

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; *Mark Edelstein*, President, DVC; *Peter Garcia*, President, LMC; *McKinley Williams*, Interim President, CCC; *Eugene Huff*, Acting Vice Chancellor, Human Resources & Organizational Development; *Jeffrey Kingston*, Vice Chancellor, Facilities & Operations; *Mojdeh Mehdizadeh*, Vice Chancellor, Technology Systems Planning & Support; *Doug Roberts*, Acting Vice Chancellor, Finance & Administration; *Ted Wieden*, Special Assistant to the Chancellor

May/June 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.

Preliminary 2006-07 Budget – May 9 Cabinet

The Preliminary Budget is to be constructed with no borrowing. Doug Roberts reviewed the Preliminary Budget as it will be presented at the May 31 Governing Board meeting.

The Cabinet will wait for the May Revise before making additional decisions.

In an effort to increase enrollment, some District year-end money will be made available to the colleges for marketing activities.

Tentative 2006-07 Budget – June 8 Cabinet

Doug Roberts presented the Executive Summary of the Tentative Budget – Unrestricted General Fund for 2006-07. A possible topic of discussion for the Cabinet Retreat is a new model for the real cost of instruction. Helen Benjamin requested that future budgets have a line item for the mandated 5% reserve.

Code of Ethics for Purchasing

Les Littman presented the proposed Code of Ethics for Purchasing which the Cabinet agreed to with minor wording changes. The document will go to the District Governance Council (DGC) next and then back to the Cabinet.

There will be a future Cabinet agenda item to address outreach to minority-owned and small businesses in all portions of the county.

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*.

Budget Values & Parameters Board Input

Helen Benjamin presented the 2006-07 Budget Values and Parameters with changes from the April Governing Board meeting. The matter was discussed and recommended wording changes were made.

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 Report on Progress on Strategic Directions

This item is to be presented at the July Governing Board meeting. The Cabinet agreed to the format used by Strategic Directions' bullet points.

Mojdeh Mehdizadeh and Helen Benjamin are to review the Districtwide morale survey and plan to issue it again in the fall.

Regional Training Institute Dissolution

The Regional Training Institute (RTI) will be formally dissolved at the May 10 meeting of the CCCCD RTI Board. A letter regarding RTI's dissolution is going out to all current and former clients. Responsibilities of the RTI will be taken over by the colleges.

CCCCD Health Center Proposal

DVC Dean of Student Life, Bill Oye, Governing Board student member, Val Lorien, and Les Littman presented a detailed proposal for establishing Student Health Service Centers at the colleges, including San Ramon and Brentwood Centers, as a follow-up presentation to the January 2006 Governing Board meeting.

If the Governing Board accepts the plan, approval for assessing a fee will be on the June 2006 Governing Board agenda with implementation in Spring 2007.

Concern was expressed about implementing health fees on some groups, including BOG waiver, International Education, concurrent enrollment, College for Kids and students taking one unit or less. There was also concern shared about the possible impact on enrollment as a result of the fee.

Board Policy 1002 – “Agenda of Governing Board Meetings”

The Cabinet gave their approval with no further changes to the final version of Board Policy 1002. The item will be taken back to DGC on June 20 for a final review.

Board Policy 1010 – “Code of Ethics of the Governing Board”

Helen Benjamin indicated that new language specifying how the Governing Board is to deal with Board members who violate the Governing Board Code of Ethics is required by our accrediting agency. The item will be taken back to DGC on June 20 for a final review.

Solar Energy Project

Jeff Kingston answered questions about the plans to install solar panels at each of the colleges. 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. Presidents can reject proposed sites and can even reject specific solar panels at the colleges.

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 District Staff Development Committee.

“On Specific Matters Related to the District’s Financial Condition” – Part 2 of Findings

Consultant Mike Hill presented the results of his research to date and walked through a draft version of his report entitled, “On Specific Matters Related to the District’s Financial Condition”. The report looked at three items:

1. Review District Office expenditures as a percent of total expenditures when compared to like institutions.
2. Review the District budget allocation process.
3. Review fiscal allocation formulae to District Operations.

Mr. Hill will present the report to the Governing Board on July 26, 2006.

Cabinet Retreat

A Cabinet retreat is being planned for August 25.

Bond Debriefing

Ted Wieden updated the Cabinet on the June 6 election results. The Contra Costa County Elections Office is still counting absentee and provisional ballots. They have 28 days in which to certify the election results.

Assuming Measure A (2006) is successful, the colleges must prepare an integrated educational and facilities master plan prior to spending any bond funds. Helen Benjamin will develop a common format for the educational master plan. The colleges will use the LMC model of hiring one architect and one construction project manager for all work at the colleges.

Assuming the bond passes, the Cabinet will discuss how to spend some of the \$75 million allocated to the District. Items to be considered are athletic fields and additional seismic work at CCC.

Measure A 2006 Projects

Before funds are expended, each college is to submit an integrated educational and facilities master plan detailing how the funds (\$75 million for each college) will be used. Each college will hire an architect and a construction manager. A plan for the remaining money will be developed and funds allocated for Districtwide projects.

Hazardous Disposal Process

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