

# **2017 Fall Training Institute PROGRAM**



**October 17-20, 2017  
Garden Grove, CA**



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# SCHEDULE AT A GLANCE

## TUESDAY, OCTOBER 17, 2017 (Pre-Conference)

12:00—6:00 PM	Early Bird Registration
1:00 PM—5:00 PM	<u>Workshop 1</u> —FEHA/ADA Compliance: Strategies to Combat Leave Misuse, Abuse, and Excessive Use (Rachel Shaw, Shaw HR Consulting, Inc. )
1:00 PM—5:00 PM	<u>Workshop 2</u> —Leaves, Leaves, Leaves 3 Part Series (Tina Kannarr, Jacquelyn Takeda, Aaron O 'Donnel, all from AALRR )

## WEDNESDAY, OCTOBER 18, 2017 (Day 1)

7:30 AM—8:30 AM	Breakfast and Registration
8:30 AM—10:30 AM	Managing Free Speech on Campus, Is your college ready ( Sharon Ormond, AALRR; Aaron O 'Donnell, AALRR; Dr. Cindy Vyskocil, Coast CCD; Dr. Debra Fitzsimons, So. Orange CCCD )
10:45 AM—12:00 noon	<p><u>Workshop 1</u>—From Inclusive Student Body to Inclusive Faculty Base: Structuring Effective Faculty Internship Prog. and Strengthening Faculty Pipelines that Allow us to Say It, See It, and Actually Be It (Sacha Moore, Coast CCD; Dr. Cindy Vyskocil, Coast CCD; Kat Olvey, Golden West College )</p> <p><u>Workshop 2</u>—The City of San Jose Public Records Act Case (Steve Ngo, Lozano Smith Attorneys at Law )</p> <p><u>Workshop 3</u>—Communicating with Difficult People and Influencing Change (Barbara Ginsberg, AALRR )</p>
12:00—1:45 PM	<p>Lunch</p> <p>ACHRO/EEO General Membership Meeting</p> <p>Strengthening Student Success through the Guided Pathways Framework (Laura Hope, Executive Vice Chancellor, CCC Chancellor 's Office)</p>
2:00 PM—3:15 PM	<p><u>Workshop 1</u>—Politics in the Workplace and at the Bargaining Table (Rex Randall Erickson, Erickson Law Firm A.P.C.and Dr. Cindy Vyskocil, Coast CCD )</p> <p><u>Workshop 2</u>—Weed in the Workplace (Kristine Kwong, ASCIP-Musick, Peeler )</p> <p><u>Workshop 3</u>—Emerging Negotiation &amp; Retirement Tools for Community Colleges during Challenging Times (Eric O 'Leary, PARS; Dr. Alberto J. Roman, Los Angeles CCD; Debbie Fry, School Services of Calif )</p>
3:30 PM—5:00 PM	<p><u>Workshop 1</u>—What 's Next for American Health Care Reform Legislation? (Jessica Frier, American Fidelity; Shairon Zingsheim, Vy Anderson both from Ohlone College )</p> <p><u>Workshop 2</u>—Investigations: When Gender Identity is Part of the Scope (Deborah Maddux, T9 Mastered, Inc. and Van Dermyden Maddux Law Corp; Nora Rohman, Public Interest Investigations, Inc. )</p> <p><u>Workshop 3</u>—Drug/Alcohol Use by Employees? (Michelle Cannon, Lozano Smith Attorneys at Law; Ryan Davis, Sierra Joint CCD )</p>

## SCHEDULE AT A GLANCE (continued)

### THURSDAY, OCTOBER 19, 2017 (Day 2)

7:30 AM—8:30 AM	Breakfast & Registration
8:30 AM—10:30 AM	Mock Trial ( Eileen O ' Hare-Anderson, Laura Schulkind, Melanie Chaney, all from LCW )
10:45 AM—12:00 noon	<p><u>Workshop 1</u>—Professional Learning Network: Sharing Promising Practices to Improve Systemwide Success ( Kevin Wutke; Beth Kay, both from Success Center for Calif. Community Colleges )</p> <p><u>Workshop 2</u>—Words Hurt ( Dr. Cindy Vyskocil and Crystal Crane, both from Coast CCD )</p> <p><u>Workshop 3</u>—Understanding POBRA ( Edward Saucerman and Shawn Hare, both from The Titan Group )</p>
12:15 AM—2:00 PM	<p>Lunch</p> <p>Town Hall—Legal Eagles ( Laura Schulkind, Eileen O ' Hare-Anderson, Pilar Morin, all from LCW )</p>
2:00 PM—3:15 PM	<p><u>Workshop 1</u>—The Benefits of Diversity and the Effects of Unconscious Bias on the Hiring Process ( Eugene Whitlock, San Mateo CCCD )</p> <p><u>Workshop 2</u>—Brown Act: Recent Changes in Executive Contracts and Compensation ( Eileen O ' Hare-Anderson, LCW )</p> <p><u>Workshop 3</u>—And the Next HR Administrator Is.... ( Wyman Fong, David Betts, Jennifer Druley, all from Chabot-Las Positas CCD )</p>
3:30 PM—4:45 PM	<p><u>Workshop 1</u>—Effective Management: When to Bring in a Consultant or Legal Professional ( Rex Randall Erickson, Erickson Law Firm A.P.C. )</p> <p><u>Workshop 2</u>—Speak Up! Eliminate Conflict Avoidance ( Salomeh Diaz, VitalSmarts )</p> <p><u>Workshop 3</u>—Title IX Compliance: It ' s Not Going Away ( Even if Existing Guidance does )! ( Stephanie White, Michelle Cannon, both from Lozano Smith Attorneys at Law )</p>
6:00 PM—10:00 PM	Dinner/Entertainment

