



# DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS 2021-22



## INTRODUCTION

Updated annually, the purpose of this document is to facilitate the business of the District. Committees as part of institutional governance and the decision-making process. This document lists committees and work groups in the District 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 and/or others with the same or similar job functions from different locations within the District. 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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<sup>1</sup> 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
<b><i>BROWN ACT</i></b>				
CSCC	CSCC Chair	<ul style="list-style-type: none"> <li>• Facilitate communication among the separate and autonomous Classified Senates</li> <li>• Coordinate appointments to Districtwide governance committees</li> <li>• Promote and support the mission of the District</li> <li>• Provide a structure to develop and articulate issues that have Districtwide implications for classified staff in non-negotiated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Four Classified Senate Presidents</li> <li>• Four Classified members "at large"</li> </ul>	Prior to DGC
DGC	DGC Chair	<ul style="list-style-type: none"> <li>• Provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation</li> <li>• Influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Eight Faculty</li> <li>• Eight Classified staff</li> <li>• Eight Managers</li> <li>• Eight Students</li> </ul>	The Tuesday within two weeks before the Governing Board (GB) meeting

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<p>to the Chancellor and/or GB in accordance with operational procedures</p> <ul style="list-style-type: none"> <li>• Regularly evaluate the District 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</li> <li>• Serve as the District Budget Committee</li> <li>• Serve as the governance body for Districtwide Strategic Planning</li> </ul>		
FSCC	FSCC President	<ul style="list-style-type: none"> <li>• Recommend policies and procedures concerning academic and professional matters to the Chancellor's Cabinet with the intent of reaching agreement with the GB</li> <li>• Discuss and act on Districtwide 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</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Senate</li> <li>• One faculty member appointed by the Faculty/ Academic Senate (Ideally this would be the chair of the Instruction/ Curriculum Committee)</li> </ul>	Monthly during the academic year

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<p>autonomy. The FSCC may decide to handle particular academic and professional matters through other approaches consistent with its Constitution and Bylaws</p>		
<p>Measure A 2006 and Measure E 2014 Citizens Bond Oversight Committee</p>	<p>Executive Vice Chancellor (EVC), Administrative Services and Vice Chancellor (VC), Facilities Planning and Construction</p>	<ul style="list-style-type: none"> <li>• Statutory Purposes: The Committee is charged by statute with the following purposes:               <ol style="list-style-type: none"> <li>1. Promptly alert the public to any waste or improper expenditure of construction bond money. Education Code Section 15264(c)</li> <li>2. Inform the public concerning the expenditure of bond revenues. Education Code Section 15278(b)</li> <li>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.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Minimum size.</u> The Committee shall always be comprised of at least seven but not more than eleven members. (Education Code Section 15282(a))</li> <li>• <u>Required members.</u> Pursuant to statute, the GB shall appoint to the Committee the following members: (Education Code Section 15282(a))               <ol style="list-style-type: none"> <li>1. one member active in a business organization representing the business community located within the District (one member per college – total three members);</li> <li>2. one member active in a senior citizens' organization (total one member);</li> <li>3. one member active in a bona</li> </ol> </li> </ul>	<p>Every three months</p>

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<p>Calif. Const. Art XIIA, Section 1(b)(3); Educ. Code Section 15278(b)(1)</p> <p>4. Ensure that no funds are used for any teacher or administrative salaries or other college operating expenses. Calif. Const. are. XIII A, Section 1(b)(3)(A); Education Code Section 15278(b)(2)</p>	<p>fide taxpayers' organization (total one member);</p> <p>4. one member shall be a student who is both currently enrolled in the District 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.); and</p> <p>5. one member shall be active in the support and organization of a community college or the community colleges of the District, such as a member of an advisory council or foundation (one member per college – total three members).</p>	
Retirement Board of Authority	EVC, Administrative Services	Oversee the trust for the investment and disbursement of funds designated by the	<ul style="list-style-type: none"> <li>• EVC, Administrative Services</li> </ul>	At least once every 12 months

