



# **DISTRICTWIDE STANDING COMMITTEES AND WORKGROUPS**

## INTRODUCTION

Updated annually, the purpose of this document is to facilitate the business of the District. Committees are part of institutional governance and the decision-making process. This document lists every committee and workgroup in the District and gives pertinent information for each in order to expedite participation.

Standing committees are constituency-based, meet on a regular basis, are appointed for a specific function, and are ongoing. Workgroups consist of managers and/or others with the same or similar job functions from different locations within the District. They meet regularly, focus on and resolve issues of interest to all sites and the success of all students.

Task forces and ad hoc committees are formed to address specific issues for a short duration and then dissolved. They are not included in this document.

# DISTRICTWIDE STANDING COMMITTEES AND WORKGROUPS

## DISTRICTWIDE STANDING COMMITTEES

Brown Act	
Classified Senate Coordinating Council (CSCC) .....	1
District Governance Council <sup>1</sup> .....	1
Faculty Senates Coordinating Council (FSCC) .....	1
Governing Board Finance.....	2
Governing Board Measure A 2002 & 2006 Oversight.....	2
Retirement Board of Authority .....	3
Student Trustee Advisory Council .....	3
Chancellor's Cabinet.....	3
Educational Services	
Educational Planning.....	4
Faculty Consultation .....	4
International Education Districtwide Study Abroad .....	4
International Education Study Abroad Faculty Selection .....	4
Research and Planning Council .....	4
Facilities	
Sustainability.....	5
Finance and Administration	
Safety and Emergency Preparedness.....	5
Human Resources	
District Equal Employment Opportunity Advisory Council.....	6
Job Links.....	6
Labor Relations – Meet and Confer	
a. Contract Review Committee (CRC).....	6
b. Local 1 Labor Relations .....	6
c. Management Council .....	7
d. United Faculty	
1. Benefits Cost Containment.....	7
2. Faculty Sabbatical Leave .....	7
3. Fulltime Faculty Hiring Committee .....	7
4. United Faculty Budget Committee – Compensation Committee.....	7
Professional Development.....	8

## DISTRICTWIDE WORKGROUPS

Educational Services	
Admissions and Records Directors .....	9
Chief Student Services Officers.....	9
Financial Aid Steering Group.....	9
Learning Management System Steering Group .....	9
Marketing Directors .....	10
Student Services Managers .....	10
Vice Presidents of Instruction/Student Services.....	10
Finance and Administration	
Business Directors.....	11
Information Technology	
Process Expert Teams .....	11
Technology Managers .....	11

---

<sup>1</sup> Also serves as Districtwide Budget Committee and engages in Districtwide strategic planning

## DISTRICTWIDE STANDING COMMITTEES

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b><i>BROWN ACT</i></b>				
Classified Senate Coordinating Council	CSCC Chair	<ul style="list-style-type: none"> <li>• Facilitate communication among the separate and autonomous classified senates.</li> <li>• Coordinate appointments to Districtwide governance committees.</li> <li>• Promote and support the mission of the District.</li> <li>• Provide a structure to develop and articulate issues that have Districtwide implications for classified staff in non-negotiated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Classified Senate Presidents</li> <li>• 4 Classified Members “at large”</li> </ul>	Prior to DGC
District Governance Council	DGC Chair	<ul style="list-style-type: none"> <li>• Provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of Districtwide concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation.</li> <li>• Influence Districtwide policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or Governing Board in accordance with operational procedures.</li> <li>• Regularly evaluate the District role of leadership and the governance and decision-making structures and processes in order to assure their integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement.</li> <li>• Serve as the District Budget Committee.</li> <li>• Serve as the governance body for Districtwide Strategic Planning.</li> </ul>	<ul style="list-style-type: none"> <li>• 8-Faculty</li> <li>• 8-Classified staff</li> <li>• 8-Managers</li> <li>• 8-Students</li> </ul>	The Tuesday within two weeks before the Board meeting, from 1:00 – 4:00 p.m.
Faculty Senates Coordinating Council (FSCC)	FSCC President	<ul style="list-style-type: none"> <li>• Recommend policies and procedures concerning academic and professional matters to the Chancellor's Cabinet with the intent of reaching agreement with the Board.</li> <li>• Discuss and act on Districtwide academic and professional matters as specified in AB 1725,</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Senate</li> <li>• 1-faculty member appointed by their Faculty/Academic Senate (Ideally this would be the chair of the instruction/curriculum committee)</li> </ul>	Monthly during the academic year

