



We are all looking forward to three wonderful days at the Crowne Plaza Ventura Beach, situated in beautiful Ventura, for the 26<sup>th</sup> Annual Classified Leadership Institute. We have a great set of presenters and will be counting on you to participate and share your knowledge. The following information covers the conference schedule and preparation.

## CONFERENCE SCHEDULE

Please note that you will NOT be able to check in to the hotel until 4:00 p.m. To enhance your CLI experience, you should be on time and plan to arrange your travel schedule around the following times:

### Wednesday, June 13, 2018 (for those arriving early)

4:00pm Hotel Check-in

### Thursday, June 14, 2018

8:00 am Check-In/Registration

8:00 am Opportunity Drawing Open

8:00 am Elections Open

8:00 am Photo Booth

9:00 am Newcomer Session

10:15 am Welcome & Opening Keynote Speaker: Classified Leadership

12:00 pm Buffet Lunch – 3CLA Video Presentation

1:15 pm Concurrent Sessions

2:30 pm Concurrent Sessions

4:00 pm Hotel Check-in

5:30 pm Spirit Social Hour

Dinner on your own

### Friday, June 15, 2018

7:30 am Buffet Breakfast / Senate President Breakfast

8:45 am General Session – The Evolution of the California Community Colleges

10:15 am Opportunity Drawing Opens

10:15 am Elections Open

10:30 am Concurrent Sessions

12:00 pm Buffet Lunch

1:15 pm Concurrent Sessions

2:30 pm Concurrent Sessions

5:30 pm President's Hosted Social Hour

6:30 pm Awards Dinner

8:30 pm Music and Dancing

### Saturday, June 16, 2018

7:30 am Buffet Breakfast

8:30 am 4CS Annual Business Meeting

9:30 am General Session: Legislative Update

10:30 am Review of 2018 & Building CLI 2019

11:30 pm Conference Closes

12:30 pm 4CS Executive Board Meeting

## INSTITUTE HIGHLIGHTS

- General session and motivational speakers
- Breakout sessions focusing on leadership tools, senate building, professional development, state initiatives and shared governance resources
- Opportunity drawings, college memento exchange & college spirit competition
- Ample networking opportunities and presentation of awards and recognitions
- Legislative & budget updates
- 4CS Annual Board Meeting

## KEYNOTE SPEAKERS

*Classified Leadership* - Dr. Jowel Laguerre, Chancellor-Peralta Community College District

*The Evolution of the California Community Colleges* – Laura Hope, Vice Chancellor – CA Community Colleges

*Legislative & Budget Updates* – Ryan McElhinney, CA Community College League

## ATTIRE

Dress for the conference is casual. Temperatures in Ventura Beach in June average low's in 60's, highs in the 75's and can have evening winds. It's a good idea to bring a sweater or light jacket for early mornings or evenings, and pay attention to forecasts prior to travel to be prepared for unseasonable weather changes. If interested in an early morning walk along the beach, please bring appropriate shoes and clothing.

The Awards Dinner dress for this year is Beachy professional, however, feel free dress as you like or dress up. Please be mindful that this is a state sponsored professional conference.

## WHAT TO BRING WITH YOU

- Your good humor and a flexible disposition. Remember this is not a “traditional” conference.
- Senate delegates, remember to bring a copy of your completed delegate form. New senates and senates with revised constitutions and/or bylaws, please bring an updated copy for our records.
- Senate leaders, please be ready to participate in discussions concerning statewide governance and contribute your local concerns and wishes. Please bring examples of local senate activities, newsletters, resolutions and documents to share with others and the 4CS Governance Library.
- Enough money or a credit card to cover additional costs during the conference (drinks during the social hour (cash), shuttle costs, other incidental expense, items in the 4CS Opportunity Drawing and themed basket drawing).
- Please make your travel arrangements with the beginning and end of the conference in mind, 12pm Saturday, so you do not miss final events and drawing.

## PARKING UPDATE

Parking is complimentary in the parking garage at Crowne Plaza Ventura Beach for attendees of the Classified Leadership Institute. There is also valet parking available in the main parking lot for a daily fee of \$16.

## QUESTIONS

Please contact Trisha Albertsen, [talbertsen@cccacs.org](mailto:talbertsen@cccacs.org) or Dawn Bridge, [dbridge@cccacs.org](mailto:dbridge@cccacs.org)

## CLASSIFIED LEADERSHIP INSTITUTE 2018 CONFERENCE CHAIRS/COORDINATORS:

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## CLI Activities & Fundraising

### Memento Exchange

The memento exchange is designed to encourage networking and interaction among conference participants. Take advantage of the general sessions and social activities to find your partner and exchange college mementos. The task is simple; find your matching sticker. If you haven't found your exchange partner, at the awards dinner, bring your items and you will be partnered at the event.

