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DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS 2022-23

Contra Costa
Community
College District
pathways to success

INTRODUCTION

Updated annually, the purpose of this document is to facilitate the business of the Contra Costa Community College District (4CD) Committees as part of institutional governance and the decision-making process. This document lists committees and work groups in 4CD and gives pertinent information for each in order to expedite participation.

Standing committees are constituency-based, meet on a regular basis, are appointed for a specific function, and are ongoing. Work groups consist of managers or others with the same or similar job functions from different locations within 4CD. They meet regularly, focus on and resolve issues of interest to all sites and the success of all students.

Task forces and ad hoc committees are formed to address specific issues for a short duration and then dissolved. They are not included in this document.

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

DISTRICTWIDE STANDING COMMITTEES

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[1]   Also serves as Districtwide Budget Committee and engages in Districtwide strategic planning

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
BROWN ACT				
CSCC	CSCC Chair	• Facilitate communication among the separate and autonomous Classified Senates • Coordinate appointments to Districtwide governance committees • Promote and support the mission of 4CD • Provide a structure to develop and articulate issues that have 4CD implications for classified staff in non-negotiated areas	• Four Classified Senate Presidents • Four Classified members "at large"	Prior to DGC
DGC	DGC Chair	• Provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of 4CD concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation • Influence 4CD policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or GB in	• Eight Faculty • Eight Classified staff • Eight Managers • Eight Students	The Tuesday within two weeks before the Governing Board (GB) meeting

		accordance with operational procedures • Regularly evaluate the 4CD role of leadership and the governance and decision-making structures and processes in order to assure integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement • Serve as the 4CD Budget Committee • Serve as the governance body for 4CD Strategic Planning		
FSCC	FSCC President	• Recommend policies and procedures concerning academic and professional matters to the Chancellor's Cabinet with the intent of reaching agreement with the GB • Discuss and act on 4CD academic and professional matters as specified in AB 1725, according to the agreement reached with the GB (Nov 1991) and to recommend their implementation at the local colleges, respecting local autonomy. The FSCC may decide to handle particular academic and professional matters through other	• Faculty Senate • One faculty member appointed by the Faculty/ Academic Senate (Ideally this would be the chair of the Instruction/ Curriculum Committee)	Monthly during the academic year

		approaches consistent with its Constitution and Bylaws		
Measure A 2006 and Measure E 2014 Citizens Bond Oversight Committee	Executive Vice Chancellor (EVC), Administrative Services and Vice Chancellor (VC), Facilities Planning and Construction	• Statutory Purposes: The Committee is charged by statute with purposes listed below. 1. Promptly alert the public to any waste or improper expenditure of construction bond money. Education Code Section 15264(c) 2. Inform the public concerning the expenditure of bond revenues. Education Code Section15278(b) 3. Ensure that bond revenues are expended only for the purposes described in the Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of college facilities, including the furnishing and equipping of college facilities, or the acquisition or lease of real property for college facilities. California Construction Article XIIA, Section 1(b)(3); Education Code Section 15278(b)(1)	• <u>Minimum size.</u> The Committee shall always be comprised of at least seven but not more than eleven members. (Education Code Section15282(a)) • <u>Required members.</u> Pursuant to statute, the GB shall appoint to the Committee the members listed below. (Education Code Section 15282(a)) 1. One member active in a business organization representing the business community located within 4CD (one member per college – total three members). 2. One member active in a senior citizens' organization (total one member). 3. One member active in a bona fide taxpayers' organization (total one member).	Every three months

		4. Ensure that no funds are used for any teacher or administrative salaries or other college operating expenses. California Construction are. XIIIA, Section 1(b)(3)(A); Education Code Section 15278(b)(2)	4. One member shall be a student who is both currently enrolled in 4CD and active in a community college group, such as student government (total one voting member plus two alternates. Each college may appoint a student representative who can attend all meetings, but there will only be one student vote.) 5. One member shall be active in the support and organization of a community college or 4CD community colleges, such as a member of an advisory council or foundation (one member per college – total three members).	
Retirement Board of Authority	EVC, Administrative Services	Oversee the trust for the investment and disbursement of funds designated by 4CD for payment of its obligation to eligible employees (and former employees) and eligible dependents and	• EVC, Administrative Services • AVC/CFO • One college President • One college Vice President	At least once every 12 months

