

Chancellor's CABINET HIGHLIGHTS



This is a publication of the Contra Costa Community College District Chancellor's Office to Employees of the District.

Members of the Chancellor's Cabinet: *Helen Benjamin*, Chancellor; *Diane Scott-Summers*, Interim President, DVC; *Peter Garcia*, President, LMC; *McKinley Williams*, President, CCC; *Eugene Huff*, Interim Vice Chancellor, Human Resources & Organizational Development; *Jeffrey Kingston*, Vice Chancellor, Facilities & Operations; *Mojdeh Mehdizadeh*, Vice Chancellor, Technology Systems Planning & Support; *Doug Roberts*, Interim Vice Chancellor, Finance & Administration; *Ted Wieden*, Interim Special Assistant to the Chancellor

July/August 2006

Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to effectively educate students and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

The Cabinet held a total of three meetings during July and August. A summary of the meetings and retreat topics is listed below.

The Cabinet held a two-part retreat in August. Facilitator Linda Laskowski led the morning session that included identifying a list of accomplishments for 2005-06 and prioritizing a list of key activities for 2006-07. The list was enhanced by the DGC members.

Accomplishments in 2005-06

- Passed Measure A which will improve the quality of facilities for students and employees
- Stabilized management team for at least a year
- Provided Interest Based Bargaining (IBB) training for 160+ employees began using the process in negotiations with the United Faculty
- Constituencies developed budget priorities
- Movement toward fiscal stability
- Made major physical improvements to college campuses
- Closing fiscal year on time for the first time in the last 10 years
- Took major steps toward providing more transparency in the budget
- Provided educational budget forums for DGC and employees Districtwide
- Established good working relations among new leaders in the District
- Largest infusion of new faculty in some time
- Good progress on filling classified positions
- Began serious examination of management structure
- Dissolved the Regional Training Institute
- 2,047 students received degrees and certificates: CCC, 496; DVC, 1,202; LMC, 349

- Classified morale improved; more information from the top down
- Elephants in the room are being talked about
- Successful JobLinks conference for classified staff
- Student Learning Outcomes (SLO) report to the Board
- National award for purchasing department
- Began development of a Districtwide grant process that will track grants and grant funds across the District
- Initiated a thorough review of the District's International Education Program that is to be shared at a future Board meeting

Activities for 2006-07

- Develop a plan to implement the recommendations from the Mike Hill report
- Develop a plan to address declining enrollments, including minimizing student barriers to enrollment and access
- Complete District management reorganization which will result in permanent positions in the Chancellor's Cabinet
- Complete an educational and facilities master plan for each college
- Complete and implement the results of the Hay Group Study
- Complete Districtwide strategic master plan for 2007-10
- Develop emergency preparedness plans to respond to our role as an evacuation site for the county and our needs as an employer
- Institutionalize IBB as a tool in resolving conflicts within our District
- Share results of the work on the compressed calendar Districtwide in order to determine sentiments of individual employees and employee groups on the issue
- Develop a plan for implementation of GASB 45 on funding retiree health benefits
- Begin preparations for classification study on classified staff positions
- Implement agreement with United Faculty on part-time faculty preference rights
- Conduct a complete audit of technology systems and uses across the District
- Continue Districtwide emphasis on improving staff morale
- Conduct an accreditation self-study for each college with emphasis at the District level on delineating responsibilities between the District and the colleges
- Conduct a "refresher course" on AB 1725 and what it means in our District
- Determine coordination necessary by faculty and staff in order for the District to participate in CalPASS (California Partnership for Achieving Student Success)
- Conduct a climate survey update
- Minimize student barriers to enrollment/access
- Enhance technology to improve access
- Secure space for new health centers
- Budget process needs to be developed
- Develop more sophisticated FTES model for District
- Work on ways to improve communication between and among groups
- Evaluate District governance process

FACILITIES MASTER PLAN

Consultant Bruce Rich from Parsons Brinkerhoff, a leading planning, engineering, and program and construction management organizations, presented a PowerPoint entitled: "Facility Master

Planning Process.” A discussion was held about how the Educational Master Plan drives the Facilities Master Plan. The colleges will select a Facility Master Planner to assist in the development of the Facility Master Plan. District Facilities will send out the Facility Master Planner Request for Quotations (RFQ). District will screen applicants and allow colleges to interview candidates and select one planner for each college.

