

MANAGEMENT TRAINING INTENSIVE
Agenda -- Day 1 – Monday, March 21, 2011

8:00 – 8:15 AM **DISTRICT OVERVIEW**
Mary Rogers, Acting Vice Chancellor, Human Resources
Welcome, Introductions

8:15 – 9:40 AM **STUDENT SERVICES**
Lynn Neault, Vice Chancellor, Student Services
Student Services Strategy and System Support
FTEs, FTES, FTEF, and Other Headcounts
Student Clubs and Organizations

9:40 – 9:50 AM **Break** =====

9:50 – 10:30 AM **STUDENT SERVICES – cont'd**
Gail Conrad, Director, Disabled Student Programs and Services
DSPS and other Student Services

10:30 – 11:10 AM **INFORMATION TECHNOLOGY (IT)**
*Keith Barron, Assistant Director, Information Technology, speaking on behalf of:
Kent Keyser, Director, Information Technology*
Services for Students, Faculty and Staff

11:10 – 11:20 AM **Break** =====

11:20 – 12:00 PM **COLLEGE POLICE**
*Jose Vargas, Lieutenant, College Police and
Jordan Mirakian, Sergeant, College Police, speaking on behalf of :
Charles Hogquist, Chief, College Police*
Campus Police Services – Students, Faculty, Staff, and Campus Community
Emergency Management Team – Role and Responsibilities

12:00 – 1:00 PM **LUNCH** =====

1:00 – 2:20 PM **DISTRICT OVERVIEW**
Constance M. Carroll, Ph.D., Chancellor
National, State & Community Context for the SDCCD
District Overview of Planning
Strategic Directions and Challenges

2:20 – 2:30 PM **Break** =====

2:30 – 3:10 PM **DISTRICT OVERVIEW – cont'd**
*Richard Dittbenner, J.D., Director, Public Information & Government
Relations*
Importance of District Interaction in State & Local Political and Public
Environments

3:20 PM *Closing Announcements*
Adjourn =====

MANAGEMENT TRAINING INTENSIVE
Agenda -- Day 2 – Tuesday, March 22, 2011

8:00 – 9:00 AM **INSTRUCTIONAL SERVICES**
Andrea Henne, Ed.D, Dean of Online Instruction and Distributed Learning
Role of Technology in Access to Education

9:00 – 10:00 AM *Lisa Curtin, Director of Military Education*
Military Education in the Community College Environment

10:00 – 10:15 AM **Break** =====

10:15 –11:00 AM *Shelly Hess, Ed.D, Dean of Curriculum & Instructional Services*
Curriculum Development

BUSINESS SERVICES

11:00 –12:00 PM *Charles Rogers, Acting Executive Vice Chancellor, Business Services*
Understanding Our Financial System and Managing Operational Budgets

12:00 –1:00 PM **Lunch** =====

1:00 – 2:00 PM Business Services – Continuation of Morning Session
Q&A

2:00 – 2:10 PM **Break** =====

2:10 – 3:10 PM *Sharon Rhodes, Ph.D., Dean of Economic Program Development*
Lynne Ornelas, Dean of Workforce Education Programs
Grants and Instructional Research
Workforce and Economic Development

3:10 – 4:10 PM **INSTRUCTIONAL SERVICES – cont'd**
Otto Lee, Vice Chancellor, Instructional Services and Planning
Instructional Services, Planning & Technology
District's Strategic Planning
New & Innovative Initiatives

Closing Announcements

4:20 PM **Adjourn** =====

MANAGEMENT TRAINING INTENSIVE
Agenda -- Day 3 – Wednesday, March 23, 2011

- 8:00 – 9:20 AM** **HUMAN RESOURCES**
Mary Rogers, Esq., Acting Vice Chancellor, Human Resources
Human Resource Management
District Policies and Procedures
- 9:20 – 9:30 AM** **Break** =====
- 9:30 – 10:10 AM** *Shawn Larry, Equal Opportunity & Diversity Officer*
Diversity Appreciation and EEO
- 10:10 – 10:50 AM** *Sylvia Swenson, Director, Employee Services*
Compensation, Payroll, and Benefits
HR Systems
- 10:50 – 11:00 AM** **Break** =====
- 11:00 – 11:30 AM** *Will Surbrook, Director, Employee Relations*
Labor Relations in a Union Environment
- 11:30 – 11:50 PM** *Robyn Taylor, HR Technician, Employment & Professional Development*
Scope of Employee Professional Development Office
- 11:50 – 12:20 PM** *Erin Milligan-Hill, Director, Employment & Professional Development*
Employment, Recruiting and Selection
- 12:20 – 1:20 PM** **Lunch** =====
- FACILITIES SERVICES**
- 1:20 – 2:30 PM** *Dave Umstot, Vice Chancellor, Facilities Management*
Facilities Management:
New Facility Development
- 2:30 – 2:40 PM** **Break** =====
- 2:40 – 3:20 PM** *Charlie Williams, Facilities Supervisor, Facilities Services,*
speaking on behalf of: Tony Goudie, Director, Facilities Services
Maintenance and Grounds
- 3:20 – 4:00 PM** *Constance M. Carroll, Ph.D., Chancellor*
Mary Rogers, Esq., Acting Vice Chancellor, Human Resources
Questions & Answers
Closing Comments
- 4:00 PM** **Adjourn.....and Thanks to Everyone!** =====