The Nuts and Bolts of California Community College Administration
2013 PROGRAM OVERVIEW

Program Location: Brandman University
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
5500 Irvine Center Drive
Irvine CA, 92618
Important Note: Closest entrance is off Jeffrey Road; if driving, use Lot 5

On-Site & Emergency Contacts:
Susan Bray, Executive Director, ACCCA (916) 747-8381 Cell
Courtney Clark, ACCCA Meeting & Event Coordinator (530) 200-5409 Cell
Tracy Newell, ACCCA Meeting Planner, (310) 283-5916 Cell

Sunday, July 21, 2013, 10:00 a.m. to 10:00 p.m.

SECTION ONE—ORIENTATION/GROUP DYNAMICS & SYLLABUS REVIEW;
PRESENTATIONS ON GOVERNANCE, PAST, PRESENT AND FUTURE

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<th>Time</th>
<th>Event</th>
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<tr>
<td>10:00</td>
<td>Program Check-In Opens (Gather in the Brandman Lobby)</td>
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<td>This timeframe will accommodate both those going directly to Brandman and those checking bags at the Hotel before catching the bus from the Hotel to Brandman before its 11 a.m. departure</td>
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<tr>
<td>11:00 a.m.</td>
<td>Transportation from Ayres Hotel to Brandman (Gather in the Ayres Lobby)</td>
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<td>If you are checking in at the hotel first, plan to arrive at Ayres Hotel prior to 11:00 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.</td>
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<tr>
<td>12:00 p.m.</td>
<td>Welcome Address &amp; Luncheon (Brandman Cafeteria &amp; Dining Patio)</td>
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Glenn Roquemore, President, Irvine Valley College; Member, ACCCA Board of Directors and Member, Brandman University Board will welcome our Participants to the Program on behalf of ACCCA and will introduce Christine Zeppos, Vice President, Brandman University and a Business Member of ACCCA. Brandman University is a valuable co-sponsor and contributor to the Admin 101 Program.
1:00 p.m.  **Orientation/Group Dynamics (Brandman Main Lecture Room)**

*Linda Beam,* Vice President of Human Resources, El Camino CCD and *Susan Bray,* Executive Director, ACCCA will introduce you to your fellow participants and to your assigned group, and will provide a thorough overview of the program.

1:30 p.m.  **California Community College Governance**

*Constance Carroll,* Chancellor of the San Diego CCD is your presenter for this kick-off session designed to provide you with an overview of the dynamics of the California Community College System and your 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, but which has also proven to be quite vulnerable to the influences of economics, politics and culture over the years. The presentation will inform the panel discussion to follow.

3:30 p.m.  Session Break

3:45 p.m.  **Navigating Transition: A Panel Presentation**

**Panelists:**

*Ron Galatolo,* Chancellor, San Mateo CCD  
*Scott Lay,* President and CEO, CCLC

Our Panelists, each an esteemed leader in the state and expert on community college policy and operations, will utilize the prior presentation on governance as a jumping off point for a deeper examination of this time of transition that the system now finds itself in.

*Ron Galatolo,* Chancellor, San Mateo CCD, is one of the most interesting innovators in community college leadership today. An outstanding presenter on topics of leadership from outside the box, he will provide some insights into the more innovative approaches districts can take, and are taking, with the future in mind.

A well-known system leader in his own right, *Scott Lay,* CEO of the League, will share his perspective of the policies that are in place, and those that are needed going forward, to ensure the system is going to absorb the change and be as strong and responsive as it needs to be in the future. At the forefront of policy development for California community colleges, Scott and the League, bring us the insider’s view of this transitional time we’re in.

Each from his own perspective, and each with unique insights into where the system is heading, our panel will engage and enlighten you as they discuss the role of today’s administrator in confronting the challenges of the system-wide transition taking place now, and the trends they see going forward. Your questions will be answered and you’ll come away with a much clearer picture of what to expect as the higher education landscape continues to evolve.

5:30 p.m.  **Transport from Brandman to Irvine Valley College**  
*(Brandman Lobby-buses will leave no later than 5:45 p.m.)*

6:00 p.m.  **Admin 101 Welcome Reception & Picnic BBQ**  
*Irvine Valley College, Live Oak Terraces*

The Second Time Around Band (band members include community college administrators and faculty) will again perform for your dancing and listening pleasure at a fun picnic/BBQ set up on the campus of Irvine Valley College just for you! Yes, it’s been a long day, but this is your first opportunity to get to know your classmates, so stay up late and have fun!