### FRIDAY, OCTOBER 20, 2017 (Day 3)

7:30 AM—8:30 AM	Breakfast and Raffle
8:30 AM— 9:15 AM	Strategies to Reduce Health & Welfare Spending ( John Scatterday, Keenan and Associates )
9:30 AM—10:45 AM	<p><u>Workshop 1</u>—How to Meet the Ever Changing Compliance Regulations ( William L. Krebs, Cetera Advisor Networks )</p> <p><u>Workshop 2</u>—Helping Hiring Managers and Selection Committees Reach the Next Level ( Emily Siefing and Laurence Hall, both from NEOGOV )</p>
12:00—2:30 PM	Training Committee Meeting and Lunch

## **PRE-CONFERENCE, Tuesday, October 17, 2017**

**12:00 Noon—6:00 PM - Early Bird Registration** (*Royal Registration Desk*)

**1:00 PM—5:00 PM - Workshop 1** (Break 2:30 pm—2:45 pm)

**“FEHA/ADA Compliance: Strategies to Combat Leave Misuse, Abuse and Excessive Use”** (*Royal A*) Rachel Shaw, President, Shaw HR Consulting, Inc. Employers struggle with how to manage excessive use and abuse of leave. The forever intermittent leave users are impacting employee morale, service, and productivity. FMLA and CFRA are necessary and important leave laws that must be managed to protect employee rights and your colleges bottom line. This session will show you how to strike that balance between supporting necessary and appropriate leaves and challenging excessive use, abuse or misuse of leave. In this fast-paced and solutions-oriented session, Rachel Shaw will expertly walk you through what you CAN do to address these issues. Plan to leave with tools that you can implement immediately, and a new-found confidence in how to tackle this very complex and frustrating accommodation issue.

**1:00 PM—5:00 PM - Workshop 2** (Break 2:30 pm—2:45 pm)

**“Leaves, Leaves, Leaves—3 Part Series** (*Royal B*) Tina Kannarr, Senior Counsel, Jacquelyn Takeda, Associate, and Aaron O’Donnell, Partner, all from Atkinson, Andelson, Loya, Ruud & Romo. **Part 1: Understanding and Managing Employee Leaves**—Do you know what to do when an employee requests a leave of absence? Avoid the most common mistakes managers make when administering leaves. This session will help administrators apply the leave provisions of state and federal law. It will cover the Education Code, the Family Medical Leave Act, the California Family Rights Act, the California Pregnancy Disabilities Leave Act, Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), New Paid Child Bonding (AB 2393) and other federal and state laws, including the interplay with disability accommodation issues. **Part 2: Employee Absenteeism: Practical Guidelines for Managing Attendance Issues**—This session will explore the different types of employee absenteeism and provide practical guidelines to comply with applicable employment laws. **Part 3: Controlling Leaves Through the Contract**—This workshop will assist with controlling the use and abuse of illness-related leaves of absence by providing sample contract language and negotiating tips.

This Workshop will offer MCLE Credit

## **DAY 1, Wednesday, October 18, 2017**

**7:30 AM—8:30 AM - Registration** (*Royal Registration Desk*)  
**Breakfast** (*Royal Ballroom*)

**8:30 AM—10:30 AM - Workshop**

**“Managing Free Speech on campus: Is your college ready?”** (*Royal Ballroom*) Aaron O’Donnell, partner, Atkinson, Andelson, Loya, Ruud & Romo; Dr. Cindy Vyskocil, Vice Chancellor, Coast CCD; Dr. Debra Fitzsimons, Interim Chancellor, So. Orange CCCD. Institutions are increasingly facing instances of unrest and disruption on campus due to First Amendment and California Constitution guarantees that every person have the right of free speech and expression. Such incidents can give rise to a variety of legal and practical issues for institutions to manage, including speech by instructors that is recorded by students. This session will review these issues and the institution’s legal obligations, with discussion about best practices to avoid common pitfalls.