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		District for payment of its obligation to eligible employees (and former employees) and eligible dependents and beneficiaries for health insurance and other similar benefits	<ul style="list-style-type: none"> <li>• VC, Facilities Planning and Construction</li> <li>• One college President</li> <li>• One college Vice President</li> <li>• One UF representative</li> <li>• One Local 1 representative</li> <li>• One Management Council representative</li> </ul>	
COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
STAC	Student Trustee	Consult on matters of importance to students	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• EVC, Education and Technology</li> <li>• Senior Academic-Student Services Manager</li> <li>• AS Organization (ASO) President or designee from each campus</li> <li>• ASO Advisor from each college</li> <li>• Student Trustee</li> </ul>	Once a month
<b>CHANCELLOR</b>				
Chancellor's Cabinet	Chancellor	<ul style="list-style-type: none"> <li>• Share administrative information of Districtwide interest/concern</li> <li>• Coordinate/guide Districtwide planning and budgeting for Districtwide attention and input</li> <li>• Clarify and/or define Districtwide operational policies and procedures and make recommendations to the Board as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor (Chair)</li> <li>• EVC, Education and Technology</li> <li>• EVC, Administrative Services</li> <li>• College Presidents</li> <li>• VC, Facilities Planning and Construction</li> <li>• AVC, Chief Human Resources Officer</li> <li>• AVC, Chief Financial Officer</li> <li>• AVC, Educational Services</li> <li>• Director of Communications</li> </ul>	Second and fourth Tuesday each month, 9:00am to 12:00pm (twice per month)



## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> <li>Define standards of fairness and equity among the colleges/District Office (DO) regarding resource allocations</li> </ul>	and Community Relations	
<b>EDUCATIONAL SERVICES</b>				
Educational Planning	EVC, Education and Technology	Assure that the colleges achieve and maintain quality programs by discussing their review, establishment, modification and discontinuance of courses and programs	<ul style="list-style-type: none"> <li>Chancellor</li> <li>EVC, Administrative Services</li> <li>EVC, Education and Technology</li> <li>AVC, Educational Services</li> <li>President, UF</li> <li>College Presidents</li> <li>College Vice Presidents of Instruction</li> <li>3 Career Education Managers (appointed by the College President)</li> <li>Three Academic Senate Presidents</li> </ul>	<p>Annually in the fall</p> <p>This committee meets in tandem with the Full-time Faculty Hiring Committee.</p>
Consultation Council	EVC, Education and Technology	Consult on academic and professional matters with District leadership management	<ul style="list-style-type: none"> <li>Chancellor</li> <li>College Presidents</li> <li>EVC, Education and Technology</li> <li>EVC, Administrative Services</li> <li>AVC, Educational Services</li> <li>Three Academic Senate Presidents</li> </ul>	Three times per semester, 1:00pm to 3:30pm
International Education Districtwide Study Abroad	Varies	<ul style="list-style-type: none"> <li>Review and approve credit-bearing study abroad courses and programs</li> <li>Make recommendations on policies and procedures for study/teaching abroad with</li> </ul>	<ul style="list-style-type: none"> <li>Study Abroad Director (DVC) Applied and Fine Arts (AFA) Dean</li> <li>Two DVC Faculty</li> <li>Two LMC Faculty</li> <li>Two CCC Faculty</li> </ul>	Once per semester

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		Northern California Study Abroad Committees (NCSAC) to Diablo Valley College (DVC) Vice President		
International Education Study Abroad Faculty Selection	Vice President of Instruction, DVC or Designee	<ul style="list-style-type: none"> <li>• Evaluate study abroad faculty applications and select faculty for semester-long study abroad programs</li> </ul>	<ul style="list-style-type: none"> <li>• Six faculty</li> <li>• Academic Senate President*</li> <li>• One college Vice President</li> <li>• Study Abroad Director (AFA Dean)</li> </ul> <p>*Two faculty from each college, appointed by college Academic Senate President</p>	Meets as needed to select candidates
<b><i>FINANCE AND ADMINISTRATION</i></b>				
Safety and Emergency Preparedness	District Chief of Police	<ul style="list-style-type: none"> <li>• Facilitate the development and implementation of safety, emergency preparedness, and response functions within and throughout the colleges and facilities of the District</li> <li>• Support the health and safety of District students, staff, faculty, and the campus community.</li> <li>• Support the safety and security of District facilities and property.</li> <li>• Support the protection of the environment upon and immediately adjacent to District facilities and property</li> </ul>	<ul style="list-style-type: none"> <li>• District Chief of Police</li> <li>• Representatives from each campus or site Safety Committee</li> </ul>	Quarterly

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> <li>• Support the continuity of essential District functions and services in the event of an emergency or disaster</li> <li>• Support and assist in the development and implementation of District programs to educate, motivate, and prepare for the effective management of emergencies</li> </ul>		
<b>Human Resources</b>				
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	<ul style="list-style-type: none"> <li>• Three members from the college's Equal Employment Opportunity (EEO) Committee, including the college's EEO officer</li> <li>• Two community members appointed by the Board</li> <li>• One member designated by FSCC</li> <li>• One member designated by CSCC</li> <li>• One member designated by MCEB</li> <li>• One member designated by Local 1</li> <li>• One member designated by UF</li> <li>• One member designated by STAC</li> </ul>	As scheduled