			• One UF representative • One Local 1 representative • One Management Council representative	
STAC	Student Trustee	Consult on matters of importance to students	• Chancellor • EVC, Education and Technology • Senior Academic Student Services Manager • AS Organization (ASO) President or designee from each campus • ASO Advisor from each college • Student Trustee	Once a month
CHANCELLOR				
Chancellor's Cabinet	Chancellor	• Share administrative information of 4CD interest/concern • Coordinate/guide 4CD planning and budgeting for 4CD attention and input • Clarify and/or define 4CD operational policies and procedures and make recommendations to the GB, as appropriate • Define standards of fairness and equity among the colleges/District Office (DO) regarding resource allocations	• Chancellor (Chair) • EVC, Education and Technology • EVC, Administrative Services • College Presidents • VC, Facilities Planning and Construction • AVC, Chief Human Resources Officer • AVC, Chief Financial Officer • AVC, Educational Services • Director of Communications and Community Relations	Tuesdays, 9:00am to 12:00pm (twice per month)
EDUCATIONAL SERVICES				
Educational Planning	EVC, Education and Technology	Assure that the colleges achieve and maintain quality programs by discussing their review, establishment, modification and	• Chancellor • EVC, Administrative Services	Annually in the fall This committee meets in

		discontinuance of courses and programs	- EVC, Education and Technology - AVC, Educational Services - President, UF - College Presidents - College Vice Presidents of Instruction - Three Career Education Managers (appointed by the College President) - Three Academic Senate Presidents	tandem with the Full-time Faculty Hiring Committee.
Consultation Council	EVC, Education and Technology	Consult on academic and professional matters with 4CD leadership management	- Chancellor - College Presidents - EVC, Education and Technology - EVC, Administrative Services - AVC, Educational Services - Three Academic Senate Presidents	Three times per semester, 1:00pm to 3:30pm
International Education Districtwide Study Abroad	Varies	- Review and approve credit-bearing study abroad courses and programs - Make recommendations on policies and procedures for study/teaching abroad with Northern California Study Abroad Committees (NCSAC) to Diablo Valley College (DVC) Vice President	- Study Abroad Director (DVC) Applied and Fine Arts (AFA) Dean) - Two DVC Faculty - Two LMC Faculty - Two CCC Faculty	Once per semester
International Education Study Abroad Faculty Selection	Vice President of Instruction, DVC or Designee	Evaluate study abroad faculty applications and select faculty for semester-long study abroad programs	- Six faculty - Academic Senate President* - One college Vice President	Meets as needed to select candidates

			• Study Abroad Director (AFA Dean) *Two faculty from each college, appointed by college Academic Senate President	
FINANCE AND ADMINISTRATION				
Safety and Emergency Preparedness	District Chief of Police	• Facilitate the development and implementation of safety, emergency preparedness, and response functions within and throughout the colleges and 4CD facilities • Support the health and safety of 4CD students, staff, faculty, and the campus community • Support the safety and security of 4CD facilities and property. • Support the protection of the environment upon and immediately adjacent to 4CD facilities and property • Support the continuity of essential 4CD functions and services in the event of an emergency or disaster • Support and assist in the development and implementation of 4CD programs to educate, motivate, and prepare for the effective	• District Chief of Police • Representatives from each campus or site Safety Committee	Quarterly

		management of emergencies		
Human Resources				
Districtwide Equal Employment Opportunity Advisory Council (DEEOAC)	AVC, Chief Human Resources Officer	Advise, assist, and make recommendations to and through the AVC, Chief Human Resources Officer, to Chancellor's Cabinet for the development and implementation of effective Districtwide Equal Employment, Staff Diversity and Disability Access Programs	• Three members from the college's Equal Employment Opportunity (EEO) Committee, including the college's EEO officer • Two community members appointed by the GB • One member designated by FSCC • One member designated by CSCC • One member designated by MCEB • One member designated by Local 1 • One member designated by UF • One member designated by STAC	As scheduled
JobLinks	Rotational among the colleges – generally on a volunteer basis	Plan, organize and administer the annual JobLinks event	• Two to three representatives from each college and DO	Monthly, as needed
Labor Relations – Meet and Confer				
a. CRC	EVC, Administrative Services	• Interpret and implement UF/4CD rules and regulations for implementation of the agreement. The advanced notice requirement need not be followed in these instances • Consultation issues not addressed	• Chancellor • EVC, Administrative Services • AVC, Chief Human Resources Officer • President, UF or its designee • Two members appointed by each	Monthly during academic year

		through other procedures	party or more by mutual agreement The same members need not attend each meeting.	
b. Local 1 Labor Relations	EVC, Administrative Services	Review/resolve Local 1 issues	• Chancellor • EVC, Administrative Services • AVC, Chief Human Resources Officer • Local 1 President • Local 1 Business Agent	Monthly
c. Management Council	Management Council Chair	Promote the salaries, benefits, working conditions and professional welfare of the membership and to provide, through the Chancellor, a vehicle for consultation with the GB on significant issues and promote the welfare of 4CD	• Executive Board: Three managers/ supervisors from each location; Two "at large" Confidential representatives • Council Membership: All 4CD managers (including supervisors and confidentials) except contract managers • Membership (non-voting) in the Council shall be available to all retired managers, supervisors, and confidentials	Monthly
d. UF 1. Benefits Cost Containment Committee	EVC, Administrative Services	Research alternatives to future benefit plans. The Committee investigates other ways to reduce benefit costs for both current employees and future retirees	Faculty and managers Districtwide	Meet periodically, as needed
2. Faculty Sabbatical Leave	Chancellor	• Review sabbatical leave applications. • Recommend faculty for sabbatical leave	• A non-voting representative of 4CD administration	February and October

