

# PRESIDENTS CONFERENCE AGENDA-AT-A-GLANCE\*

## Presidents Conference

July 18–22, 2011

Following a tradition established in 1955, the 2011 Presidents Conference will celebrate its 56th year at the picturesque Asilomar Conference Grounds located at the ocean's edge in Pacific Grove.

The conference begins on Monday with the arrival of new presidents. New presidents will engage in elective sessions especially tailored to assist them in learning their new role as local leaders.

Also beginning on Monday, presidents of local chapters in the Community College Association will attend sessions designed to address issues unique to California's community colleges.

Beginning Tuesday, all returning and new presidents will spend the next few days attending electives that will explore issues and provide training designed to increase their skills as a local president.

Doing It Right! Employment Practices for Local Chapters is a Post Presidents Conference Leadership Workshop that is specifically designed for Chapters and/or UniServs that employ local support staff. Find out all about California's employment and labor laws and your obligations as a private employer. This free leadership workshop will be offered Friday after Presidents Conference and Saturday, July 22-23, at the Hyatt Regency, Monterey.



### Monday, July 18

9:00 am – 11:00 am	New Presidents & CCA Presidents Registration
9:00 am – 11:00 am	CTA Member Benefits Open House
11:00 am – 12:00 pm	New Presidents & CCA Presidents Orientation and Overview
1:00 pm – 5:00 pm	Training for New Presidents
7:30 pm – 9:00 pm	New Presidents Welcome Reception

### Tuesday, July 19

9:00 am – 3:30 pm	Training for New Presidents & CCA Presidents (continues)
1:00 pm – 3:00 pm	Returning Presidents Registration
1:00 pm – 3:00 pm	CTA Member Benefits Open House
3:00 pm – 3:45 pm	Returning Presidents Orientation and Overview
4:00 pm – 5:30 pm	Directorial District Sessions
7:30 pm – 8:30 pm	Opening General Session
9:00 pm – 11:00 pm	Regional Receptions

### Wednesday, July 20

9:00 am – 10:20 am	Electives
10:40 am – 12:00 pm	Electives
1:10 pm – 2:30 pm	Electives
2:50 pm – 4:10 pm	Electives
4:30 pm – 5:30 pm	CTA Budget Forum

### Thursday, July 21

9:00 am – 10:20 am	Service Center Council Meetings
10:40 am – 12:00 pm	Electives
1:10 pm – 2:30 pm	Electives
2:50 pm – 4:10 pm	Electives
4:30 pm – 5:30 pm	State Budget Overview
8:00 pm – 11:00 pm	Reception and Dance

### Friday, July 22

9:00 am – 10:20 am	Electives
10:40 am – 12:00 pm	Closing General Session and Door Prizes

\*Subject to change

# ABOUT THE CONFERENCES

## Conference & Housing Registration

Conference and housing registration is available online at [www.cta.org/conferences](http://www.cta.org/conferences).

Registration is simple and fast:

- Go to [www.cta.org/conferences](http://www.cta.org/conferences)
- Scroll to the appropriate conference name
- Click on the “Register Online” link

You must register separately for each conference you plan to attend.

Group registration process: If you are registering more than one person, please make sure you have all the required information before you begin:

- Individual name(s), phone numbers, email and home addresses (CTA may communicate with attendees during the summer and must have email and home addresses that are valid during that time)
- Strand/Track Selection\*
- Back-up Strand/Track — 1st choice may be full\*
- Preferred Type of Housing Accommodations — See each section for full descriptions
- Chapter Name
- District Name
- Grade Level Taught
- Billing Address

\*See *Summer Institute* section for complete descriptions.



## Conference Fees

For those staying on Asilomar Conference Grounds or UCLA campus, conference fees include on-site housing, meals and conference materials.

All conference fees are due and payable at the time of registration. CTA accepts checks, credit cards and purchase orders. Checks and purchase orders should be sent to:

California Teachers Association  
Payment Center  
P.O. Box 45544  
San Francisco, CA 94145

Please be sure to note the name of the conference and participant(s) in the memo section of each check or purchase order.

## Conference Confirmation

Once registered for a CTA conference, you will receive a conference registration confirmation email containing further logistical information.

All expenses for accommodations are the responsibility of the individual, the chapter, the school district, the Service Center Council or the UniServ unit.



Register online now at [www.cta.org/conferences](http://www.cta.org/conferences)

# SUMMER CONFERENCES INCENTIVE GRANTS AVAILABLE

A variety of grants are available for the Presidents Conference and Summer Institute. Many grants pay the full conference fee (which includes materials, meals and housing based on two conference participants sharing a room) and transportation.

