



## *The Nuts and Bolts of California Community College Administration* **2019 PROGRAM OVERVIEW**

**Program Location:** **Brandman University, Irvine**  
*16355 Laguna Canyon Road  
Irvine, CA 92618*

**Accommodations:** **Ayres Hotel & Suites Costa Mesa**  
*325 Bristol St  
Costa Mesa, CA 92626  
(714) 549-0300*

**Welcome Reception:** **Irvine Valley College, Live Oak Terraces & Picnic BBQ**  
*5500 Irvine Center Drive  
Irvine CA, 92618*  
*Important Note:* *Closest entrance is off Jeffrey Road; if driving, use Lot 5*

**On-Site & Emergency  
Contacts:**

*Courtney Clark, ACCCA Manager, PD & External Relations (530) 200-5409 Cell  
Tracy Newell, ACCCA Meeting Consultant, (310) 283-5916 Cell*

### **Sunday, July 21, 2019**

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

#### **Time**

#### **Event**

**10:00** **Program Check-In Opens** *(Brandman Lobby)*

This timeframe will accommodate both those going directly to Brandman and those checking bags at the hotel before catching the provided transportation (bus) from the hotel to Brandman **before its 10:15 a.m. departure**. Refreshments will be available in the Brandman Main Lecture Room. The lunch buffet will open at 11:45 a.m.

**10:15 a.m.** **Transportation from Ayres Hotel to Brandman**  
*(Ayres Covered 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 Brandman. If you miss the bus, you are responsible for your own transportation to Brandman that morning. Taxi information is available from the hotel. **Remember to travel with everything you need to be prepared to go straight to Irvine Valley College for the evening. We suggest you bring a light jacket.**

**11:00 a.m.                      Orientation/Group Dynamics** (*Brandman Main Lecture Room*)

Our Admin 101 Co-Chairs, **Russi Egan**, Vice President of Administrative Services at Lake Tahoe CCD and **Stacey Shears**, Vice President of Student Services at Berkeley City College will introduce you to your fellow participants, provide the essential orientation to 101 and reveal your assigned cohort group, followed by a comprehensive overview of the program.

**11:45 a.m.                      Welcome Address & Luncheon** (*Brandman Cafeteria & Dining Patio*)

**Doug Houston**, President of the ACCCA Board will provide the official program kick-off “Welcome to 101!” He will also introduce ACCCA’s program partner, **Melissa Reyes, Irvine Campus Director** at Brandman University. Brandman University is a business member of ACCCA and a long-time partner and generous co-sponsor of the Admin 101 Program. Brandman also offers generous scholarships exclusively to ACCCA members who enter their education Doctoral program. **Plan to sit by cohort (look for table signage.)**

**1:00 p.m.                      California Community College Governance**

For over 15 years, **Dr. Constance Carroll**, Chancellor of the San Diego CCD, has shared her overview of the context, governance, and intricacies of the very unique California community college system. Dr. Carroll has generously served as our guide to the structure and operation of the California community college system and will provide our participants with some insight and context about their own unique role in its operation.

The session will cover the structure, theory, history and realities of a system designed with a master plan in mind - which has also proven to be quite vulnerable to the influences of economics, politics and culture over the years.

**3:00 p.m.                      Session Break**

**3:15 p.m.                      Leading Change – Proven Organizational Change Strategies**

Join, **Dr. Bonnie Ann Dowd**, Executive Vice Chancellor, Business and Technology Services at San Diego CCD for a presentation that will address the unique elements of driving change in the California community college system with lessons based on the organizational change literature. Current best practice change models will be discussed with the information deriving from Ted Talks, *NY Times* best sellers and research-based change leadership articles. The presentation will cover tools to lead change at both the college and district level. Examples from higher education and industry, both successful and unsuccessful, will be shared. This session is a must for any community college leader looking to lead a change initiative.

**5:00 p.m.                      Transport from Brandman to Irvine Valley College**  
(*Brandman Lobby-buses will leave no later than 5:00 p.m.*)

**5:15 p.m.                      Admin 101 Welcome Reception & Picnic BBQ**  
**Generously Sponsored by: Brandman University & AALRR**  
*Welcome remarks by Douglas Houston and Liz Cipres.*

Your entertainment for the evening DJ Mark Avila, who will provide entertainment for your dancing and listening pleasure at the annual welcome picnic and catered BBQ (buffet opens at 6:30p.m.) on the campus of Irvine Valley College just for **you!**

Enjoy games and activities, Compete within your cohort and find your “match” in the ice breaker game to earn another raffle ticket! Yes, it’s been a long day, but this is your first opportunity to get to know your classmates, so stay up and have fun!

