



The Nuts and Bolts of California Community College Administration
2022 PROGRAM OVERVIEW

Program Location (Sun-Wed)	Accommodations & Program Location (Wed Eve-Thurs)	Welcome Reception & BBQ (Sun-Eve)
UMass Global, Irvine 16355 Laguna Canyon Road Irvine, CA 92618	Ayres Hotel & Suites Costa Mesa / Newport Beach 325 Bristol St Costa Mesa, CA 92626 (714) 549-0300	Beacon Park Meeting House, Irvine 501 Benchmark Irvine, CA 92618

Health & Safety

For the overall health and safety of all, masking is required for all Admin 101 indoor sessions and activities except while actively eating or drinking. Presenters may be unmasked while presenting as long as maintaining a reasonable distance from others. Though masking is optional for outdoor activities, it is encouraged.

DAY ONE: Sunday, July 24, 2022

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

Time

Event

10:00

Program Check-In Opens (*UMass Global*)

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

10:15 a.m.

Transportation from Ayres Hotel to UMass Global
(*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 UMass Global. If you miss the bus, you are responsible for your own transportation to UMass Global that morning. Rideshare and taxi information is available from the hotel.

Program Note: Upon arrival at UMass Global, you will be directed to our meeting room (Room 111) when you will find your badge, shirt and progra swag bag, placed alphabetically by last name. Be on the lookout for others with the same beach designation (e.g. flip flops, umbrellas or shades) on their badges. Those individuals are members of your cohort (7 to 8 in each group) whom you work with throughout the program.

11:00 a.m. Orientation/Group Dynamics (UMass Global Lecture Room)

Our Admin 101 Facilitators, **Stacey Shears**, Vice President of Student Services at Berkeley City College and **Lonita Cordova**, Vice President of Student Services at San Joaquin Delta CCD, 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: 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 throughout the program.

11:45 a.m. Welcome Address & Luncheon (UMass Global Cafeteria & Dining Patio)

Program Note: Please note the beach themed designation on your badge and sit by cohort (e.g. if you are a “sandcastle” look for the “sandcastle” table). 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 about noon to review the games. The welcome address will begin by 12:30 p.m.

Eric Ramones, Vice Chancellor of HR at West Valley Mission CCD and President of the ACCCA Board will provide the official program kick-off “Welcome to 101!”

He will also introduce ACCCA’s program partner, **Melissa Brunson**, Director, Irvine Campus at UMass Global. UMass Global is a business member of ACCCA and a long-time partner and generous co-sponsor of the Admin 101 Program. UMass Global also offers generous scholarships exclusively to ACCCA members who enter their education Doctoral program.

1:00 p.m. California Community College Governance

Dr. Pam Luster, *President Emerita, San Diego Mesa College*

Dr. Luster will pick up the tradition of providing the overview of governance structures within the California Community Colleges just as her former Chancellor, Dr. Constance Carroll, did for the Admin 101 program for over 20 years, but with her own perspectives. Central to this presentation will be the role of equity and inclusion in participatory governance.

3:00 p.m. Bio/Technology Break

Program Note: If you have concerns about your **shirt** style or fit, line up outside Room 106 (with your shirt) at this time. We will do our best to exchange sizes and styles based on availability.

3:15 p.m. Not Playing Checkers...

Dr. Keith Curry, *President/CEO of Compton College and Compton CCD*

Dr. Curry will join us this year and bring his vast experience and expertise to bear. This session will provide insight and tangible advice for leading organizations through change, and focusing on racial equity. Dr. Curry will discuss the related politics, philosophy, principles, and changing demographics in higher education in California.

5:00 p.m. **Transport from UMass Global to Evening Social/Dinner**
(UMass Global Lobby-buses will leave no later than 5:00 p.m.)

Program Note: You are welcome to leave program / personal items in the meeting room overnight. It will be locked upon our departure and until we arrive the next morning. We suggest taking your belongings with you when you exit the buses for the evening event as you may not end up on the same bus back to the hotel. There will be a designated area in the Meeting House for storing your belongings during the event.

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

This casual evening including beverages, appetizers and a BBQ buffet is designed to give you the opportunity to relax and get to know each other. **DJ Volcano** will provide background, dancing and karaoke music. Yard games – corn hole, ladder ball, giant Jenga, Yardzee and more – will be available. There will be a very brief program and a couple of cohort contests – name that tune and musical performance (karaoke, lip sync and/or air guitar/instrument) – as well.

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 cloth bucket hats to turn in your cards together and collect another raffle ticket each.

