

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

November – December 2005

Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team insuring 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.

Telephone Registration

The Cabinet accepted the recommendation of Mojdeh Mehdizadeh, Vice Chancellor of Technology Systems Planning and Support, to purchase one server (20-phone lines) and move forward with the Spanish translation as an option for users of the system. The first-year costs for the project will be \$60,622 plus \$10,000 for the translations into Spanish.

Cabinet Work Session

The Cabinet will conduct a work session on January 20, 2006, from 12 noon to 4:30 p.m. Business officers and student services managers will be invited to discuss issues pertaining to the bookstores. Other items for discussion are the Partnership for Excellence (PFE) allocation and budget planning for 2006-07.

Energy Conservation and Infrastructure Plan

Jeff Kingston, vice chancellor of Facilities and Operations, was given Cabinet support for an Energy Conservation and Infrastructure Plan. Next, the proposal will be share with the Governing Board.

Risk Management Activities for 2005-06

The District's Audit Services department uses risk assessment as a tool to focus limited audit resources on the areas of highest risk to the organization. Once a year, the District auditor solicits input from the Chancellor's Cabinet on the top risks to determine the areas for audit review. The following items were identified for study by the district auditor:

1. Because the district has experienced unprecedented turnover in its top level management, this area was identified as an area of risk. The changes in management increase the District's risk of material errors of irregularities.
2. Facilities construction and the use of bond and state funds were identified because of the risk of overspending and the need to obtain funding to complete all projects.
3. Work schedules and timekeeping practices were identified to ensure that employees are in compliance with District policies and procedures.

Information Technology related items on security and the under utilization of Datatel will be assessed by Mojdeh Mehdizadeh. Enrollment issues will be covered by the budget task force. Helen Benjamin and Jeff Kingston will review risks related to emergency preparedness.

Other Items:

- The Special Assistant to the Chancellor position is on the November board agenda for approval. If approved, the position will close on January 13 with a start date around February 1.
- The hiring process for the positions of the vice chancellors for Human Resources and Finance and Administration will begin in January. These positions will be hired for a July 1, 2006, start date.