

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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January 24, 2012

TO: EOPS Directors/Coordinators, CARE Coordinators and EOPS/CARE Program Staff

FROM: Cheryl Fong, Interim State Coordinator, EOPS and CARE Programs
Kelly Gornik, EOPS/CARE Specialist

SUBJECT: **EOPS/CARE Statewide Technical Assistance Training – March 12-13, 2012**

The Chancellor's Office and CCCEOPS Association have partnered to jointly present a two-day statewide technical assistance training for all EOPS directors/coordinators, CARE coordinators, and EOPS/CARE program staff on March 12 – 13, 2012, at the DoubleTree Hotel Sacramento. The EOPS/CARE training also fulfills the CARE Program Guidelines requirement that all campus CARE coordinators must attend at least two statewide meetings or training each year. We look forward to meeting with you in March and anticipate a rich, mutual professional collaboration.

The Chancellor's Office and CCCEOPS Association carefully considered the efficacy of offering technical assistance training during these tough economic times. However, significant numbers of staff transitions and reassignments on campus along with ongoing budgetary challenges may affect our colleges' ability to serve the state's most vulnerable students. It is therefore essential to provide campus EOPS and CARE program staff with technical assistance and support as well as facilitate strategies to maximize supportive services and limited funds to ensure that low-income, academically underprepared students eventually become educated, informed citizens who will contribute to California's economic health and future.

Event: "EOPS/CARE Statewide Technical Assistance Training"

Date and Time: Monday, March 12, 2012 (Day 1 coordinated by EOPS Association) – 10:00 AM – 5:00 PM
Tuesday, March 13, 2012 (Day 2 coordinated by Chancellor's Office) – 8:00 AM – 4:00 PM

Location: DoubleTree Hotel Sacramento
2001 Point West Way (at Arden Way)
Sacramento, CA 95815
Hotel Telephone: 916-929-8855
Hotel Reservations: 1-800-222-8733
Special Group Rate: \$84.00 single / \$94.00 double room plus tax for Group Block "EAT" (hotel check-in on March 10-11) and "EA2" (hotel check-in on March 12)
Reservation Cut-Off Date: February 21, 2012
Online Hotel Registration: Group Block "EAT" <http://doubletree.hilton.com/en/dt/groups/personalized/R/RLSA-DT-EAT-20120310/index.jhtml;jsessionid=XN5UBVYAZWZKSCSGBIUM22Q>
Group Block "EA2" <http://doubletree.hilton.com/en/dt/groups/personalized/R/RLSA-DT-EA2-20120312/index.jhtml;jsessionid=XL35FTMQ2ZICWCSGGBJBNEWQ>

Registration and Fees: A nominal registration fee is being charged by the EOPS Association for individuals attending training on March 12 (Day 1): \$125.00 for Association members, \$150.00 for non-Association members. The fee pays for lunch, programs and materials on Day 1. There is no charge to attendees participating in the Chancellor's Office training on March 13 (Day 2); meals (continental breakfast and lunch), programs and materials for Day 2 are provided at no cost.

Registration: We encourage you to attend both days of the EOPS/CARE training. To attend both days or either day of the training, a single registration form must be completed by each individual (registration form is attached and online). On the form, please indicate the days when you will be attending. Although individuals may register after March 1, early registration will ensure that adequate space is reserved and training materials are provided for all attendees. To register online for the training, go to the EOPS Association website at <http://www.ccceopsa.org/>. A fillable PDF version of the registration form is also available at <http://www.ccceopsa.org/> (EOPS Association) and <http://www.cccco.edu/ChancellorsOffice/Divisions/StudentServicesandSpecialPrograms/EOPS/tabid/703/Default.aspx> (CCC Chancellor's Office).