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
JobLinks	Rotational among the colleges – generally on a volunteer basis	Plan, organize and administer the annual JobLinks event	<ul style="list-style-type: none"> <li>• Two to three representatives from each college and DO</li> </ul>	Monthly, as needed
<b>Labor Relations – Meet and Confer</b>				
a. CRC	EVC, Administrative Services	<ul style="list-style-type: none"> <li>• Interpret and implement UF/District rules and regulations for implementation of the agreement. The advanced notice requirement need not be followed in these instances</li> <li>• Consultation issues not addressed through other procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• EVC, Administrative Services</li> <li>• AVC, Chief Human Resources Officer</li> <li>• President, UF or its designees.</li> <li>• Two members appointed by each party or more by mutual agreement</li> </ul> <p>The same members need not attend each meeting.</p>	Monthly during academic year
b. Local 1 Labor Relations	EVC, Administrative Services	Review/resolve Local 1 issues	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• EVC, Administrative Services</li> <li>• AVC, Chief Human Resources Officer</li> <li>• Local 1 President</li> <li>• Local 1 Business Agent</li> </ul>	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 Board on significant issues and promote the welfare of the District	<ul style="list-style-type: none"> <li>• Executive Board: Three Managers/ Supervisors from each location; Two “at large” Confidential representatives</li> <li>• Council Membership: All District managers (including supervisors and confidential) except contract managers</li> <li>• Membership (non-voting) in the Council shall be available to all</li> </ul>	Monthly

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
			retired managers, supervisors, and confidentials	
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	<ul style="list-style-type: none"> <li>• Review sabbatical leave applications.</li> <li>• Recommend faculty for sabbatical leave</li> <li>• Approve modifications to sabbatical proposals</li> <li>• Approve sabbatical leave reports</li> </ul>	<ul style="list-style-type: none"> <li>• A non-voting representative of the District administration shall act as the presiding officer</li> <li>• College Presidents</li> <li>• College Vice Presidents of instruction</li> <li>• 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</li> </ul>	February and October
3. Full-time Faculty Hiring Committee	EVC, Administrative Services	Review the colleges' hiring plans relative to the District's status toward compliance with the 50% law and full-time faculty obligation	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• College Presidents</li> <li>• College Vice Presidents</li> <li>• EVC, Administrative Services</li> <li>• AVC, Chief Human Resources Officer</li> <li>• AVC, Chief Financial Officer</li> <li>• EVC, Education and Technology</li> <li>• AVC, Educational Services</li> <li>• Faculty Senate Presidents</li> <li>• UF President</li> </ul>	<p>Annually, in the fall semester</p> <p>The committee meets in tandem with the Educational Planning Committee.</p>

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
			<ul style="list-style-type: none"> <li>• UF Vice Presidents</li> </ul>	
4. UF Budget Committee – Compensation Committee	EVC, Administrative Services	Share budget and financial information	<ul style="list-style-type: none"> <li>• UF President</li> <li>• UF Budget Committee Members</li> <li>• EVC, Administrative Services</li> <li>• AVC, Chief Financial Officer</li> <li>• AVC, Chief Human Resources Officer</li> </ul>	Approximately bi-monthly during academic year
Professional Development Task Force	Dean of Library, Educational Technology, and Learning Support	<ul style="list-style-type: none"> <li>• Develop core programs of interest to employees Districtwide</li> <li>• Assess and approve appropriate projects/activities to be funded by Districtwide staff development funds</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Support Services Manager</li> <li>• One Manager from each college</li> <li>• One Faculty from each college</li> <li>• One Classified from each college and DO</li> <li>• One Manager from DO</li> </ul>	Once a semester
<b>EDUCATIONAL SERVICES</b>				
Admissions and Records Directors	Admissions and Records Directors (Rotational)	<ul style="list-style-type: none"> <li>• Recommend new and revision to existing policies and procedures to comply with federal and state regulations and guidelines for admissions and records</li> <li>• Develop and agree upon processes to effectively meet the needs of students</li> <li>• Promote collaboration on Districtwide accountability strategies related to admissions and records</li> <li>• Develop and implement processes using</li> </ul>	<ul style="list-style-type: none"> <li>• EVC, Education and Technology</li> <li>• AVC, Educational Services</li> <li>• Admissions and Records leaders</li> <li>• Director of Administration Information systems</li> <li>• One support person/college</li> <li>• One IT staff</li> <li>• Others by interest</li> </ul>	Monthly