### Opportunity Drawings

This year there will be a change to the annual 4CS Silent Auction. Instead, we will be having opportunity drawings where attendees can purchase tickets placing them in the container for item(s) of their choice. A winning ticket will be drawn for each item.

Tickets are \$1 each or 6 (six) for \$5.

Themed Gift Basket: As in the past, we will have a themed gift basket drawing. All registered attendees will receive a complimentary ticket for this opportunity drawing. Increase your chances of winning by purchasing additional tickets for \$1 each or 6 for \$5.

The purpose of the opportunity drawings is to raise funds to support the operations of 4CS and future CLI scholarships.

### Spirit Social Hour

Make new friends and reconnect with old ones! Strut your stuff and show your spirit to earn points towards our CLI Spirit Awards. Feeling shy? Have a drink on us!

### Awards Dinner and Dancing

Join 4CS on Friday in recognizing outstanding Classified Professionals from the California Community Colleges. Help us celebrate the service of Classified Professionals who have received recognition on their campuses throughout this year in service of the Classified Senate.

Special recognition will focus on recipients of the CLI Scholarships, Outstanding Statewide Leadership Award, Classified Senate President Service Award, Website Competition Awards, Model Senate Awards, 4CS Sponsorship Competition, and special recognition awards. 4CS will also recognize its sponsors, whose support helps 4CS achieve its mission. Enjoy the President's social hour prior to Friday night's dinner with one complimentary beverage courtesy of 4CS! To top off the evening, join us afterward for music and dancing with DJ Michael Press, Press Productions.

### CCLC Event App

Check it out! The CCLC Events app is your guide to all of the general sessions, workshops, networking activities, and evaluations.

## Conference Sessions

### Newcomer

New to CLI or Senate Leadership? Want to learn how to maximize your time at the conference? This orientation is designed to help you participate successfully in the Classified Leadership Institute. Your 4CS Board Members will guide you through the sessions and activities while providing invaluable hints for a fun and productive conference!

### Keynote Presentation

#### Classified Leadership

Leadership is all around us; it is important for each of us to recognize our own leadership and seize the opportunity to exercise it and put it to use. Leadership is expressed in different ways and in different forms. Classified leadership often goes unrecognized, unidentified and unused. We will explore ways to self-empowered leadership.

## Concurrent Sessions 1

### Marketing & Outreach in the Age of Social Media

The millennials are here! Why is everyone on the Twitter-gram? Reach a wider campus audience using social media and basic web design principles. Whether it's to promote events or generate interest in fundraisers, it will benefit your senate to have a web presence.

### Pass the Sugar, please - Creating Opportunities for Staff to have a Seat at the Table

This workshop will examine the myth that Classified Professionals don't have a seat at the table, the importance of creating leadership opportunities and that leadership starts with just one idea!

### The 4CS Board Boogie

A themed surfboard group decorating project that emphasizes Collegiality, Leadership and Team Building. Several "blanks" are provided as well as markers and art supplies. A showcase finale for appreciation and discussion about teamwork, inclusiveness, and adaptation to follow.

### 3CLA Equity Presentation

As an outcome of 3CLA, San Diego Mesa College has become what we're thinking of as a pilot site within the San Diego Community College District to investigate and implement a Classified-led, grass-roots Classified Professionals Institute comprising three elements: the New Classified Institute, tracks for seasoned Classified Professionals, and "master class" inquiry groups to conduct research and to brainstorm about topics that are under-theorized, like Classified Professionals' impacts and opportunities related to student equity and outcomes. We will present an overview of the Institute(s) and strategies for moving from the proposal to the implementation stage.

## Concurrent Sessions 2

### Strength in Unity-Collaborating with your Academic Senate

The San Diego Continuing Education Classified Senate has established a strong relationship with the Academic Senate and uses that partnership to achieve progress that benefits the faculty as well as Classified Professionals. Join this group discussion on ideas, innovations, challenges, and opportunities for collaborative efforts with your Academic Senate.

### Senate Bootcamp

An introduction towards understanding the Senate infrastructure related to roles and responsibilities while serving in governance. This session will cover how to create an environment that becomes a platform for Classified Professionals to embrace participating in the decision-making process, all leading to enhancing professional Growth in leadership. How to utilize the skills of others and allowing others to grow through the process of maintaining relationships, developing goals/objectives, encouraging open communication, and spreading the rewards of leadership for your Senate to remain thriving.

### Robert's Rules of Order

What's a quorum? Who can make a motion? When can items be passed by consensus? Roberts Rules of Order answers all these questions and more. Come learn all about it!

### Create New Leaders for Tomorrow by Organizing Your Senate Effectively Today

The effectiveness of a Classified Senate depends on the level of commitment and teamwork contributed by all senators. Come learn about reorganizing your senate through innovative design and ideas. By welcoming even the smallest changes, your senate will blossom and will pave the way to create a solid foundation for tomorrow's leaders!

