ADMINISTRATION 101

accca

July 26-30, 2015
Brandman University, Irvine

We are excited to invite you all to apply for the next class of ACCCA's Administration 101!

This is the only training program of its kind in California. The program will be held at Brandman University in Irvine, and includes deluxe accommodations at the nearby Ayres Hotel – Costa Mesa/Newport Beach.

The 5-day seminar focuses on the unique "nuts and bolts" and management basics for the unique California community college system. The program provides an overview of the most crucial technical, regulatory and legal aspects of administration as it applies to California's unique community college system. Case studies and presentations provided by seasoned practitioners and system leaders will help participants apply the rules and regulations in real-world situations.

Mark your calendar for these important dates!

- The Admin 101 Program will be held this summer, July 26-30, 2015
- If accepted into the program, invoices and final confirmation materials will be emailed to the address you indicate in the online application
- Confirmation materials will include access information for the Admin 101 participant web page. The web page will feature class materials, recommended reading list and advance assignments and will be available mid-June.

All you need to do now is **click here** to fill out the online form and upload the requested documents to apply for the 2015 program. Applications will be accepted through **May 29, 2015 at 5:00pm.** *(Please note – our website performs best using Firefox, Chrome or Safari browsers. Internet Explorer is not a preferred browser.)*

When applying, you will need to upload the following documents:

- A one page letter or statement indicating your career goals and why you think this training will assist you in your professional growth
- A brief profile (per instructions provided on the web page)
- A color photo of yourself for the class directory – *please make sure it's large enough for print* (formats accepted: jpg, gif, png, pdf)

Please note the policies around our selection process:

- The class size for Admin 101 is a maximum of 72 seats
- All applicants to the Admin 101 program must go through a vetting process and be selected by a designated team of volunteers and staff based on criteria established by the Management Development Commission (MDC)
- Priority registration will be granted to administrators, managers or supervisors who are relatively new to the college or to their administrative role (i.e., within their first 5 years)
- Colleges may reserve up to 5 seats in the program in exchange for advance payment of those seats. (i.e., some newly hired attendees won't be known until just before the commencement of the program. If, for some reason, those attendees do not materialize, it is too late to fill those slots.)
- All attendees from one college group must be registered together and must go through the same vetting process and meet the same criteria as a single applicant.
- Any additional name or names submitted beyond the 5 must go to a waiting list for the following year's program (i.e., the college will have to prioritize applicants in order of who needs the training the most now and who can wait)
- If a seat on the waiting list opens up due to a cancellation in the class, pre-vetted applicants will be chosen from the waiting list with priority granted to those colleges not currently represented on the list.
- The waiting list will be managed from year to year by date of application submission.

Rates for the 2015 program are as follows and can be paid in full or in three monthly installments – and remember – you MUST be an ACCCA member to participate in the Admin 101 program:

- Program/Registration Fee - $2,050 (includes accommodations/most meals/parking)
- Mentor Program - $1,650 (applies to current and next year's mentor program participants and includes all of the above)

We encourage you to consider taking this next step to your leadership development pathway and look forward to receiving your materials. If you know of a colleague that would benefit from the program, please encourage them to apply!

If you have any questions about the admissions process or if we can assist you at all please contact the ACCCA Office at (916) 443-3559.