**DISTRICTWIDE STANDING COMMITTEES**

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
		<p>according to the agreement reached with the CCCC Board Of Trustees (Nov 1991) and to recommend their implementation at the local colleges, respecting local autonomy. The FSCC may decide to deal with some academic and professional matters through other approaches consistent with its Constitution and Bylaws.</p>		
<p>Governing Board Finance</p>	<p>Executive Vice Chancellor, Administrative Services</p>	<p>Board oversight of District's finances and internal controls.</p>	<p>Two Board members selected each year</p>	<p>Prior to audit or during interim audit; after audit, but prior to report to the Board</p>
<p>Measure A (2002 &amp; 2006) Citizens Bond Oversight</p>	<p>Executive Vice Chancellor, Administrative Services  and  Chief Facilities Planner</p>	<ul style="list-style-type: none"> <li>• Statutory Purposes: The Committee is charged by statute with the following purposes:               <ol style="list-style-type: none"> <li>1. Promptly alert the public to any waste or improper expenditure of construction bond money. Educ. Code §15264©.</li> <li>2. Inform the public concerning the expenditure of bond revenues. Educ. Code §15278(b).</li> <li>3. Ensure that bond revenues are expended only for the purposes described in the Constitution; that is, for the construction, reconstruction, rehabilitation, or replacement of college facilities, including the furnishing and equipping of college facilities, or the acquisition or lease of real property for college facilities. Calif. Const. Art XIA, §1(b)(3); Educ. Code §15278(b)(1).</li> <li>4. Ensure that no funds are used for any teacher or administrative salaries or other college operating expenses. Calif. Const. are. XIII, §1(b)(3)(A); Educ. Code §15278(b)(2).</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Size. The Committee shall always be comprised of at least 7 members. Educ. Code §15282(a).</li> <li>• Required Members. Pursuant to statute, the Board shall appoint to the Committee the following members: Educ. Code §15282(a).               <ol style="list-style-type: none"> <li>1. One member active in a business organization representing the business community located within the District.</li> <li>2. One member active in a senior citizens' organization.</li> <li>3. One member active in a bona fide taxpayers' organization.</li> <li>4. One member shall be a student who is both currently enrolled in the district and active in a community college group, such as student government.</li> <li>5. One member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisor council or foundation.</li> <li>6. Two other members, selected from the</li> </ol> </li> </ul>	<p>Every 3 months</p>

**DISTRICTWIDE STANDING COMMITTEES**

<b>COMMITTEE NAME</b>	<b>FACILITATOR</b>	<b>CHARGE/FUNCTION</b>	<b>MEMBERSHIP</b>	<b>MEETING DAYS/TIMES</b>
Retirement Board of Authority	Executive Vice Chancellor, Administrative Services	Oversee the trust for the investment and disbursement of funds designated by CCCCDC for payment of its obligation to eligible employees (and former employees) and eligible dependents and beneficiaries for health insurance and other similar benefits.	public at large. <ul style="list-style-type: none"> <li>• 1 college Business Officer</li> <li>• 1 college President</li> <li>• 1 Executive Vice Chancellor, Administrative Services</li> <li>• 1 Chief Finance Officer</li> <li>• 1 UF Representative</li> <li>• 1 Local 1 Representative</li> <li>• 1 Management Council Representative</li> </ul>	At least once every 12 months
Student Trustee Advisory Council	Chancellor, Executive Vice Chancellor, Education and Technology	Consult on matters of importance to students.	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Senior Academic-Student Services Manager</li> <li>• AS Organization (ASO) President or designee from each campus</li> <li>• ASO Advisor from each campus</li> <li>• Student trustee</li> </ul>	Once a month

