



**ACBO Institute I
(Session 1)
February 28 – March 2, 2018
State Chancellor's Office
6th Floor Conference Rooms A, B & C
1102 Q Street
Sacramento CA**

Wednesday February 28th

10:30 a.m. – 11:00 a.m.	Check-in, Networking, Coffee & Conversation
11:00 p.m. – 12:00 p.m.	Welcome, Introductions and Getting to Know Colleagues
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. – 1:30 p.m.	Institute 1 Learning Objectives
	Soft Skills Thread
1:30 p.m. – 2:00 p.m.	Ethics Certification follow-up
2:00 p.m. – 2:30 p.m.	Introduction to the CCC System
2:30 p.m. – 3:00 p.m.	External Oversight (ACCJC, audits, media, public)
3:00 p.m. – 3:15 p.m.	Break
3:15 p.m. – 4:15 p.m.	Topic #1A - Leadership
4:15 p.m. – 5:00 p.m.	Introduce Institute Group Project
5:00 p.m. – 5:20 p.m.	Meet and Greet presentation - PARS
5:20 p.m. – 6:00 p.m.	Transition to hotel and restaurant
6:00 p.m. – 8:00 p.m.	PARS Hosted Dinner (Location to be announced)

Thursday, March 1st

8:00 a.m. – 8:30 a.m.	Coffee and Conversation
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8:30 a.m. – 9:00 a.m.	Review of 1st day and Preview of Today
9:00 a.m. – 10:00 a.m.	Topic #2 – Budgets and Finance
10:00 a.m.– 10:15 a.m.	Break
10:15 a.m. – 11:15 a.m.	Topic #2 – Budgets and Finance (continued)
11:15 a.m. – 12:00 p.m.	Institute Group Project Introduction & Planning
Noon – 1:00 p.m.	Lunch and Self-identification of Project Groups
1:00 p.m. – 2:00 p.m.	Topic #3 – Human Resources & Major Legal Considerations for CCCs
2:00 p.m. – 3:00 p.m.	Topic #4 – Fiscal Operations (accounting, payroll, purchasing, central services, parking, police, etc.)
3:00 p.m. – 3:15 p.m.	Break
3:15 p.m. – 3:45 p.m.	Topic #5 – Auxiliary, Enterprise & Foundation Operations
3:45 p.m. – 4:00 p.m.	Topic #6 – Technology
4:00 p.m. – 5:00 p.m.	Topic #7 –Facilities Operations (M&O, Capital Projects & process for passing a GO 39 bond proposition & issuance processes)
5:00 p.m. – 5:20 p.m.	Meet and Greet Presentation – Gensler
5:20 p.m. – 6:00 p.m.	Transition to hotel and restaurant
6:00 p.m. – 8:00 p.m.	Gensler Hosted Dinner (Location to be announced)

Friday, March 2nd

8:30 a.m. – 9:00 a.m.	Coffee & Conversation
9:00 a.m. – 10:00 a.m.	Topic #8 – Instruction (enrollment management) & Student Services
10:00 a.m. – 10:30 a.m.	Exercise – Common threads of CBO success
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:00 Noon	CCCCO's Finance and Facilities Division Panel
12:00 Noon – 1:30 p.m.	Working Lunch and 2 ½ day wrap up and looking forward to April
1:30 p.m.	Adjournment