The following activities were listed as having to be completed in the 2006-07 academic year. This list includes activities suggested by DGC.

PLANNING

Agreement was reached that Dean Cheryll LeMay, on special assignment at District Office until December 31, will begin work on the District strategic plan. Members of DGC will be used as the Strategic Planning Task Force. Cheryll will be meeting with the Strategic Planning Task Force to introduce the timeline and process.

Cheryll LeMay developed and distributed the format the colleges are to follow in developing their educational and facilities master plans for use of the \$75M each college is to receive from the 2006 bond measure. Projects will not be funded until the plans are completed, reviewed by Cabinet, and presented to the Governing Board. The District will provide funding to assist the colleges in developing the plans. Each college will hire an architect. A plan for the remaining money will be developed and funds allocated for Districtwide projects.

ECONOMIC IMPACT STUDY

As part of the strategic planning process, the District will contract with CCBenefits for the preparation of an Economic Impact Study. The study will look at the impact of the District on the economy of Contra Costa County and will provide data on both direct and indirect economic impacts. In addition, the study will provide access to recent data on educational and vocational needs in Contra Costa County.

COMPRESSED CALENDAR

Exploration of this matter will continue into the fall 2006 term. Mojdeh Mehdizadeh described the possible next steps for the compressed calendar study process, including hosting open forums at each site during the fall semester and acquiring input from all affected parties. A recommendation as to whether to proceed or not depending on feedback will be determined by the Cabinet.

PROPOSED BUSINESS PROCEDURE 11.24: PURCHASING CODE OF ETHICS

District Director of Purchasing, Les Littman, presented the final version of the Code of Ethics for Purchasing, which received Cabinet’s approval.

Les also informed Cabinet that District Purchasing had just received the NIGP Award for Achievement of Excellence in Procurement. The Cabinet extended its congratulations to Les and his department for winning the national award. There will be a future Cabinet agenda item to address outreach to minority-owned and small businesses in all portions of the county.

SUSTAINABILITY COMMITTEES

Agreement was reached that Sustainability Committees would be formed at each college and that a District committee be formed as well.

Contra Costa Times Bi-monthly Column

On behalf of the District Marketing Group, Ted Wieden informed the Cabinet of the opportunity for a community college column in the *Contra Costa Times*. The venture was approved and the go-ahead given to continue discussions with Chris Lopez, executive editor of the *Contra Costa Times*.

The college public information officers would be responsible for writing the articles. At least four articles are to be completed prior to the next meeting with the *Contra Costa Times*.

Funding of 2005-06 One-time Strategic Needs

Doug Roberts presented a list of vacant District management positions from which funds will be used toward needs in IT that benefit the entire District: telephone registration upgrade; web-based time entry; technology security audit; online applicant tracking; and single sign-on capability. Mojdeh Mehdizadeh will work with Doug Roberts to expedite purchases.

Board Policy Revisions

The Cabinet gave approval with no further changes to the final version of Board Policy 1002 and to new language specifying how the Governing Board is to deal with Board members who violate the Governing Board Code of Ethics. Both items will be taken back to DGC on June 20 for a final review.

Solar Energy Project

Each college will receive \$8 million worth of solar energy hardware (\$3 million from a grant and \$5 million from energy savings over the next 10 to 15 years). Chevron is to undertake the project management for the solar projects as well as the energy conservation and utilization analysis for each college and the District Office. Chevron and District facilities staff will meet with the college presidents to discuss possible locations for solar panels.

American Heart Association's START Program

American Heart Association representative Elizabeth Wright presented information on the START! challenge. START! is a groundbreaking, new national walking challenge that calls on all Americans and their employers to create a culture of health and physical activity to live longer, healthier lives. The information will be forwarded to the Districtwide Staff Development Committee.

Hazardous Disposal Process

A District procedure for hazardous disposal at the colleges is being developed by Jeff Kingston.