**10:30 AM—10:45 AM - Break**

**DAY 1, Wednesday, October 18, 2017 (continued)**

**10:45 AM—12:00 noon - Workshops**

- **“From Inclusive Student Body to Inclusive Faculty Base: Structuring Effective Faculty Internship Programs and Strengthening Faculty Pipelines that Allow us to Say It, See It, and Actually Be It” (Royal A)** Sacha Moore, District Coordinator of Equity, Inclusion, and Compliance; Dr. Cindy Vyskocil, Vice Chancellor of HR, both from Coast CCD; Kat Olvey, Instructor of English, Golden West College. Though we succeed admirably at attracting increasingly inclusive student populations, we still struggle to hire faculty who mirror their richness. In response, many of us have added internship programs for future faculty into our EEO plans, but which models are most effective? What are the affiliated best practices? This presentation, by the creator/director of our faculty internship program and one of its inaugural interns turned faculty member, will help participants, (1) understand the need for a faculty internship program, (2) promote preexisting programs to create effective pipelines, (3) secure faculty buy-in, (4) select stellar candidates, (5) build sustainable structures and support systems within the program, and (6) guide our students from one side of the podium to the other. We look forward to sharing the successes and lessons from our faculty pipeline and internship models and the best practices you can apply to your own!
- **“The City of San Jose Public Records Act Case: Impact on HR Departments and Employment Practices” (Royal B)** Steve Ngo, Senior Counsel, Lozano Smith Attorneys at Law and a Community College District partner. The Supreme Court’s decision in the City of San Jose case extends beyond public officials’ cell phones and their private email accounts. The case affects how employees are trained and the role of HR in responding to Public Records Act requests. We will summarize the new case and prepare colleges for PRA requests, focusing on best practices to limit exposure, costs, and litigation.
- **“Communicating with Difficult People and Influencing Change” (Terrace)** Barbara Ginsberg, Partner, Atkinson, Andelson, Loya, Ruud & Romo. In HR we often encounter individuals we find to be very difficult to communicate with due to their abrasiveness, unwillingness to listen, or negative attitudes. Or sometimes we find ourselves in positions where we have to communicate negative information to people, such as, substandard performance evaluation or disciplinary document. Learn tips for improving your essential communication skills, identifying “filters” that interfere with effective communication; and most importantly, how to best use communication as a tool to influence change in employee behavior or performance..

**12:15 PM—1:45 PM - Lunch (Royal Ballroom)**

**ACHRO/EEO General Membership Meeting**

**“Strengthening Student Success through the Guided Pathways Framework”** Laura Hope, Executive Vice Chancellor, California Community Colleges Chancellor’s Office. Guided Pathways offers a framework under which California Community Colleges can promote student success by bringing together the work done in response to various California-based initiatives into one institution-wide reform. This session will explore the fundamental components of Guided Pathways and the ways that HR professionals can support the success of its implementation.

**1:45 PM—2:00 PM - Break**

## **DAY 1, Wednesday, October 18, 2017, (continued)**

### **2:00 PM—3:15 PM - Workshops**

- **“Politics in the Workplace and at the Bargaining Table” (Terrace)** Rex Randall Erickson, Principal Attorney, Erickson Law Firm A.P.C. and Dr. Cindy Vyskocil, Vice Chancellor of HR, Coast CCD. This workshop will address the role of internal and external politics in labor relations and the collective bargaining process, and how that impacts board members, community college administrators, negotiators at the bargaining table, union leadership, and rank and file union members. We will provide advanced strategies for management and the governing board to address those influences as well as other aspects of collective bargaining through real world perspectives. We will also provide recommendations and best practices regarding the respective roles of management and the board to maintain control over negotiations and prevent costly and time-consuming mistakes.
- **“Weed in the Workplace” (Royal A)** Kristine Kwong, Attorney, ASCIP-Musick, Peeler. This presentation will discuss the legal history of marijuana, the criminalization of decriminalizing of medical use and the impact of the recent legislation legalizing the recreational use of marijuana. To be discussed is the impact of legalized marijuana and how it affects the workplace, and its interaction with federal and state laws involving disabilities and the employer’s obligation to accommodation employees seeking the use of marijuana as an accommodation.
- **“Emerging Negotiation & Retirement Tools for Community Colleges during Challenging Times: Managing STRS/PERS increases & challenging budgets with Innovative Retirement Solutions” (Royal B)** Eric O’Leary, Senior Vice President, PARS; Dr. Alberto J. Roman, Vice Chancellor, Los Angeles CCD; Debbie Fry, Director, Management Consulting, School Services of California. Community College Districts are entering a very challenging time with rising STRS/PERS contribution rates, pension liabilities hitting financial statements, and uncertainty with active and retiree health benefits and the ACA, all while budgets concerns begin to be raised. These challenges will undoubtedly make negotiations more difficult for HR professionals throughout California. Please join a panel discussion about these latest developments, best practices and creative approaches to labor negotiations and how early retirement incentives and other innovative retirement solutions can help your district navigate through these uncertain times.