8:30 to 10:00 p.m.  **Transport from Irvine Valley College to Ayres Hotel**

*Separate shuttle departures back to Ayers Hotel scheduled for 8:30, 9:15 and 10:00 p.m. Your choice!*
### SECTION TWO—INSTITUTIONAL DYNAMICS; COMMUNITY COLLEGE FINANCE ADMINISTRATION

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<td><em>Please wear your Admin 101 Class Shirt today!</em></td>
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<td>8:30 a.m.</td>
<td>Coffee &amp; Conversation <em>(Brandman Foyer)</em></td>
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<td>9:00 a.m.</td>
<td>Sunday Recap/Opening Remarks <em>(Brandman Main Lecture Room)</em></td>
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<td>9:30 a.m.</td>
<td><strong>Institutional Dynamics: Campus Culture and the Ethical Administrator</strong></td>
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Staying true to your core values in an era of change requires vigilance and is not always an easy thing to do, much less understand all the nuances of your campus community and their values at the same time. State Chancellor **Brice Harris** is the former Chancellor of the Los Rios CCD and he knows a thing or two about campus culture and dynamics as well as strategies for successfully navigating through the challenges of a unique campus culture while maintaining the ethics that you value.

10:30 a.m.             | Session Break                                                        |

10:45 a.m.             | **Introduction to CCC Finance from a New CBO’s Perspective**         |

**Russi Egan**, recently appointed CBO at Palo Verde CCD, and now Co-Chair of the Admin 101 Planning Team, will share her insights into the California community college business office from a newcomer’s perspective. She’ll introduce our Keynote presentation on Community College Finance, but her presentation goes beyond that.

When it comes to aggressively pursuing excellence, Russi could write a book. Handed the CBO job unexpectedly, Russi took it upon herself to learn every single thing she could about the role of the CBO in order to help her struggling district. Along the way she figured out that not only was she the right person for the job at the time, she also realized she would need to create her own path to the professional development she would need to get there.

Russi will share her unique experiences and ideas about finance administration, but she’ll also inspire you to reach higher as you move through your own career, and she’ll convince you it’s never too late.

11:15                  | Session Break                                                        |

11:30                  | **Nuts & Bolts of Community College Finance Administration & Operations** |

**Jim Austin**, CBO at MiraCosta CCD (retired), former President of the ACBO Board of Directors and former interim Vice Chancellor for Finance and Facilities, CCCCO, will lead you through the maze that is the community college finance system in California.

Jim is also a faculty member at CSU San Diego’s Ed.D. program and a consultant for FCMAT and Cambridge West. This will be Jim’s 5th year as a presenter at Admin 101, and again he’ll bring his unique take on the basics of district and college finance administration and it’s relation to the larger State and Federal systems of funding.

The next level of finance training, including a look at the fiscal hierarchy in the State of California and how the revenue and spending decisions are actually made, will be presented. You’ll understand what the “normal”, “abnormal” and the “NEW normal” cycles of the state budget are and the role of the State Chancellor’s Office with regard to the funding process will be explained.

Jim will also introduce you to the district and campus level fiscal operations structure, and will review that advance homework assignment with you. Now wasn’t THAT a fun summer activity!?
12:30 p.m.  Lunch *(Brandman Cafeteria & Dining Patio)*  
*Note: Class photo will be taken outside front entrance at 1:15 p.m.*

1:30 p.m.  *Nuts & Bolts of CC Finance Administration & Operations (continued)*

3:30 p.m.  Session Break

3:45 p.m.  *Top Ten Myths about the CBO*

**Bonnie Ann Dowd**, Executive Vice Chancellor for Business Services, San Diego CCD and the current President of the Association of Chief Business Officials (ACBO), will wrap up the Finance section with a presentation on the role of the CBO today. Bonnie will share her insights from the unique perspective of a state level leader in Community College finance policy and practice, and the information she shares may even dispel some of the stereotypes that exist about college or district business officers in California today.

