**HR ADMINISTRATION ACADEMY SCHEDULE**

**Tentative**

**Academy Facilitators: Clint Dougherty and Tre’Shawn Hallbaker**

**Session One Location: Sierra College Date: April 27-29, 2022**

**April 27th**

Welcome and Introductions (Tre’Shawn Hallbaker) 1:00 – 1:45

Course Overview (Clint Dougherty) 1:45 – 2:00

Employee Classifications and groups (Clint Dougherty) 2:00 – 2:45

Break/Networking 2:45 – 3:00

Developing job descriptions (Clint Dougherty) 3:00 – 4:30

Developing job announcements (Tre’Shawn Hallbaker) 4:30 – 5:00

No Host Dinner TBD (optional) 6:00 – 8:00

**April 28th**

Breakfast/Networking 8:00 – 8:30

Employment practices and temporary employment (Tre’Shawn Hallbaker) 8:30 – 9:45

Break/Networking 9:45 – 10:00

Employment contracts (Erickson Law Firm) 10:00 – 11:00

Use of Temporary Employees (Tre’Shawn Hallbaker) 11:00 – 12:00

Lunch/Networking 12:00 – 1:00

Overtime and Comp time (Clint Dougherty) 1:00 – 2:00

Worker’s Compensation / Benefits (Keenan?) 2:00 – 2:45

Break/Networking 2:45 – 3:00

Employee Relations/Dealing with difficult employees (Erickson Law Firm) 3:00 – 4:00

Employee complaints (non-discrimination) (Erickson Law Firm) 4:00 – 5:00

**April 29th**

Breakfast/Networking 8:00 – 8:30

Principles of Leadership and Management (Clint Dougherty) 8:30 – 9:45

Break/Networking 9:45 – 10:00

Balancing compliance and people (Tre’Shawn Hallbaker) 10:00 – 11:00

Challenges of CCCC HR and becoming a leader (TBD) 11:00 – 12:00

Lunch/Networking 12:00 – 1:00

Employee Discipline (TBD) 1:00 – 2:00

**Session Two Location: State Center Date: June 8 -10, 2022**

**June 8th**

Title IX (LCW) 1:00 – 2:30

Break/Networking 2:30 – 2:45

Discrimination Complaints (LCW) 2:45 – 3:30

Case Studies (LCW) 3:30 – 5:00

No Host Dinner TBD (optional) 6:00 – 8:00

**June 9th**

Breakfast/Networking 8:00 – 8:30

EEO & Diversity, Equity, Inclusion, and Access (DEIA) (LCW/Greg Smith) 8:30 – 10:00

Break/Networking 10:00 – 10:15

EEO Plan and Recruitment Strategies (LCW/Greg Smith) 10:15 – 12:00

Lunch/Networking 12:00 – 1:00

Succession Planning 1:00 – 1:45

Recruiting practices (TBD) 1:45 – 2:30

Break/Networking 2:30 – 2:45

Legal Issues and Dealing with legal matters (TBD) 2:45 – 5:00

* Subpoenas/Public Record Requests
* FERPA/HIPPA
* Brown Act

**June 10th**

Breakfast/Networking 8:00 – 8:30

Leaves and Leave Management (Tre’Shawn Hallbaker) 8:30 – 10:00

Break/Networking 10:00 – 10:15

Records Retention (TBD) 10:15 – 11:00

CCC Funding Model, Labor Budget and Financial Considerations (TBD) 11:00 – 12:00

Lunch/Network 12:00 – 1:00

Layoffs (Clint Dougherty) 1:00 – 2:00

**Session Three Location: Mt. San Antonio College (MTSAC) Aug 10-12, 2022**

**August 10th**

Introduction to labor negotiations (AALRR) 1:00 – 1:30

Negotiations Strategies (AALRR) 1:30 – 2:30

Break/Networking 2:30 – 2:45

How to address misinformation during negotiations (AALRR) 2:45 – 3:15

Negotiating in an adversarial environment (AALRR) 3:15 – 3:45

Effective negotiation strategies with Chancellor/Superintendent/Board (AALRR) 3:45 – 4:15

Case Studies / Discussion (AALRR) 4:15 – 5:00

No Host Dinner TBD (optional) 6:00 – 8:00

**August 11th**

Breakfast/Networking 8:00 – 8:30

Mock negotiations session 1 (AALRR) 8:30 – 9:45

Break/Networking (AALRR) 9:45 – 10:00

Mock negotiations session 2 (AALRR) 10:00 – 10:45

Discuss outcome of mock negotiations (AALRR) 10:45 – 11:45

Lunch/Networking 11:45 – 12:45

Labor Relations and Grievances (TBD) 12:45 – 2:45

Break/Networking 2:45 – 3:00

Employee Evaluations (TBD) 3:00 – 5:00

**August 12th**

Breakfast/Networking 8:00 – 8:30

Faculty Load and Compensation (Clint Dougherty) 8:30 – 10:00

Break/Networking 10:00 – 10:15

Reclassification and Reorganization (TBD) 10:15 – 12:00

Lunch/Networking 12:00 – 1:00

Reassignment/Transfer (TBD) 1:00 – 2:00

**Session Four Location: Lake Tahoe Pre-conference Date: Oct 25, 2022**

Legal updates impacting HR (TBD) 1:00 – 2:30

Break/Networking 2:30 – 2:45

CHRO Panel (TBD) 2:45 – 4:15

Academy Review and Feedback 4:15 – 5:00

**Graduation Dinner (TBD)** 6:00 – 8:00