



**ACBO Institute II**  
**April 3 – 5, 2024**  
**(Session I)**

*Hilton San Diego Airport/Harbor Island  
1960 Harbor Island Drive  
San Diego, CA 92101  
Direct Phone (619) 291-6700*

*“Spinnaker Room”  
(located on 1<sup>st</sup> floor of hotel)*

**Facilitators:**

**Dr. Bonnie Ann Dowd, Retired Chief Business Officer (District CBO), San Diego Community College District and Palomar Community College District, Professor Emerita, Business Education**

**Dr. Chris de la Rosa, Vice President, Administrative and Technology Services (District CBO), Ohlone Community College District**

**Wednesday, April 3**

<b>9:30 a.m.</b>	<b>Check in, Coffee and Networking</b>
<b>10:00 a.m.</b>	<b>Welcome and Getting to Know Bonnie (Coordinator and Co-Facilitator)</b>
<b>10:30 a.m.</b>	<b>Reflections on Leadership and Community College Baccalaureate Degree</b>  <b>Constance M. Carroll, Ph.D.</b> President and CEO, California Community College Baccalaureate Association and Chancellor Emerita, San Diego Community College District  <b>Dr. Carroll</b> will address the challenges of leadership and governance at a community college and provide insights on navigating those challenges toward becoming a more effective leader. Dr. Carroll will also discuss ethical leadership and other personal and professional characteristics required of a

District/College Chief Business Officer and why it is important for community colleges to award baccalaureate degrees.

<b>11:45 a.m.</b>	<b>Institute II Program “Kick Off” ( Bonnie)</b> <ul style="list-style-type: none"><li>• History of ACBO Institutes</li><li>• Learning Goals &amp; Outcomes of Institute II</li><li>• Review of Session 1 Agenda</li><li>• SLOs &amp; Participants Expectations</li><li>• Eligibility to earn CPE</li><li>• “Las Vegas Rules”</li></ul>
<b>12:15 p.m.</b>	<b>Lunch</b>
<b>1:30 p.m.</b>	<b>Work-Life Balance</b>  <b>Tod Leonard, LMFT (Licensed Marriage &amp; Family Therapist), and Senior Editor, Golf Digest Magazine</b>  Healthy work-life balance refers to maintaining a balance between your professional and personal life, which requires you to manage your time and energy to meet both commitments while also prioritizing personal self-care and well-being. Tod will provide some tips on how to achieve balance and why it is critical.
<b>2:45 p.m.</b>	<b>Break</b>
<b>3:00 p.m.</b>	<b>Getting to Know Your Colleagues Activity (Bonnie)</b>
<b>4:00 p.m.</b>	<b>Leadership Topics (Bonnie)</b>
<b>5:00 p.m.</b>	<b>Gather in the Hotel Lounge for Happy Hour (Non-hosted) followed by dinner on your own</b>

## **Thursday, April 4**

<b>8:00 a.m.</b>	<b>Coffee, Networking and Conversation</b>
<b>8:30 a.m.</b>	<b>Getting to Know Chris (Co-Facilitator)</b>
<b>9:00 a.m.</b>	<b>A Day in the Life of a CBO Activity (Bonnie)</b>
<b>10:00 a.m.</b>	<b>Words that Matter Activity (Bonnie)</b>
<b>11:00 a.m.</b>	<b>A Risk Management Primer</b>

**Ann-Marie Gabel**, Vice President, Business Services  
South Orange Community College District

<b>12:15 p.m.</b>	<b>Lunch</b>
<b>1:15 p.m.</b>	<b>ACCJC Purpose and Role in Monitoring Fiscal Health</b> <b>Melynne Schiel</b> , Vice President
<b>2:30 p.m.</b>	<b>Writing Assignment and Group Project Overview (Chris)</b>
<b>3:00 p.m.</b>	<b>Activity to Form Groups for Project (Bonnie)</b>
<b>4:00 p.m.</b>	<b>Groups Formed (Bonnie &amp; Chris)</b>
<b>4:30 p.m.</b>	<b>Meet &amp; Greet with Dinner Hosts</b> Karma Pemba, Managing Director, RBC Capital Markets Johanna Randazzo, Account Executive, Keenan & Associates
<b>5:00 p.m.</b>	<b>Free Time and Travel to Restaurant for Dinner</b>
<b>6:00 p.m.</b>	<b>Hosted Dinner at –Tom Ham’s Lighthouse Restaurant</b> 2150 Harbor Island Drive, San Diego, CA 92101 Phone: (619) 291-9110

## **Friday, April 5**

<b>8:30 a.m.</b>	<b>Coffee, Networking and Conversation</b>
<b>9:00 a.m.</b>	<b>Debriefing, Questions &amp; Concerns (Bonnie)</b>
<b>9:15 a.m.</b>	<b>Assessing &amp; Ensuring Technology Security (Chris)</b>
<b>10:00 a.m.</b>	<b>Break</b>
<b>10:15 a.m.</b>	<b>Group Project Time with assistance by Bonnie &amp; Chris</b>
<b>11:45 a.m.</b>	<b>Session I: Feedback and Planning for Session II (Bonnie)</b>
<b>Noon</b>	<b>Closing Lunch and Adjournment</b>