<b>COMMITTEE NAME</b>	<b>FACILITATOR</b>	<b>CHARGE/FUNCTION</b>	<b>MEMBERSHIP</b>	<b>MEETING DAYS/TIMES</b>
<b><i>CHANCELLOR'S CABINET</i></b>				
Chancellor's Cabinet	Chancellor	<ul style="list-style-type: none"> <li>• Solve administrative problems of Districtwide concern that are not solved elsewhere in the organization.</li> <li>• Share administrative information of Districtwide interest/concern.</li> <li>• Coordinate/guide Districtwide planning and budgeting for Districtwide attention and input.</li> <li>• Clarify and/or define Districtwide operational policies and procedures and make recommendations to the Board as appropriate.</li> <li>• Define standards of fairness, equity among the colleges/district office regarding resource allocations.</li> <li>• Make management decisions or recommendations to the board regarding personnel, litigation or collective bargaining matters.</li> <li>• Clarify or interpret, from a management perspective, union contracts for Districtwide consistency in implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor (Chair)</li> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Executive Vice Chancellor, Administrative Services</li> <li>• College Presidents</li> <li>• Chief Facilities Planner</li> <li>• AVC, Chief Human Resources Officer</li> <li>• AVC, Chief Financial Officer</li> <li>• AVC, Educational Services</li> <li>• Director of Communications and Community Relations</li> </ul>	Every other Tuesday/ 9:30 – 12:00 noon (twice per month)

**DISTRICTWIDE STANDING COMMITTEES**

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b><i>EDUCATIONAL SERVICES</i></b>				
Educational Planning	Executive Vice Chancellor, Education and Technology	Assure that the colleges of the District achieve and maintain quality programs by discussing the review, establishment, modification and discontinuance of courses and programs for each of the colleges.	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Executive Vice Chancellor, Administrative Services</li> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• AVC, Educational Services</li> <li>• President, United Faculty</li> <li>• 3 managers (appointed by the College President)</li> <li>• 2 faculty (appointed by the Academic/Faculty Senate) from each college</li> </ul>	Annually in the fall
Faculty Consultation	Executive Vice Chancellor, Education and Technology	Consult on academic and professional matters with District leadership managements.	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• College Presidents</li> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• 3 Faculty Senate Presidents</li> </ul>	Three times per semester, 1:00-3:30 p.m.
International Education Districtwide Study Abroad	Varies	<ul style="list-style-type: none"> <li>• Review and approve credit-bearing study abroad courses and programs.</li> <li>• Make recommendations on policies and procedures for study/teaching abroad.</li> <li>• Evaluate and approve vendors and study abroad service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Educational Services Officer</li> <li>• Director of International Education</li> <li>• International Education Program Assistant</li> <li>• Vice President of Instruction, DVC</li> <li>• 3 DVC Faculty</li> <li>• 2 LMC Faculty</li> <li>• 1 CCC Faculty</li> <li>• 1 CCC Counselor</li> </ul>	Meets two times per semester
International Education Study Abroad Faculty Selection	Vice President of Instruction, DVC	<ul style="list-style-type: none"> <li>• Evaluate study abroad faculty applications and select faculty for semester-long study abroad programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of International Education</li> <li>• Vice President of Instruction, DVC</li> <li>• 6 Faculty*</li> <li>• Academic Senate President, CCC</li> </ul> <p>*The committee requests 2-3 faculty representatives from each college</p>	Meets at the end of September every Fall
Research and Planning Council	Senior Dean, Research and Planning	Support Districtwide strategic initiatives and meet the informational needs of the organization.	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• College Research Coordinators</li> <li>• 1 Faculty representative from each college</li> <li>• 2 Classified representatives</li> </ul>	3 <sup>rd</sup> Thursday of each month

**DISTRICTWIDE STANDING COMMITTEES**

<b>COMMITTEE NAME</b>	<b>FACILITATOR</b>	<b>CHARGE/FUNCTION</b>	<b>MEMBERSHIP</b>	<b>MEETING DAYS/TIMES</b>
<b><i>FACILITIES</i></b>				
Sustainability	Chief Facilities Planner	<p>The Districtwide Sustainability Committee is charged with advising, assisting and supporting the District in the creation of a master plan for sustainability. In support of this role, the committee will:</p> <ul style="list-style-type: none"> <li>• establish sustainability goals and metrics for the district and colleges;</li> <li>• seek out District, private, and public funding sources to accomplish these goals;</li> <li>• recommend policies and procedures in support of these goals;</li> <li>• review and evaluate progress towards goals and benchmark progress with other educational institutions; and</li> <li>• support Districtwide and campus sustainability efforts consistent with these goals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>To be determined</i></b></li> </ul>	<b><i>Suspended until further notice</i></b>

