



The Nuts and Bolts of California Community College Administration
2023 PROGRAM OVERVIEW
July 23-27, 2023

Program Location (Sun-Wed)	Accommodations & Program Location (Thurs)	Welcome Reception & BBQ (Sun Eve)
Irvine Valley College [IVC] Building B-200 <i>5500 Irvine Center Drive Irvine CA, 92618</i>	Ayres Hotel & Suites Costa Mesa / Newport Beach <i>325 Bristol St Costa Mesa, CA 92626 (714) 549-0300</i>	Great Park Neighborhoods Pool House & Veranda <i>120 Newington Irvine, CA 92618</i>

DAY ONE: Sunday, July 23, 2023

**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 (e.g.*

flip flops, umbrellas or snow cones) on their badges. Those individuals are members of your cohort (8 in each group) whom you will work with throughout the program.

11:00 a.m. Orientation/Group Dynamics (Program Facilitators: Russi Egan and Jamal Cooks)

Our 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

Lonita Cordova, Vice President, Student Services at San Joaquin Delta CCD and President of the ACCCA Board will provide the official program kick-off “Welcome to 101!” She will also introduce **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 (e.g. if you are a “flip flop” look for the “flip flop” 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 between 12:00 and t 12:15 p.m. to review the evening events.*

12:30 p.m. California Community College Governance

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

Dr. Luster will begin the training with an overview of governance structures within the California Community Colleges and the role of equity and inclusion in participatory governance.

2:30 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.*

2:45 p.m. Not Playing Checkers....

Dr. Keith Curry, President/CEO, Compton College

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. Shuttles Depart for Great Park Neighborhoods Pool House & Veranda

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 couple of cohort contests – name that tune and musical performance (karaoke and/or lip sync) – 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 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 24, 2023

SECTION TWO—COMMUNITY COLLEGE FINANCE ADMINISTRATION

Time	Event
6:45 to 7:45 a.m.	Deluxe Continental Breakfast at Ayres Hotel (Living Room – located behind main pool)
8:00 a.m.	Shuttle Transportation from Ayres Hotel to IVC (Ayres Main Lobby Entrance) <u>Please wear or bring your Admin 101 Class Shirt today!</u>
8:30 a.m.	Coffee & Conversation (IVC Campus—Building B-200, Room B209) <i>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.</i>
8:45 a.m.	Sunday Recap/Opening Remarks (Russi Egan and Jamal Cooks)
9:00 a.m.	The Nuts and Bolts of HR in CCCs Today Dr. Cindy Vyskocil, Vice Chancellor, Human Resources, South Orange County CCD Crystal Crane, Executive District Director, Human Resources and Employer/Employee Relations, Coast CCD Dr. Vyskocil brings an outstanding reputation in the system. Crystal Crane is 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.
11:00 a.m.	Networking/Technology Break
11:15 a.m.	The Nuts and Bolts of HR in CCCs Today (cont'd)
12:30 p.m.	Lunch with Your Colleagues (IVC Campus – B Quad) <i>Program Note: At 1:30 p.m., staff will direct you to a gathering spot 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.</i>
1:45 p.m.	Networking/Technology Break
2:00 p.m.	Leading Equity Initiatives as an Administrator

Bobby Nakamoto, Dean, Social Sciences, Chabot College
Abigail Patton, Dean, Academic Pathways and Student Success, Chabot College
Matias Pouncil, 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.

- 3:30 p.m.** **Networking/Technology Break**
- 3:45 p.m.** **Leading Equity Initiatives as an Administrator (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, 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 25, 2023

SECTION THREE—ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

Time	Event
6:45 to 7:45 a.m.	Deluxe Continental Breakfast at Ayres Hotel (<i>Living Room – located behind main pool</i>)
8:00 a.m.	Shuttle Transportation from Ayres Hotel to IVC (<i>Ayres Main Lobby Entrance</i>)
8:30 a.m.	Coffee & Monday Recap/Opening Remarks (<i>Russi Egan and Jamal Cooks</i>)
8:45 a.m.	Schrader’s A – Z Guide to Budgeting and Finance: Everything You Ever Wanted to Know and MORE

Sarah Schrader, Vice President, College and Administrative Services, Modesto Junior 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.

