

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; *Peter Garcia*, President, DVC; *Eugene Huff*, Executive Vice Chancellor, Administrative Services; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Interim President, Contra Costa College; *Sally Montemayor Lenz*, Associate Vice Chancellor, Educational Services; *Jonah Nicholas*, Associate Vice Chancellor/Chief Financial Officer; *Ray Pyle*, Chief Facilities Planner *Dio Shipp*, Associate Vice Chancellor/Chief Human Resources Officer

January 2015

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.

Convocation on Innovation

Cabinet discussed the January 9, 2015, Convocation on Innovation event and explored next steps.

3SP and Equity Funds

Cabinet discussed strategies on spending Student Success and Support Program and Equity funding.

International Students and Study Abroad

Cabinet received an update on the International Students and Study Abroad programs and evaluated recommendations to these programs.

Revised/New Procedures

The following procedures received final Cabinet approval.

Number	Title
S/S 3029	District Student Trustee Elections
S/S 3008	Associated Students Elections and Eligibility
S/S3028	Recording Grade Changes and Securing Grade Records
S/S 3030	Matriculation Student Success and Support Program
Bus. 7.00	Student Fees
Bus. 7.31	Preparing of Bank Deposits and Transporting of Cash
Bus. 8.01	Reporting Property Losses Both Insured and Non-Insured Automobile

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. 9.19	Use of Personal Vehicle (Delete)
Bus. 9.22	Employee Reimbursement
Bus. 9.24	Student Group Expense Claim Guidelines
Bus. 9.32	Lost, Stolen and Stale Dated Checks
Bus. 3.23	Journal Entry
Bus. 6.05	Alcoholic Beverages
Bus. 10.53	Access Control
Bus. 10.54	Access to Technology Assets
Bus. 10.55	Asset Control
Bus. 10.56	Asset and Access Control Checklists
HR 2010.01	Academic Service (Delete)
HR 2020.01	Academic Management Employee Orientation (Delete)
HR 2020.02	Academic Management Training and Development Program
HR 2030.01	Employment of Academic Employees
HR 2030.02	Process for the Employment of Faculty (Delete)
HR 2030.03	Faculty Employment on Annual Salary Schedule
HR 2030.04	Contracts for Faculty
HR 2030.06	Student Success and Support (Matriculation) Program Faculty Employment
HR 2030.07	Faculty Employment on Salary Schedule for Special Programs
HR 2030.08	Faculty Service Areas
HR 2040.03	Vacation Pay at Separation for Academic Managers
HR 2040.06	Industrial Accident or Illness Leave for Academic Employees
HR 2040.08	Faculty Exchange Leave
HR 2050.01	Paid Holidays for "C" Contract Faculty (Delete)
HR 2060.04	Faculty Load for Independent Study/Work Experience Assignments
HR 2060.05	Guidelines for Payment of Overtime for Faculty Services (Delete)
HR 2060.07	Guidelines for Employment of Temporary Part-time Faculty
HR 2060.08	Part-time Faculty Step Increments for In-District Service (Delete)
HR 2060.09	Guidelines for Employment of Temporary (Substitute) Faculty
HR 2060.11	Banked Load
HR 2060.12	Temporary Reassignment of an Academic Management/Supervisory Employee to a Higher Classification
HR 2060.13	Employment of Hourly Academic Managers and Supervisors (Delete)
HR 2060.16	Part-time Faculty Office Hours Program
HR 2070.01	Academic Employee Discipline/Dismissal
HR 2080.01	Personnel Impact of Program Reviews
HR 2090.01	Pre-retirement Reduction of Faculty Annual Workload
HR 2090.03	Reporting Faculty STRS Retirement Dates for Fall Semester (Delete)
HR 2090.04	Faculty Internship Program
HR 2090.05	Exchange Teachers
HR 2090.10	STRS Service Credit for Faculty on FMEC Exchange Program Leave
HR 3010.01	Employment of Classified Service and Exempt Positions Employees
HR 3010.02	Coverage of Classified Service (Delete)
HR 3020.02	Establishment of a New Classification
HR 3030.01	Transfer Process for Local 1 Unit Members
HR 3030.02	Classified Staff on Selection Committees
HR 3030.03	Requirements for Keyboarding Testing

HR 3040.01	Classified Staff Orientation
HR 3050.02	Process for the Employment of Classified Personnel (Delete)
HR 3050.03	Employment of Classified Short-term/Substitute Employees
HR 3050.05	Equivalency for Classified Positions Requiring an Associate's or a Bachelor's Degree
HR 3050.06	How to Employ Classified Staff (Delete)
HR 3060.01	Probationary Period Dates for Local 1 Unit Members
HR 3060.05	Employment of PERS Retirees
HR 3070.01	Classified Employee Work Schedule Change
HR 3070.02	Non-work Period for Less than Twelve Month Classified Employee Furlough Period Positions
HR 3070.03	Alternative Work Week Schedules
HR 3080.02	Evaluation of Confidential and Supervisory Employees (Delete)
HR 3080.04	Participation in the Academic/Classified Management Evaluation Process (Delete)
HR 3090.01	Vacation Leave Request for Local 1 Unit Members
HR 3090.03	Restoration of Vacation Leave for Specified Reemployed Local 1 Unit Members (Delete)
HR 3090.04	Adjusted Sick Leave for Part-Time Monthly Classified Working Extra Time and Extra Days
HR 3090.05	HR3090.05, Restoration of Sick Leave for Specified Reemployed Local 1 Unit Members Classified Employees
HR 3090.07	Extended Sick Leave Differential Pay for Classified Employees (Delete)
HR 3090.08	Vacation Pay at Separation for Classified Employees
HR 3090.09	Interruption or Termination of Vacation Leave for Classified Employees
HR 3090.10	Holiday Leave for Part-time Local 1 Unit Members with Irregular Days and/or Hours (Delete)
HR 3090.11	Sick Leave for Classified Employees
HR 3090.12	Industrial Accident or Illness Leave for Classified Employees
HR 3090.14	Vacation Leave Monitoring for Local 1 Unit Members (Delete)
HR 3100.01	Holidays for Classified Employees
HR 3200.01	Base Dates for Classified Employees' Step Increments (Delete)
HR 3200.02	Temporary Reassignment of a Confidential or Classified Management/Supervisory Employee to a Higher Classification
HR 3200.04	Extra Hours/Day Pay for Monthly Classified Employees
HR 3200.05	Employing Part-time Monthly Classified Employees for Extra Hours (Delete)
HR 3200.06	Night Shift Differential Pay
HR 3200.07	Overtime for Hourly Classified Employees
HR 3200.08	Call-back Pay for Local 1 Unit Member
HR 3200.10	Travel Time for Classified Employees
HR 3200.11	Assignment of Classified Duties Involving Differential Compensation
HR 3200.12	Longevity Pay for Classified Employees
HR 3200.13	Employment of Hourly Classified Managers and Supervisors (Delete)
HR 3200.15	Reclassifications and Increments for Classified Employees (Delete)
HR 3210.01	Guidelines for Classified Disciplinary Action
HR 3210.02	Hearing Procedures for Suspension or Dismissal of Classified Employees

HR 3220.01	Right to a Vacant Classified Unit Position
HR 3220.02	Reduction of Classified Work Force and Reemployment
HR 3220.03	Layoff and Reemployment of Classified Employees
HR 3230.02	Benefits for Classified Employees with Involuntary Workload Reduction (Delete)
HR 4000.02	Student Workers