This workshop will offer MCLE credit

### **3:15 PM—3:30 PM - Break**

### **3:30 PM—4:45 PM - Workshops**

- **“What’s Next for American Health Care Reform Legislation? (Terrace)** Jessica Frier, Senior Health and Welfare Plan Consultant, American Fidelity; Shairon Zingsheim, Associate Vice President, HR and Training, and Vy Anderson, HR Supervisor both from Ohlone College. “What’s next for health care reform legislation, and what is it all going to mean for my employees?” This is a question on every employer’s mind. Republicans have pledged to repeal and replace the Affordable Care Act (ACA), and while their initial efforts proved unsuccessful, change is coming to the employee benefits landscape, including the ways we save for medical expenses and how our benefits are taxed. We will review recent legislative and regulatory developments, provide insight into possible changes, and most importantly, send participants home with a list of action for districts to consider. Learning Objectives: What power do the president and GOP-controlled Congress have to pass laws? What steps has Congress already taken? What’s expected next?



## **DAY 1, Wednesday, October 18, 2017, (continued)**

### **3:30 PM—4:45 PM - Workshops (continued)**

- **“Investigations: When Gender Identity is Part of the Scope” (Royal A)** Deborah Maddux, Senior Trainer/Attorney, T9 Mastered, Inc. and Van Dermyden Maddux Law Corp and Nora Rohman, Investigator, Public Interest Investigations, Inc. Understanding the challenges that transgender and gender non-conforming people face is essential to conducting effective investigations. Campus complaints involving gender identity are becoming more prevalent and visible, ranging from concerns over access to bathrooms or locker rooms to sexual assaults involving trans-identified students. This presentation provides real-world examples of how issues involving this community are playing out in campus investigations, including interviews, privacy concerns, document collection, and report writing.
- **“Drug/Alcohol Use by Employees? When do you call in the Experts?” (Royal B)** Michelle Cannon, Attorney at Law, Lozano Smith Attorneys at Law; Ryan Davis, Vice President of HR, Sierra Joint CCD. Dealing with employees who have drug or alcohol issues can be challenging especially when those issues spill over into the work place. Especially with the advent of proposition 64 and associated use of marijuana, knowing what action you can or cannot take as an employer is critical. We will discuss these issues as well as tips and best practices for knowing when to bring in outside counsel or other outside help to address the issues.

## **DAY 2, Thursday, October 19, 2017**

### **7:30 AM—8:30 AM - Registration (Royal Registration Desk) Breakfast (Royal Ballroom)**

### **8:30 AM—10:30 - Workshop**

**“Mock Trial: How to Litigate an Employment Case—Do’s and Dont’s from the Trenches” (Royal Ballroom)** Eileen O’Hare-Anderson, Partner; Laura Schulkind, Partner; Melanie Chaney, Partner, all from Liebert Cassidy Whitmore. Join us for this highly interactive session where participants will go toe to toe in a mock trail. Both Sides will be litigating to win. Come enjoy the show and help decide a sensitive issue involving a claim of harassment and explore what a district can be expected to know and prevent. This session will be highly interactive and will include audience participation as “actors”.

This workshop will offer MCLE credits

### **10:30 AM—10:45 AM - Break**

### **10:45 AM—12:00 noon - Workshops**

- **“Professional Learning Network: Sharing Promising Practices to Improve Systemwide Success” (Royal B)** Beth Kay, Interim Director, Professional Development; Kevin Wutke, Program Associate, both from Success Center for California Community Colleges. The Professional Learning Network (PLN) is a clearinghouse of information about exciting programs from throughout the CCC system, enabling colleges to find information about others’ innovative ideas and share their own. In this session, come see a couple examples of excellent resources on the PLN, and then participate in an open discussion about the exciting programs and practices happening at yours and others’ colleges, and how we can best gather and share that information for the rest of the system on the PLN.

