

I am requesting funding for a high level executive assistant conference for all four of the VP Executive Assistants and me to attend together. We have identified a two and a half day conference called EA Ignite from March 18-20, 2020, in Dana Point. The conference organizer is the American Society of Administrative Professionals. While this organization and training is not specific to public agencies or community colleges, it is specific to the work that we do as administrative professionals. Laura Martinez previously attended an Executive Assistant Summit where she learned about the EA Ignite conference. Laura advised EA Ignite is designed for high level executive assistants. As you know, in the last two years, out of the five of us, we have three Executive Assistants new to their jobs. Additionally, in the last three years, with the addition of Morris soon, we will have three new Vice Presidents. A conference and executive assistant teambuilding trip is really very timely.

The topics of this executive assistant-specific conference are very innovative and forward-thinking, focusing on leadership, technology, and project management--all tasks that I find extremely important in the work that we do. Typically, we are included in Classified professional development, but often times function in roles more similar to management, so the professional development available to us can be inadequate. Topics included in this conference speak to the work of higher-level executive assistants, such as "How to Lead, Influence", "Support Organizational Change; Claiming Success: Beyond Setbacks and Failures"; and "Problem-Solving Like a Chief of Staff" (one I'm very much interested in!). Much like the management and classified retreats, I would also like to use this as an opportunity to have time for all of us to connect and share some outside-of-work time together, strengthening the amazing network that we already have.

While the conference is coming up quick and we would need to book ASAP, I believe that the location and recency makes this ideal. All four VP Executive Assistants and I are available to attend, and the closer location cuts down on costs. I am estimating \$3,200 per person to attend, all-inclusive.

Here's the link to the conference schedule in case there are questions specific to the topics: <https://www.eaignite.com/schedule/>

We appreciate your consideration!



**Carol Nelson**

Executive Assistant to the President/CEO and Board of Trustees |  
President's Office

✉ [cnelson@mtsac.edu](mailto:cnelson@mtsac.edu)

☎ 909.274.5431

 909.274.2990

**Mt. San Antonio College**

1100 N. Grand Ave.

Walnut CA 91789

[www.mtsac.edu](http://www.mtsac.edu)