4:30 p.m.  Shuttle from Brandman to Ayres Hotel

5:00 p.m.  Free Late Afternoon/Early Evening  
*Note: There are numerous dining options within walking distance of the Hotel and a small convenience store. Ayres offers limited shuttle service to South Coast Plaza which has multiple shopping, dining and entertainment options.*

5:00 to 7:00 p.m.  Complimentary ACCCA Reception at Ayres Hotel *(Living Room)*  
*Note: Beer, wine, soft drinks, waters and light snacks will be served. Room will stay open until 11:00 p.m. for networking. The room will be stocked with cards & games.*

**SECTION THREE—HUMAN RESOURCE OPERATIONS IN COMMUNITY COLLEGE ADMINISTRATION**

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<td>8:00 a.m.</td>
<td>Brandman Shuttle <em>(Ayres Hotel Lobby)</em></td>
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<td>8:30 a.m.</td>
<td>Coffee &amp; Conversation <em>(Brandman Foyer)</em></td>
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<tr>
<td>8:45 a.m.</td>
<td>Monday Recap/Opening Remarks <em>(Brandman Main Lecture)</em></td>
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<td>9:00 a.m.</td>
<td><em>Employment Relations Introduction</em></td>
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**David Bugay**, Vice Chancellor for Human Relations for the South Orange Community College District is also an ACCCA Board member and currently is the incoming President of ACHRO-EEO, the Chief Human Resource association for community colleges in California. In his entertaining introduction to the topic of Employment Relations, David will examine the perspectives of all constituencies of the district with regard to the craft of employee management and define such interesting industry-related terms as “backboneology”—something administrators should become very familiar with! No matter what your area of management is, you’ll be able to relate to the examples he’ll share of the "Ten Things That Drive People Crazy."

**Lisa Bailey**, Vice President of Administrative Services, Chaffey College, joins our HR Team this year to provide a district perspective on the technical aspects of HR Management. She will be teaming up with our annual Keynote presenter on this topic, **Mary Dowell**, Partner at Liebert Cassidy Whitmore.

Always ready with the latest word on human resource essentials for community college administrators, **Mary Dowell** has been a stalwart for effective district management of personnel throughout her career. 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 Lisa 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!

10:00 a.m.  Session Break

10:15 a.m.  The Nuts and Bolts of HR in CCCs Today (continued)

12:00 p.m.  Lunch (Brandman Cafeteria & Dining Patio)
Note: Brandman will host a Lunch & Learn session from 12:45 to 1:05 p.m.

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

3:30 p.m.  Shuttle from Brandman to Ayres Hotel

4:00 p.m.  Free Late Afternoon/Early Evening
Note: There are numerous dining options within walking distance of the Hotel and a small convenience store. Ayres offers limited shuttle service to South Coast Plaza which has multiple shopping, dining and entertainment options.

5:00 to 7:00 p.m.  Complimentary ACCCA Reception at Ayres Hotel (Living Room)
Note: Beer, wine, soft drinks, waters and light snacks will be served. Room will stay open until 11:00 p.m. for networking. The room will be stocked with cards & games.

Wednesday, July 24, 2013, 9:00 a.m. to 5:00 p.m.

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<tr>
<td>8:30 a.m.</td>
<td>Coffee &amp; Conversation (Brandman Foyer)</td>
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<tr>
<td>8:45 a.m.</td>
<td>Tuesday Recap/Opening Remarks (Brandman Main Lecture)</td>
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<tr>
<td>9:00 a.m.</td>
<td>Introduction to Enrollment Management and Student Success (Brandman Main Lecture)</td>
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In the current environment in which we work, the concept of Student Success now drives everything we do as administrators. Sandy Mayo, President of Moreno Valley College, will join us for an introduction to the topic by sharing her own experience as a relatively new CEO. After taking leadership of a college within a multi-campus district, she spent considerable time assessing the state of its commitment to student success and then moved forward to nurture what was working while instituting strategic change from within. Sandy will introduce our session on Enrollment Management and Student Success with a real-world example of a best practice to take back to your campus.
Panel Presentation: Strategic Enrollment Management in Transition—Proven Best Practices

Panelists:

- Judy Miner, President, Foothill College/Foothill-DeAnza CCD
- Ross Miyashiro, Dean of Admissions and Records, Long Beach CCD
- Christina Espinosa-Pieb, Vice President Instruction, DeAnza College

Judy Miner is the president of Foothill College and a former Vice President of Instruction. To provide the 30,000 foot view on the topic, Judy will present her insights on the CEO’s priorities with regard to an effective and adaptable Enrollment Management plan in an era of changing priorities for Student Success.

