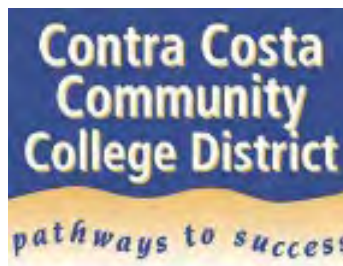


# **DISTRICT OFFICE WORK GROUPS 2023-24**



## **INTRODUCTION**

Updated annually, this document lists District Office Work Groups at the Contra Costa Community College District (4CD) and provides pertinent information for each in order to expedite participation. Work groups consist of managers and/or others who meet regularly to focus on resolving issues of interest to promote the success of all students.

## **DISTRICT OFFICE WORK GROUPS**

Chancellor's Advisory Team (CAT)

Classified Employees Enhancement

COMMITTEE	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
Chancellor's Advisory Team (CAT)	Chancellor	<ul style="list-style-type: none"> <li>• Solve administrative problems of DO concern that are not solved elsewhere in the departmental organization</li> <li>• Share administrative information of DO interest or concern</li> <li>• Coordinate/guide DO planning and budgeting</li> <li>• Clarify and/or define DO operational policies and procedures and make recommendations to the Chancellor as appropriate</li> <li>• Define standards of fairness and equity among the DO departments regarding resource allocations</li> <li>• Make management decisions or recommendations to the Chancellor regarding personnel, litigation or collective bargaining matters</li> <li>• Prepare for and review Chancellor's Cabinet agenda items.</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• AVC, Chief Financial Officer</li> <li>• AVC, Educational Services</li> <li>• AVC, Chief Human Resources Officer</li> <li>• Director, Communications and Community Relations</li> <li>• EVC, Administrative Services</li> <li>• EVC, Education and Technology</li> <li>• Vice Chancellor, Facilities Planning and Construction</li> </ul>	Twice per month
Classified Employees Enhancement (CEEP)	Human Resources Support Services Manager	<ul style="list-style-type: none"> <li>• Review and approve/disapprove CEEP applications for educational reimbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Support Services Manager</li> <li>• Three Local 1 representatives</li> </ul>	As needed to review applications -no set day and time