		• Approve modifications to sabbatical proposals • Approve sabbatical leave reports	shall act as the presiding officer • College Presidents • College Vice Presidents of Instruction • A total of six faculty members, to serve two-year terms, selected/elected from faculty at each of the colleges proportional to the number of faculty at each college	
3. Full-time Faculty Hiring Committee	EVC, Administrative Services	Review the colleges' hiring plans relative to 4CD's status toward compliance with the 50% law and full-time faculty obligation	• Chancellor • College Presidents • College Vice Presidents • EVC, Administrative Services • AVC, Chief Human Resources Officer • AVC, Chief Financial Officer • EVC, Education and Technology • AVC, Educational Services • Faculty Senate Presidents • UF President • UF Vice Presidents	Annually, in the fall semester The committee meets in tandem with the Educational Planning Committee.
4. UF Budget Committee – Compensation Committee	EVC, Administrative Services	Share budget and financial information	• UF President • UF Budget Committee Members • EVC, Administrative Services • AVC, Chief Financial Officer • AVC, Chief Human Resources Officer	Approximately bi-monthly during academic year

Professional Development Task Force	Dean of Library, Educational Technology, and Learning Support	• Develop core programs of interest to 4CD employees • Assess and approve appropriate projects/activities to be funded by 4CD staff development funds	• Human Resources Support Services Manager • One Manager from each college • One Faculty from each college • One Classified from each college and DO • One Manager from DO	Once a semester
EDUCATIONAL SERVICES				
Admissions and Records Directors	Admissions and Records Directors (Rotational)	• Recommend new and revisions to existing policies and procedures to comply with federal and state regulations and guidelines for admissions and records • Develop and agree upon processes to effectively meet the needs of students • Promote collaboration on 4CD accountability strategies related to admissions and records • Develop and implement processes using technology to better serve students • Share best practices	• EVC, Education and Technology • AVC, Educational Services • Admissions and Records leaders • Director of Administration Information systems • One support person/college • One IT staff • Others by interest	Monthly
CE Deans	Senior Dean, Workforce and Economic Development	• Promote 4CD collaboration related to CE • Develop 4CD strategies to address emerging issues that relate to data gathering, reporting requirements and accountability needs.	• Senior Dean, Workforce and Economic Development • AVC, Educational Services • College Career Technical Education Deans • Manager, Workforce and	Monthly

		• Discuss process topics for clarity, refine procedures as needed and determine level of 4CD support. • Align efforts to maximize outcomes across multiple programs and requirements (i.e. Strong Workforce Program, AB705, Student Equity and Achievement, AEP, Guided Pathways, and so on)	Economic Development	
Chief Student Services Officers	AVC, Educational Services	• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines in student services programs • Provide leadership and promote collaboration on 4CD accountability strategies related to student services • Develop and agree upon processes to effectively meet the needs of students • Facilitate communication and collaboration in addressing 4CD emerging issues in student services • Share best practices	• AVC, Educational Services • Student Services Vice Presidents	Monthly
Districtwide ALOs and Planning Deans	EVC, Education and Technology or Senior Dean of Research and Planning	• Organize and prepare for accreditation visits • Recommend and implement practices to promote data	• EVC, Education and Technology • Senior Dean Planning and Research • Three ALOs	Monthly

		informed decisions and data democracy. • Ensure data aligns with college and 4CD strategic plans and equity goals. • Identify and develop processes and practices to address college and 4CD planning needs.	• Four Senior Research Analysts	
Districtwide Distance Education Council (DDEC)	Districtwide Dean of Distance Education and Faculty Co-Chair	• Provide strategic direction, guidance and support to each college and 4CD leadership to ensure that distance education is an effective and consistent part of how 4CD meets its mission • Facilitate 4CD coordination and planning of distance education efforts • Recommend 4CD strategies for aligning college distance education goals with 4CD's strategic plan	• One Distance Education Coordinator from each college • One Distance Education Committee Chair from each college • EVC, Education and Technology • Districtwide Dean of Distance Education • District Director of Information Technology	Twice a month
Districtwide Open Educational Resources Council	Dean of Distance Education and Faculty Co-Chair	• Provide strategic direction, guidance and support to each college and 4CD leadership to ensure that Open Educational Resources(OER)/Zero Textbook Costs(ZTC) is an effective and consistent part of how 4CD meets its equity mission • Facilitate 4CD coordination and planning of professional	• At least two members from each campus, with at least one faculty and one administrator, with a recommended third classified staff member, all to be appointed according to campus procedures for committee service. • Districtwide Dean of Distance Education	Monthly, the second Thursday of each month, 11:30 to 1 p.m.

