

# 4CDLI Group Projects

Over the next few months, *The News* will highlight the seven group projects presented to the Chancellor's Cabinet by the graduates of the Contra Costa Community College District Leadership Institute (4CDLI). As part of the program, participants were asked to identify and make a presentation to Cabinet of a potential solution to a problem that currently exists within the District. Cabinet will evaluate and make the final determination of which projects will proceed at their August 22, 2010, meeting.

- *Proposal for Districtwide Electronic Timecards*
- *Strategic Outreach in the CCCCCD*
- *How Do I Do My Job? Improving Job Efficiency During Times of Transition and Change*
- *Psychological Services for Student Success*
- *4CD Leadership Exploration and Awareness Program (LEAP)*
- *Job Shadowing: An Opportunity for Professional Development*
- *Cost Reduction through Innovative Sustainability at 4CD*

## CLASS OF 2010

Jeffrey Benford  
Kim Christiana  
Ruth Goodin  
Valerie House  
Chunni Leung  
Jennifer Ounjian  
Setiati (Seti) Sidharta  
Kenyetta Tribble  
Mark Williams

Elizabeth Cabiles  
Bruce Cutler  
Russell Holt  
Rosemarie Hudspeth  
Lisa Martin  
Lizette Ponthier  
Leverett Smith  
Norma Valdez-Jimenez  
Rosemary Wood

Alma Cardenas  
Vicki Ferguson  
Ryan Huddleston  
Joseph Ledbetter  
Sharen McLean  
Despina Prapavessi  
Emily Stone  
Shondra West

# How Do I Do My Job?

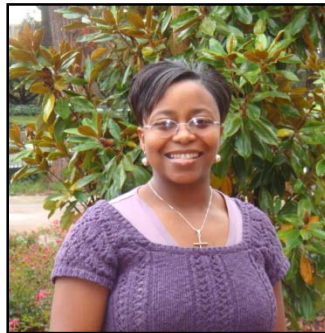
## Improving Job Efficiency During Times of Transition and Change

### Group 3

Presented on April 27, 2010



**Kim Christiana**  
District  
Senior Applications Analyst



**Vickie Ferguson**  
CCC  
EOPS/CARE Manager



**Rosemarie Hudspeth**  
CCC  
Administrative Secretary



**Despina Prapavessi**  
DVC  
Mathematics Faculty

This group recommended the implementation of a Procedural Documentation system that manages and maintains a searchable system of documents that detail the steps taken in performing organizational procedures. Procedural Documentation will prove valuable in a variety of situations; a few of the highlighted instances are as follows:

- Backfilling work due to sick or vacationing employees;
- training of new employees; and
- processing uncommon or rarely utilized procedures.

The proposal was designed to resolve issues for the following areas:

- lack of proper training and preparation during transition periods of an employee illness, leaving or filling the position;
- increase the knowledge and skills of employees through cross-training; and
- stores this important information electronically in a central location.

# Psychological Services for Student Success

## Group 5

Presented on April 27, 2010



**Valerie House**

DVC

Int. Cashier Office Supervisor



**Sharen McLean**

Brentwood

Business Services Coordinator



**Norma Valdez-Jimenez**

CCC

Counselor



**Rosemary Wood**

District

Accounting Coordinator

This group recommended the implementation of a project to better understand the complexities of the mental health needs of community college students and explore how the District can address these needs. Some of the suggested directions to explore include:

- incorporating a program on each campus at the college counseling center;
- partnering with other educational institutions to provide graduate second-year interns enrolled in Marriage Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW) programs;
- offering comprehensive psychological services including personal counseling, psychotherapy and group counseling; and
- hiring a Districtwide licensed therapist to recruit and supervise 2<sup>nd</sup> year interns and coordinate the centers.

# Leadership Excellence Awareness Program: LEAP

## Group 6

Presented on May 11, 2010



**Ruth Goodin**  
LMC

Senior Foundations Director



**Lisa Martin**  
DVC

Special Program & Services



**Leverett Smith**  
CCC

Chemistry Instructor  
Department Chair



**Mark Williams**  
CCC

Computer Center Coordinator

This group recommended the implementation of a self paced employee enhancement program that will provide an opportunity for employees to broaden their knowledge, skills and experiences within the District. The program goals are to:

- Maximize employee potential
- Increase understanding and respect
- Provide opportunities for advancement

Highlights of the program include:

- A self-paced, informal format
- Anyone within the District can participate
- Minimum District funds will be required for the program

The programs goals are to enhance employee's potential by introducing core competencies for Community College leaders, increasing knowledge of CCCCD and developing leadership skills via training and experience.



# Strategic Outreach in the Contra Costa Community College District Group 2

Presented on May 25, 2010



**Alma Cardenas**  
CCC  
Senior Account Clerk



**Jennifer Ounjian**  
CCC  
Director of Student Life



**Emily Stone**  
DVC  
Academic/Student Services  
Manager



**Kenyetta Tribble**  
CCC  
Coordinator of  
Matriculation & Articulation

This group recommended the implementation of an outreach program that will identify underrepresented and underserved student populations throughout our service areas, develop districtwide targeted strategies to ensure student access, connect students to special programs and services which promote student retention and success, and maintain relationships with identified community agencies and education partners to support outreach infrastructure.

The methodology in which Group 2 envisions the program effectively working is through various processes, such as formulating a Districtwide Committee for outreach, Districtwide collaboration, and cross-training outreach staff on college specific programs and services.

Potential benefits of this program include:

- Preserving Access During Impacted Enrollment
- Supporting Student Retention and Success
- Preparing for the Future