Be sure to take your belongings with you when exiting the bus. Restrooms located in the Performing Arts Center lobby.

**8:30 p.m.**                      **Shuttle from Irvine Valley College to Ayres Hotel**  
*Loading will begin at 8:15p.m., no earlier.*

## Monday, July 22, 2019

### SECTION TWO—COMMUNITY COLLEGE FINANCE ADMINISTRATION

<b>Time</b>	<b>Event</b>
<b>6:00 to 8:00 a.m.</b>	<b>Breakfast at Ayres Hotel</b> ( <i>Ayres Hotel Dining Room – main building</i> )
<b>8:00 a.m.</b>	<b>Shuttle from Ayres Hotel to Brandman</b> ( <i>Ayres Covered Main Lobby Entrance</i> ) <b><u>Please wear your Admin 101 Class Shirt today!</u></b>
<b>8:30 a.m.</b>	<b>Coffee &amp; Conversation</b> ( <i>Brandman Main Lecture Room</i> )
<b>8:45 a.m.</b>	<b>Sunday Recap/Opening Remarks</b>
<b>9:00 a.m.</b>	<b>Community College Finance Administration</b>
<b>9:30 a.m.</b>	<b>Theory, Basics and Practices of Community College Budgeting and Finance</b>
	<b>Presenter: Dr. Bonnie Ann Dowd</b> , Executive Vice Chancellor, Business and Technology Services at San Diego CCD; Member and Past President of the ACBO Board; Member of the ACCCA Board and current President-Elect; Chair of the CCCCC Workgroup on Fiscal Affairs; and, California Senate appointee to SCFF Oversight Committee.
	Dr. Dowd will provide an Introduction to budgeting terminology and processes in general and an overview of how annual budgets are developed at the state, district and college level for California Community Colleges. There will also be a hands-on opportunity to address State Apportionment revenue funding, the recently enacted Student Centered Funding Formula (SCFF) as it relates to General Fund Unrestricted funding and share thoughts and suggestions to consider when creating a department or division budget. Presentation will include a discussion of crucial items to be considered in developing a budget whether Unrestricted or Restricted such as, personnel, technology, equipment and facilities.
	Presentation will wrap up with an overview of <i>What is a District Chief Business Officer (CBO), What they do, and Why</i> they are important to supporting student equity and success. And, yes, there will be a test at the end of the day’s session!
<b>11:00 a.m.</b>	<b>Session Break</b>
<b>11:15 a.m.</b>	<b>Theory, Basics and Practices of Community College Budgeting and Finance (cont’d)</b>
<b>12:30 p.m.</b>	<b>Lunch</b> ( <i>Brandman Cafeteria &amp; Dining Patio</i> )

**Note:** The class photo will be taken by ACCCA Volunteer **Cecy Garcia** (Palo Verde College) outside the Brandman front entrance at 1:30 p.m. **If you are changing into your shirt for the photo only, please do so BEFORE that time.**

<b>2:00 p.m.</b>	<b>Theory, Basics and Practices of Community College Budgeting and Finance (cont'd)</b>
<b>3:30 p.m.</b>	<b>Session Break</b>
<b>3:45 p.m.</b>	<b>Cohort Project Time</b>
<b>4:45 p.m.</b>	<b>Shuttle from Brandman to Ayres Hotel</b>
<b>5:00 p.m.</b>	<b>Free Late Afternoon/Evening</b>
<b>5:30 to 7:30 p.m.</b>	<b>Complimentary Reception</b> (Ayres Hotel Living Room located behind mail pool spa)

**Note:** Beer, wine, soft drinks, waters and light snacks will be served. The room will close at 7:30 p.m.

**After 7:30 p.m.**            **Dinner on Your Own**

The **hotel restaurant** and bar is open until 11:00 p.m. and both pools are open until 10:00 p.m. We encourage you to use the Suites Building pool & hot tub since all Admin 101 participants will be staying in that building.

