$650.00	\$650.00	
EDI- Annual Conference 20-21	\$650.00		Originally carried over from 20-21
EDI- Individual	\$200.00	\$200.00	
EDI- Institutional	\$100.00	\$100.00	
<b>Sub total Operating Expenses</b>	<b>\$58,575.00</b>	<b>\$38,370.00</b>	
<b>Committees</b>	<b>\$13,430.00</b>	<b>\$6,930.00</b>	
Awards & Recognition	\$2,500.00	\$2,500.00	
Corporate Relations	\$7,000.00	\$0.00	Change reflects move to WACE budget
Equity & Diversity Inclusion	\$500.00	\$500.00	
Facilities		\$500.00	Change reflects increased engagement
Gender and Sexuality Network	\$500.00	\$500.00	
Mid-Level Professionals	\$500.00	\$500.00	
New Professionals	\$500.00	\$500.00	
Peers Empowering Parents (PEP)	\$500.00	\$500.00	
Women of WACUHO (WoW)	\$500.00	\$500.00	
WACUHO Network for Professionals of Color	\$500.00	\$500.00	
Available aka Contingency	\$430.00	\$430.00	
<b>TOTAL EXPENSES</b>	<b>\$72,005.00</b>	<b>\$45,300.00</b>	
<b>NET REVENUE</b>	<b>(\$1,500.00)</b>	<b>\$0.00</b>	

# ACUHO-I Foundation Spring 2022 Update

*James Smith, WACUHO Regional Rep to the ACUHO-I Foundation*

# With your help, we have raised funds to support:

## RESEARCH PROGRAMS

- Campus Housing Index
- Funded Research Grants
- Support for sponsored research related to campus housing
- Funded 6 cohorts of original research in cooperation with Bedloft

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- More than 1,000 scholarships awarded
- Regional and Conference BEST Awards
- Scholarships for NHTI and STARS College
- Internship Travel Stipends
- Support of online courses and certificate programs

## RESOURCES AND MORE

- Inclusion and Diversity Initiatives
- Globalization Efforts
- Talking Stick and Housing of College & University Student Housing



**16** Corporate Major Donors

**125** Individual Major Donors

**2** Members from WACUHO

**123** Members in Active Pledges

**9** Members from WACUHO

**\$555,000** in all Pledges



*Thank you to ALL our Foundation Donors!*

# Interested in Donating?

**Innovator Pledge**

**\$10 for 30 Months**

**Historian Pledge**

**\$30 for 30 months**

**Individual Major Donor**

**\$1,000/year for 5 years**

# 1951 Club!

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- Created to celebrate the 70<sup>th</sup> Anniversary of the ACUHO-I Conference and Expo!
- This celebration will continue...Learn ways to pledge and become a part of the 1951 Club! Visit our website to learn more!!!
- <https://foundationgive.acuho-i.org/Donate>





***NOW ACCEPTING  
DONATIONS VIA  
VENMO!***

SEARCH  
ACUHO-I FOUNDATION  
**@acuhoi**



**To learn more about the  
ACUHO-I Foundation, please  
contact**

**James Smith  
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Thank you for your support***

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**WACE 2022**  
**Summary Report for Annual Business Meeting**  
**April 5, 2022**

**Conferee Registration**

- 176 Full Registrations
  - Budget target = 266
  - Registration at 67% of budget
  - 53 New Professionals
  - 9 Graduate Students
- 13 Day Registrations
- \$57,098 Total Income
  - Budget target = \$109,790
  - Conferee Income at 52% of budget

**Corporate Partners**

- 39 Corporate Partners
  - 6 Platinum, 4 Gold, 15 Silver, 14 Bronze
  - Corporate Sponsors target = 61
  - Registration at 64% of budget
- \$114,175 Total Income
  - Budget Target = \$163,350
  - Corporate Partner Income at 70% of budget

**Budget**

	<b>Budget</b>	<b>Estimated</b>	<b>Est.v Budget</b>
Income	\$301,545	\$199,678	(\$101,867)
Expenses	\$289,545	\$271,420	(\$ 18,125)
Net Rev	\$ 12,000	(\$ 71,742)	(\$ 83,742)

**Hotel – Room Block**

- Room nights block target 515 @ 80%
- 558 room nights. 118% of total

**Programs**

- About 40 Programs
- Contacted program presenters from WACE 2020 to offer program spaces first
- 2 Keynotes, Monday and Wednesday Mornings
- Moved to completely paperless evaluation process, good return rate thus far

**Host**

- Hospitality Suite
- Featured Programs:
  - Sunday Movie Night: Encanto (about 10 people attended)
  - Monday Yoga Session (5 people attended)
  - Tuesday Citrus Circuit (modification of 5K)
  - Tuesday Karaoke Night
- Continued daily newsletters

**Exhibits**

- Purchasers Track offered; no takers
- SHO receptions for Platinum, Gold, and Silver level partners

**Marketing/Registration**

- Done great at creating information distribution without it having to be talking heads
  - Need to think about accessibility for visually impaired- acknowledged oversight
- Have had 1 on site registration