**DAY 2, Thursday, October 19, 2017 (continued)**

**10:45 AM—12:00 noon - Workshops (continued)**

- **“Words Hurt: Turning Conflict in the Workplace into Teachable Moments” (Terrace)** Dr. Cindy Vyskocil, Vice Chancellor, HR; Crystal Crane, District Director, HR and Employee/Employer Relations, both from Coast CCD. No one knows better than HR professionals that small conflicts become BIG conflicts if left unaddressed in the workplace. This workshop is designed to assist individuals in acquiring and/or building the skill sets and tool boxes they need to effectively address conflict in the workplace.
- **“Understanding POBRA: Public Safety Procedural Bill of Rights Acts and its application to College Police Departments” (Royal A)** Edward Saucerman, President; Shawn Hare, Senior Investigator, both from The Titan Group, Professional Investigations. Giving away 25,000.00? Don't want to miss this presentation! The attendee will understand what POBRA is and how to apply these specific laws to a College Police Department, Sworn Employee, ie., Subject Employee interview for misconduct. Can the peace officer record? How many investigators may be in the room? Is there a time line for implementation of discipline? What letters need to be provided? Making sure you have correct Legal Counsel involved? Choosing the right Investigator to conduct interview of police officer rank as compared to a Chief of Police. What documents does the employee have the right to review during the investigation? Can you read Miranda Rights to employee? Can you represent the police officer?

**12:00 PM—12:15 PM - Break**

**12:15 PM—2:00 PM - Lunch (Royal Ballroom)  
Sponsorship Recognition  
HR Leadership Academy Graduation**

**“Town Hall—Legal Eagles”** Laura Schulkind, Partner; Eileen O'Hare-Anderson, Partner; Pilar Morin, Partner, all from Liebert Cassidy Whitmore. Do you have questions? Well, we've got answers. Come get your questions answered while learning how to deal with legal issues important to your District. Community College Districts deal with a number of issues on a daily basis and it's best to be prepared. Share your questions with others who probably have the same problems, concerns, and issues. This is a great opportunity to get some great legal answers—without those pesky billable hours!

This workshop will offer MCLE credit

**2:00 PM—3:15 PM - Workshops**

- **“The Benefits of Diversity and the Effects of Unconscious Bias on the Hiring Process” (Royal A)** Eugene Whitlock, Vice Chancellor, HR and General Counsel, San Mateo CCCD. The California Community College System has one of the most diverse student populations in the country, but the diversity of faculty, staff, and administrators lags far behind. Why does diversity matter? Are our own biases preventing us from becoming more diverse? Come learn about how human beings have evolved to become “biased” and what we can do to make sure that our decision-making is not unconsciously controlled by these biases.
- **“Brown Act: Recent Changes in Executive Contracts and Compensation” (Terrace)** Eileen O'Hare-Anderson, Partner, Liebert Cassidy Whitmore. This program provides a focus on important Brown Act provisions, including a review of the fundamentals and an update on recent developments related to executive employment and compensation issues. *(continued)*

## **DAY 2, Thursday, October 19, 2017 (continued)**

### **2:00 PM—3:15 PM - Workshops (continued)**

- **(continued from page 5)** This workshop is particularly designed for those most responsible for dealing with administrator agreements, including Brown Act compliance. We will address the ways in which the Brown Act intersects with public employment issues, including closed sessions, administrative decisions, litigation and settlements.

This workshop offers MCLE credit

- **“And the Next HR Administrator Is.....” (Royal B)** Wyman Fong, Vice Chancellor, HR; David Betts, Director of Employee and Labor Relations; Jennifer Druley, HR Manager, all from Chabot-Las Positas CCD. Join us for a frank and honest discussion concerning what it takes to transition into a new management role within HR. Hear from a diverse panel of HR administrators who have known each other for nearly a decade and now all working together for the Chabot-Las Positas CCD. This workshop will include learning moments with real situations involving difficult conversations, and the people needed to manage the organizational and political chaos of a community college district. Minimal censorship involved with the challenges faced... and no censorship with opportunities obtained! This workshop encourages audience participation.

