

RECOMMENDED READINGS AND RESOURCES

- The following two pdf documents are critical foundations for the Institute and provide information relevant to the California community colleges, which will both a good reference related to topics to be discussed throughout the Institute:
 - *ACJC Guide to Evaluating and Improving Institutions* by the Accrediting Commission for Community and Junior Colleges. You can also link to this document through ACCJC.org at: https://accjc.org/wp-content/uploads/Guide-to-Evaluating-and-Improving-Institutions_May2017.pdf.
 - *Community College Finance – Past/PresentFuture (March 2016)* by Teresa M. Scott. Although a little dated concerning the current SB361 funding model, this fabulous document includes the best history we have seen of the history of CCC funding as well as a summary of the current (but soon to be replaced) funding formula, the FON (Full-Time Faculty Obligation Number), and a great Glossary of Financial Terms.
- Listed below are two links to the *California Community Colleges Budget & Accounting Manual*, fondly referred to as simply “*The BAM*:”
 - The first link is to the CCCCO’s website page concerning the BAM. We don’t expect you to study the entire document but we do expect you to review the table of contents from the web page and to read Chapter 1, Introduction. Here is the link to the BAM web page:
<http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalStandardsandAccountabilityUnit/FiscalStandards/BudgetandAccountingManual.aspx>.
 - Following is the link to Chapter 1, Introduction that we expect you to review in advance of Wednesday, February 28th session:
http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/BAM_Chapter1.pdf.
- Two short and easy to read books concerning the soft management and communications skills that will be threads throughout every component of the ACBO Institute are:
 - *Creating a Data-Informed Culture in Community Colleges* by Brad Phillips and Jordan E. Horowitz; Harvard Education Press.
 - *If I Understood You, Would I Have This Look on My Face? My Adventures in the Art and Science of Relating and Communicating* by Alan Alda; Random House; ISBN 9780812989144; (eBook 9780812989168); available on Amazon.