

### 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:
  - ACCJC “Accrediting Commission for Community and Junior Colleges”. The link to ACCJC.org “Guides and Manuals” is: <https://accjc.org/guides-and-manuals/>
  - *Community College Finance – Past/Present/Future (March 2016)* by Teresa M. Scott. Although a little dated and only up to the SB 361 funding model, which was replaced in 2018 by the SCFF (Student Centered Funding Formula) this fabulous document includes a historical summary related to how community college districts are funded, the FON (Full-Time Faculty Obligation Number), and a 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>.
  - The link to Chapter 1, Introduction provides an overview for all districts when setting up an ERP (Enterprise Resource Planning) administrative system  
[http://extranet.cccco.edu/Portals/1/CFFP/Fiscal\\_Services/Standards/BAM/bam2012ed/BAM\\_Chapter1.pdf](http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/BAM_Chapter1.pdf).
- Books that you might consider reading or including in your professional “tool box” for future reference related to importance of soft skills, data-informed decision making, history of California Community Colleges, Leadership and Management:
  - *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) (Easy read concerning the soft skills (management and communications).
  - *A College for ALL Californians – A History of the California Community Colleges*; Edited by George R. Boggs and Lawrence A. Galizio; with a Forward by Constance M. Carroll and Jack Scott; Teachers College Press; ISBN 978-0-8077-6595-1
  - *Creating a Data-Informed Culture in Community Colleges* by Brad Phillips and Jordan E. Horowitz; Harvard Education Press.
  - *Who Moved My Cheese?* by Spencer Johnson, M.D.; G.P. Putnam’s Sons, member of Penguin Putnam Inc.; ISBN 0-399-14724-1
  - *Our Iceberg Is Melting* by John Kotter; 1<sup>st</sup> St. Martin’s Press ed 2005; ISBN-13: 978-0-312-36198-3

- Harvard Business Review – *“HBR’s 10 Must Reads: On Managing People”*
- Harvard Business Review - *“HBR’s 10 Must Reads: On Leadership”*
- Harvard Business Review - *“HBR’s 10 Must Reads: On Change Management*
- *“The 21 Indispensable Qualities of a Leader, Becoming the Person Others Will Want to Follow”*, John C. Maxwell; published in 1999 by Thomas Nelson, Inc.; ISBN 0-7852-7440-5