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		technology to better serve students • Share best practices		
Career Education Deans	Senior Dean, Workforce and Economic Development	<ul style="list-style-type: none"> <li>• Promote Districtwide collaboration related to CE</li> <li>• Develop Districtwide strategies to address emerging issues that relate to data gathering, reporting requirements and accountability needs.</li> <li>• Discuss process topics for clarity, refine procedures as needed and determine level of Districtwide support.</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Dean, Workforce and Economic Development</li> <li>• AVC, Educational Services</li> <li>• College Career Technical Education Deans</li> <li>• Manager, Workforce and Economic Development</li> </ul>	Monthly
Chief Student Services Officers	AVC, Educational Services	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines in student services programs</li> <li>• Provide leadership and promote collaboration on Districtwide accountability strategies related to student services</li> </ul>	<ul style="list-style-type: none"> <li>• AVC, Educational Services</li> <li>• Student Services Vice Presidents</li> </ul>	Monthly

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> <li>• Develop and agree upon processes to effectively meet the needs of students</li> <li>• Facilitate communication and collaboration in addressing Districtwide emerging issues in student services</li> <li>• Share best practices</li> </ul>		
Districtwide ALOs and Planning Deans	EVC, Education and Technology or Senior Dean of Research and Planning	<ul style="list-style-type: none"> <li>• Organize and prepare for accreditation visits</li> <li>• Recommend and implement practices to promote data informed decisions and data democracy.</li> <li>• Ensure data aligns with college and District strategic plans and equity goals.</li> <li>• Identify and develop processes and practices to address college and district planning needs.</li> </ul>	<ul style="list-style-type: none"> <li>• EVC, Education and Technology</li> <li>• Senior Dean Planning and Research</li> <li>• Three ALOs</li> <li>• Four Senior Research Analysts</li> </ul>	Monthly
Districtwide Distance Education Council (DDEC)	Districtwide Dean of Distance Education and Faculty Co-Chair	<ul style="list-style-type: none"> <li>• Provide strategic direction, guidance and support to each college and District leadership to ensure that distance education is an effective and consistent part of how the District meets its mission</li> <li>• Facilitate District coordination and planning of distance education efforts</li> <li>• Recommend District strategies for</li> </ul>	<ul style="list-style-type: none"> <li>• One Distance Education Coordinator from each college</li> <li>• One Distance Education Committee Chair from each college</li> <li>• EVC, Education and Technology</li> <li>• Districtwide Dean of Distance Education</li> <li>• District Director of Information Technology</li> </ul>	Twice a month



## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		aligning college distance education goals with the District's strategic plan		
Districtwide Open Educational Resources Council	Dean of Distance Education and Faculty Co-Chair	<ul style="list-style-type: none"> <li>• Provide strategic direction, guidance and support to each college and District leadership to ensure that Open Educational Resources/Zero Textbook Costs is an effective and consistent part of how the District meets its equity mission</li> <li>• Facilitate District coordination and planning of professional development efforts to support conversion to OER/ZTC</li> <li>• Recommend District strategies for aligning college goals with districtwide strategic planning and mission.</li> <li>• Determine resource needs to target disciplines needed to assist students in target populations.</li> <li>• Seek external grants and resources to support faculty and students</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Districtwide Dean of Distance Education</li> </ul>	Monthly, the second Thursday of each month, 11:30 to 1 p.m.
Equity Team	EVC, Education and Technology	<ul style="list-style-type: none"> <li>• Assess professional development opportunities for college community.</li> </ul>	<ul style="list-style-type: none"> <li>• EVC, Education and Technology</li> <li>• Three college Equity Deans</li> </ul>	As needed