10:45 a.m. Theory, Basics and Practices of Community College Budgeting and Finance (cont’d)

11:30 a.m. Lunch with Your Colleagues *(IVC Campus – B Quad)*

12:15 p.m. Strategic Enrollment Management

Brian Sanders, Interim Vice President of Instruction, Modesto Junior College

In this collaborative and interactive session, our presenter will introduce the fundamentals of effective enrollment management and explore how the landscape is changing across the system post pandemic. The presenter will look at ways to maximize earnings under the Student Centered Funding Formula and discuss how to implement such changes under the “10+1” and participatory governance. Discussion will center around structural changes needed to promote equitable outcomes for students and an all-encompassing strategic enrollment management approach that changes the way the we recruit and serve students from application to completion.

2:15 p.m. Networking/Technology Break

2:30 p.m. Strategic Enrollment Management (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 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 26, 2023

SECTION FOUR—HUMAN RESOURCE MANAGEMENT

Time

Event

6:45 to 7:45 a.m. Deluxe Continental Breakfast at Ayres Hotel *(Living Room – located behind main pool)*

8:00 a.m. Shuttle Transportation from Ayres Hotel to IVC *(Ayres Main Lobby Entrance)*

8:30 a.m. Coffee & Conversation *(Main Lecture Room)*

***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.*

8:45 a.m. **Tuesday Recap/Opening Remarks** (*Russi Egan and Jamal Cooks*)

9:15 a.m. **You, Too, Can Become a Leader**

Dr. Sean Hancock, President, Cerro Coso Community College

Esteban Alfaro, Dean of Student Success and Support Services, Los Angeles Valley College

Dr. Jamal Cooks, Incoming President, Chabot College

This is your opportunity for an intimate experience with three different California Community College Presidents. 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.

10:30 a.m. **Networking/Technology Break**

10:45 a.m. **You, Too, Can Become a Leader (cont'd)**

12:00 p.m. **Lunch with Your Colleagues** (*IVC Campus – B Quad*)

1:15 p.m. **You, Too, Can Become a Leader (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. Remember to include your name!

4:00 p.m. **Shuttles Depart for Ayres Hotel**

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

5:30 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) and **Greg Zilboorg** (trumpet) providing background music.*

DAY FIVE: Thursday, July 27, 2023

SECTION FIVE—REFLECTION, REVIEW & CLOSING LUNCHEON

Time

Event

7:15 to 8:45 a.m. **Deluxe Continental Breakfast at Ayres Hotel** (*Living Room – located behind main pool*)

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 Lunch & Networking (Ayres Hotel, Main Building Pool Courtyard)

1:00 p.m. Program Adjourns

Program Contacts:

Russi Egan	Content Leader	760-399-6055	egan@ltcc.edu
Jamal Cooks	Content Co-Leader	510-723-6626	jcooks@chabotcollege.edu
Susan Bray	ACCCA Executive Director	916-747-8381	director@accca.org
Alex Karatti	Participants & Presenters	916-628-1201	events@accca.org
Tracy Newell	Logistics (Advance/Remote)	310-283-5916	tlnewel@meetingwise.net
DeShawn Wynn	Logistics (On-Site)	323-691-2005	deshawn.wynn@wynningtouch.com
Cecy Garcia	Photography & Miscellaneous	760-899-6345	cgarcia@paloverde.edu
Liz Cipres	Volunteer (Local Host)	909-499-8896	ecipres@cox.net
Jessica Enders	Volunteer	760-636-7972	jenders@collegeofthedesert.edu
Christel Mikami	Billing (off-site)	916-443-3559	membership@accca.org
Ana Sneed	Participant Comms (off-site)	916-862-4492	admin@accca.org
Patti Marcotte	Posting Docs/Promos (off-site)	916-704-8353	communications@accca.org