### **3:15 PM—3:30 PM - Break**

### **3:30 PM—4:45 PM - Workshops**

- **“Effective Management: When to bring in a Consultant or Legal Professional” (Royal A)** Rex Randall Erickson, Principal Attorney, Erickson Law Firm A.P.C. HR and Labor Relations professionals are asked to make decisions and review and sign contracts on a daily basis on a wide variety of subjects, including sensitive employment matters, product vendors, independent contractors, land use, and intellectual property. Sometimes a consultant or a legal professional is necessary to ensure that the organization is properly protected from uncertainty and liability.
- **“Speak Up! Eliminate Conflict Avoidance” (Royal B)** Salomeh Dastyari Diaz, Master Trainer, VitalSmarts. Some conflicts are hot and simmering with hurt feelings, gnawing suspicion, and verbal sparring. But most workplace conflict is cold. Instead of talking things out, resentments are clutched close to the vest, disagreements are quietly acted out, and mistrust is passed in whispers to third parties. According to research, 95 percent of a workforce struggles to confront colleagues and clients about concerns and frustrations. Employees waste an average of \$1,500 and an 8 hour workday for every crucial conversation they avoid. These costs skyrocket when multiplied by the prevalence of conflict avoidance in the workplace. What employees usually lack in resolving conflict is not integrity, but a script. Learn how to speak up in a way that is 100 percent honest and 100 percent respectful.
- **“Title IX Compliance: It’s Not Going Away (Even if Existing Guidance Does!)” (Terrace)** Stephanie White, Michelle Cannon, both Attorney’s at Law, Lozano Smith Attorneys at Law. Community College administrators are no strangers to Title IX complaints against students or employees. The question is, do you feel confident in how your campus addresses and investigates those complaints? Did you know that the Office for Civil Rights (OCR) is currently investigating over 300 colleges and universities for title IX compliance violations? This presentation will greatly enhance your skills with Title IX compliance issues, and will walk you through common scenarios. Specifically, the presentation will include a review of: the role of the responsible employee; the importance of implementing interim measures; effective ways of interacting with the police; important timelines and investigation procedures; and challenges to the applicable legal standard of proof.

**DAY 2, Thursday, October 19, 2017 (continued)**

**6:00 PM—10:00 PM - Mardi Gras - Cocktails, Dinner, and Entertainment**

Transportation will not be provided. The hotel has a shuttle to Downtown Disney for \$5.00. Taxi, Uber, or Lyft are alternatives.



***Jazz Kitchen  
Downtown Disney***



**DAY 3, Friday, October 20, 2017**

**7:30 AM—8:30 AM - Breakfast and Raffle !!! (don't be late) (Royal Ballroom)**

**8:30 AM—9:15 AM - Workshop**

**“Strategies to Reduce Health & Welfare Spending” (Royal Ballroom)** John Scatterday, Senior Vice President, Keenan and Associates. With health care costs continuing to rise dramatically, it seems inconceivable to reduce spending for health & welfare benefits. But there are effective strategies for “bending the cost curve” and keeping your employee benefits budget manageable. This presentation will provide practical approaches available to community colleges: optimizing plan design within the boundaries of state and federal requirements; reducing dependent load through eligibility audits and spousal incentive accounts; employee wellness and condition management programs; other postemployment benefit (OPEB) liability reduction and private health insurance exchange options for early and Medicare retirees. We will also discuss cooperative engagement of represented employee groups to help create win-win outcomes.

**9:15 AM—9:30 AM - Break**

**9:30 AM—10:45 - Workshops**

- **“How to Meet the ever Changing Compliance Regulations” (Royal B)** William L. Krebs, Branch Manager, Cetera Advisor Networks. Cetera Advisor networks is a resource center for community colleges seeking turnkey third party administrative services. We partner with third party administrator’s to provide “professionally bundled” service teams. Our approach provides the best business practice to meet the every changing compliance regulations.

**DAY 3, Friday, October 20, 2017 (continued)**

**9:30 AM—10:45 AM - Workshops (continued)**

- **“Helping Hiring Managers and Selection Committees Reach the Next Level”** *(Royal A)* Emily Siefring, Higher Education Account Executive; Laurence Hall, Higher Education Account Executive, both from NEOGOV. Learn how to help hiring managers and selection committee members (who infrequently use HR software) get the job done with ease! Topics include... \*Improving the candidate experience and reflecting your institution’s core values. \*Tracking search committee feedback within an applicant tracking system. \*Using confidential letters of recommendation that automatically attach to the applicant profile. \*Perfecting the onboarding experience . \*Reducing candidate selection bias by using rating matrix tools to improve inconsistency in the selection process.

