



# Admin 101: Nuts and Bolts of Administration

## 2024 PROGRAM OVERVIEW July 21-25, 2024

Program Location (Sun-Wed)	Hotel & Program Location (Thurs)	Welcome Reception & BBQ (Sun Eve)
<b>Irvine Valley College [IVC] Building B-200</b> 5500 Irvine Center Drive Irvine CA, 92618	<b>Ayres Hotel &amp; Suites Costa Mesa / Newport Beach</b> 325 Bristol St Costa Mesa, CA 92626 (714) 549-0300	<b>Great Park Neighborhoods Pavilion Park Clubhouse &amp; Terrace</b> 194 Compass Irvine, CA 92618

### DAY ONE: Sunday, July 21, 2024

#### SECTION ONE—ORIENTATION/GROUP DYNAMICS & SYLLABUS REVIEW; GOVERNANCE, SYSTEM AND LEADERSHIP

#### Time

#### Event

**10:00**                      **Program Check-In Opens** (*IVC Campus—Building B-200, Room B209*)

This timeframe will accommodate both those going directly to IVC, and those checking bags at the hotel before catching the provided transportation (bus) from the hotel to the campus **before its 10:15 a.m. departure**. Refreshments will be available in the meeting room on the IVC Campus upon arrival and a welcome lunch buffet will open at 11:45 a.m. If you're driving in, be sure to park in Lot 10 and look for the blue and yellow balloons.

**10:15 a.m.**                      **Shuttle Transportation from Ayres Hotel to IVC**  
(*Ayres Main Lobby Entrance*)

If you are checking in at the hotel first, plan to arrive at Ayres Hotel **prior** to 10:00 a.m. in order to catch the transport to the campus. If you miss the bus, you are responsible for your own transportation to IVC.

**Program Note:** Upon arrival at IVC, you will be directed to our meeting room when you will find your badge, shirt and program swag bag, placed alphabetically by last name. Be on the lookout for others with the same beach designation on their badges. Those individuals are members of your cohort whom you will work with throughout the program.

**11:00 a.m.**                      **Orientation/Group Dynamics- Program Facilitators**

**Russi Egan**, VP, Administrative Services, Lake Tahoe  
**Dr. Tabitha Conway** Dean of Student Services, Sierra College  
**Dr. Tracey Coleman**, Dean, Applied Technology and Business, Chabot College

Your Admin 101 facilitators will introduce you to your fellow participants, provide the essential orientation to the Admin 101 program content, and your assigned cohort group will be revealed!

**Program Note:** Prize drawings will be held throughout the event. Unless you are already a lucky winner, be sure to hold onto the raffle ticket behind your badge as we will be doing drawings for \$25 gift cards through Thursday morning.

**11:30 a.m. Welcome Address**

Your program facilitators will provide the official program kick-off “Welcome to 101!” along with **John Hernandez**, President of Irvine Valley Campus, who will provide his welcome to the campus, and a quick overview of the IVC operation.

**11:45 a.m. Lunch by Cohort (IVC Campus – B Quad)**

**Program Note:** Please note the beach themed designation on your badge and sit by cohort. This is your opportunity to start getting to know each other and to identify members of your cohort to participate in team games at the evening reception. A program team member will be at your table between 12:00 and 12:15 p.m. to review the evening events. Look for your team signs to sit together!

**12:30 a.m. Meet the Team**

**1:30 p.m. Unapologetic Leadership: Leading through Challenge, Opportunity, and Accountability**

**Dr. Keith Curry**, President/CEO, Compton College

During this presentation, Dr. Keith Curry, President/CEO of Compton College, will provide a national and statewide overview of community college governance. In addition, participants will receive an overview of statewide legislation that has impacted community colleges and practical tools for implementing these legislative mandates at our respective community college campuses. This will be an interactive presentation that will include various activities and discussions among program participants.

