



2025 PROGRAM OVERVIEW

July 20-24, 2025

Program Location (Sun-Wed)	Hotel & Program Location (Thurs)	Welcome Reception & BBQ (Sun Eve)
Irvine Valley College [IVC] Building A300- Room A311 <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>	Irvine Valley College [IVC] Live Oak Terraces <i>5500 Irvine Center Drive Irvine CA, 92618</i>

DAY ONE: Sunday, July 20, 2025

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

Time

Event

10:00 **Program Check-In Opens** (*IVC Campus—Building A-300, Room A311*)

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 4 and look for the directional signage.

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 on their badges. Those individuals are members of your cohort whom you will work with throughout the program.

11:00 a.m. **Orientation/Group Dynamics- Program Facilitators**

Russi Egan, VP, Administrative Services, Lake Tahoe
Tracey Coleman, Dean, Applied Technology and Business, Chabot College
Sarah Schrader, Vice President, College and Administrative Services, Modesto Junior

College

Your 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

Your program facilitators will provide the official program kick-off “Welcome to 101!” along with **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. 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 12:15 p.m. to review the evening events. Look for your team signs to sit together!

12:30 p.m. Meet the Cohort and Team Members

1:30 p.m. College Governance

Dyrell Foster, President, Las Positas College

The objectives for this session include: understanding the structure of California Community College governance, exploring the roles and responsibilities of governance participants, highlighting governance practices, and engaging in relevant discussion regarding the challenges and importance of effective college governance structures and processes.

2:45 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 based on availability.*

3:00 p.m. Mindful Leadership: Protecting Mental Wellbeing in Community College Administration

Russi Egan, VP, Administrative Services, Lake Tahoe

Tracey Coleman, Dean, Applied Technology and Business, Chabot College

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

This interactive session focuses on maintaining mental health while navigating the unique challenges of our profession. In this supportive environment, participants break into small groups and share practical strategies for achieving work-life balance and managing stress through structured small group discussions. We will learn from our colleagues' experiences and gain new tools for our self-care toolkit. This session culminates in a facilitated chair yoga activity meant to highlight one tool we can use while at work to navigate and reduce stress and anxiety. Prioritizing your mental health isn't just beneficial for you—it's essential for effective leadership

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

This casual evening includes beverages, appetizers and a BBQ buffet. Get to know your cohort while enjoying a live DJ, dancing, and cohort contests.

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 21, 2025

SECTION TWO—EQUITY INITIATIVES AND HR

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*)

Please wear or bring your program branded shirt today!

8:30 a.m.

Coffee & Conversation (*IVC Campus—Building A-300, Room A311*)

8:45 a.m.

Sunday Recap/Opening Remarks

9:00 a.m.

Leading Equity Initiatives as an Administrator

Abigail Garcia Patton, Vice President, Academic Affairs, Los Angeles Trade Tech 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.

11:00 a.m.

Networking/Technology Break

11:15 a.m.

Leading Equity Initiatives as an Administrator (cont'd)

12:30 p.m.

Lunch with Your Colleagues (*IVC Campus – B Quad*)

1:30 p.m.

Cohort group photo—Wear your branded program shirts given out on Day 1

1:45 p.m.

Networking/Technology Break

2:00 p.m.

Managing People in a California Community College

David Betts, Vice President, Human Resource & Employee Relations, Monterey Peninsula College

Elena Rodriguez, Human Resources, Palo Verde College

Community college managers serve in diverse areas of responsibility, including academic affairs, student services, fiscal, human resources, facilities, information technology, public relations, institutional research, etc. The experience managers bring into their positions of having previously supervised people is similarly varied and diverse. Typically, colleges hire us

into management positions because we demonstrated potential and promise from having done something or some things well. Supervising people is generally not one of those things, especially for entry level managers. This training will fill that gap and give you a foundation for successfully managing the performance and addressing the conduct of the people you supervise. Following these principles will make it much easier for your Human Resources department to be able to support you and have your back as you face the challenges of managing people.

3:30 p.m.	Networking/Technology Break
3:45 p.m.	Managing People in a California Community College (cont'd)
5:00 p.m.	Shuttles Depart for Ayres Hotel
5:30 to 7:30 p.m.	Complimentary Reception (<i>Ayres Hotel Living Room located behind main pool</i>)

Program Note: Dinner is on your own. However, refreshments including beer, wine, soft drinks, water and light snacks will be served. The hospitality room will close at 7:30 p.m. **IMPORTANT:** *No outside alcohol allowed.* The hotel restaurant, bar and both pools are open until 10:00 p.m.