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> <li>• Determine resource needs to assist students in target populations.</li> <li>• Seek external grants and resources to support students.</li> </ul>		
Financial Aid Steering Group	Districtwide Director of Financial Aid	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines for financial aid</li> <li>• Promote collaboration on Districtwide accountability strategies related to financial aid</li> </ul>	<ul style="list-style-type: none"> <li>• AVC, Educational Services</li> <li>• Director of Administration Information Systems</li> <li>• Accounting Manager</li> <li>• Financial Aid Supervisors</li> <li>• Districtwide Director of Financial Aid</li> <li>• Others as needed; based on agenda items</li> </ul>	Three times annually
Financial Aid Supervisors	District Director of Financial Aid	<ul style="list-style-type: none"> <li>• Develop and agree upon processes to meet the needs of students.</li> <li>• Develop and implement processes using technology to better serve students</li> <li>• Share best practices</li> </ul>	<ul style="list-style-type: none"> <li>• District Director of Financial Aid</li> <li>• Financial Aid Supervisors</li> <li>• Others as needed; based on agenda items</li> </ul>	Every two weeks
International Education Workgroup	District Dean, International Education	<ul style="list-style-type: none"> <li>• Engender collaboration among the DO and college international education offices</li> <li>• Develop, revise, and align international education admissions policies and practices Districtwide.</li> <li>• Share best practices with respect to comprehensive internationalization, international</li> </ul>	<ul style="list-style-type: none"> <li>• AVC, Educational Services</li> <li>• District Dean, International Education</li> <li>• College International Student Office Managers and Staff</li> </ul>	Monthly

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		enrollment management and international student services. <ul style="list-style-type: none"> <li>• Identify improvements to international student recruitment and global partnerships.</li> </ul>		
Marketing Directors	Director of Communications and Community Relations	Plan ongoing strategic marketing and facilitate Districtwide marketing campaigns	<ul style="list-style-type: none"> <li>• Director of Communications and Community Relations</li> <li>• Community Relations and Marketing Coordinator</li> <li>• Director of Marketing and Media Design, Contra Costa College</li> <li>• Director of Marketing and Communications, DVC</li> <li>• Senior Executive Assistant, Los Medanos College</li> </ul>	Once a semester, as necessary
Student Services Managers	AVC, Educational Services	<ul style="list-style-type: none"> <li>• Facilitate Districtwide dialogue among student services programs on proposed new and revision of existing policies and procedures</li> <li>• Facilitate Districtwide dialogue and collaboration among student services programs in addressing emerging issues in student services</li> <li>• Share best practices</li> </ul>	<ul style="list-style-type: none"> <li>• All who manage student services units</li> <li>• EVC, Education and Technology</li> <li>• AVC, Educational Services</li> <li>• Others as needed, based on agenda items</li> </ul>	Once per semester

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
Vice Presidents of Instruction/Student Services	EVC, Education and Technology	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing curriculum and instruction and student services policies and procedures to comply with federal and state regulations</li> <li>• Provide leadership and promote collaboration on Districtwide accountability strategies related to instructional and student services programs</li> <li>• Develop Districtwide strategies to address emerging issues that relate to educational programs and services</li> <li>• Ensure maintenance of established academic standards across the District</li> <li>• Assure instructional and student services Districtwide processes and procedures comply with accreditation standards and policies</li> <li>• Share best practices</li> </ul>	<ul style="list-style-type: none"> <li>• EVC, Education and Technology</li> <li>• EVC, Administrative Services</li> <li>• AVC, Educational Services</li> <li>• Vice Presidents of Instruction and Student Services</li> </ul>	Monthly
<b><i>FINANCE AND ADMINISTRATION</i></b>				
Business Directors	AVC, Chief Financial Officer	Address current topics in District Finance and Administration	<ul style="list-style-type: none"> <li>• EVC, Administrative Services</li> <li>• College Business Directors</li> <li>• AVC, Chief Financial Officer</li> <li>• VC, Facilities Planning and Construction</li> </ul>	First Thursday of every month

## DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
			<ul style="list-style-type: none"> <li>• Director of District Finance Services</li> <li>• Director of Payroll</li> <li>• Director of Purchasing and Contracts</li> </ul>	
<b><i>Information Technology</i></b>				
Process Expert Teams <ul style="list-style-type: none"> <li>• Admissions and Records</li> <li>• Curriculum Management</li> <li>• Financial Aid</li> <li>• Human Resources and Payroll</li> <li>• Purchasing</li> <li>• Accounts Receivable/ Cash Receipts</li> </ul>	Classified Chair Person per Team	<ul style="list-style-type: none"> <li>• Exchange ideas regarding “best practices” in the functional area</li> <li>• Develop standardized documentation for those best practices in order to implement among the colleges bringing consistency of practice across the District</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Functional Areas:</u> Admissions and Records; Financial Aid; Scheduling; HR/Payroll; Purchasing</li> <li>• <u>Membership:</u> Representatives from each college in the functional area. One management liaison in the functional area</li> </ul>	Monthly or as needed
Technology Managers	Director of IT	<ul style="list-style-type: none"> <li>• Implement strategic directions for the District</li> <li>• Work on technical objectives and share best practices</li> </ul>	<ul style="list-style-type: none"> <li>• Managers and supervisors of technology</li> </ul>	Monthly