

# 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;  
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## April 2011

### Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to educate students effectively and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

### College/District Community Meetings

Cabinet proposed that the Board have state of the college/District community meetings in each service area to apprise community members of the impact of the state budget on the District's colleges. The sessions would be held during the summer.

### 2011-12 Budget Planning Assumptions

The following FTES goals for 2011-12 were established:

| Base          | Growth     | Total         | Revised<br>Growth | FTES<br>Adjustment | Revised<br>Funded<br>FTES |
|---------------|------------|---------------|-------------------|--------------------|---------------------------|
| 6,153         | 105        | 6,258         | 95                | (147)              | 6,101                     |
| 15,345        | 444        | 15,789        | 425               | -                  | 15,770                    |
| 8,217         | 140        | 8,357         | 126               | (243)              | 8,100                     |
| <b>29,715</b> | <b>689</b> | <b>30,404</b> | <b>646</b>        | <b>(390)</b>       | <b>29,971</b>             |

### Single Stop USA

A phone conference was held with Single Stop representatives to acquaint staff with the program. One District college will be selected for participation in the program. Information on Single Stop can be found at [singlestopusa.org](http://singlestopusa.org). All three colleges are interested in participating.

### Policies and Procedures Approved

Cabinet reached consensus for the following policy/procedures to begin the approval process with no changes:

- Business Procedure 7.03, Public Records Fees
- Administrative Procedure 1005.01, Public Information (footer references corrected)
- Board Policy 5001, Signatures on Documents
- Human Resources Procedure 1080.02, Temperature Working Conditions Heat Illness Prevention Program

*The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.*