DAY THREE: Tuesday, July 22, 2025

SECTION THREE—BUDGETS AND ENROLLMENT MANAGEMENT

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
	Guide to Planning and Budgeting: Meeting Student Needs

Effective planning and budgeting are essential to ensuring that the college meets the diverse and evolving needs of its student population. This process requires a collaborative and integrated approach that involves key institutional areas — College and Administrative Services, Instruction, and Student Services. The success of educational programs, support services, and overall institutional effectiveness depends heavily on the strength of these relationships. A central objective of planning and budgeting is to align financial resources with academic and student support priorities. This includes, for example, allocating funds to develop a course schedule that accommodates student demand, or strategically transitioning programs that are currently reliant on temporary or restricted funding into the institution's ongoing, permanent budget.

To achieve this, the institution must adopt a multi-year planning and budgeting framework. This long-term approach allows leaders to anticipate future challenges, prioritize investments, and make data-informed decisions that support sustainability and growth. Multi-year planning also provides the flexibility to adjust to external changes such as funding shifts or enrollment trends while maintaining a clear focus on student success. In these sessions, participants will gain a better understanding of the Student-Centered Funding Formula and other funding colleges

receive in order to operate. These sessions will help to answer questions like: Once funding is received at the District, how is it allocated and how are departmental budgets created? Why are there so many numbers in an account? Do they actually mean something? Now that I have a budget, what do I do with it? How many sections can the college afford to offer? How much will each section generate? These sessions will also cover various fiscal compliance topics and reporting requirements. In summary, these sessions emphasize that thoughtful, collaborative, and forward-thinking planning and budgeting are key to maintaining academic quality, supporting student services, and ensuring the long-term vitality of the college.

8:45 a.m.	Sarah Schrader , Vice President, College and Administrative Services, Modesto Junior College
11:30 a.m.	Lunch with Your Colleagues (<i>IVC Campus – B Quad</i>)
12:15 p.m.	Patrick Bettencourt , Vice President, Instruction, Modesto Junior College
2:15 p.m.	Networking/Technology Break
2:30 p.m.	Group Project Time
4:30 p.m.	ACCCA Program Spotlight Management Development Commission Lead, Andy MacNeill , Dean, Arts, Humanities, Communication and Telecommunication, San Diego City College
5:00 p.m.	Shuttles Depart for Ayres Hotel
5:30 to 7:30 p.m.	Complimentary Reception (<i>Ayres Hotel Living Room located behind main pool spa</i>)

Program Note: Dinner is on your own. However, refreshments including beer, wine, soft drinks, water and light snacks will be served. The hospitality room will close at 7:30 p.m. **IMPORTANT:** *No outside alcohol allowed.* The hotel restaurant, bar and both pools are open until 10:00 p.m.

DAY FOUR: Wednesday, July 23, 2025

SECTION FOUR—NEW LEADERS

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 & Conversation

Program Note: Today is the last day to fill out your Peer to Peer Award electronic form. Award winners will be announced tomorrow.

8:45 a.m. Tuesday Recap/Opening Remarks

9:15 a.m. Leadership From The Inside Out

Tracey Coleman, Dean, Applied Technology and Business, Chabot College
William Syms, Equity, Inclusion, & Transformative Leadership, West Los Angeles College
Whitney Yamamura, Chancellor, Orange Coast

This is your opportunity for an intimate experience with three different California Community College Leaders. 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. Leadership from the inside out demonstrates how leaders are able to express their character, strengths, and personalities, to impact change in their areas of influence.

10:30 a.m. Networking/Technology Break

10:45 a.m. Leadership From The Inside Out (cont'd)

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

1:15 p.m. Leadership From The Inside Out (cont'd)

2:30 p.m. Cohort Time

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

5:30 p.m. Hosted “Beach Party” Reception and Buffet Dinner
(*Ayres Hotel, Main Building Pool Courtyard*)
NO SWIMMING!

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 24, 2025

SECTION FIVE—REFLECTION, REVIEW & CLOSING LUNCHEON

Time

Event

7:15 to 8:30 a.m. Deluxe Continental Breakfast at Ayres Hotel (*Living Room – located behind main pool*)

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.

8:30 a.m. Coffee & Conversation (*Ayres Hotel, Camberley Room*)
Please find the table with your cohort name and sit by cohort for the session this morning.

9:00 a.m. Cohort Presentations on “Take-Away” Concepts

10:00 a.m. Graduation, Peer to Peer and Other Awards

- 11:15 a.m.** **Program Debrief & Review**
- 11:45 a.m.** **Closing Lunch & Networking** (*Ayres Hotel, Main Building Pool Courtyard*)
- 1:00 p.m.** **Program Adjourns-Travel Safely!**