**12:00 noon—2:30 PM - Training Committee Meeting (Garden)**

**Thank you for attending the 2017 ACHRO/EEO  
Fall Training Institute!**

## **ACHRO/EEO TRAINING COMMITTEE**

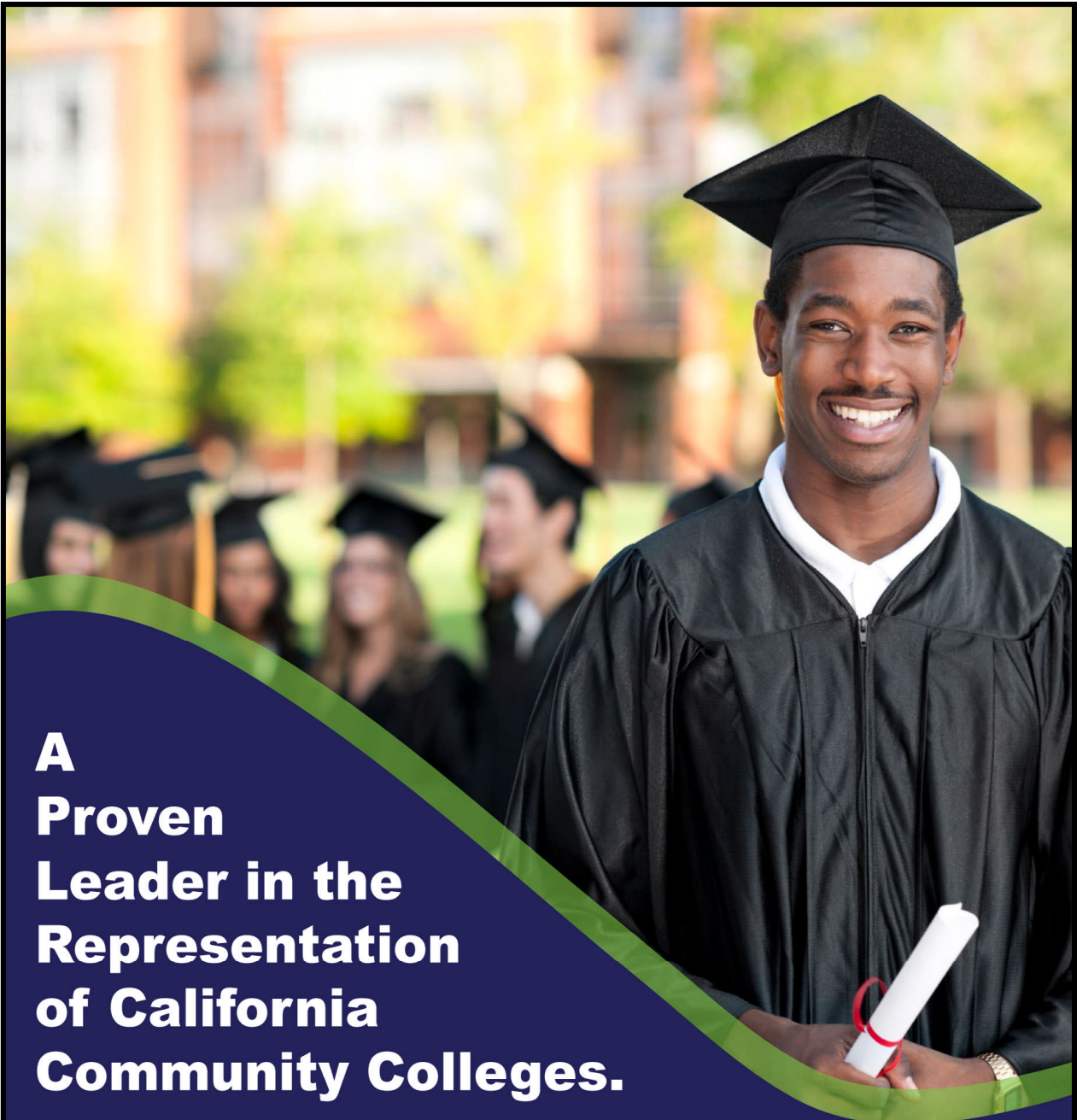
Albarran, Charo, Napa Valley College  
Ali, Abe, Mt. San Antonio College  
Bainlardi, Allison, Los Angeles CCD  
Best, Trinda, Southwestern CCD  
Burris, David, Feather River College  
Carlson, Connie, Retired  
Cataraha, Ron, ACHRO/EEO Consultant  
Cortez, Ruth, ACHRO/EEO Assistant  
Cyphers Benson, Laura, Retired  
Druley, Jennifer, Chabot-Las Positas CCD  
Fong, Wyman, Chabot-Las Positas CCD  
Metcalf, Venesse, Retired  
Richardson, Mellonie, Los Rios CCD  
Whitfield, Jacques, Yuba CCD  
Wiegman, Susan, College of the Redwoods

### **Resources:**

Susan Bray, ACCCA  
Warren Kinsler, AALRR  
Paul Loya, AALRR  
Aaron O'Donnell, AALRR

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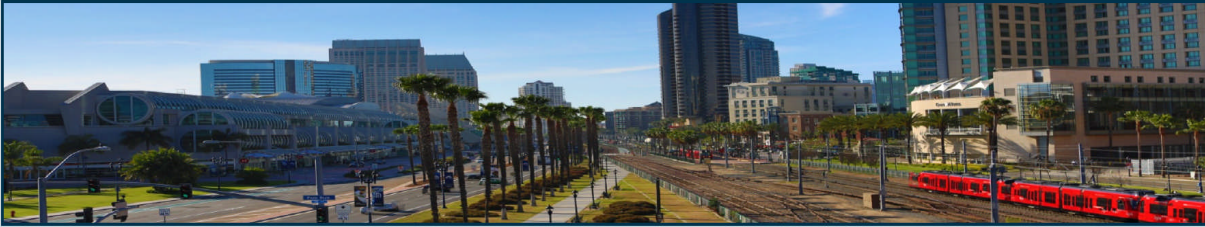
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## Summary of Client Services