**2:45 p.m. Networking/Technology Break**

**Program Note:** *If you have concerns about your shirt style or fit, we will do our best to exchange sizes and styles during this time in Room 205 (across the hall) and based on availability.*

**3:00 p.m. Unapologetic Leadership: Leading through Challenge, Opportunity, and Accountability (cont’d)**

**5:00 p.m. Shuttles Depart for Great Park Neighborhoods Pavilion Park Clubhouse & Terrace**

**5:15 p.m. Admin 101 Welcome Reception & Picnic BBQ**

This casual evening includes beverages, appetizers and a BBQ buffet. Get to know your cohort while enjoying a live DJ, dancing, karaoke, and cohort contests – name that tune and musical performance (karaoke and/or lip sync).

**Program Note:** Be sure to find your Chat Pack card match, answer the question to each other and then, together, find our volunteers wearing colorful pom pom headbands to turn in your cards together and collect another drawing ticket each.

**8:30 p.m. Shuttles depart to Ayres Hotel (loading will begin at 8:15pm)**

**DAY TWO: Monday, July 22, 2024**

## SECTION TWO—EQUITY INITIATIVES AND HR

<b>Time</b>	<b>Event</b>
6:45 to 7:45 a.m.	<b>Deluxe Continental Breakfast at Ayres Hotel</b> ( <i>Living Room – located behind main pool</i> )
8:00 a.m.	<b>Shuttle Transportation from Ayres Hotel to IVC</b> ( <i>Ayres Main Lobby Entrance</i> )
	<b>Please wear or bring your program branded shirt today!</b>
8:30 a.m.	<b>Coffee &amp; Conversation</b> ( <i>IVC Campus—Building B-200, Room B209</i> )
8:45 a.m.	<b>Sunday Recap/Opening Remarks</b>
9:00 a.m.	<b>Leading Equity Initiatives as an Administrator Confirmed</b>
	<b>Bobby Nakamoto</b> , Dean, Social Sciences, Chabot College <b>Abigail Garcia Patton</b> , Vice President, Academic Affairs, Los Angeles Trade Tech College <b>Matias Pouncil</b> , Vice President, Academic Affairs, Evergreen Valley College
	This session will engage participants in equity and identity work as people and professionals in order to be effective as an administrator. The workshop will explore how one’s own identity impacts serving marginalized and disproportionately impacted populations, and how to lead equity initiatives—often from the middle. Conversation includes how to advocate for equity and justice as an administrator, with a specific focus on identity-conscious supervision. The conversation will guide participants through challenging situations as they navigate identity, power, and positionality. Attendees will be left with specific considerations, actions, and tools to sustain one’s life, balance, and commitment to equity, justice, and liberation.
11:00 a.m.	<b>Networking/Technology Break</b>
11:15 a.m.	<b>Leading Equity Initiatives as an Administrator (cont’d)</b>
12:30 p.m.	<b>Lunch with Your Colleagues</b> ( <i>IVC Campus – B Quad</i> )
1:30 p.m.	<b>Cohort group photo</b> -Wear your branded program shirts given out on Day 1
1:45 p.m.	<b>Networking/Technology Break</b>
2:00 p.m.	<b>Managing People in a California Community College</b>

**David Betts**, Vice President, Human Resource & Employee Relations, Monterey Peninsula College  
**Cecy Garcia**, Assistant Superintendent/Vice President of Human Resources, Palo Verde College

Community college managers serve in diverse areas of responsibility, including academic affairs, student services, fiscal, human resources, facilities, information technology, public relations, institutional research, etc. The experience managers bring into their positions of having previously supervised people is similarly varied and diverse. Typically, colleges hire us into management positions because we demonstrated potential and promise from having done something or some things well. Supervising people is generally not one of those things, especially for entry level managers. This training will fill that gap and give you a foundation for successfully managing the performance and addressing the conduct of the people you

supervise. Following these principles will make it much easier for your Human Resources department to be able to support you and have your back as you face the challenges of managing people.

