

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 García*, President, DVC; *Eugene Huff*, Executive Vice Chancellor, Administrative Services; *Andrew Jones*, Interim Executive Vice Chancellor, Education and Technology; *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

July 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.

Inmate Education

Sally provided a report to Cabinet on the District work being convened with the possibility of starting a program for current and former youth and adult offenders. A presentation on this idea was made at the July Governing Board study session.

Mid-Semester Parking Permit

Jonah led a discussion and received Cabinet support to create a mid-semester parking fee beginning Fall 2015. Jonah will also seek legal guidance on the proper notification needed to inform students of this new parking fee option.

Innovation Next Steps

Cabinet began exploring themes for the next Districtwide innovation event to be held within the next two years.

Cabinet Retreat

Cabinet agreed to include Tammeil Gilkerson and Cindy Goga at the August 11, 2015, Cabinet Retreat.

Internal Audit Focus in 2015-16

Cabinet agreed to direct Internal Audit to focus on the following areas during 2015-16; Compliance with Student Services and Support Program and Equity Funds, special compensation of academic service payments, and Disable Students Programs and Services.

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.

Final Approval to Policies and Procedures

The following District policies and procedures received final Cabinet approval and will be distributed.

Policy/Procedure	Name
HR 2040.07	Sabbatical Leaves for Academic/Classified Manager and Supervisors
HR 3040.03	Procedure for Classified Staff Participation in Institutional Governance
HR 3050.01	Medical Examinations for Monthly Classified Employees
HR 3090.13	Sabbatical Leaves for Academic/Classified Managers and Supervisors
BP 2001	Nondiscrimination Policy
BP 2002	Unlawful Discrimination and Unlawful Harassment
BP 2055	Whistleblower Protection
HR 1040.07	Unlawful Discrimination and Unlawful Harassment
HR 4000.20	Whistleblower Protection
Appendix A	Account Code Dictionary
Bus. 6.03	Collection of Fees for Use of Facilities
Bus. 6.04	Use of College Facilities
Bus. 11.03	Types of Purchases
Bus. 11.25	Equipment Purchase Orders
Bus. 17.01	Account Code Structure
Bus. 17.04	Instructions for Use of Expenditure Activity Codes
Bus. 17.05	Instructions for Use of Expenditure Object Codes
Bus. 22.07	Year-end Adjustment to Equipment Fixed Capital Assets and Depreciation Accounts
Bus. 22.22	Equipment Purchase Orders