8:30 p.m. **Shuttles back to Ayres Hotel**
Loading will begin at 8:15p.m., no earlier.

DAY TWO: Monday, July 25, 2022

SECTION TWO—COMMUNITY COLLEGE FINANCE ADMINISTRATION

Time	Event
6:30 to 8:00 a.m.	Breakfast at Ayres Hotel (Hastings 1-4 – main building)
8:00 a.m.	Shuttle from Ayres Hotel to UMass Global (Ayres Covered Main Lobby Entrance) <u>Please wear or bring your Admin 101 Class Shirt today!</u>
8:30 a.m.	Coffee & Conversation (UMass Global Main Lecture Room)
	Program Note: Be sure to sit somewhere new today and each day and do your best to sit by those you haven't yet met. Please do not sit at the reserved tables (for staff and presenters) back right and left.
8:45 a.m.	Sunday Recap/Opening Remarks
9:00 a.m.	Schrader's A – Z Guide to Budgeting and Finance: Everything You Ever Wanted to Know and MORE

Sarah Schrader, Vice President of College and Administrative Services, Modesto Jr. College

In her presentation, Sarah will share her knowledge and experience in the area of fiscal operations and lay a foundation for budgeting and finance concepts that are central to the operation of Community Colleges in California.

This rigorous introduction aims to demystify the budgeting process focused on optimizing student achievement within available resources. It encompasses budgeting practices such as; funding, account code structures, budget development and monitoring, compliance and reporting requirements. These Community College's institutional practices serve as an overarching guide for decision-making and resource allocations.

11:00 a.m. **Bio/Technology Break**

11:15 a.m. **Theory, Basics and Practices of Community College Budgeting and Finance (cont'd)**

12:30 p.m. **Lunch (UMass Global Cafeteria & Dining Patio)**

***Program Note:** At 1:30 p.m., please quickly gather outside the UMass Global front entrance for the class photo. ACCCA Volunteer **Cecy Garcia** (Palo Verde College) is providing the photography, and If you plan to change into your shirt for the photo only, please do so **BEFORE** 1:15 p.m. so that there are no delays in staging the group for the photo.*

1:45 p.m. **Bio/Technology Break**

2:00 p.m. **Strategic Enrollment Management**

Kelly Fowler, Vice President of Instruction, Mt. San Antonio CCD

Lonita Cordova, Assistant Superintendent/Vice President of Student Services at San Joaquin Delta CCD

In this collaborative session, our presenters will take a culturally responsive approach to strategic enrollment management and explore how the landscape is changing across the system post pandemic. The presenters will look at how the Vision for Success and Student Centered Funding Formula is pushing for basic needs, equity and inclusion to be infused campus wide and the need for decolonizing academia in a way that radically changes the way the we serve students from application to completion.

3:30 p.m. **Bio/Technology Break**

3:45 p.m. **Cohort Project Time**

***Program Note:** Please see below for your room assignment.*

Rm 102 : Palm Trees & Umbrellas ♦ Room 103: Waves & Sandcastles ♦ Rm 118: Rubber Ducks & Shades ♦ Rm 111: Beach Chairs & Shells ♦ Rm 104 – Snow Cones

4:45 p.m. **Shuttles depart to 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, waters 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 26, 2022

SECTION THREE—ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Time	Event
6:30 to 8:00 a.m.	Breakfast at Ayres Hotel (<i>Hastings 1-4 – main building</i>)
8:00 a.m.	UMass Global Shuttle (<i>Ayres Covered Main Lobby Entrance</i>)
8:30 a.m.	Coffee & Monday Recap/Opening Remarks (<i>UMass Global Main Lecture Room</i>)
8:45 a.m.	Meeting Students Where They Are: Reimagining Basic Needs for Students

Moderator:

Dr. Lonita Cordova, *Assistant Superintendent/Vice President of Student Services, San Joaquin Delta CCD*

Panelists:

Larry Maxey, *Acting Vice President of Student Services, San Diego Mesa*

Dr. Tammiel Gilkerson, *President, Evergreen Valley College*

Dr. Frank Chong, *Superintendent/President, Santa Rosa Community College*

Dr. Lauren Sosenko, *Director of Research and Planning, Compton Community College*

This dynamic group of leaders will share how they are creating student success through innovative practices that are redefining basic needs from a local and statewide perspective. The panelists will share best practices that will shift the way that the participants view Basic Needs and how to better support the student experience within higher education. Participants will have time to reflect upon their institution and assess the micro and macro approach to integrating support across their campus.