Minority and Small Chapter Incentive Grants are available for both conferences. Additional grants specific to the Presidents Conference and Summer Institute are also available. See each section for details.

Deadline for incentive grant applications for both conferences is April 29, 2011. If there are grants remaining after the Board review, online applications will again be available in May.



## Minority Grants

To encourage new minority leadership and participation within the Association, the CTA Board of Directors will award Minority Incentive Grants for each conference to members belonging to the following racial-ethnic groups: African American, American Indian/Alaska Native, Hispanic, Pacific Asian American.

## Small Chapter Grants

Small Chapter Incentive Grants are available for each conference to chapters with 100 or fewer unit members. Unit size is defined as the number of persons who are represented for purposes of collective bargaining. The chapter membership may be less than the unit size.

## Post Presidents Conference Employment Practices Workshop Grants

CTA is also offering two grants for Chapter Presidents who employ staff. This workshop is entitled "Doing It Right! Employment Practices For Local Chapters" which begins after the conclusion of the Presidents Conference.

Each grant pays the conference fee (which includes materials, meals and housing based on two conference participants sharing a room) and transportation.

**Apply online now for an incentive grant by following these easy steps:**

- Go to [www.cta.org/conferences](http://www.cta.org/conferences)
- Scroll to the appropriate conference name
- Click on the "Apply for Incentive Grants" link

The grant applications must be completed by the chapter president or with the full knowledge and permission of the chapter president. You will need to provide the chapter president's name and email address, as well as the chapter mailing address and phone number when you apply. The incentive grant application approval by the chapter president is required before applicant can be considered for an incentive grant.

**Deadline for incentive grant applications for both conferences is April 29, 2011.**

# PRESIDENTS CONFERENCE

## JULY 18-22, 2011

### Training for New Presidents

*Monday-Tuesday, July 18-19, 2011*

This one-and-a-half day session is designed to help you understand the roles and responsibilities of a local president. Training will be focused on developing the leadership skills essential for building stronger locals. All aspects of the job will be covered with opportunities for practice and discussion. You will have time to interact with CTA staff and other presidents from similarly sized locals. All new chapter presidents will receive a Presidents Handbook full of ideas, advice and tools that have been used successfully over the years. This handbook is meant to be a “go to” guide for your presidency.

Training for New Presidents will include:

#### The Basics

- Roles and Responsibilities
- Running an Effective Meeting
- Managing an Office
- Delegation and Time Management
- Legal/CTA Obligations of the President
- Chapter Election Requirements

#### Organizational Development

- Organizational Capacity Building
- Determining Strategic Leverage
- Ethnic Minority Affairs Committee Training
- Community Outreach
- Membership Involvement
- Resources of CTA and NEA
- Program Assessment and Planning

### Training for all New and Returning Presidents

*Tuesday-Friday, July 19-22, 2011*

This section of the conference will assist chapter presidents in the performance of crucial leadership roles: spokesperson, leader, manager, president, officer and organizer. Successful performance of these major roles enables a chapter to develop into an even stronger local and to succeed in its major functions of representation and advocacy on behalf of its members.

Presidents will attend sessions which give participants the opportunity to meet with other presidents from the same CTA directorial district and Service Center Council, the geographical divisions of CTA.

The electives are designed with specific focus on the President’s role in building stronger locals. The conference will provide a variety of sessions designed to best meet the needs of both the experienced and the new president. Each session will provide you with detailed and relevant information. A complete description of the electives will be posted online prior to the conference.

Electives will include sessions designed to develop skills in:

- Building effective communication systems with members, non-members and the public
- Identification and development of new leadership
- Programs to meet member needs
- Developing and maintaining effective community alliances
- Achieving organizational parity and maintaining already achieved gains

For Presidents Conference program questions, contact Daniel Koen at [dkoen@cta.org](mailto:dkoen@cta.org).

### Training for Community College Association Presidents

*Monday-Tuesday, July 18-19, 2011*

In an effort to provide specialized training for presidents from local chapters in the Community College Association, CTA will offer information, discussions and interactive presentations designed for those who are new to the office of being the Chapter President to those who are returning Chapter Presidents. This strand brings together community college chapter presidents from across the state for specialized instruction ranging from Time Management to the President’s Role in Negotiations as well as hot topics on Negotiating Accreditation, Conversion of Fair Share Payers to Members, and the Status of the Merger between CCA and CCC.

For Community College Association program questions, contact Linda Martin at [lmartin@cta.org](mailto:lmartin@cta.org).

