

Management Development Commission

2023-2024 Annual Report

Chair: Geisce Ly

The 2023-2024 Year in Review

Committee Composition and Meetings: The MDC is composed of the team leads/chairs for ACCCA's nine professional development programs. Susan Bray and Alex Karatti have been instrumental in providing staff support and operational logistics. In 2023-24, the MDC met monthly (usually on the first Wednesday) via Zoom.

This past year's focus was to:

1. Identify the learning outcomes for all the PD programs
2. Finalize the logos and program guide for all the programs with support from 25th Hour Communication
3. Launch the Social Justice & Career Advancement Institute in June 2024 (first cohort of 40) and second cohort of 40 in October 2024
4. Establish communication plan for announcements, deadlines and applications of all the programs
5. Plan, coordinate, and host a highly successful annual conference in Orange County, including providing headshots for attendees, organizing the Breakfast with a Leader networking event, and convening the 101, 201, Great Deans, and Mentor Program alumni mixer the night of the pre-conference.
6. Redesign/strengthen the content and delivery of every program to elevate them from good to great
7. Offer four webinars this academic year
8. Host the Annual Budget Workshop in person back in Sacramento (first time at the SAFE Credit Union Convention Center) after a few years of being virtual
9. Explore options to increase capacity in programs where expansion is necessary and possible
10. Finetune the virtual Admin 002 (So You're Ready to Apply for Admin Jobs?) to be held in January, and Admin 001 in October
11. Develop a succession plan for every program by adding additional team members and onboarding them
12. Advance the feedback received from past membership surveys

2024-25 Goals: The MDC did an outstanding job pivoting again post-pandemic to successfully offer invaluable professional learning opportunities in-person and virtually. We successfully adapted our programs' content and delivery considering our new normal and will continue to gauge our members' interests and needs. We will continue our monthly MDC meetings on Zoom. We are committed to pursue the following programmatic goals:

1. Plan, coordinate, and host another high-quality conference in February 2025 in Monterey. The theme is P.L.A.N with Purpose (Prepare-Lead-Advocate-Narrate).
2. Continue to offer opportunities for attendees to optimize their 2025 conference experience, such as getting their headshots, leveraging the Breakfast with a Leader networking event, and attending the program alumni mixer.
3. Launch our newest program—Social Justice & Career Advancement Institute—in June and October 2024.

4. Modify and expand our mock interview program and identify team leaders to coordinate this effort.
5. Continue to review, adjust, and pivot program modalities as necessary to accomplish expansion of capacity, fill existing gaps in the pathway, and/or modify the program frequency.
6. Continue to embed elements of diversity, equity, inclusion, and belonging into every program.
7. Identify venues for future Management Essentials trainings: Foothill College in October 2024, Monterey in February 2025, and SoCal location TBD (LA area) in Fall 2025.
8. Continue to plan, coordinate, and offer six relevant and timely lunch-and-learn webinars in 2024-25.
9. Continue to engage members who expressed interests as a volunteer and provide them with opportunities to be more involved.
10. Continue to develop succession plans for every program by adding additional team members and onboarding them as appropriate.
11. Develop a policy to compensate recurring and/or notable speakers.
12. Maintain a database of program evaluation results and conduct a comprehensive review of surveys for continuous program improvement.
13. Develop an assessment tool to measure outcomes and program impact over time by tracking/surveying participants post-program to assess personal development and professional growth.

MDC Team Leads

- **Mentor Program:** Andy MacNeill, Geisce Ly, and Kiersten Elliott
- **Admin 101:** Russi Egan and Jamal Cooks
- **Great Deans:** Ray Gamba and Isaac Rodriguez
- **Admin 201:** Charlie Ng, Mike Holtzclaw, and Jennifer Zellet
- **Admin 001 and 002:** Ajani Byrd, Andy MacNeill, Jennifer Zellet, Lonita Cordova, Tre'Shawn Hall-Baker
- **Management Essentials:** Natalie Schonfeld and Geisce Ly
- **Social Justice & Career Advancement Institute:** Joshua Moon-Johnson, Lonita Cordova, Gita Runkle, and Emilie Mitchell
- **Conference:** Kiersten Elliott and Andy MacNeill
- **Webinars:** Silvia Cornejo and Chris Gibson
- **Budget Workshop:** Willy Duncan and an ACBO Appointee TBD

Annual Conference

- The 2024 conference in Orange County was a huge success! With approximately 418 attendees and 61 Sponsors, it was one of ACCCA's most attended conferences to date.
- The "Level Up - Challenge Accepted" theme was well received and a perfect follow-up to our 2023 conference (theme was United Leadership: Endless Opportunities) for us to continue building, rekindling, and strengthening our community. Our audience this conference Dean Instructional 26.9%, Dean Student Services 16.67%, Program Managers 23.81%
- The "Breakfast with a Leader" networking event was a hit. 45 Attended Breakfast w/a Leader (88 signed up)
- Numerous attendees had their headshots taken. Good idea to pay two professional photographers and schedule them on Thursday. 228 Headshots- (162 signed up 66 walked in)
- The pre-conference ACCCA Program Alumni Mixer was well attended. Purchase the program (standing) banners for next year. 60+ Alumni Reception (48 signed up)
- The keynote speakers and panelists were intentionally chosen for their; and the workshop

- offerings were selectively curated and well-attended.
- For next year, shorten the Affiliate Summit if we were to include this next year. Also, the Thursday schedule could have three breakout session times instead of just one.
- We continued the ACCCAx Talks and will advertise this more intentionally in the future.
- The keynote session and breakout sessions on Friday were not as well attended.
 - o 35 total breakouts (last year we had 45)
 - o 13 session had over 40 attendees
 - o 7 session had 20 or less (3 of which were on Friday/ 2 sessions were QA with keynotes)
- We continued the Conference Buddy program to help orient first-time attendees to provide a more positive conference experience and will promote this opportunity well in advance in the future. How else can we improve this program for next year?
- Overall, the evaluations were very positive.