## Tuesday, July 23, 2019

### SECTION THREE—ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

<b>Time</b>	<b>Event</b>
<b>6:00 to 8:00 a.m.</b>	<b>Breakfast</b> (Ayres Hotel Dining Room – main building)
<b>8:00 a.m.</b>	<b>Brandman Shuttle</b> (Ayres Covered Main Lobby Entrance)
<b>8:30 a.m.</b>	<b>Coffee &amp; Conversation</b> (Brandman Main Lecture Room)
<b>8:45 a.m.</b>	<b>Monday Recap/Opening Remarks</b> (Brandman Main Lecture Room)
<b>9:00 a.m.</b>	<b>Strategic Enrollment and Guided Pathways</b>

**Michelle Risdon**, Vice President of Academic Affairs at Lake Tahoe Community College, and **Scott Lukas**, Faculty Chair of Teaching and Learning and Academic Senate President at Lake Tahoe Community College, will discuss their involvement in IEPI's Strategic Enrollment Management program. The creation of a student centered schedule that balances face-to-face and online pathways; reduces accumulated units for first-time, full-time students; and clarifying the step to completion are all part of a yearlong project the team created. Guided pathways and meta majors are not a separate subject but as a part of the methodology for completing this project.

<b>10:30 a.m.</b>	<b>Session Break</b>
<b>10:45 a.m.</b>	<b>Strategic Enrollment and Guided Pathways (cont'd)</b>

<b>11:45 a.m.</b>	<b>Lunch</b>
<b>12:45 p.m.</b>	<b>Strategic Enrollment and Guided Pathways (Continued)</b>
<b>2:15 p.m.</b>	<b>Session Break</b>
<b>2:30 p.m.</b>	<b>Strategic Enrollment and Guided Pathways (Continued)</b>
<b>3:45 p.m.</b>	<b>Cohort Project Time</b>
<b>4:45 p.m.</b>	<b>Shuttle from Brandman to Ayres Hotel</b>
<b>5:30 to 7:30 p.m.</b>	<b>Complimentary Reception</b> ( <i>Ayres Hotel Living Room located behind mail pool spa</i> )

*Note: Beer, wine, soft drinks, waters and light snacks will be served. The room will close at 7:30 p.m.*

**After 7:30 p.m. Dinner on Your Own**

*The hotel restaurant and bar is open until 11:00 p.m. and both pools are open until 10:00 p.m. We encourage you to use the Suites Building pool & hot tub since all Admin 101 participants will be staying in that building.*

## Wednesday, July 24, 2019

### SECTION FOUR—HUMAN RESOURCE MANAGEMENT

<b>Time</b>	<b>Event</b>
<b>6:00 to 8:00 a.m.</b>	<b>Breakfast at Ayres Hotel</b> ( <i>Ayres Hotel Dining Room – main building</i> )
<b>8:00 a.m.</b>	<b>Shuttle from Ayres Hotel to Brandman</b> ( <i>Ayres Covered Main Lobby Entrance</i> )
<b>8:30 a.m.</b>	<b>Coffee &amp; Conversation</b> ( <i>Brandman Main Lecture Room</i> )
<b>8:45 a.m.</b>	<b>Tuesday Recap/Opening Remarks</b> ( <i>Brandman Main Lecture Room</i> )
<b>9:00 a.m.</b>	<b>The Nuts and Bolts of HR in CCCs Today</b>

With almost 40 years of experience in labor, employment and education law, **Mary Dowell** has assisted clients in a myriad of employment and education-related issues. Her primary area of expertise is representing and advising community college districts in a general counsel role, specifically in education, labor and employment-related matters. From 2010-2014 she served as the Business Member on the Board of Directors for the Association of California Community College Administrators (ACCCA) and has served as a faculty presenter for Admin 101 since it first debuted in 2001. Mary retired in 2015 but continues to contribute her time to ACCCA.

**Dr. Cindy Vyskocil**, Vice Chancellor of Human Resources at South Orange County CCD, brings an outstanding reputation in the system. Before SOCCCD, Cindy was Vice Chancellor of Human Resources at Coast CCD. Cindy is the currently the President for the Association of Chief Human Resource officers (ACHRO.)