### Post Presidents Conference Employment Practices Workshop

*Friday-Saturday, July 22-23, 2011*

*Doing It Right! Employment Practices for Local Chapters.* This Post Presidents Conference Leadership Workshop is specifically designed for Chapters and/or UniServs that employ local support staff. Find out all about California’s employment and labor laws and your obligations as a private employer.

This free leadership workshop will be offered July 22-23, 2011 at the Hyatt Regency, Monterey.

For program questions, contact Laura Wirz at [lwirz@cta.org](mailto:lwirz@cta.org).

# PRESIDENTS CONFERENCE GRANTS & REGISTRATION FEES

## Special Presidents Conference Grants Available

### First Time Chapter Participation Grant

These grants are available to chapter presidents from chapters that have never participated in the Presidents Conference.

### First Time Presidents Participation Grant

These grants are available to new presidents from chapters with 1,000 members or fewer. These grants cover 50% of the \$495 double occupancy fee (for a total of \$247.50) for new presidents.

**Deadline for grant application is April 29, 2011.**

**Complete details provided online at [www.cta.org/conferences](http://www.cta.org/conferences).**

## Transportation Reimbursement for Chapter Presidents

CTA will reimburse transportation costs for the chapter president or designee. If a second person from a chapter attends the conference, all transportation costs for the second person are the chapter's responsibility. Complete transportation reimbursement details are provided on page 16.

If you have questions, contact the CTA Conference Coordination Center at: 650-552-5355 or email [presidentsconference@cta.org](mailto:presidentsconference@cta.org).

## Lodging Options and Conference Registration Fees

The registration fee includes conference materials, Asilomar housing and conference meals.

**First Time Presidents and CCA Presidents** (Arrival on Monday, July 18):

- Private: \$795 per conference participant (one participant, one or more beds per room)\*
- Shared: \$495 per conference participant (two participants, two or more beds per room)
- Commuter: \$330 per conference participant (includes materials and conference meals)

Conference meals are provided beginning with Monday breakfast through Friday lunch.

**Returning Presidents** (Arrival on Tuesday, July 19):

- Private: \$595 per conference participant (one participant, one or more beds per room)\*
- Shared: \$375 per conference participant (two participants, two or more beds per room)

Conference meals are provided beginning with Tuesday lunch through Friday lunch.

*\*Limited number of Private rooms available*

Private Rooms are available for those attendees who wish to have a room to themselves or share it with others who are NOT conference attendees, such as family members.

Shared Rooms are for conference attendees ONLY. If you wish to stay with someone other than a conference attendee (such as a family member), you must select a Private Room.

**Non-Participant Sharing a Private Room:** Participants who wish to bring a non-participant to share a private room will be charged an additional fee for each non-participant. For those arriving on July 18, the additional charge is \$210 per non-participant; for those arriving on July 19, the additional charge is \$180 per non-participant. This additional charge entitles the non-participant to all conference meals, receptions, and access to Asilomar facilities.

If you have questions, contact the CTA Conference Coordination Center at 650-552-5355 or email [presidentsconference@cta.org](mailto:presidentsconference@cta.org).

**CANCELLATION POLICY:** If you need to cancel your reservation, you must do so two weeks prior to the conference (July 1) to receive a refund. All cancellations and no-shows after July 1 are non-refundable. After this date, CTA will not be able to get a refund from the conference facility.



**The Presidents Conference deadline is July 1, 2011**  
Register online now at [www.cta.org/conferences](http://www.cta.org/conferences)

# GENERAL SUMMER CONFERENCES INFORMATION

## Accommodations for the Physically Challenged

CTA supports full participation at the conferences by all attendees. So we can accommodate your needs, please be sure to complete the special needs section on the online registration form or contact the CTA Conference Coordination Office at 650-552-5355.

## Professional Growth Credit

Professional Growth credit will be available at no cost and will be awarded following each conference. Further details will be provided at the conference.

## University Credit

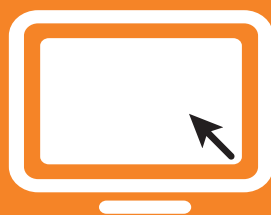
CTA conferences are approved for university credit through the CSU Chico Department of Education. Units vary per conference as follows:

**Presidents Conference:** Two units of university credit will be available for participants who attend the entire conference beginning Monday, July 18, and one unit of university credit will be offered for participants who attend beginning Tuesday, July 19. Attendance at required events will be verified prior to awarding credit.

**Summer Institute:** Participants may earn one unit for the partial week strands and three units of credit for attendance at the full week strands/tracks as well as three units for attending two partial week strands/tracks.