		• development efforts to support conversion to OER/ZTC • Recommend 4CD strategies for aligning college goals with Districtwide strategic planning and mission. • Determine resource needs to target disciplines needed to assist students in target populations. • Seek external grants and resources to support faculty and students		
Equity Team	EVC, Education and Technology	• Assess professional development opportunities for college community. • Determine resource needs to assist students in target populations. • Seek external grants and resources to support students.	• EVC, Education and Technology • Three college Equity Deans	As needed
Financial Aid Steering Group	AVC, Educational Services	• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines for financial aid • Promote collaboration on Districtwide accountability strategies related to financial aid	• Director of Administration Information Systems • Accounting Manager • Financial Aid Directors • Others as needed; based on agenda items	Monthly
International Education Work Group	District Dean, International Education	• Engender collaboration among the DO and college international education offices	• AVC, Educational Services • District Dean, International Education	Monthly

		• Develop, revise, and align 4CD international education admissions policies and practices. • Share best practices with respect to comprehensive internationalization, international enrollment management and international student services. • Identify improvements to international student recruitment and global partnerships.	• College International Student Office Managers and Staff	
Marketing Directors	Director of Communications and Community Relations	Plan ongoing strategic marketing and facilitate 4CD marketing campaigns	• Director of Communications and Community Relations • Community Relations and Marketing Coordinator • Director of Marketing and Media Design, Contra Costa College • Director of Marketing and Communications, DVC • Senior Executive Assistant, Los Medanos College	Once a semester, as necessary
Student Services Managers	AVC, Educational Services	• Facilitate 4CD dialogue among student services programs on proposed new and revision of existing policies and procedures • Facilitate 4CD dialogue and	• All who manage student services units • EVC, Education and Technology • AVC, Educational Services • Others as needed, based on agenda items	Once per semester

		collaboration among student services programs in addressing emerging issues in student services • Share best practices		
Vice Presidents of Instruction/Student Services	EVC, Education and Technology	• Recommend new and revision of existing curriculum and instruction and student services policies and procedures to comply with federal and state regulations • Provide leadership and promote collaboration on 4CD accountability strategies related to instructional and student services programs • Develop 4CD strategies to address emerging issues that relate to educational programs and services • Ensure maintenance of established academic standards across 4CD • Assure instructional and student services 4CD processes and procedures comply with accreditation standards and policies • Share best practices	• EVC, Education and Technology • EVC, Administrative Services • AVC, Educational Services • Vice Presidents of Instruction and Student Services	Monthly
FINANCE, ADMINISTRATION AND FACILIITES				
Business Directors	AVC, Chief Financial Officer	Address current topics in 4CD Finance and Administration	• EVC, Administrative Services • College Business Directors	First Thursday of every month

			• AVC, Chief Financial Officer • VC, Facilities Planning and Construction • Director of District Finance Services • Director of Payroll • Director of Purchasing and Contracts • Director of Construction Program Controls	
Districtwide Sustainability	VC, Facilities Planning and Construction, District Sustainability and Energy Manager	• Provide leadership and promote collaboration among 4CD sustainability committees. • Recommend new and revision of existing Districtwide sustainability and energy conservation goals, policies and procedures to comply with federal and state regulations • Develop, revise, update and align Districtwide sustainability goals and progress with 4CD's Strategic Plan • Exchange ideas regarding best practices in all areas of sustainability and progress among sustainability teams • Develop standardized documentation, where necessary, for best practices in order to implement among the colleges bringing consistency of practice across 4CD.	• VC, Facilities Planning and Construction • District Sustainability and Energy Manager • DVC Sustainability Committee Chair • CCC Sustainability Chair • LMC Sustainability Chair • Student Representative	Twice a semester

		• Promote student engagement and provide leadership in involving students and student groups in districtwide sustainability efforts.		
Information Technology				
Process Expert Teams • Admissions and Records • Curriculum Management • Financial Aid • Human Resources and Payroll • Purchasing • Accounts Receivable/ Cash Receipts	Classified Chair Person per Team	• Exchange ideas regarding "best practices" in the functional area • Develop standardized documentation for those best practices in order to implement among the colleges bringing consistency of practice across 4CD	• <u>Functional Areas</u>: Admissions and Records; Financial Aid; Scheduling; HR/Payroll; Purchasing • <u>Membership</u>: Representatives from each college in the functional area. One management liaison in the functional area	Monthly or as needed
Technology Managers	Director of IT	• Implement strategic directions for 4CD • Work on technical objectives and share best practices	• Managers and supervisors of technology	Monthly