Mentor Program

- We graduated 23 mentees in the Class of 2024 mentees: 11 from the North and 12 from the South. 59 applied for the program.
- - o Both the Spring and Fall retreats were held in-person and we all had a terrific time.
 - o We supplemented additional learning opportunities by continuing the Mentor Program Learning Series on Zoom for it helped with community building and peer support.
 - o Mentees participated in regional meetups and monthly small group check ins.
- We recruited two new team members (Misty Stroud and Nashona Andrade) from the Class of 2024 for the upcoming cohort.
- Kiersten Elliott is now the SoCal Co-Chair (with Andy MacNeill).
- There are 22 mentees in the current Class of 2025: 9 in the North, and 13 in the South. 58 applied for the program.
 - o Selecting this cohort continues to be rather challenging because it was a very competitive applicant pool.
 - o The bonding that took place in person at the Spring retreat in Los Altos Hills was priceless.

Great Deans

- The Class of 23/2024 (total of 42,) participated in-person and virtually. 60 applied for the program.
- There are currently 75 administrators who have applied for the current cohort Class of 24/2025 and 50 have been accepted, which will kick-off in Sacramento, July 22-24. Increase from last year.

Admin 101

- The Class of 2023 (composed of 69 administrators) participated in-person. The previous two cohorts participated virtually. 121 applied for the program.
- We received 87 applications for the Class of 2024. We hope to select 72 administrators and are on track to do so. Right now we have 70 confirmed (five will be from our host college Irvine Valley College at no cost).
- The cohort in July 2024 will be the second year that we will be convening at Irvine Valley College for the entire duration.

Admin 201

- The Class of 2023 (composed of 23 administrators) participated in-person. 30 applied for the program.
- We received 20 applications for administrators to be in the Class of 2024 to be from July 15-19 in Sacramento. 20 were accepted.
- Reworking program format and adjusting timeline to offer every other year. Next offering is July 2026 to ensure we have an adequate number of qualified applicants.

Admin 001 (Virtual)

- The program's fifth and most recent cohort of 67 participants participated in October 25th & 26th, 2023. 106 applied for the program.
- The program fee increased by \$50 to \$250/participant.
 - o Those selected for this program received a one-year Associate Membership and those moving into administration will be recruited for full membership.
- The fourth cohort participated virtually on June 7-8, 2022. There were 28 in attendance.
- The program has been distinguished from Admin 002 by concentrating on the roles of administrators (Admin 001) where Admin 002 prepares the participant in preparing to search, apply, and interview for an administrative position.
- The next 001 is scheduled for October 24-25. Applications open July 8th.

Admin 002 (Virtual)

- The program's second cohort of 34 participants participated in January 23-24, 2024. 41 applied for the program
- The first cohort in January 2023 had 29 participants. 32 applied for the program
- The fee is \$250/participant.
 - o Those selected for this program received a one-year Associate Membership and those moving into administration will be recruited for full membership.
 - o All participants received an ACCCA mug with their registration.
- The program has been distinguished from Admin 001 by concentrating on the roles of administrators in Admin 001 and preparing the participant in preparing to search, apply, and interview for an administrative position in Admin 002.
- The next 002 is scheduled for January 2025.

Management Essentials

- We have offered this program eight times thus far:
 - o February 2020 in Riverside
 - o October 2021 in Costa Mesa 51 applied for the program.
 - o February 2022 in Monterey 47 applied for the program.
 - o June 2022 at San Diego Mesa College 61 applied for the program.
 - o October 2022 at San Joaquin Delta College 74 applied for the program.
 - o February 2023 in Rancho Mirage 52 applied for the program.
 - o September 2023 at City College of San Francisco 70 applied for the program.
 - o February 2024 in Orange County 55 applied for the program.
- The capacity is 60 and there continues to be strong demand for this one-day training.
- Future dates. New marketing language will be used for October registration emphasizing M.E. is beneficial to take each offering as it builds upon your management skills and switches focus each event. Goal is to build solid knowledge that M.E. can always be taken without repetitive information.

- October 18, 2024 at Foothill College
- February 2025 in Monterey
- Fall 2025 SoCal location TBD (LA area) in Fall 2025

Webinar Series

- We offered the following webinar to our members since our conference in Orange County at no cost
 - March 21, 2024 - Enrollment Management
- The next webinar “Renew your Commitment to Self-Care” will take place on May 16, 2024
- We plan to offer two webinars this Fall 2024 semester:
 - Sept 19, 2024 - Common Legal Pitfalls for Administrators, Eileen O’Hare-Anderson
 - November 21, 2024 - Topic TBD
- Two Webinars will be planned in the Spring 2025 semester - dates and topics TBD
- Perhaps add one more to fall line up and one more to spring lineup for a total of six? Looking to incorporate 2 “Office Hour” webinars to make a total of 6 webinars throughout the year. Format and marketing in process.

Social Justice and Career Advancement Institute

- The inaugural cohort of 40 will convene from June 26-28, 2024 in Orange County
- The SCJA team is now vetting applications for the first cohort. Cohort Selected
- There have been 124 applications received for SJCA
- The second cohort will take place in October 2024