# Executive Committee Reports

## Annual Business Meeting 2022

### **MEMBER AT LARGE (MAL) CENTRAL**

Laura Merchant - University of Southern California (USC)

#### Student Leadership Drive-In

Chairs: Northern SLD - Michael Prestin, Central SLD - Brian Rountree

- No in-person drive-ins this year due to campus, travel, and COVID event restrictions
- Initial plans for an all region zoom-in, but those plans did not come to fruition
- Hoping for a return to in-person in 2022-2023

#### Mid-Level Professionals

Chairs: Chris Flores and Lina Anastasovitou

- Regular committee meetings and 2 virtual MLP Chat events
- October event - "What's Next? Navigating Through Fall and Beyond"
- January event - "We're All in the Middle of Something"
- Increased engagement in January (12+ attendees)

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### **MEMBER AT LARGE (MAL) NORTH**

Savanah Headstone - University of California, Santa Cruz (UCSC)

#### New Professionals

Chair: John R. Buchanan

- WACE
  - New Professionals Welcome
  - New Professionals Night on the Town
  - New Professionals Find It
  - New Professionals Breakfast

#### Student Leadership Drive-In

Chairs: Northern SLD - Michael Prestin, Central SLD - Brian Rountree

- Update provided above



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## **MEMBER AT LARGE (MAL) SOUTH**

Abdel Amador - San Diego State University (SDSU)

### WACUHO Network for Professionals of Color (WNPOC)

Chairs: Rhett Burden and Jillian Padilla

- 13 Programs created throughout the year
  - Themes
    - Dismantling white supremacy
    - Implicit bias
    - Self care
    - Transitioning out of Higher Education
    - Boundaries
  - High attendance with folks from different regions coming together
- Extremely active on social media
  - Personal and professional development
  - Care approach

### Student Leadership Drive-In

Chairs: Northern SLD - Michael Prestin, Central SLD - Brian Rountree

- Update provided above

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## **COMMUNICATIONS AND TECHNOLOGY COORDINATOR**

Dr. Kathryn Hsieh - University of California, Irvine (UCI)

### Tech Duties

- Only one tech coordinator for the year - I greatly appreciate everyone's patience and support in helping me to keep everything updated.
- WAVES - future tech coordinator recommendation would be to update mailchimp subscription and create more ALT text friendly content
- Social Media - no updates
- Website
  - Solidifying where content is located (currently spread across multiple platforms)

## Assessment

Chair: N/A

- The committee did some exceptional work revising, implementing, assessing and presenting the WACUHO Climate Survey. Big thank you to Orlando Romero and Joseph Briones for all of their time and effort, as well as the Diversity Equity and Inclusion task force for all of their input and feedback.

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## **OFFICER FOR EQUITY, DIVERSITY, AND INCLUSION**

Raul Mendoza - University of California, Davis (UC Davis)

## Equity, Diversity, and Inclusion (EDI)

Chair: Kohya Lu

- Prepped, promoted, and selected EDI awards
- Continued conversation of the webpage content to be curated by future EDI committee
- Created the hot topic discussions to promote committee involvement around EDI conversations
- Created and hosted meeting times between September-Present
- Review/provide feedback to the assessment team for climate survey and collaborate with the assessment committee on the analysis/present of climate survey results.
- The 2-hour session for WACE 2022 on anti-racism
  - 2 additional programs focus on EDI

## Women of WACUHO (WoW)

Chairs: Alissa Nolan, Brenda Manzo, and Leticia Snoots-Caballero

- WoW created different social opportunities to engage with professionals in the different areas of the region.
- WoW mentorship program to help foster a meaningful mentoring relationships to continue to grow as a professional
- WoW continued their build of community through a book club. This year, they selected "Atlas of the Heart" by Brené Brown.
- WoW Drive-In conference this year occurred on March 4th via zoom which provided the opportunity to a larger audience to attend (open to the entire region).
- WoW will hosted a variety of sessions during WACE (WoW Breakfast and Sunday Social)

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## SECRETARY

Beth Davis-Little - University of Southern California (USC)

### Gender and Sexuality Network (GSAN)

Chair: N/A

- Committee members coordinated and hosted the first official GSAN (hybrid) social complete with raffle prizes from a local, queer-owned business.

### Historian

Chair: Alex Belisario

- Continuation of digitizing past documents for WACUHO archives
- Coordination for posting of past award winners to webpage for ease of access and memory

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## TREASURER

Joshelyn Martin - California State University, Monterey Bay (CSUMB)

### Treasurer Duties

- See [2020-2021 budget summary](#)
- Updated Treasurer Manual created by former treasurer Roger Becker
- Applied for and received Chase credit card and set up automatic payment process
- Reviewed and approved WACE 2022 budget proposal and funding options to keep costs manageable

### Central Office Partnership

- Met regularly with Kyle Norton from ACUHO-I (every other week) to discuss accounts, Economic Injury Disaster Loan updates, and membership numbers
- Submitted ACH and check requests
- A huge thank you to Kyle Norton, Sheila Meyer and the entire Central Office for their support!