<b>COMMITTEE NAME</b>	<b>FACILITATOR</b>	<b>CHARGE/FUNCTION</b>	<b>MEMBERSHIP</b>	<b>MEETING DAYS/TIMES</b>
<b><i>FINANCE AND ADMINISTRATION</i></b>				
Safety and Emergency Preparedness	Police Emergency Services Officer	<ul style="list-style-type: none"> <li>• Facilitate the development and implementation of safety, emergency preparedness, and response functions within and throughout all the campuses and facilities of the Contra Costa Community College District.</li> <li>• Support the health and safety of district students, staff, faculty, and the campus community.</li> <li>• Support the safety and security of district facilities and property.</li> <li>• Support the protection of the environment upon and immediately adjacent to district facilities and property.</li> <li>• Support the continuity of essential district functions and services in the event of an emergency or disaster.</li> <li>• Support and assist in the development and implementation of district programs to educate, motivate, and prepare for the effective management of emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>• District Chief of Police or District Police Command Staff Representative</li> <li>• Representative from each campus or site Safety Committee</li> </ul>	Quarterly



**DISTRICTWIDE STANDING COMMITTEES**

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b>Human Resources</b>				
District Equal Employment Opportunity Advisory Council	AVC/Chief Human Resources Officer	Advise, assist, and make recommendations to and through the Executive Vice Chancellor, Administrative Services, to the Chancellor's Cabinet for the development and implementation of effective Districtwide Equal Employment, Staff Diversity and Disability Access Programs.	<ul style="list-style-type: none"> <li>• 3 Academic Senate (3 from each college)</li> <li>• 4 Classified Senate (1 from each college/District)</li> <li>• 4 Management Council (1 from each college/District)</li> <li>• 4 Local 1 (1 from each college/District)</li> <li>• 3 United Faculty (1 from each college)</li> <li>• 1 confidential employee</li> <li>• President of United Faculty;</li> <li>• President of Local 1</li> <li>• President, Faculty Senate Coordinating Council</li> <li>• Student Trustee</li> <li>• AVC/Chief HR Officer</li> </ul> <p>A minimum of at least three of the college representatives shall be current members of each college's DEEOAC</p>	As scheduled
JobLinks	Rotational among the colleges – generally on volunteer basis	Plan, organize and administer the JobLinks event.	<ul style="list-style-type: none"> <li>• 2-3 representatives from Contra Costa College</li> <li>Diablo Valley College, Los Medanos College and District office</li> </ul>	Monthly / As Needed
<b>Labor Relations – Meet and Confer</b>				
a. Contract Review Committee (CRC)	Executive Vice Chancellor Administrative Services	<ul style="list-style-type: none"> <li>• Interpret and implement UF/CCCCD rules and regulations for implementation of the agreement. The advanced notice requirement need not be followed in these instances.)</li> <li>• Consultation issues not addressed through other procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Executive Vice Chancellor Administrative Services</li> <li>• Executive Vice Chancellor, Education &amp; Technology</li> <li>• AVC/Chief Human Resources Officer</li> <li>• President, United Faculty or their designees.</li> <li>• Two members appointed by each party or more by mutual agreement.</li> </ul> <p>The same members need not attend each meeting.</p>	Monthly during academic year
b. Local 1 Labor Relations	Executive Vice Chancellor Administrative Services	Review/resolve Local 1 issues.	<ul style="list-style-type: none"> <li>• Chancellor</li> <li>• President of Local 1</li> <li>• Local 1 Business Agent</li> <li>• Executive Vice Chancellor Administrative Services Officer</li> <li>• Executive Vice Chancellor, Education &amp; Technology</li> <li>• AVC/Chief Human Resources Officer</li> </ul>	Monthly

