

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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August 10, 2015

**TO:** Chief Student Services Officers  
Student Success and Support Coordinators (Credit and Noncredit)  
Student Equity Coordinators

**FROM:** Denise Noldon, Ph.D.  
Interim Vice Chancellor, Student Services and Special Programs

**SUBJECT:** Training and Orientation for All Student Equity and Student Success and Support Program (SSSP) Directors/Coordinators

**Synopsis:** The Chancellor's Office will hold training for Student Equity and Credit and Noncredit SSSP Program Directors/Coordinators on September 30-October 2, 2015. This training, designed for all Student Equity and SSSP Directors/Coordinators, will provide a program overview and updates for Student Equity and SSSP.

The training has been planned according to the following schedule:

Wednesday, September 30, 2015	9:00 a.m.	-	5:00 p.m.	Student Equity
Thursday, October 1, 2015	8:30 a.m.	-	1:30 p.m.	Student Equity & SSSP
Thursday, October 1, 2015	1:45 p.m.	-	5:00 p.m.	SSSP
Friday, October 2, 2015	8:30 a.m.	-	3:30 p.m.	SSSP

Registration and continental breakfast will begin 1 hour before start time each morning. Travel should be arranged to allow for participation for the entire training.

For **Student Equity** each college may send up to two people to the Student Equity portion of the training. One of the attendees must be the college Student Equity Coordinator. For **SSSP**, each college may send up to two people to the training. One of the attendees must be the Credit SSSP Director/ Coordinator. If your college has noncredit SSSP, one of the attendees must be the Noncredit Director/Coordinator (or a representative from the Noncredit funded program).

If a single individual is attending both trainings, he or she must register for both trainings. A wait list will be created if a college wishes to send more than the two designated for each program. After the cutoff date for registration, additional staff on the wait list may be approved to attend without any financial support by the Chancellor's Office. Participants in the Student Equity portion of the training may not stay for the SSSP training, unless they have registered separately for the SSSP training, and vice versa.

This year there is a registration fee of \$140 per attendee. For individuals who are serving in both capacities, as the Student Equity and SSSP Director/Coordinator, the registration fee will be \$280.00. The registration fee helps cover meeting room expenses and includes continental breakfast and lunches each day, plus all materials. To register for the meeting visit: <https://www.regonline.com/StuEquitySSSP>.

A block of rooms has been reserved for this training at the state rate of \$95.00 single/double occupancy plus tax at the Doubletree by Hilton and the Hilton Arden West. The Chancellor's Office will pay for up to 2 nights of lodging at this rate for up to two people per training (a maximum of 4 per college for both trainings), *if they make their hotel reservation under our block using the instructions below*. If their names are not in our block of rooms, their rooms will not be on the master bill and will not be reimbursed.

**Lodging Instructions:** To receive the discounted rate, attendees must contact the hotel directly and guarantee the reservation with a credit card *by the cut-off date of September 10, 2015*. Reservations made after that date will be at a higher rate and will not be covered by the Chancellor's Office.

Doubletree by Hilton Sacramento

2001 Point West Way

Sacramento, CA 95815

(916) 929-8855

Reservations: 1-800-344-4321

Group Block: **SSS**

On-Line Reservations: [http://doubletree.hilton.com/en/dt/groups/personalized/R/RLSA-DT-SSS-20150929/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/R/RLSA-DT-SSS-20150929/index.jhtml?WT.mc_id=POG)

Hilton Arden West

2200 Harvard Street

Sacramento, CA 95815

(916) 922-4700

Reservations: 1-800-Hiltons (445-8667)

Group Block: **CCC**

On-Line Reservations: [http://www.hilton.com/en/hi/groups/personalized/S/SMFHIF-CCC-20150929/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/S/SMFHIF-CCC-20150929/index.jhtml?WT.mc_id=POG)

Any changes to hotel reservations *must be made 24 hours prior the date of arrival to avoid being charged for one night's lodging*. Please inform Julie Moore at [jmoore@cccco.edu](mailto:jmoore@cccco.edu) if there are any problems getting the \$95.00 rate with the hotel for reservations that are made before **September 10, 2015**. Driving directions and information about the Doubletree by Hilton, Sacramento can also be found on its web site at [www.doubletreesacramento.com](http://www.doubletreesacramento.com).

Shuttle service between the Sacramento Airport and the hotel is available through Super Shuttle. **For a 10% discount you can make your reservation online at <http://www.supershuttle.com/default.aspx?GC=CCCO>**. Please note that if you call in your reservation (1-800-BLUE-VAN) instead of booking online then your discount is not valid and a \$2 call center fee applies. For those driving to the hotel, parking for this event will be at a discounted rate of \$4.00 per day or overnight at both properties.

The registration, hotel information and tentative agendas are posted at: <https://www.regonline.com/StuEquitySSSP>

**Response Requested Date:** Please complete the registration online no later than **Wednesday, September 16, 2015**. Please note that the hotel registration cut-off is September 10, 2015.

**Contact:** Direct any questions to Julie Moore at (916) 445-5207 or by e-mail to [jmoore@cccco.edu](mailto:jmoore@cccco.edu). If disability-related accommodations are needed during the training, please identify these to Ms. Moore by September 16, 2015. Any accessibility needs related to the hotel or transportation to/from the training should be arranged directly with the hotel or transportation provider.

We look forward to meeting with the Student Equity and SSSP Credit and Noncredit Directors/Coordinators in September.

cc: Sarah Tyson, Dean of Student Services  
Chancellor's Office Student Equity/SSSP Staff  
Julie Moore, Chancellor's Office Conference Planner