



ACBO Institute II
April 3 – 5, 2024
(Session 1)

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

“Spinnaker Room”
(located on 1st 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

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| 9:30 a.m. | Check in, Coffee and Networking |
| 10:00 a.m. | Welcome and Getting to Know Bonnie (Coordinator and Co-Facilitator) |
| 10:30 a.m. | Reflections on Leadership and Community College Baccalaureate Degree |

Constance M. Carroll, Ph.D. President and CEO, California Community College Baccalaureate Association and Chancellor Emerita, San Diego Community College District

Dr. Carroll 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.

11:45 a.m. Institute II Program “Kick Off” (Bonnie)

- History of ACBO Institutes
- Learning Goals & Outcomes of Institute II
- Review of Session 1 Agenda
- SLOs & Participants Expectations
- Eligibility to earn CPE
- “Las Vegas Rules”

12:15 p.m. Lunch

1:30 p.m. Work-Life Balance

Tod Leonard, LMFT (Licensed Marriage & Family Therapist), and Senior Editor, Golf Digest Magazine

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.

2:45 p.m. Break

3:00 p.m. Getting to Know Your Colleagues Activity (Bonnie)

4:00 p.m. Leadership Topics (Bonnie)

5:00 p.m. Gather in the Hotel Lounge for Happy Hour (Non-hosted) followed by dinner on your own

Thursday, April 4

8:00 a.m. Coffee, Networking and Conversation

8:30 a.m. Getting to Know Chris (Co-Facilitator)

9:00 a.m. A Day in the Life of a CBO Activity (Bonnie)

10:00 a.m. Words that Matter Activity (Bonnie)

11:00 a.m. A Risk Management Primer

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

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

Friday, April 5

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