

Chancellor's CABINET HIGHLIGHTS



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

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May 2014

~ 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.

Mandated Reporter Training

Cabinet continued discussions regarding a civil grand jury report on mandated reporter training, and finalized a draft District response for Governing Board approval.

Learning Management System Workgroup Charge

Cabinet reviewed the suggested revised name and charge for this group, and approved the recommendations and its ongoing work.

2013-14 FTES Projection

Cabinet continued reviewing options to meet 2013-14 FTES targets, and discussed strategies to increase enrollment.

Prop 39 First Year Funding Plan

Cabinet agreed to the proposed funding of energy efficiency projects to be completed with Prop 39 funding. All projects will be completed by June 2015.

Policies and Procedures Approved

Board Policy 1009, <u>Institutional Leadership, Governance and Decision Making</u>
AP 1020.01, <u>Conflict of Interest</u>
HR 1050.04, <u>Personal Necessity Leave Requests</u>
S/S 3023, <u>Financial Aid</u>

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.

4CDLI Presentation

Daniella Ballif, Michael Hotton, Demetria Lawrence, and Wayne Organ presented their 4CDLI project on “Course Alignment Pilot: Administration of Justice” to Cabinet and received support to move forward.

Districtwide Professional Development Committee Guidelines

Guideline revisions to the Districtwide Professional Development Committee were discussed and received Cabinet consensus and approval.



INSTITUTIONAL LEADERSHIP, GOVERNANCE, AND DECISION-MAKING

The Governing Board, the Chancellor, and the college Presidents provide leadership and direction to execute the mission of the District using organizational values as a guide. The Governing Board exercises final authority and responsibility for all policy decisions made in the District. The Governing Board delegates operational decision-making authority to the Chancellor. The Chancellor delegates authority to the college Presidents for the operation of the colleges. The Chancellor's Cabinet serves in an advisory capacity to the Chancellor.

The Contra Costa Community College District governance and decision-making structure has five components, two of which are mandated in AB 1725: institutional governance and academic and professional matters. The third component, labor relations, is outlined in the Rodda Act and provides for collective bargaining in the public sector. The fourth component, administrative matters, is outlined in the Contra Costa Community College District Rules and Regulations of the Governing Board, Administrative Officers. The fifth component, public interests, refers to issue-specific matters (legal, regulatory, and other matters) under the direct purview of the Governing Board. The types of decisions made through the governance process fall under one of the five components. As the Governing Board's designee, the Chancellor shall ensure the evaluation of the effectiveness of the governance and decision-making structure on a regular basis and will use the results as a means for improvement.

Participatory Governance

The District and each college provide the opportunity for faculty, staff and students to participate effectively in district and college governance as prescribed in Section 70902(b)(7) of the California Education Code. Administrative Procedure 1009.01 delineates four constituent groups; faculty, classified staff, managers and students; and their respective roles in governance.

Districtwide participatory governance issues are discussed by the District Governance Council (DGC), a constituency-based group made up of students, classified staff, faculty and managers, representing the District Office, the colleges, and state-approved centers. College participatory governance issues are discussed by each college's respective constituent-based college governance council. The role of each constituency group in governance is delineated in Administrative Procedure 1009.01. DGC and each college governance council discusses and debates issues and influences policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or President and/or the Governing Board, as appropriate, in accordance with operational procedures. DGC also serves as the District Budget Committee, reviewing budget recommendations and giving input on budget-related matters.

Academic and Professional Matters

Academic and professional matters are in the purview of the faculty. The Faculty/Academic Senates of the District consult collegially with the Board through the Chancellor on policies and procedures on academic and professional matters as defined in Title 5, Section 53200. The process to reach agreement between the faculty and the Governing Board is delineated in Administrative Procedure 1009.02.

Administrative

Administrative matters are a variety of issues that can be brought forth that do not fall into the participatory governance area. Such matters can be initiated by management work groups, Chancellor's Cabinet, individuals, District committees, community members and submitted to the Chancellor for consideration and routing to the appropriate decision-making body if required.

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Labor

Labor relations matters are negotiated with employee groups with managers representing the interest of the Governing Board. The Governing Board is consulted by the Chancellor and chief negotiator throughout the bargaining process with each group. Final agreements are approved by the Governing Board and labor unions.

Public Interests

Public interests refer to the ability of members of the public, including students, to present issues directly to the Governing Board. These issues may include statutory and other matters in the direct purview of the Governing Board. The Chancellor serves as the liaison for the Board in such matters.