- ◆ **Collective Bargaining**
- ◆ **Employee Evaluation, Discipline and Termination**
- ◆ **Personnel Searches**
- ◆ **Discrimination and Complaint Investigations**
- ◆ **School Facilities, Construction and Contract Management**
- ◆ **Personnel Audits, Classification and Salary Studies**
- ◆ **District Policy and Regulation Development**
- ◆ **Student and Employee Dispute Resolution**
- ◆ **Free Speech, Religion, and other Constitutional Issues**
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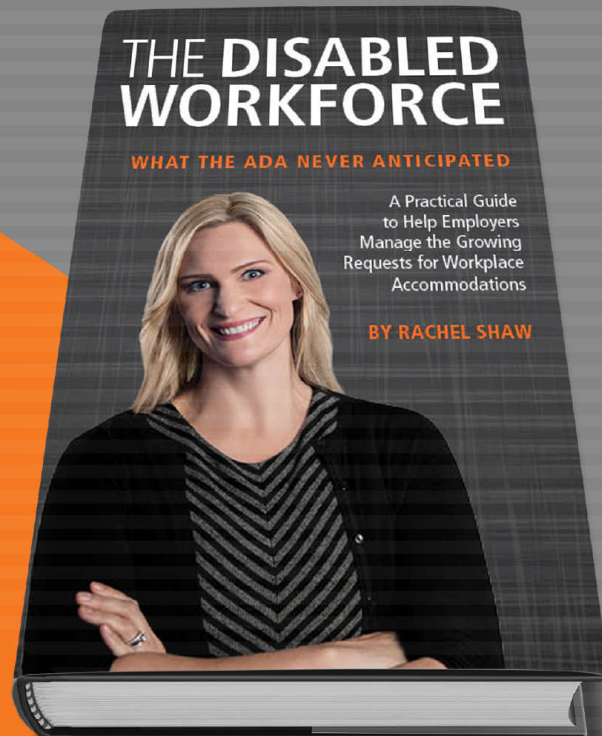
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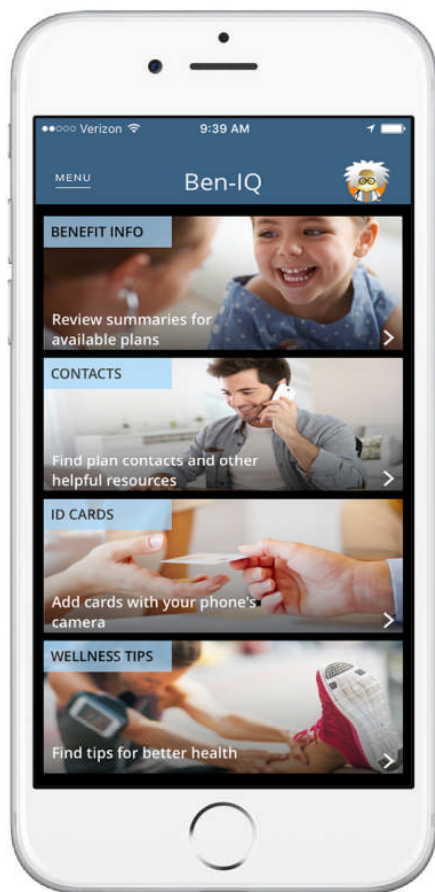
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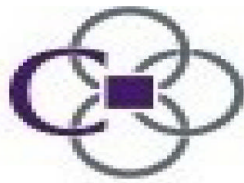
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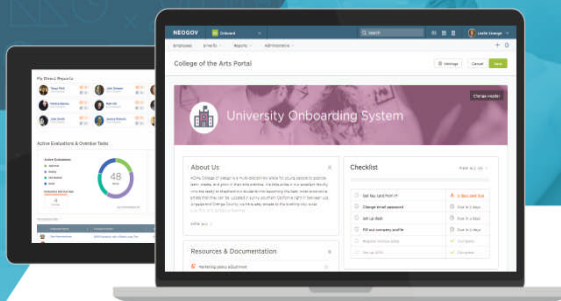
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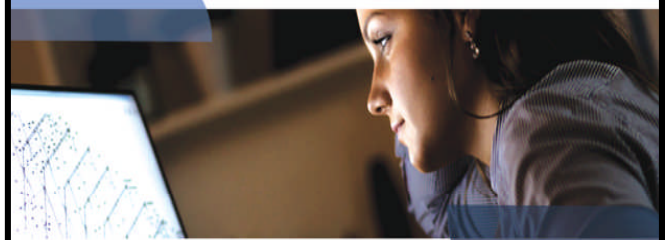
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