## General Session

### The Evolution of the California Community Colleges

This session will focus on the ways that the Vision for Success and the California community college are poised for the future. Higher education and its systems must change in order to be responsive to the dynamic needs of students and California's demanding economy. Learn about what those changes mean and the ways that Classified Professionals will continue to play a critical role in the success of colleges and students.

### Concurrent Sessions 3

#### Accreditation, Program Review, and the Classified Professional

An overview of the accreditation and program and services review processes and how Classified Professionals can be involved.

#### In it to win it: Senates & Union

This is a panel discussion regarding the pros and cons of the collaborative relationship between senates and unions. Obviously, both groups represent the same individuals. The desired outcomes of this discussion are to see where the relationships can be strengthened the highest and best outcome for all Classified Professionals can be gained at our particular colleges and districts.

#### A Classified Professional Retreat

We will address the need our college had for an overdue classified retreat during times of administrative change and uncertainty. We will describe what funds were used and the courses are taken to create a full day professional development retreat for contract and hourly employees.

#### Learn how to work as a team through Social Dancing: Latin Dancing 101

Learn the basics of some of the most popular Latin social dances today. Improve your ability to read non-verbal cues and lead with clear signals and trust your leader. This fun and interactive workshop will focus on teaching attendees a basic dance pattern in a safe and friendly environment.

#### Students tell it like it is: Using Student Voices

This workshop will use student experiences to help inform best practices when working with students from special populations. Attendees will walk out with strategies to help improve service to these students and ideas to keep the equity conversation going on their campuses.

### Concurrent Sessions 4

#### It's no Secret that a Secret Pal Program Makes you Happy & Appreciated

Having a Secret Pal at work is a fun way to boost the workplace wellness - it brings smiles to our faces, it makes everyone feel good about themselves and co-workers. We share our experience with our Secret Pal program which required careful preparation and thoughtful maintenance to make it a big success.

#### Institutional Effectiveness & Inclusivity

An introspective look at our inclusive/effectiveness committee; a group comprised of all representative employee classes and students charged with being a hub for information and a center point for research, decision making, initiative progress, and institutional traction for the College at large.

#### So, you don't like how it is, and you want to change it?

It's not fair. They have it better than you. You do the hard work, they make more money. You are dedicated, affect student success, and work more hours than you are paid for. You are upset. You want change. But do others want change?

We will look at how leadership and change affect each other, or not. You probably can be a leader, and can make change happen. You probably can change lives. You may have had some leadership training, experience, maybe even have had some success in leading change. Did you hit some barriers? Resistance? Personality differences? We will get real, and look at Leadership in ways you probably have never thought about. There are some things you must know.

#### Enhance Classified awareness of Diversity, Equity & Inclusion (2 hrs – Concurrent sessions 4 & 5)

Classified Professionals/Educators play an indispensable role in our community college system and in particular, our journey to equitize our institutions. Classified Professionals are on the frontlines, and usually engage with students more often than anyone else! How can you lead to equity and help improve the quality of everyone's experience from your social location? In this workshop, we will explore your indispensable role, ways to reflect on your personal contributions to equity, and what's in it for all of us to stay engaged in work of improving our campus environments/communities.



## Resolutions and Plenary Workshop

Resolutions initiate a course of action within a governance process. Join this session to receive guidelines for writing resolutions.

You will discover the use of a resolution Google Doc template, identify resolution key terms, different stages of a resolution, format and style guidelines, perambulatory clauses vs. operative clauses, and what's next after writing and submitting a draft resolution through the local, 4CS, and plenary process.

## Concurrent Sessions 5

### The Color of your Personality and how to use it in the workplace

Utilizing the True Colors Assessment, attendees will learn more about their personality preferences and how to effectively communicate with other personalities. This workshop is helpful to learn self-care techniques as well as communication strategies based on the person's specific personality preference.

### Create Presentations that "Zing" with Prezi

Prezi is an easily learned tool that will help your presentations come alive. This workshop will focus on the building blocks required to create a Prezi and participants will learn tips for enhancing their unique presentations.

### Expanding and Inspiring Equity Work in the California Community College System

A presentation of the successes, challenges, and lessons learned in energizing Mendocino College equity work in partnership with the Center for Urban Education (CUE) at USC. Mendocino College was the first Classified Professionals group in the country to partner with the Center and can share how and why others might consider it as well.

## General Session

### Legislative & Budget Update

With the passage of the 2018-2019 budget just a few days behind us and the legislative session winding down, you must be wondering "what happened and why should I care?" Wonder no more. This session will provide insight into the 2018-2019 Budget signed by Governor Brown and discuss the outcomes that are important to colleges. You will also learn about the process, discuss strategy and talk about how pending legislation and the current political influences will work together to determine the reality for colleges.

## Closing Session

### Building CLI 2019

Feedback from 2018 and planning session for CLI 2019. Bring your ideas and comments for what you would like to see in the future. Drawing for the theme basket and other items will take place, you MUST be present to win.

*See you at CLI!*