All administrators, managers and directors are affected by HR operations, either as supervisors or as the supervised. From a legal and professional standards perspective, Mary and Cindy will team up to show you the roadmap out of any sticky employer/employee situation. Take their advice and you'll stay **in** your job and **out** of the court room!

**10:45 a.m.**                    **Session Break**

**11:00 a.m.**                    **The Nuts and Bolts of HR in CCCs Today (cont'd)**

**12:00 p.m.**                    **Lunch** (Brandman Cafeteria & Dining Patio)

***Program Note:** Brandman University will host an informative 'Lunch & Learn' session from 12:45 to 1:05 p.m. **Community College Transfer Pathway Partners** with **Dr. Tod Burnett**, Executive Vice Chancellor, Advancement and Special Projects, Dean, School of Education Brandman University, of the Chapman University System.*

**1:15 p.m.**                    **The Nuts and Bolts of HR in CCCs Today (cont'd)**

**2:30 p.m.**                    **Session Break**

**2:45 p.m.**                    **The Nuts and Bolts of HR in CCCs Today (cont'd)**

**4:00 p.m.**                    **Shuttle from Brandman to Ayres Hotel**

**Be sure to take ALL of your belongings with you this day as we won't be returning to Brandman on Thursday.**

**5:30 p.m.**                    **Hosted Cocktail Reception** (Ayres Hotel, Main Building Pool Courtyard)

*Tonight, is Backyard BBQ Themed! Feel free to get into the spirit with your, sundresses, flip flops and other backyard attire. Entertainment by **Max Mendoza** (guitar) & **Greg Zilboorg** (trumpet) providing background music through dinner.*

**6:30 p.m.**                    **Final Night Dinner & "Graduation" Celebration** (Ayres Hotel, Camberley Room)

**7:30 p.m.**                    **Keynote Speaker: Abe Ali**

Abe Ali has led Mt. San Antonio College for the past 3 years as Vice President for Human Resources. Previously, he spent 9 years at Kern Community College District's Human Resources operations. He started at College of the Redwoods and served as Vice President, Chief Human Resources and Equal Employment Officer for 10 years. Abe's experience includes serving as lead management negotiator for faculty and classified collective bargaining units, developing and managing personnel policies, and taking the lead in organizing district-wide staff development and staff diversity programs.

Abe is Past President of the Chief Human Resources Officers Consortium for the California Community Colleges and former co-chair of the Commission for Legislation and Advocacy for the Association of California Community College Administrators. He developed two statewide manuals that were distributed to all community college Human Resources/Equal Employment Offices: *Diversity Guide for Affirmative Action Officers* (funded by the Chancellor's Office and Affirmative Action and Diversity and Equity Consortium); and *Human Resources Handbook, Volumes 1 and 2* (funded by the Association of Chief Human Resources/Equal Employment Officers). Abe is a founding board member of the boys and Girls club of America in Chico, CA. Abe began his educational career at College of the Redwoods, transferring to California State University, Chico to complete a bachelor's degree in Sociology. He earned a master of education degree with an emphasis in Educational Management from University of Laverne.

In this session we will hear about real life experiences that would leave many quaking in their boots. Learn how to navigate through challenging experiences as Abe shares his HR wisdom and the creative solutions he's implemented over the years to help administrators get out of sticky situations.

## Thursday, July 25, 2019

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

<b>Time</b>	<b>Event</b>
<b>6:00 to 8:30 a.m.</b>	<b>Breakfast at Ayres Hotel</b> ( <i>Ayres Hotel Dining Room – main building</i> )
<b>Prior to 8:30 a.m.</b>	<b>Participant Hotel Checkout</b>
<i>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.</i>	
<b>8:30 a.m.</b>	<b>Coffee &amp; Conversation</b> ( <i>Ayres Hotel, Camberley Room</i> )
<b>9:00 a.m.</b>	<b>Program Debrief &amp; Review</b>
<b>10:00 a.m.</b>	<b>Cohort Presentations on “Take-Away” Concepts</b>
<b>11:15 a.m.</b>	<b>Peer to Peer &amp; Other Awards, Program Completion</b>
<b>11:30 a.m.</b>	<b>Closing Luncheon &amp; Networking</b> ( <i>Ayres Hotel, Main Building Pool Courtyard</i> )
<b>1:00 p.m.</b>	<b>Program Adjourns</b>