Historical Annotation:
Adopted 11/20/91
Revised 10/22/97
Second Revision 7/21/99
Third Revision 1/26/11
Fourth Revision 00/00/14

Related Board Policies:
Board Policy 1012

Related Procedures:
Administrative Procedures 1009.01, 1009.02, 1012.01

CONFLICT OF INTEREST

In accordance with Board Policy 1020, the procedures listed below should be followed by Governing Board members and designated District staff in complying with the District's conflict of interest policy.

Location and Time of Filing of Disclosure Statements

Governing Board members and the District employees designated in Exhibit A hereto shall file their financial disclosure statements (e.g., Form 700) with the Vice Chancellor, Administrative Services, in accordance with Exhibit B. The disclosure statements will be available for public inspection and reproduction upon request. (GC 81008) These statements will be retained in the office of the Vice Chancellor, Administrative Services.

Disclosure of Conflicts

If a Governing Board member or designated District employee has a disqualifying financial interest regarding a decision or proposal, this fact shall be disclosed and made part of the Governing Board's official minutes at the first meeting following the discovery of the conflict of interest.

In the case of an employee, this announcement shall be made in writing and submitted to the Governing Board through the Chancellor's Office.

A Governing Board member, upon identifying a conflict of interest, shall do all of the following prior to consideration of the matter:

- publicly identify the interest in detail sufficient to be understood by the public;
- recuse himself or herself from discussing, deliberating, and/or voting on the matter; and
- during Board consideration of the matter, the conflicted Board member shall leave the room as to closed session matters, and leave the dais as to open session matters, until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the open session agenda reserved for uncontested matters. A Governing Board member may, however, discuss the issue as it relates to his/her personal interest during the time the general public speaks on the issue.

Declaration

Annually, each Governing Board member and designated employee shall submit to the District a signed declaration, set forth in Exhibit C hereto, which acknowledges compliance with this Code.

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES**

Designated Position	Assigned Disclosure Category
Governing Board Member	1
Chancellor	1
President	1
Vice Chancellor, Administrative Services	4
Vice Chancellor, Education and Technology	4
Vice Chancellor, Human Resources/Chief Negotiator	4
Executive Vice Chancellor	1
Vice Chancellor	1
Associate Vice Chancellor	1
Chief Facilities Planner	1
Vice President	1
Academic/Student Services Manager	2
Assistant Comptroller	2
Associate Chancellor	2
Athletic Director	2
Bond Budget Controls Manager	2
Buildings and Grounds Manager	2
Capital Projects Manager	2
Central Services Manager	2
Chief Accountant	2
College Bookstore Manager	2
Comptroller/Assistant Chief Financial Officer	2
Contract Manager	2
Custodial Manager	2
Dean	2
Director of Administrative Information Systems	2
Director of Admissions and Records	2
Director of Admissions, Records and Relations with Schools	2

Designated Position	Assigned Disclosure Category
Director of Business Services	2
Director of Communications and Community Relations	2
Director of Construction Operations	2
Director of Construction Program Controls	2
Director of District Finance Services	2
Director of District Research	2
Director of Early Childhood Laboratory School	2
Director of Facilities and Construction	2
Director of Facilities Services	2
Director of Facilities Support	2
Director of Financial Aid	2
Director of Fiscal Services	2
Director of Human Resources	2
Director of Information Technology	2
Director of Instructional Support	2
Director of Internal Audit Services	2
Director of International Education	2
Director of Library Services	2
Director of Marketing and Communication	2
Director of Marketing and Media Design	2
Director of Payroll Services	2
Director of Police, Safety and Emergency Services	2
Director of Public Safety and Related Programs	2
Director of Purchasing and Contract Services	1
Director of Special Programs and Services	2
Director of Student Programs and Services	2
Director of Student Services	2
Executive Dean	2
Facilities Project Manager	2
Fiscal Services Manager	2

Designated Position	Assigned Disclosure Category
Food Services Manager	2
Foundation Director	2
Human Resources Operations Manager	2
Human Resources Support Services Manager	2
Information Security Officer	2
Manager of Accounting Services	2
Manager of Disability Support Services	2
Network Technology Manager	2
Program Manager	2
Satellite Business Services Manager	2
Senior Academic/Student Services Manager	2
Senior Dean	2
Senior Foundation Director	2
Special Assistant to the Chancellor	2
Special Project Manager	2
Technology Applications Manager	2
Technology Systems Manager	2
Consultant	*See Exhibit B

DISCLOSURE CATEGORIES

Designated Positions in Category 1 shall disclose:

All interests in real property which is located in whole or in part within the boundaries of the District, as well as investments and business positions in business entities and sources of income, including gifts, loans, and travel payments, from persons or entities that provide, or who are likely to provide, goods or services to the District, or who seek or who are likely to seek any contract or other entitlement from the District

Designated Positions in Category 2 shall disclose:

All investments, business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities that manufacture, sell or provide, or who are likely to provide, work, services, materials, commodities, supplies, books, machinery, vehicles, or equipment utilized by the department for which the designated position has discretionary authority.

