

CHANCELLOR'S CABINET SUMMARY

Present: Helen Benjamin, Peter Garcia, Gene Huff, Bob Kratochvil, Tim Leong, Denise Noldon

Guests: Nitasha Sawhney (Garcia, Hernández, Sawhney & Bermudez LLP), Randy Tillery

Absent: Mojdeh Mehdizadeh, Ray Pyle

Tuesday, September 24, 2013

Item	Outcome	Follow-up
Review of Agenda	Items added: <ul style="list-style-type: none"> • IRS 1098T Response Letter • RDA vacancies for Clayton, Pleasant Hill, and Contra Costa County • Nitasha Sawhney to speak with Cabinet 	Cabinet agreed to place a discussion of the IT function districtwide on the October 8, 2013, Cabinet meeting agenda.
Review of September 10, 2013, and September 16, 2013, Cabinet Summaries and October 2, 4, 8, and 9, 2013, Governing Board agendas*	Cabinet reviewed and had no further comments on the September 10, 2013, and September 16, 2013, Cabinet summaries. Cabinet reviewed all upcoming Governing Board meeting dates. Helen reviewed the draft October 9, 2013, Governing Board meeting agenda.	None
<i>Business Policies and Procedures*</i> <ul style="list-style-type: none"> • BP5035, <u>Contra Costa Community College District Police Services Department</u> • Bus. Proc. 9.22, <u>Employee Reimbursement</u> 	<ul style="list-style-type: none"> • Cabinet reviewed and reached consensus to move this item through the approval process. • Cabinet gave final approval to the revised business procedure. 	<ul style="list-style-type: none"> • Helen will place this item on the November 5, 2013, DGC meeting for a first read. • Helen will distribute this final revised business procedure.
<i>Human Resources Policies and Procedures*</i> <ul style="list-style-type: none"> • BP2020, <u>Leaves for Attendance at Educational Activities Professional Development</u> • HR1080.16, <u>Hazard Communication Program</u> • HR1080.17, <u>Emergency Operations Plan</u> 	<ul style="list-style-type: none"> • Cabinet reviewed and gave final approval to this item and send to the Governing Board for a first read. • With minor revisions, Cabinet reached consensus to begin the approval process. • Cabinet reached consensus to move this new procedure 	<ul style="list-style-type: none"> • Gene will place this item on the October 9, 2013, Governing Board meeting agenda for a first read. • Gene will place this item on the November 5, 2013, DGC meeting agenda for a first read. Gene will also ask Ray to send the last Keenan report to Cabinet. • Gene will place this item on the November 5,

Revised 9/24/13

	through the approval process.	2013, DGC meeting agenda for a first read.
<ul style="list-style-type: none"> IRS 1098T Response Letter 	<ul style="list-style-type: none"> Gene updated Cabinet about the IRS letter stating the District is out of compliance on the 1098T financial aid issue. Gene also discussed the District's decision to charge the full COTOP reimbursement rate for past due amounts after receiving guidance from the State Chancellor's office. 	<ul style="list-style-type: none"> None
<i>Student Services Policies and Procedures*</i> <ul style="list-style-type: none"> BP 3005, <u>Intercollegiate Athletics</u> S/S Proc. 3005, <u>Intercollegiate Athletics</u> S/S Proc. 3005.01, <u>An Agreement Concerning Intra District Athletic Participation</u> 	<ul style="list-style-type: none"> Cabinet gave final approval to this Board policy. Cabinet gave final approval to this procedure. Cabinet gave final approval to delete this procedure. 	<ul style="list-style-type: none"> Mojdeh will place this item on the October 9, 2013, Governing Board meeting agenda for a first read. Mojdeh will distribute this final procedure. Mojdeh will delete this procedure.
Accreditation Discussion	Cabinet held a conference call discussion with Thelma Scott-Skillman to discuss a support letter for City College of San Francisco.	Presidents will provide comments and suggestions to Helen.
Adult Education*	Randy Tillery gave Cabinet an update on recent approved legislation on integrating adult education into the community college system.	Helen will place this item on the October 8, 2013, Cabinet meeting agenda for continuing the conversation on adult education. Tim will obtain CCCOE input on this issue.
Brown Act Committees – Follow-up discussion*	Helen asked the college presidents on the status of college committees complying with Brown Act guidelines. There is still ambiguity over which college committees fall under the Brown Act, but colleges are making progress to be in compliance.	Helen and Gene will discuss and determine next steps.
District and College Roles, Responsibilities, and Service Outcomes (Functional Map) – Follow-up discussion*	Item deferred to the October 8, 2013, Cabinet meeting.	Item deferred to the October 8, 2013, Cabinet meeting.
RDA vacancies for Clayton, Pleasant Hill, and Contra Costa County	Helen discussed her recommendations to fill vacancies on redevelopment agency	Helen will place this item on the October 9, 2013, Governing Board agenda

	committees due to the passing of Sheila Grilli.	for approval.
Nitasha Sawhney speaks with Cabinet	Nitasha Sawhney, from the law firm of Garcia, Hernandez, Sawhney & Bermudez LLP, is assisting the Governing Board in their initiative to increase the diversity of District employees. She asked Cabinet members about current hiring practices at the District Office and colleges.	None