- 3:30 p.m.**                    **Networking/Technology Break**
- 3:45 p.m.**                    **Managing People in a California Community College (cont'd)**
- 5:00 p.m.**                    **Shuttles Depart for Ayres Hotel**
- 5:30 to 7:30 p.m.**        **Complimentary Reception** (*Ayres Hotel Living Room located behind main pool*)

**Program Note:** Dinner is on your own. However refreshments including beer, wine, soft drinks, water and light snacks will be served. The hospitality room will close at 7:30 p.m. The **hotel restaurant** and bar is open until 11:00 p.m. and both pools are open until 10:00 p.m.

## **DAY THREE: Tuesday, July 23, 2024**

### **SECTION THREE—BUDGETS AND ENROLLMENT MANAGEMENT**

- | <b>Time</b>              | <b>Event</b>   |
|--------------------------|--|
| <b>6:45 to 7:45 a.m.</b> | <b>Deluxe Continental Breakfast at Ayres Hotel</b> ( <i>Living Room – located behind main pool</i> )   |
| <b>8:00 a.m.</b>         | <b>Shuttle Transportation from Ayres Hotel to IVC</b> ( <i>Ayres Main Lobby Entrance</i> )   |
| <b>8:30 a.m.</b>         | <b>Coffee &amp; Monday Recap/Opening Remarks</b>   |
| <b>8:45 a.m.</b>         | <b>Stronger Together: How College Administrative Services and Instruction Collaborate to Achieve Greater Outcomes</b>  |
|                          | <b>Sarah Schrader</b> , Vice President, College and Administrative Services, Modesto Junior College<br><b>Patrick Bettencourt</b> , Vice President of Instruction, Modesto Junior College  |
|                          | ACCCA Admin 101 lays the foundation for budgeting and finance along with enrollment management, two practices that are central to the operations of community colleges. This introductory session demonstrates how the Vice President of College Administrative Services and the Vice President of Instruction at Modesto Junior College practice collaborative approaches to budget development and enrollment management. The session will provide an introduction to budgeting concepts such as funding types, account code structures, budget development and monitoring, compliance, and reporting requirements all in light of developing and maintaining a schedule of classes that provides equitable access to the greatest number of students possible. This collaborative approach serves as an overarching guide for decision-making and resource allocations within an instructional context. |
| <b>11:30 a.m.</b>        | <b>Lunch with Your Colleagues</b> ( <i>IVC Campus – B Quad</i> )   |
| <b>12:15 p.m.</b>        | <b>Stronger Together: How College Administrative Services and Instruction Collaborate to Achieve Greater Outcomes Cont</b>   |
| <b>2:15 p.m.</b>         | <b>Networking/Technology Break</b>   |

- 2:30 p.m.**                    **Stronger Together: How College Administrative Services and Instruction Collaborate to Achieve Greater Outcomes Cont**
- 4:45 p.m.**                    **Mentor Program Spotlight**
- Geisce Ly**, Dean, Downtown Center and School of Business, Child Development, Culinary, Fashion, & Horticulture, City College of San Francisco
- 5:00 p.m.**                    **Shuttles Depart for Ayres Hotel**
- 5:30 to 7:30 p.m.**            **Complimentary Reception** (*Ayres Hotel Living Room located behind main pool spa*)

**Program Note:** Dinner is on your own. However refreshments including beer, wine, soft drinks, water and light snacks will be served. The hospitality room will close at 7:30 p.m. The **hotel restaurant** and bar is open until 11:00 p.m. and both pools are open until 10:00 p.m.