**DISTRICTWIDE STANDING COMMITTEES**

<b>COMMITTEE NAME</b>	<b>FACILITATOR</b>	<b>CHARGE/FUNCTION</b>	<b>MEMBERSHIP</b>	<b>MEETING DAYS/TIMES</b>
c. Management Council	Management Council Chair	Promote the salaries, benefits, working conditions and professional welfare of the membership and to provide, through the Chancellor, a vehicle for consultation with the District Governing Board on significant issues and promote the welfare of the District.	<ul style="list-style-type: none"> <li>Executive Board: Three Managers/Supervisors from each location; Two "at large" Confidential representatives.</li> <li>Council Membership : All CCCCDD managers (including supervisors and confidential) except contract managers.</li> <li>Membership (non-voting) in the Council shall be available to all retired managers, supervisors, and confidential.</li> </ul>	Monthly
d. United Faculty: 1. Benefits Cost Containment Committee	Executive Vice Chancellor Administrative Services	Research alternatives to future benefit plans. The committees investigate other ways to reduce benefit costs for both current employees and future retirees.	Faculty and managers Districtwide	Conducted one meeting in 9/05; no future meetings scheduled as of yet.
2. Faculty Sabbatical Leave	Chancellor	<ul style="list-style-type: none"> <li>Review sabbatical leave applications.</li> <li>Recommend faculty for sabbatical leave.</li> <li>Approve modifications to sabbatical proposals.</li> <li>Approve sabbatical leave reports.</li> </ul>	<ul style="list-style-type: none"> <li>A non-voting representative of the District administration shall act as the presiding officer.</li> <li>College presidents</li> <li>Vice presidents of instruction.</li> <li>A total of six faculty members, to serve two year terms, selected/elected from faculty at each of the colleges proportional to the number of faculty at each college.</li> </ul>	October and February 9:00 – 12:00 noon
3. Fulltime Faculty Hiring Committee (Formerly Box 2A)	Executive Vice Chancellor Administrative Services	Review the colleges' hiring plans relative to the District's status toward compliance with the 50% law and full-time faculty obligation.	<ul style="list-style-type: none"> <li>Chancellor</li> <li>College Presidents</li> <li>College Vice Presidents</li> <li>Executive Vice Chancellor Administrative Services</li> <li>AVC/ Chief Human Resources Officer</li> <li>AVC/Chief Financial Officer</li> <li>Executive Vice Chancellor, Education &amp; Technology</li> <li>AVC, Educational Services</li> <li>Faculty Senate Presidents</li> <li>United Faculty President and Vice Presidents</li> </ul>	Annually - in the fall semester
4. United Faculty Budget Committee –	Executive Vice Chancellor Administrative Services	Share budget and financial information.	<ul style="list-style-type: none"> <li>United Faculty President</li> <li>UF Budget Committee Members</li> <li>Executive Vice Chancellor</li> </ul>	Approximately bi-monthly during academic year

**DISTRICTWIDE STANDING COMMITTEES**

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
Compensation Committee			Administrative Services • AVC/Chief Financial Officer • AVC/Chief HR Officer	
Professional Development	Human Resources Support Services Manager	<ul style="list-style-type: none"> <li>• Develop core programs of interest to employees Districtwide.</li> <li>• Assess and approve appropriate projects/activities to be funded by Districtwide staff development funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor</li> <li>• Administrative Services</li> <li>• AVC/Chief Human Resources Officer</li> <li>• 3 managers from each college</li> <li>• 3 faculty from each college</li> <li>• 3 classified from each college</li> <li>• 1 classified from DO</li> <li>• 1 manager from DO</li> </ul>	Monthly during academic year

## DISTRICTWIDE WORKGROUPS

WORKGROUP NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b><i>EDUCATIONAL SERVICES</i></b>				
Admissions and Records Directors	Admissions & Records Director (Rotational)	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines for admissions and records.</li> <li>• Develop and agree upon processes to effectively meet the needs of our students.</li> <li>• Promote collaboration on Districtwide accountability strategies related to admissions and records.</li> <li>• Develop and implement processes using technology to better serve students.</li> <li>• Share best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Admissions &amp; Records leaders</li> <li>• Director of Administration Information systems</li> <li>• 1 support person/college</li> <li>• 1 IT Personnel</li> <li>• Other by interest</li> </ul>	Once per month
Chief Student Services Officers	Executive Vice Chancellor, Education and Technology	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines in student services programs.</li> <li>• Provide leadership and promote collaboration on Districtwide accountability strategies related to student services.</li> <li>• Develop and agree upon processes to effectively meet the needs of our students.</li> <li>• Facilitate communication and collaboration in addressing Districtwide emerging issues in student services.</li> <li>• Share best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Student Services Senior Deans</li> <li>• Student Services Vice President</li> </ul>	As needed
Financial Aid Steering Group	Financial Aide Director (Rotational)	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines for financial aid.</li> <li>• Develop and agree upon processes to effectively meet the needs of our students.</li> <li>• Promote collaboration on Districtwide accountability strategies related to financial aid.</li> <li>• Develop and implement processes using technology to better serve students.</li> <li>• Share best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Director of Administration Information systems</li> <li>• Accounting Manager</li> <li>• Financial Aid Directors</li> <li>• Others as needed based on agenda items</li> </ul>	Monthly for two hours
Learning Management System Steering Group	Executive Vice Chancellor, Education and	<ul style="list-style-type: none"> <li>• Establish guidelines and develop requirements for a Districtwide Learning</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Faculty per college</li> <li>• 1 Manager per college</li> <li>• 1 Classified per college</li> </ul>	Twice monthly

