



Structure and Related Roles/Responsibilities of the Management Development Commission (MDC)

Structure of the Commission

The Management Development Commission (MDC) is overseen by a Chairperson and a Co-chair/Chair Successor who are **not** assigned to any specific program. The Chair of the MDC is appointed by the president, confirmed by the Board and may be re-appointed annually.

Currently, there are six (6) established programs being facilitated by ACCCA and managed by the MDC including:

- Admin 101 Program
- Admin 201 Program
- Great Deans Program
- ACCCA Mentor Program
- Annual Workshop on the Governor's Proposed Budget
- Annual Conference
- ACCCA Regional Events and Webinars

Each of these programs and events are described in greater detail within this document.

Each program team is managed by a designated coordinator, as well as a co-coordinator who is assumed to be the successor. Both the coordinator and co-coordinator of each program are appointed by the MDC Chair in consultation with ACCCA staff. The MDC Chair/Co-Chair meet regularly/as necessary by phone with the team coordinators for each program. The Chairs/Co-Chair of the Commission and each program team Coordinator/Co-coordinator comprise the full Management Development Commission.

The MDC will generally meet on a monthly basis via zoom conference unless otherwise agreed to by the Commission. Monthly meetings shall allow each Team to report on event planning progress, and for the Chairs to assist and provide guidance to team chairs with regard to process, content development and to relay direction from the Board of Directors as necessary. The MDC Chair and/or Co-Chair will serve as Ex-Officio members of the board and will be expected to attend ACCCA Board meetings.

Roles and Responsibilities

Commission Chair/Co-Chair (Successor): Attends each meeting of the ACCCA Board and maintains frequent/effective communications with Board members, ACCCA staff and program team coordinators, and serves as a liaison between the Board and the established program teams. The Chairs are responsible developing and managing program budgets in cooperation with ACCCA staff, as well as collaborating with program coordinators to develop content and format recommendations, as well as new training concepts for the consideration of the ACCCA Board. Works with staff to provide procedural guidance to program teams including the facilitation of planning and event logistics and advises staff on all calendar and roster changes for the commission and program teams.

Program Team Coordinators/Co-Coordinator—General Description of the Role:

- Program coordinators are appointed by the Commission Chair and will work with them to ensure the ultimate success of the event or program for which they are responsible.
- Program coordinators may serve up to three years and may be re-appointed. Annual Conference Program Chairs are appointed on a year to year basis, and a co-chair for the Conference Planning Team may assume the role of the Chair in the following year. An attempt will be made to provide for a successor or co-chair for each program.
- Each event/program must be strategically managed by the program coordinators, including seeking approval of content and format design as appropriate, oversight of core initiatives, and successful completion of all event-related tasks and projects.
- Program coordinators, in collaboration with staff, are responsible for the overall planning process and ensuring that the resulting event/program is consistent with the mission and vision of ACCCA.
- Program coordinators work closely with ACCCA's staff who provide procedural guidance, as well as planning assistance and executing program logistics according to an established planning calendar. To be successful, program chairs must communicate regularly with members of their team and hold regular/as necessary meetings with team members so that progress and/or lack of progress can be reported and subsequently relayed to the Chairs of the Commission.

Specific Duties for Each Program Coordinator

- Attend all MDC meetings to provide progress reports for your related event/program.
- Liaison with content coordinators to identify gaps in training areas and review collected data and evaluations.

- Collaborate with team members and to design and plan event/program content and format that best serves the established target audience of the program.
- Ensure that each team member is assigned to, and is responsible for, a task or major component of the program and establish a communications plan with them to keep you apprised of their progress.
- In cooperation with ACCCA staff and their designated consultants, review and select locations and venues for the event/program that are appropriate and cost effective for the program.
- Collaborate with staff and Commission Chairs to establish a program/event planning timeline at least a year in advance of the event/program launch.
- Provide ACCCA Office with updates on roster, calendar of meetings and event planning timeline changes, as well as any team meeting notes taken.
- Ensure that the team, and/or designated members of the team, consider a variety of keynote speakers and presenters according to the planning timeline, and based on established criteria. Criteria includes budget, reputation, expertise, speaking ability and the ability to make a significant contribution to the event/program.
- Adhere to pre-approved event/program budget and obtain authorization for expenses outside of those budgeted. Provide ACCCA staff with receipts for all expenses incurred for which reimbursement is due or payment is required.
- Make recommendations to the MDC Chairs for new team members when necessary.
- Monitor the registration/enrollment process for the event/program and review/vet/approve the incoming class or cohort based on established criteria.
- Participate in an on-site debriefing of the program and ensure that a summary of the teams' debriefing notes are made available to the Chair and staff for distribution to the Board.

Content Review Team

The Content Review Team is a standing sub-committee of the Management Development Commission that is tasked with review and vetting of all program curriculum, evaluation data and establishing and maintaining learning outcomes for each program. The Content Review Team will also review all event training content including conference breakout and general session content; workshop and regional event content and webinar training content.

Leadership of the Content Review Team is appointed by the MDC Chair with the concurrence of the other members of the MDC. The team's coordinator and co-coordinator shall adhere to the following requirements of the role:

- Attend all MDC meetings to provide a progress report for the current status of curriculum and changes to programs, and discuss content needs by program.
- Liaison with all program chairs to familiarize yourself with content and identify gaps in training areas.
- Collaborate with team members and to design and plan event/program content and format that best serves the established target audience of the program.