Joining Judy will be Christina Espinosa-Pieb, VP Instruction at DeAnza and Ross Miyashiro, Dean of Admissions and Records at Long Beach CCD. They’ll bring the technical nuances to the discussion from the Instruction and Student Services sides of the house. Together our panelists will share extensive research and data, as well as their own perspectives and experiences in creating and sustaining successful enrollment management programs on their campuses. What works, and what just doesn’t? How are the perspectives of each department integrated into a seamless process? It can happen! You’ll find out what best practices have proven successful for these system leaders, and how the new movement toward Student Success will impact enrollment management practices system-wide and require more of everyone.

11:00 a.m. Session Break

11:15 a.m. Introduction to Calculated Enrollment Management
Christina Espinosa-Pieb, Vice President of Instruction, De Anza College

A unique model for calculating enrollment adaptable to any community college will be demonstrated and participants will have the opportunity to learn the application and apply it to their own campus.

12:15 p.m. Email Break and Lunch (Brandman Cafeteria & Dining Patio)

1:15 p.m. Calculation Exercise (Brandman Main Lecture Room)

With the assistance and guidance of our presenters, participants will calculate their own enrollment based on the DeAnza Model. This interactive exercise will provide participants with a real tool to take back to their campus.

2:00 p.m. Session Break/Reconvene (Brandman Main Lecture)

2:15 p.m. Enrollment Management from a Student Services Perspective
Ross Miyashiro, Dean of Admissions and Records, Long Beach CCD

3:00 p.m. Q & A with the Presenters

3:45 p.m. Shuttle from Brandman to Ayres Hotel

5:00 p.m. Cocktail Reception Hosted by Keenan & Associates (Ayres Hotel, Pool Courtyard)

Come join your host Bob Schoenherr, Senior Vice President, Keenan & Associates, for a pre-dinner cocktail by the pool as you’re serenaded by the sounds of classical guitar.

6:00 p.m. Final Night Dinner & “Graduation” Celebration (Ayres Hotel, Camberley Room)

Time to celebrate! An evening of relaxation and laughter is in store, including a hosted wine reception and dinner, some heartfelt “graduation” acknowledgements. To end the evening we offer a special presentation, “RIPPED FROM THE HEADLINES: What to do When You Cannot Believe...That Really Just Happened!”

You’ll enjoy an entertaining and lively evening chat with Jamillah Moore. She’s currently the Chancellor of the Ventura County CCD, but prior to that, her former position was President of LA City College. Throughout her career, Jamillah has gained extensive expertise in the private sector as an education consultant to community college districts, as well as experience in significant leadership positions within the California Community College and District realm.
Among her varied and unique career experiences, Jamillah has acquired a unique perspective on just what can go wrong, and what strategies have proven beneficial in difficult situations. Jamillah will explain how to use language to diffuse challenging situations and she’ll share some of the all too real experiences of your colleagues from around the state (names will be changed to protect the innocent)!

Her presentation will leave you comforted by the knowledge that you are not alone as she shares some insights practical steps you can take to effectively deal with those unique, stranger than fiction scenarios.

Thursday, July 25, 2013, 9:00 a.m. to 1:30 p.m.

SECTION FIVE—RESILIENCY SKILLS FOR COLLEGE ADMINISTRATORS & CLOSING LUNCHEON

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<tr>
<td>6:00 to 8:30 a.m.</td>
<td>Breakfast at Ayres Hotel (Ayres Hotel Dining Area)</td>
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<tr>
<td>Prior to 8:30 a.m.</td>
<td>Participant Checkout</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Coffee &amp; Conversation (Ayres Hotel, Camberley Room)</td>
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<tr>
<td>9:00 a.m.</td>
<td><em>Bringing it Back Home: Buoyancy in a Sea of Change</em></td>
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*Kerry Elkind*, best known as the Birkman Method assessment facilitator for the Admin 201 program, brings her humor and enthusiastic performance style to Admin 101 in a workshop sure to provide you with tangible take-away skills custom-made to get you through the worst storms—but you first! Completing her short pre-session assignment is the first step, but understanding how to take what you’ve learned at 101 and effectively implement it back at your campus...that’s the ultimate goal.

From managing the human side of change, to developing an action plan to take your new skills and knowledge back to campus, this fun and highly interactive session was designed just for you! What a great way to conclude the program and send you off with the energy and inspiration to tackle what’s ahead.

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<tr>
<td>12:30 p.m.</td>
<td>Closing Luncheon (Ayres Hotel, Pool Courtyard)</td>
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<tr>
<td>2:00 p.m.</td>
<td>Program Adjourns</td>
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