WORKGROUP NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
	Technology, Director of IT	Management System (LMS). <ul style="list-style-type: none"> <li>• Conduct a Request for Proposal and secure a Districtwide LMS.</li> <li>• Determine requirements for Help Desk.</li> <li>• Determine requirements for integration with other systems.</li> <li>• Implement the LMS and facilitate training.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of IT</li> <li>• Executive Vice Chancellor Education and Technology</li> </ul>	
Marketing Directors	Director of Communica- tions and Community Relations	Plan ongoing strategic marketing and facilitate Districtwide marketing campaigns.	<ul style="list-style-type: none"> <li>• Community Relations and Marketing Administrative Assistant</li> <li>• Marketing representative, Contra Costa College</li> <li>• Director of Marketing and Communications Diablo Valley College</li> <li>• Director of Marketing and Media Design, Los Medanos College</li> </ul>	
Student Services Managers	Facilitation is rotational among the College's Student Services Senior Deans and Vice President	<ul style="list-style-type: none"> <li>• Facilitate Districtwide dialogue among student services programs on proposed new and revision of existing policies and procedures.</li> <li>• Facilitate Districtwide dialogue and collaboration among student services programs in addressing emerging issues in student services.</li> <li>• Share best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• All who manage student service</li> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• AVC, Educational Services</li> </ul>	Once per semester
Vice Presidents of Instruction/Student Services	Associate Vice Chancellor, Educational Services	<ul style="list-style-type: none"> <li>• Recommend new and revision of existing curriculum and instruction and student services policies and procedures to comply with federal and state regulations.</li> <li>• Provide leadership and promote collaboration on Districtwide accountability strategies related to instructional and student services programs.</li> <li>• Develop Districtwide strategies to address emerging issues that relate to educational programs and services.</li> <li>• Ensure maintenance of established academic standards across the District.</li> <li>• Assure instructional and student services Districtwide processes and procedures comply with accreditation standards and policies.</li> <li>• Share best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Education and Technology</li> <li>• Executive Vice Chancellor, Administrative Services</li> <li>• AVC, Educational Services</li> <li>• Vice Presidents of Instruction and Student Services</li> </ul>	Monthly

WORKGROUP NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b><i>FINANCE AND ADMINISTRATION</i></b>				
Business Directors	AVC/Chief Financial Officer	Address current topics in District Finance and Administration.	<ul style="list-style-type: none"> <li>Executive Vice Chancellor, Administrative Services</li> <li>College Business Directors</li> <li>AVC, Chief Financial Officer</li> <li>Chief Facilities Planner</li> <li>Director of District Finance Services</li> <li>Director of Payroll</li> <li>Director of Purchasing &amp; Contracts</li> </ul>	First Thursday of every month.

WORKGROUP NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
<b><i>Information Technology:</i></b>				
Process Expert Teams <ul style="list-style-type: none"> <li>Admissions &amp; Records</li> <li>Curriculum Management</li> <li>Financial Aid</li> <li>Human Resources &amp; Payroll</li> <li>Purchasing</li> <li>Accounts Receivable/Cash Receipts</li> </ul>	Classified Chair Person per Team	<ul style="list-style-type: none"> <li>Exchange ideas regarding "best practices" in the functional area.</li> <li>Develop standardized documentation for those best practices in order to implement among the colleges, bringing consistency of practice across the District.</li> </ul>	<ul style="list-style-type: none"> <li><u>Functional Areas:</u> Admissions and Records; Financial Aid; Scheduling; HR/Payroll; Purchasing</li> <li><u>Membership:</u> Representatives from each college in the functional area. One management liaison in the functional area</li> </ul>	Monthly
Technology Managers	Director of IT	<ul style="list-style-type: none"> <li>Implement strategic directions for the District.</li> <li>Work on technical objectives and share best practices.</li> </ul>	Managers and supervisors of technology	Monthly