## DAY FOUR: Wednesday, July 24, 2024

### SECTION FOUR—NEW LEADERS

<b>Time</b>	<b>Event</b>
<b>6:45 to 7:45 a.m.</b>	<b>Deluxe Continental Breakfast at Ayres Hotel</b> ( <i>Living Room – located behind main pool</i> )
<b>8:00 a.m.</b>	<b>Shuttle Transportation from Ayres Hotel to IVC</b> ( <i>Ayres Main Lobby Entrance</i> )
<b>8:30 a.m.</b>	<b>Coffee &amp; Conversation</b> ( <i>Main Lecture Room</i> )
<b>Program Note:</b> If you haven't yet started filling out your Peer to Peer Awards form now (and until 1:00 p.m. today) is the time. We will be collecting your completed forms as you return from lunch today so that we may compile responses. Award winners will be announced tomorrow.	
<b>8:45 a.m.</b>	<b>Tuesday Recap/Opening Remarks</b> ( <i>Russi Egan and Jamal Cooks</i> )
<b>9:15 a.m.</b>	<b>Leadership From The Inside Out</b>
	<b>Dr. Tina King</b> -President, San Diego College of Continuing Education <b>Jeanie M. Machado Tyler</b> - Vice President, Cuyamaca College <b>Dr. Tracey Coleman</b> , Dean, Applied Technology and Business, Chabot College

This is your opportunity for an intimate experience with three different California Community College Leaders. Each will share their personal story with an emphasis on the fact that with the right attitude, skills and experience any administrator can get where they are. Leadership from the inside out demonstrates how leaders are able to express their character, strengths, and personalities, to impact change in their areas of influence.

- 10:30 a.m.                    **Networking/Technology Break**
- 10:45 a.m.                    **Leadership From The Inside Out (cont'd)**
- 12:00 p.m.                    **Lunch with Your Colleagues** *(IVC Campus – B Quad)*
- 1:15 p.m.                    **Leadership From The Inside Out (cont'd)**
- 2:30 p.m.                    **Cohort Time**

**Program Note:** Be sure to get your best 1-3 (max) photos from the program to Cecy before 4:00 p.m. today if you haven't already and if you'd like to be included in the photo contest and closing slide show. You may email to [cgarcia@paloverde.edu](mailto:cgarcia@paloverde.edu). Remember to include your name!

- 4:00 p.m.                    **Shuttles Depart for Ayres Hotel**
- 5:30 p.m.                    **Hosted "Beach Party" Reception and Buffet Dinner**  
*(Ayres Hotel, Main Building Pool Courtyard)*  
**NO SWIMMING!**

Join us for the Admin 101 Beach Party! Feel free to get into the spirit with your shorts, sundresses, Hawaiian shirts, flip flops and other beach attire. Entertainment by **Max Mendoza** (guitar) and **Greg Zilboorg** (trumpet) providing background music.

## DAY FIVE: Thursday, July 25, 2024

### SECTION FIVE—REFLECTION, REVIEW & CLOSING LUNCHEON

- | <b>Time</b>  | <b>Event</b>   |
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| 7:15 to 8:30 a.m.  | <b>Deluxe Continental Breakfast at Ayres Hotel</b> <i>(Living Room – located behind main pool)</i>   |
| <b>Program Note:</b> Luggage may be stored in the Living Room if desired. Due to space limitations we ask that you not bring it into the meeting room. |  |
| 8:30 a.m.  | <b>Coffee &amp; Conversation with Program Slide Show</b> <i>(Ayres Hotel, Camberley Room)</i><br>Please find the table with your cohort name and sit by cohort for the session this morning. |
| 9:00 a.m.  | <b>Cohort Presentations on "Take-Away" Concepts</b>  |
| 10:00 a.m.   | <b>Graduation, Peer to Peer, Photo Contest and Other Awards</b>  |
| 11:15 a.m.   | <b>Program Debrief &amp; Review</b>  |
| 11:45 a.m.   | <b>Closing Lunch &amp; Networking</b> <i>(Ayres Hotel, Main Building Pool Courtyard)</i>   |
| 1:00 p.m.  | <b>Program Adjourns</b>  |

