

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

September 2006

PLANNING

Activities and timeline were agreed upon for the Strategic Planning Task Force.

September 19—develop draft vision statement

October 17—agree on vision and develop draft mission statement

November 7—agree on mission and develop draft goals

December 5—agree on goals; develop draft strategies

TECHNOLOGY AND RELATED ISSUES

IT will explore the use of an 800 number for students to use for telephone registration. Currently, students at CCC have to pay a toll because they are not in the 925 calling area.

HR is implementing an online applicant tracking system which will allow the following:

- 24/7 access for job applicants to apply for our job;
- completion of applications on line;
- instant submission and acknowledgment of receipt;
- internal process approval;
- electronic communications with applicants; and
- the ability to determine how applicants learned about our openings.

District employees will be trained on the new system with implementation beginning this fall.

Datatel Release 18 will be implemented during winter break. Online enrollment will not be accessible from December 21, 2006, through January 2, 2007.

DISTRICT POSTING GUIDELINES

Because posting guidelines for exterior bulletin boards vary from one location to another, HR will develop uniform guidelines on the matter and take them through the shared governance process.

WORKFORCE DEVELOPMENT PLAN

With the closure of RTI, there is a need for a plan in this area. Cheryll LeMay and representatives from the colleges will develop a plan organized around training, career pathways, and 2 + 2.

NON-CREDIT LAB FTES REPORTING

Tracking of non-credit FTES is currently done separately by each college. A team of will be formed to discuss and develop a uniform procedure.

BASIC SKILLS REVENUE

In order to appropriately identify basic skills courses, colleges are to complete the recoding of their courses to maximize basic skills funding for which we are eligible. Additional funding for basic skills education, recently made available by the state, will be allocated in February of 2007.