- Review all program data and evaluations and make suggested program changes.
- Review and revise all established program Learning Outcomes on an annual basis.
- Review annual membership survey questions to ensure accurate data metrics are being applied in the best interests of ACCCA’s professional development programs.
- Provide ACCCA Office with updates progress.
- Make recommendations to the MDC Chairs for team members when necessary.

Program Team Members

Each team will be comprised of a Program Coordinator and Co-Coordinator who is the successor to the Coordinator, and various volunteer team members selected for their ability to contribute to the program or purpose of the team. The number of team members is at the discretion of the Program Coordinator. Team members may serve on the same team for up to 3 years consecutively, at which time they may opt to join another program. New team member appointments are made by the Program Coordinator and are approved by members of the Commission.

Volunteer Pool

The ACCCA Office shall maintain a roster of volunteers who have taken the volunteer preferences survey and indicated a preference for professional development assignments. Volunteer selections for event assignments may be made from this pool by a Program Coordinator to expand a team or replace a departing team member or mentor.

Program Profiles and Distinguishing Characteristics:

Admin 101—a 5-day intensive training program [Boot Camp] for new, or new to the state, administrators and managers who require a general understanding of the administrative role within a California Community College. This extremely successful program has been in existence since 2000 and its format has not changed much over the years, but the content has evolved. The program’s content is diverse and requires an annual review and vetting to ensure it remains current and effective. The program utilizes seasoned administrators as volunteer presenters and serves up to 72 individuals each year. The program is currently facilitated in southern California utilizing facilities at both Brandman University Irvine, Irvine Valley College and the Ayers Hotel in Irvine. The program requires provided transportation of participants between venues. Strong professional network building opportunity.

Admin 201--a 5-day intensive training program focused on leadership development and transformational change management. As with Admin 101, the 201 program requires an annual review/vetting of content to remain current and effective. The program has evolved from its first iteration in 2010 into a case-based training program utilizing a leadership assessment component, panels of experts to speak to leadership development and institutional crisis management, and a leadership lens and analysis approach to incorporating enhanced

skills into a participant’s existing strengths. The program serves up to 35 individuals and relies on seasoned senior leadership of the community college management team to facilitate the instruction. The program is facilitated in northern California utilizing facilities provided by the State Chancellor’s Office and a local hotel. Program represents a strong network building opportunity.

Great Deans Program—a year-round program designed to assist deans who have 5 years or less on the job. Participants come from both faculty and managerial backgrounds and are focused on five areas of training: budget management; faculty relations; personnel management; evaluations; and enrollment management. The program features a three day “kick-off” event in July followed by four regional one day events to reinforce lessons, share experiences and hear from seasoned experts in the field. The program represents a strong network building opportunity.

Mentor Program—a year-long program that pairs a less experienced administrator or manager with a seasoned administrator working in the category that the mentee aspires to. The Mentor Program Team is separated into northern and southern units that operate under the oversight of the program coordinator(s). The Mentor Program was created by ACCCA volunteers in the late 70’s to expand administrative capacity in the community college system. In the years since, the program has evolved to incorporate a “learning contract” between the Mentee and Mentor that addresses areas of skill development customized to the needs of the mentee. The year of training includes regular connection between the Mentor and mentee [both formal and informal] to pursue elements of the learning contract. This work can include job shadowing, consultation and collaboration on projects and presentations. The program includes an annual training retreat, and scheduled regional workshops and trainings throughout the year. Each program kicks off and graduates at a session included in the annual conference.

Event Profiles and Distinguishing Characteristics

Budget Workshop—a one-day event designed to preview the elements of the annual budget proposal released by the Governor in January, and provide insights and strategies from both governmental agencies that designed it and community college experts who have to implement it. It should be noted that of all the ACCCA programs, the Budget Workshop is the only event that is co-sponsored jointly with another affiliated organization [ACBO], who appoint their program team representative annually. The program is facilitated in mid-January following release of the budget proposal. The program utilizes a local hotel or other venue in Sacramento to allow local agency representatives to easily participate. The “e-pages of the budget document, appropriate analysis and information are provided in the budget book which is provided to attendees. A keynote speaker is selected by the program team to round out the event program.

Annual Conference—an annual gathering of the members of ACCCA, other non-member administrators and managers, and ACCCA’s business members and other sponsors and affiliates

of ACCCA. This annual event draws nearly 400 participants. Locations are generally destination hotels or resorts, and the event is usually “hosted” by one or more local community colleges within the region of the location who provide volunteers, expertise and in kind contributions to the program. The Conference Team works directly with staff and the contracted meeting planner to coordinate all aspects of event planning. The full participation of the team Co-Coordinator is necessary to ensure they are prepared to step into the primary Coordinator role in the following year. Generally, the Conference program features four General Sessions; 20-30 breakout sessions; 2 evening receptions; a full day of mock interviews; 30+ exhibit booths and is the venue for the graduation of both the Mentor Program and Great Deans Program cohorts. The event can also serve as an affiliate meeting place; a launching point for member recruitment initiatives; announcement of new programs and information and can be used for official business meetings of the Association.