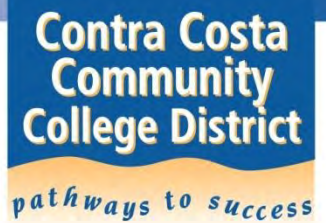


Chancellor's CABINET HIGHLIGHTS



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

Members of the Chancellor's Cabinet: *John al-Amin*, Vice Chancellor, Administrative Services; *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Vice Chancellor, Human Resources/Chief Negotiator; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Vice Chancellor, Education and Technology; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner

October 2012

~ 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.

Achievement Gap Data for 2011-12

Cabinet reviewed and provided input on the updated District achievement gap data that compares our 2010-11 student success indicators to the baseline year of 2008-09.

Planning for Proposition 30 Results

Cabinet continued discussions and actions to be taken should voters reject Proposition 30 and trigger cuts to California community colleges are implemented.

Funding for Deferred Maintenance through Energy Savings

A presentation to Cabinet by Honeywell International demonstrated how the District could fund deferred maintenance projects through energy savings.

Final Approval for Procedures

Cabinet gave final approval to the following business and administrative procedures.

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.

Bus. 5.10	Planning Construction, Renovation and Alteration Projects
Bus. 5.11	Furniture, Fixtures, and Equipment for Capital Outlay Projects
Bus. 5.18	Annual Building and Room Inventory Changes to the Computerized Facilities Space Inventory Program
Bus. 5.20	Construction Performance of Public Projects by Maintenance Staff (Force Account)
Bus. 5.21	Job Order Request (Delete)
Bus. 1.01	Request for Invoice
Bus. 3.03	Budgets for Selected Students and User Fees
Bus. 3.04	Substitute Employee Budgets (Delete)
Bus. 3.11	General Ledger Account Code Numbers
Bus. 3.15	Cocurricular Activity Accounts
Bus. 3.17	Expenditures and Budget Control (Deleted and Merged with Bus. 18.01)
Bus. 3.18	Fiscal Year-End Financial Reporting
Bus. 3.22	Budget Transfer-Instructions for Organizational Units
Bus. 3.23	Journal Entry
Bus. 3.27	Personnel Encumbrances (Delete)
Bus. 3.42	Funding Employee Recognition
Bus. 14.01	Revolving Cash Fund
Bus. 18.05	Federal College Work Study Budget Preparation
Bus. 22.07	Year-end Adjustment to Equipment Fixed Assets Account
AP1007.01	Gifts
Bus. 9.03	Purchase Order Payment
Bus. 9.04	Blanket Purchase Order Payment
Bus. 9.05	Payment under Approved Facility Contracts (Delete)
Bus. 9.06	Continuing Contract Documentation (Delete)
Bus. 10.02	Sale of Property to Other Governmental Agencies
Bus. 10.05	Disposal of Withdrawn Library Materials
Bus. 10.11	Disposition, Transfer or Trade-in of Equipment (Form 4cd 238)
Bus. 10.50	Gifts of Property and Equipment
Bus. 10.51	Equipment Obtained as Gifts or Loans
Bus. 11.01	Purchasing Procedure
Bus. 11.02	Construction Bidding Guidelines
Bus. 11.04	Submitting Purchase Requisitions
Bus. 11.10	Blanket Orders
Bus. 11.11	Continuing Contract (Delete)
Bus. 11.14	Change Order Request
Bus. 11.15	Vouchers
Bus. 11.20	Receiving Shipments
Bus. 11.21	Return of Material to Ven dor
Bus. 11.22	Report of Shortage, Overage or Damage
Bus. 22.21	Internal Change Order
Bus. 22.22	Equipment Purchase Orders
Bus. 22.24	Special Forms Shipments to 500 Court Street (Delete)
Bus. 21.01	When to Contact Internal Audit Services (IAS)
Bus. 8.00	Communication with District's Legal Counsel
Bus. 8.01	Reporting Property Losses Both Insured and Non-Insured Non-Automobile
Bus. 8.02	Property and Liability Insurance Coverage
AP1005.01	Public Information
Bus. 20.01	Parking and Traffic Regulations
HR 1040.07	Unlawful Discrimination and Unlawful Harassment