Chancellor's CABINET HIGHLIGHTS

Contra Costa Community College District
pathways to success

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; *Deborah Blue*, Vice Chancellor, Districtwide Planning and Educational Services; *Peter García*, President, LMC; *Eugene Huff*, Associate Vice Chancellor, Chief Human Resources Officer; *Mojdeh Mehdizadeh*, Associate Vice Chancellor, Chief Information Officer, *Mark Zacovic*, Vice Chancellor, Districtwide Administrative Services (Interim); *Ray Pyle*, Chief Facilities Planner; *Roy Stutzman*, Associate Vice Chancellor, Chief Financial Officer (Interim); *Tim Leong*, Director, Communications and Community Relations, *Judy Walters*, President, DVC; *McKinley Williams*, President, CCC

March to June 2008

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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.

Grant Information System

The Cabinet was given a presentation on the new Grant Information System, a project that has been in the works for over a year. The system tracks all the college and Districtwide grants awarded, improving overall monitoring and the ability to speed up the renewal of grants/entitlements.

Job Links Event

Cabinet members were informed and encouraged to attend the June 5, 2008 Job Links event for classified employees at the San Ramon Center. This annual event is an opportunity for classified employees to take advantage of personal and career development workshops hosted by the District.

CLARUS

CLARUS Corporation was hired by the District to conduct a comprehensive market assessment of the District. Over 2,000 external surveys were conducted, with findings and recommendations offered for growth opportunities, customer service improvements, and brand positioning strategies. The Cabinet was given several briefings on the CLARUS findings, and all survey results and recommendations were placed on the District intranet. The District Office and the colleges are monitoring their actions taken as a result of the recommendations.

New Hires at District Office
The District Office continues to bring in new administrative leadership with the hiring of Michael Todd as the Director of Payroll and Valorie Gale as the Director of Purchasing.

Districtwide IT Planning and Assessment
Cabinet heard a presentation by consultant WTC on the process and project scope in developing the District's Telecommunications and Infrastructure Strategic Plan. In addition, a presentation was made on the hardware needs assessment for 2008-2011 conducted by the IT department.

Draft 2008-09 Budget Development
Cabinet reviewed direction and assumptions being used to prepare for the 2008-09 Budget. In addition, the Cabinet reviewed the Values and Parameters for Budget Development and Preparation document to ensure alignment.

2008-09 Key Goals and Strategies
Cabinet began planning for the 2008-09 Key Goals and Strategies. This included a review of the District accomplishments towards the 2007-09 Strategic Directions.

District Policies and Procedures

Item(s)	Result
Student Services Procedure 3005, Intercollegiate Athletics	Cabinet gave final approval to this procedure at their March 4, 2008 meeting.
Student Services Procedure 3008, Associated Students Elections	Cabinet gave final approval to this procedure at their March 4, 2008 meeting.
Business Procedure 18.06, Budget Preparation	Cabinet gave final approval to this procedure at their May 20, 2008 meeting.
Student Services Procedure 3027, Student Code of Conduct	Cabinet gave final approval to this procedure at their June 17, 2008 meeting.
Student Services Procedure 3028, Recording Grade Changes and Securing Grade Records	Cabinet gave final approval to this procedure at their June 17, 2008 meeting.
Board Policy 1016, Evaluation of Contract Administrators	Cabinet gave final approval to this board policy at the May 20, 2008 meeting. Having completed the approval process thus far, Board Policy 1016 will go to the June Governing Board meeting for a first read.

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