Consultants

Consultants shall be included in the list of designated employees and shall disclose pursuant to Category 1 subject to the following limitation:

The Chancellor, or designee, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of disclosure requirements. The Chancellor or designee's determination is a public record and shall be retained for public inspection.

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
CONFLICT OF INTEREST DECLARATION**

This form is to be completed by each Governing Board member and designated District manager annually when the Form 700 is completed and submitted to the Chief Administrative Officer at the District Office.

I declare that as a member of the Governing Board or designated Contra Costa Community College District (CCCCD) manager, I am aware of the legal requirements imposed on me to disclose business and professional relationships that could affect decision-making and to abstain from participating in any matter when I have a disqualifying conflict of interest. By the following, I declare that:

- I will disclose whether I am related by blood or marriage to any member of the Governing Board, or to an employee of the CCCCCD;
- I will disclose any contract, agreement, or business arrangement that I, or any member of my immediate family (persons related by blood, marriage or legal procedure, including registered domestic partners, parents, children, spouses, siblings, first cousins, and in-laws of any of the aforementioned, uncles, aunts, nieces, nephews, grandparents and grandchildren), may have with the CCCCCD, either directly or indirectly through a corporation, partnership, or other business entity;
- I will disclose whether any person who has a business relationship with, or a financial interest in, any business that I own, operate, manage, or am employed by, also has a contract, agreement, or business arrangement with the CCCCCD;
- I have read the Conflict of Interest policy established by the Governing Board, and I understand that, in the public's view, a conflict of interest may exist if I, or any member of my immediate family, does business with, or proposes to do business with, any entity that does business with the CCCCCD;
- I understand that a conflict of interest, or the appearance of a conflict of interest, may exist if anyone with a family, business, or professional relationship with me does business or proposes to do business with the CCCCCD; and
- I understand that any of these conflicts shall be fully disclosed in writing to the Governing Board as soon as the conflict is discovered.

By my signature, I agree to comply with the District's Conflict of Interest policy.

Printed Name _____

Signature _____

Date _____

PERSONAL NECESSITY LEAVE REQUESTS

1. Seven days per year of accumulated sick leave may be used as personal necessity leave. Reasonable notice in advance (except as noted below) is required, for an employee to use personal necessity leave, and approval of the leave must be obtained prior to the leave payment being processed.

Requests for personal necessity leave should be submitted on the leave request form currently in use at each location. Sufficient information should be provided to provide the basis for approval. **Personal necessity leave is not intended for vacation use.**

Permission for leave to be taken shall not be required for unforeseeable emergencies such as:

- a. A death or serious illness of a member of the immediate family.
- b. An accident involving person or property or the person or property of a member of the employee's immediate family.

If all personal necessity leave has been exhausted the employee will have the option of using vacation leave or unpaid leave.

2. The following circumstances qualifying an employee for use of personal necessity leave should be considered when evaluating requests for personal necessity leave:
 - a. Attendance at funerals of friends and relatives not provided by Education Code 87788.
 - b. Personal legal business or governmental business which cannot be conducted during non-working hours.
 - c. Interviews for enrollment or appearance for oral or written examinations at educational institutions.
 - d. Other circumstances upon submission of evidence to the President, **Vice Chancellor of Chief Human Resources Officer and Organizational Development**, or appropriate supervisor, that absence from regular duties is necessary.

Education Code 87764, 87784, 87788,
88194, 88198, 88207
United Faculty Agreement, Article 12-3
Public Employees Union, Local 1, Article 9-3

FINANCIAL AID

The colleges of the District offer both federal and state Financial Aid programs.

Federally funded programs include:

- federal Student Financial Assistance Program (Title IV);
- federal Pell Grants;
- federal Direct Student Loan Program;
- federal Work Study; and
- federal Supplemental Educational Opportunity Grant (FSEOG); and
- other federal grants and scholarships.

State funded programs include:

- Board of Governor's Fee Waivers (BOG);
- California Student Aid Commission Financial Assistance Program (CSAC);
- Cal Grant B and C;
- Chaffee grant; and
- other special grants and scholarships.

The colleges provide up-to-date information on:

- application procedures, including deadlines;
- student eligibility;
- payment procedures;
- overpayment recovery; and
- satisfactory academic progress.

20 U.S.C., Sections 1070 et seq.
34 CFR, Section 668

Education Code, Sections 66021.6, 76300

Title 5, California Code of Regulations, Sections 58600 et seq.

U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.