### Finance Advisory Committee (FAC)

Chair: Roger Becker

- The annual audit was successfully held remotely on February 4, 2022. In attendance: Roger Becker, Yoo Mi Choi, Laura Dorman, Ramona Hernandez, Dave Keller, James Smith, Joshelyn Martin, Sheila Meyer, Kyle Norton, James

Smith, and Mako Ushihara). During the audit, it was shared that the contract between WACUHO and ACUHO-I is coming up for renewal. After discussion, the FAC committee recommended continuing the ACUHO-I Central Office initiative.

- FAC provides advisement in managing the Merrill-Lynch investment accounts
- Roger Becker, Kyle Norton, and Joshelyn Martin continued to meet bi-weekly to discuss such things as budget reports and the relationship between WACUHO and the ACUHO-I Central Office initiative.

#### Corporate Partners and Exhibits

Chairs: Samuel N. Jones, John Godfrey, John-Paul Wolf

- Incorporation of the Exhibits chair into the committee to solidify the tri-chair model.
- Secured more corporate partners for 2022 than previous year. To date there are (13) bronze, (14) silver, (4) gold, (6) platinum level members.

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## **VICE PRESIDENT**

Robin Gore - Pepperdine University

#### Membership Duties

- Increased committee membership via multiple WAVES newsletters and emails
- Worked to fill vacant chair positions
- Increased university membership via executive leadership outreach
- Reviewed bylaws and considered edits regarding proposal for individual membership
- Outreach for 2022-2023 committee chairs and membership

#### Peers Empowering Parents (PEP)

Chairs: Angela Perry and Kristen Weaver

- Committee Meetings - 2x Month
- PEP Scholarship Proposal to Exec in November; in progress
- PEP Talks (Kristen Weaver served as lead) - These informal sessions involve a short presentation, as well as dialogue and community building. November 9: "Building a family in residence life" Presented by Chaun Ares January 25: "Sigue Para Adelante: Parenting as a graduate student" Presented by Cynthia Silvestre
- PEP Buddies (Emily Sandoval served as lead) - An opportunity to further build WACUHO relationships and broaden the parenting network.
- Created PEP IG Handle: @wachuo\_pep
- Completed a PEP Survey in March

- Completed for WACE, April 3-6 Recognition - PEP Grams; Roundtable- Job Searching as a Parenting Professional in Student Affairs; Poster Presentation- Supporting Parenting Professionals in our Organizations; PEP Squad Meet-Up

### Facilities

Chair: Marie Montoya

- Host a facilitated discussion with facilities professionals to reflect on COVID-19 impact: worked with the exhibitions committee to create a facilities roundtable at WACE
- Facility Staff Appreciation: created an “Appreciate a Facility Worker” opportunity posted in the March WACE newsletter.
- Increase membership: connect with people at WACE to share more insight about the committee.

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## **PRESIDENT ELECT**

Andy Garate - California State University, Fullerton (CSUF)

### Awards and Recognition

Chair: Andy Garate

- Small committee organized a successful nomination for the Charles L. Miller Award recipient.
- Did some regional recognition over the WAVES for other awards including Of the Month Awards!

### Nominations

Chair: Kafele Khalfani

- Successful nomination campaign with almost a full slate of candidates
- Big thank you to the nominations committee for engaging and making sure we send out information to our member institutions about the candidates
- Still looking for a Member at Large - Central!

### Time and Place

Chair: Kafele Khalfani

- Have sent a call out for the WAVES in hopes of securing a WACE 2024 location and possible host institution
- If anyone is interested in hosting for WACE 2024 (or WACE 2025) please connect with us! We'd love to work with you.

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# PRESIDENT

Laura Dorfman - University of California, Irvine (UCI)

## ACUHO-I Leadership

- Met monthly with regional presidents to provide support and a space for ideas.
- Changed “best of” ACUHO-I award to a ACUHO-I scholarship in alignment with ACUHO-I values of inclusion and supporting new professionals.
- Reviewed regional best practices regarding bias incident reporting and process.

## Past Presidents

Chair: Alex Belisario

- The “Avengers”, a.k.a. Past Presidents, were helpful in providing useful insights and context regarding history of individual membership, merging of corporate partners and exhibits and have offered support at the conference.

## Strategic Planning

Chairs: Chrissy Bender and Chris Flores

- Strategic Plan survey distributed to membership, asked SWOT related questions
- Pulled themes from the survey and committee has begun to create Strategic goals, objectives and initiatives
- Next year’s Strategic Planning committee will look to conduct an external review and finalize the Strategic Plan

## WACE 2022 Conference Committees

Conference Co-Chairs: Chrissy Bender and Andy Plumley

Host Co-Chairs: Kevin Nguyen Chastain

Program Co-Chairs: Rayana Smith and Karlie Baker

Marketing/Registration Co-Chairs: Cassandra Butcher and Mako Ushihara

- Created all aspects of in-person conference (again)
- Addressed travel and covid uncertainty; developed an engaging conference at an accessible cost
- Keynote Speakers: Shola Richards and Dr. Lauren Cook
- Engaged with corporate partners to encourage attendance and support
- As of the date of this report 3/24: 185 registered conferees and 33 registered exhibitors.