

California Community Colleges  
Chief Student Services Administrators Association

2011 Spring Institute

# Leading to Success

April 6, 7, 8, 2011

Kellogg West Conference Center  
Cal Poly, Pomona

**Practical approaches to leadership by Student Services administrators**

- ✓ Tangible outcomes
- ✓ Problem-solving strategies and tools
- ✓ Leadership development of junior Student Services administrators

## CSSOs

Register now to join your colleagues for the Spring Institute.  
Bring other Student Services administrators.

### Institute Registration—Deadline March 6

**\$300 per participant...Meals included as per attached program schedule.**

1. Register with form included with this announcement  
*Registration Form Deadline March 6.*
2. Checks only are accepted for registration payment. No purchase orders!  
*Payment deadline March 13.*
3. Use a separate form for each participant from your institution. Payment of \$300 each may be combined in a single check.

### Accommodations at Kellogg West Center

**\$106.40 per night single occupancy; \$55.40 ea double occupancy**

**Make your own room reservations—Now!**

1. Call Kellogg West at (909) 869-2222
2. Request a reservation for CSSO Conference.
3. Payment for guest rooms is the responsibility of the individual by credit card or cash.
4. Deadline for room reservation at conference rate is March 21, 2011.
5. After March 21, there is no guarantee of accommodation at Kellogg West.

### Complimentary shuttle service

- ✓ To and from Ontario International Airport between 6:30 a.m. and 9:30 p.m.
- ✓ Advance notice of 48 hours required—call the Front Desk at (909) 869-2222.

**Parking is included; parking passes are required.** If you want to park a car, be sure to check the “Parking” box on your Institute Registration Form.

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# Participant Registration Form

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## Registration Instructions

1. Print a copy of this form
2. Complete both pages of the Registration Form and keep a copy
3. Scan and send completed form as an e-mail attachment  
or send by U.S. Postal or other delivery service
4. If payment is sent separately, please include a copy of this completed for  
with your check in the amount of \$300 for each participant.
5. You will receive a registration payment receipt at Institute check-in.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

College \_\_\_\_\_ Title \_\_\_\_\_

E-mail address \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Check if applicable

- Parking Permit required  
 Vegetarian meals

**Registration Form Deadline—March 6, 2011**

**Send Institute Registration to:**

brucepatt @comcast.net

Bruce Patt  
CCCCSSAA Executive Secretary  
4528 Olivegate Drive  
Fair Oaks, CA 95628  
(916) 719-8234

**Payment Deadline—March 21, 2011**

**Reminder: Call Kellogg West to make your room reservation!**

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# Survey of Interests

April 6, 7, 8, 2011

□ Kellogg West Conference Center  
Cal Poly, Pomona

**You can help design this learning experience.**

Indicate your areas of greatest interest on the form below to help the Institute planners facilitate your work.

**Personnel/Human Resources**

- Hiring
- Evaluation
- Employee discipline
- Contracts
- Other \_\_\_\_\_

**Budget**

- Categoricals
- General Fund
- Other \_\_\_\_\_

**Student Discipline and Wellness**

- Disciplinary processes and procedures
- Effective Approaches to student discipline
- Campus climate
- Physical and/or mental health services
- Other \_\_\_\_\_

**Student Access and Success**

- Retention and Persistence
- Student demand
- Student readiness
- Curriculum and Instruction
- Other \_\_\_\_\_

**Note:** Be sure to include this Survey  
with your Institute Registration Form