



DISTRICT OFFICE COMMITTEES AND WORK GROUPS 2020-21



INTRODUCTION

Updated annually, this document lists District Office committees and work groups in the District and provides pertinent information for each in order to expedite participation. Standing committees meet on a regular basis, are formed for a specific function and are ongoing. Work groups consist of managers and/or others who meet regularly to focus on resolving issues of interest to all sites to promote the success of all students.

DISTRICT OFFICE COMMITTEES AND WORK GROUPS 2020-21

Budget Development Committee

Chancellor's Advisory Team (CAT)

Classified Employees Enhancement

Department Review and Planning Committees

District Office Managers/Supervisors (DOMS)

Safety Committee

COMMITTEE	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
Budget Development Committee	Selected by committee	<ul style="list-style-type: none"> Review resource requests from District Office (DO) departments. Formulate recommendation to the Chancellor for resource allocation for the subsequent fiscal year 	<ul style="list-style-type: none"> Chancellor Executive Vice Chancellor (EVC), Administrative Services EVC, Education and Technology Vice Chancellor, Facilities Planning and Construction Associate Vice Chancellor (AVC), Chief Financial Officer 	Varies, in the spring of each year
Chancellor's Advisory Team (CAT)	Rotates by fiscal year	<ul style="list-style-type: none"> Solve administrative problems of DO concern that are not solved elsewhere in the departmental organization Share administrative information of DO interest or concern Coordinate/guide DO planning and budgeting Clarify and/or define DO operational policies and procedures and make recommendations to the Chancellor as appropriate Define standards of fairness and equity among the DO departments regarding resource allocations Make management decisions or recommendations to the Chancellor regarding personnel, litigation or collective bargaining matters 	<ul style="list-style-type: none"> Chancellor EVC, Administrative Services EVC, Education and Technology Vice Chancellor, Facilities Planning and Construction 	Twice per month
Classified Employees Enhancement (CEEP)	Human Resources Support Services Manager	<ul style="list-style-type: none"> Review and approve/disapprove CEEP applications for educational reimbursements 	<ul style="list-style-type: none"> Human Resources Support Services Manager Three Local 1 representatives 	As needed to review applications -no set day and time

COMMITTEE	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
Department/Unit Review and Planning Committees	Department managers	<ul style="list-style-type: none"> Complete the Department/Unit Review and Planning process 	<ul style="list-style-type: none"> All members of the department 	Varies, in the fall of each year
DO Managers/ Supervisors (DOMS)	Chancellor	<ul style="list-style-type: none"> Provide a forum to share information, obtain feedback on new and proposed projects and activities, and provide professional development 	<ul style="list-style-type: none"> All DO managers and supervisors 	Second Thursday of each quarter/9:00 am to 10:00am
Safety Committee	Police Services Lieutenant	<ul style="list-style-type: none"> Review safety procedures and practices at the District Office location Recommend safety training and equipment purchases to ensure such safety procedures are enforced. 	<ul style="list-style-type: none"> Police Services Lieutenant Two representatives from floors two through six at DO 	Third Tuesday of each month/ 9:00am to 10:00am