



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 2nd 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