The cost is \$60 per unit and is payable by check or credit card.

At the conclusion of the conference and upon verification of your full conference attendance by CTA, the units will be posted to your official academic transcript.



Online registration for university credit is available at:

- <http://rce.csuchico.edu/cta>
- Select the conference and the number of units
- Follow the online registration and fee payment instructions

## Transportation Reimbursement Guidelines

**For Presidents Conference attendees and ALL CTA INCENTIVE GRANT RECIPIENTS**

### Air:

Reimbursement is based on the most economical coach round-trip airfare, purchased at least 21 days in advance. Please see each online conference section for details on the nearest airport to the conference.

United Airlines offers reduced rates for CTA members. To take advantage of these rates, you or your travel agent must call the United Airlines Convention Desk at 1-800-521-4041 any day between 5:00 am and 7:00 pm. The California Teachers Association discount code is 510CZ.



### Automobile:

Mileage will be reimbursed at the IRS rate of reimbursement per mile, not to exceed the cost of the most economical coach airfare. Currently the IRS rate is 51 cents per mile.

Reimbursement does not include the cost of airport or hotel parking, hotel expenses, shuttle or taxi service, or travel between home and the local airport. If round-trip distance between your home and nearest airport is more than 100 miles, then mileage will be reimbursed at the current IRS rate.

All other transportation costs are the responsibility of the individual, the chapter, the school district, the Service Center Council, or the UniServ unit.

## Additional Promotional Material Available

To help promote the Presidents Conference and Summer Institute within your chapter, UniServ or Service Center Council, the CTA Conference Coordination Center can provide additional brochures. Please contact us at 650-552-5355 or [ccc@cta.org](mailto:ccc@cta.org).

# SPECIAL ACTIVITIES FOR SUMMER CONFERENCES



## Presidents Conference 2011 Activities

On Wednesday evening you may take a shuttle bus to either Carmel or Monterey. Buses will run every 30 minutes from Asilomar and each of these historically-rich towns.

Carmel is home to movie legend and one-time mayor, Clint Eastwood. You can visit Clint's Boar's Head Restaurant for a hearty meal or dine at one of the other delicious restaurants in the area. Carmel is home to many art studios and has a large community of painters and photographers.

John Steinbeck, the famous American author who wrote "The Grapes of Wrath," hailed from Monterey. Visit the Wharf for incredible seafood, indulge in a cup of clam chowder at any one of a dozen or more restaurants or just admire the lovely Pacific Ocean as it ebbs and flows.

Thursday Night is the Dance and Reception in Merrill Hall.

## About Asilomar Conference Grounds

Asilomar is a state park set in a rustic, natural setting next to the Pacific Ocean. You will likely enjoy many wildlife sightings including deer, birds, raccoons, dolphins and occasionally, whales. Several ranger-led nature walks through Asilomar are planned for attendees during the conference. Since the conference grounds are spread out over a large hilly area, be prepared for considerable walking and uneven terrain. Also, due to coastal fog, the weather in July can be cold. To be comfortable during your stay, it is advisable to wear good walking shoes, layer your clothing and bring a jacket for the evenings.

## Summer Institute 2011 Activities

Tuesday evening has been left open for you to enjoy the many surrounding attractions in and around the Los Angeles area. Transportation will be provided to the Third Street Promenade in Santa Monica. A three-block stretch of Third Street in Santa Monica has been sealed off from traffic, turning it into a pedestrian shopping and dining Mecca. Colorful pushcarts, kiosks and vendors ply their wares while assorted street performers entertain the passing crowd. Watch for a flyer with times and places to catch the transportation to this exciting venue.



## About the UCLA Conference Center

Summer Institute participants will be housed in dormitories in the De Neve Plaza and Sunset Village areas on the UCLA campus. The dorms are equipped with basic linens and bathroom amenities. The linens are dormitory quality so feel free to bring along a favorite pillow or blanket for added comfort. A limited number of hair dryers and irons/ironing boards can be checked out at each front desk. The campuses are somewhat spread out so be prepared for extensive walking. Also, the weather in August can be very hot. To be comfortable during your stay, it is advisable to wear walking shoes and warm weather clothing. Also, bring a sweater to wear inside air conditioned training rooms. In addition, UCLA is undergoing construction in the housing areas which will affect traffic flow, parking and access. Limited shuttle service will be available between housing areas and to and from parking garages. Parking will be extremely limited this year and will be located in various garages away from the housing areas. All are encouraged to carpool or find alternate modes of transportation to the Institute.