11:30 a.m. **Lunch (currently set @ 45 minutes)**

12:15 p.m. **Leading Equity Initiatives as an Administrator**

Joshua Moon-Johnson, *Dean, Learning Resources, Library and Title IX Coordinator*

Stacey Shears, *Vice President of Student Services, Berkeley City 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.

Participants will engage in conversation about 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.

2:15 p.m. **Bio/Technology Break**

- 2:30 p.m.** **Equity and Identity as Administrators, cont.**
- 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, waters 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 27, 2022

SECTION FOUR—HUMAN RESOURCE MANAGEMENT

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|--------------------------|--|
| 6:30 to 8:00 a.m. | Breakfast at Ayres Hotel (<i>Hastings 1-4 – main building</i>) |
| 8:00 a.m. | Shuttle from Ayres Hotel to UMass Global (<i>Ayres Covered Main Lobby Entrance</i>) |
| 8:30 a.m. | Coffee & Conversation (<i>UMass Global Main Lecture Room</i>) |

Program Note: 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.

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| 8:45 a.m. | Tuesday Recap/Opening Remarks (<i>UMass Global Main Lecture Room</i>) |
| 9:00 a.m. | The Nuts and Bolts of HR in CCCs Today |

Dr. Cindy Vyskocil, Vice Chancellor of Human Resources at South Orange County CCD. Dr. Vyskocil brings an outstanding reputation in the system. **Crystal Crane** is the Executive District Director for HR and Employer/Employee Relations at the Coast CCD and also a frequent contributor to ACCCA training programs.

Regardless of position, all administrators, managers and directors are affected by HR operations, either as supervisors or as the supervised. From a legal and professional standards perspective, Cindy and Crystal will team up to show you the roadmap out of any sticky employer/employee situation, or better yet, how to avoid them.

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| 10:45 a.m. | Bio/Technology Break |
| 11:00 a.m. | The Nuts and Bolts of HR in CCCs Today (cont'd) |
| 12:00 p.m. | Lunch (UMass Global Cafeteria & Dining Patio) |

UMass Global will host an informative 'Lunch & Learn' session from 12:45 to 1:05 p.m.

Leading Transformation: UMass Global – Org Leadership Doctorate presented by **Bruce Williams**, Strategic Partnerships Associate, UMass Global

This 20 minute lunch and learn will highlight key features of the UMass Global Org Leadership Doctorate that spurred careers for those in higher ed, healthcare, business and non-profit spaces. In today's age of rapid change where leaders need to navigate constant ambiguity - sophisticated transformational leadership skill sets are a must. Understand how the UMass Global practitioner doctorate cultivates a paradigm and mindset that leverages innovation and collaboration to drive true long-term change.

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

2:30 p.m. Bio/Technology Break

***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. Remember to include your name!*

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

4:00 p.m. Shuttle departs to Ayres Hotel

***Program Note:** Be sure to take ALL of your belongings with you this day as we won't be returning to UMass Global tomorrow. The Thursday morning sessions are at the hotel.*

5:15 p.m. Hosted "Beach Party" Reception and Buffet Dinner
(Ayres Hotel, Main Building Pool Courtyard)

*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) & **Greg Zilboorg** (trumpet) providing background music.*

7:30 p.m. Surviving Challenging Times in Leadership

Don Wallace, Superintendent/President, Palo Verde CCD and
Glenn Roquemore, Consultant and former President, Irvine Valley College

This evening session provides our participants with an informal after-dinner conversation led by some of our system's most seasoned leaders who will impart their wisdom and shed light on the nuances and realities of administration in the California Community Colleges.

This real-talk moment includes the good, bad and sometimes the unthinkable real-world examples of hard lessons learned along the way. Our final evening together is intended to inform, caution and delight you as you consider your own way forward as an administrator and future leader in the state.

DAY FIVE: Thursday, July 28, 2019

SECTION FIVE—REFLECTION, REVIEW & CLOSING LUNCHEON

Time

Event

7:00 to 9:00 a.m. Breakfast at Ayres Hotel (*Hastings 1-4 – main building*)

Prior to 9:00 a.m. Participant Hotel Checkout

Program Note: 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.

9:00 a.m. Coffee & Conversation with Program Slide Show (*Ayres Hotel, Camberley Room*)

Program Note: Please find the table with your cohort name and sit by cohort for the session this morning.

9:30 a.m. Program Debrief & Review

10:00 a.m. Cohort Presentations on “Take-Away” Concepts

11:15 a.m. Peer to Peer, Photo Contest and Other Awards

11:45 a.m. Closing Luncheon & Networking (*Ayres Hotel, Main Building Pool Courtyard*)

1:00 p.m. Program Adjourns

Program Contacts:

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