Fees: Checks should be made payable to: **CCCEOPSA**. Fee payments and registration forms should be mailed by March 1, 2012 to:

Marcia Chaney – EOPS
Cerritos Community College
11110 Alondra Boulevard
Norwalk, CA 90650

Reimbursement for Travel: The Chancellor's Office will reimburse all registered attendees up to \$100.00 toward lodging or travel expenses. Lodging reimbursement is based upon the state rate of \$84.00 plus tax at the DoubleTree Hotel Sacramento. Due to state restrictions, the Chancellor's Office is not permitted to cover lodging expenses for attendees whose residence is less than 50 miles from the hotel site. Reimbursement for travel and mileage up to \$100.00 is available to individuals who drive daily to the training or do not request hotel lodging.

Due to budget constraints, the Chancellor's Office will not provide reimbursement for travel (except for those who drive daily to training or decline lodging reimbursement), per diem or other costs that may be incurred by attendees. Campus EOPS and CARE program funds, however, may be used to cover the cost of attending this training.

Hotel Reservations: You are encouraged to arrive at the hotel the evening prior to the meeting. A block of rooms has been reserved for EOPS/CARE Spring Training under the group names "**EAT**" (for check-in on March 10-11) and "**EA2**" (for check-in on March 12) at the rate of \$84.00 single / \$94.00 double room plus tax. It is necessary for you to contact the DoubleTree Hotel directly either online or by telephone to guarantee your room reservation by providing a credit card number. To receive the discounted rate, your reservation must be made and guaranteed by the cut-off date Tuesday, February 21, 2012. Reservations made after that date may be charged a rate higher than the allowable state rate of \$84.00. If the room block is filled, the hotel will refer individuals to overflow hotels nearby. Cancellations at the DoubleTree Hotel Sacramento must be made 48 hours prior to arrival date. The Chancellor's Office is not responsible for and will not reimburse lodging expenses for no-shows, whose credit cards will be billed by the hotel for room and tax.

Parking: The DoubleTree Hotel is offering complimentary parking to EOPS/CARE training participants, daily and overnight guests.

Airport Shuttle Service: Shuttle service between Sacramento International Airport and the DoubleTree Hotel is available through SuperShuttle 1-800-258-3826 or www.supershuttle.com at \$17.00 one-way per rider.

Requests for Vegetarian Meals and Accessibility Accommodations: Requests for vegetarian meals or disability-related accommodations during the training program must be specified on the registration form by March 1st. Accessibility needs related to hotel lodging or transportation to or from the training should be arranged directly with the DoubleTree Hotel or transportation provider.

Agenda Highlights: Although not all-inclusive of the presentations scheduled during the training, the highlights for each day are:
Day 1 – EOPS leadership training for all staff (parts 1 and 2); review of EOPS impact survey study; and topics related to EOPS/CARE
Day 2 – Annual audits for EOPS/CARE; financial aid and SAP requirements; impact of Governor's Budget and proposed legislation on higher education and human services for low income Californians; implementation of AB 130 and AB 131; training to submit EOPS and CARE final expenditure reports through SSARCC (Student Services Automated Reporting for Community Colleges). Because EOPS and CARE are the first Student Services categorical programs to fully implement SSARCC, all EOPS/CARE program staff who are responsible for budget reporting to the Chancellor's Office must attend the two-hour SSARCC training.

Response Requested/Date: As needed, reserve lodging at the DoubleTree Hotel by February 21 (see hotel contact information). Mail registration fees by March 1 to Marcia Chaney at Cerritos Community College (see registration information).

Contact: Questions pertaining to the EOPS/CARE training may be directed to the following individuals:

Marcia Chaney, Secretary, CCCEOPSA chaney@cerritos.edu (registration and fees)
Jose Vallejo, Spring Training Coordinator, CCCEOPSA jvallejo@yccd.edu (Day 1 training)
Cheryl Fong, Interim State Coordinator, EOPS and CARE Programs, CCC Chancellor's Office cfong@cccoco.edu (Day 2 training)
Kelly Gornik, EOPS/CARE Specialist, CCC Chancellor's Office kgornik@cccoco.edu (Day 2 training)
Julie Moore, Meeting Planner, CCC Chancellor's Office jmoore@cccoco.edu (problems with hotel reservations and requests for disability accommodations)

cc: Chief Student Services Officers