

Chancellor's CABINET HIGHLIGHTS

This is a publication of the Contra Costa Community College District Chancellor's Office
Dr. Helen Benjamin, Chancellor

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, *Kindred Murillo*, Vice Chancellor, Districtwide Administrative Services; *Ray Pyle*, Chief Facilities Planner; *Tim Leong*, Director, Communications and Community Relations, *Judy Walters*, President, DVC; *McKinley Williams*, President, CCC

November 2009

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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.

Dean 101 Training

Cabinet continued discussion and planning for a leadership training workshop for college deans scheduled on December 7, 2009.

JobLinks

Cabinet reviewed and gave unanimous support for classified senate's recommendation to hold JobLinks 2010 on June 2, 2010, at Contra Costa College.

District Budget Reduction Planning

Given the ongoing state fiscal crisis, the Cabinet continued discussion on how the District would meet the 2009-10 and 2010-11 workload reduction mandated by the state chancellor's office.

National Incident Management System Resolution

Cabinet approved a resolution to use the National Incident Management System for emergency management within the District. The resolution now goes to the Governing Board for their approval.

Bond Update

Cabinet was given an update on the District's plan to draw down additional funds from the approved 2006 Measure A bond. A list of projects to be funded by the bond was also shared.

Preliminary Audit Review

Cabinet received a summary on the audit findings for the District regarding fiscal year 2007-08 and 2008-09.

Solar Power Generation Report

Cabinet reviewed a summary of the energy output and savings analysis of the District's solar panels.

District Policies and Procedures

Item(s)	Result
HR CCLC Nos. 8-15 procedures: Human Resources Procedure 1020.02, <u>Fingerprinting New Employees</u> , Human Resources Procedure 1040.07, <u>Unlawful Discrimination and Unlawful Harassment</u> , Human Resources Procedure 1080.01, <u>Smoking Policy</u> , Human Resources Procedure 1080.11, <u>Drug-Free Environment and Drug Prevention Program</u> , Human Resources Procedure 1080.12, <u>Sexual Assaults</u> , Human Resources Procedure 1080.13, <u>Registered Sex Offender Information</u> , Human Resources Procedure 1080.14, <u>Child Abuse Report</u> , Human Resources Procedure 2060.09, <u>Guidelines for Employment of Temporary (Substitute) Faculty</u> , new Human Resources Procedure 4000.20, <u>Whistleblower Protection</u>	Cabinet gave final approval at their November 24, 2009, meeting.
New Business Procedure 2.02, <u>Instructional Service Agreements</u>	Cabinet gave final approval at their November 24, 2009, meeting.