

Cerruti, Linda

From: Benjamin, Helen <hbenjamin@4cd.edu>
Sent: Friday, January 18, 2013 2:54 PM
To: 00-Everyone@CCCCD
Subject: District hotline

Dear colleagues,

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires that institutions establish a governance process and policies to receive and address complaints regarding questionable accounting practices; operational activities which violate applicable law, rules and regulations; or questionable activities which may indicate potential fraud, waste, and/or abuse. This process also requires institutions to allow for the confidential and anonymous submission of such complaints.

The ACCJC's policy on institutional integrity and ethics states that "accredited institutions or individuals acting on their behalf, must exhibit integrity and subscribe to and advocate high ethical standards in the management of its affairs and all of its activities dealing with students, faculty, staff, its governing board, external agencies and organizations, including the Commission, and the general public".

It is the policy of the District to apply the highest ethical principles and standards of conduct to all members of the District community. This includes conducting daily affairs in full compliance with federal, state, local regulations and District policies and procedures. This commitment is only as strong as our shared understanding of what constitutes ethical conduct. The District has outlined formal policies and procedures (accessible through the [Governing Board's webpage](#)) on the District website to ensure that everyone representing the District, from trustees to student employees, understands and adheres to these ethical standards. See our Employee Code of Ethical Behavior- [Human Resources Procedure 1040.08](#) for details of the general guidelines for conducting daily activities with the highest ethical standards.

The District is committed to an environment where open, honest communications are the expectation, not the exception. You are, therefore, encouraged to approach the administration in instances where you believe violations of policies or procedures have occurred. That said, the District also recognizes that there are instances wherein an employee feels more comfortable reporting confidentially and/or anonymously. To reach this goal and to be in compliance with accreditation requirements, the District has implemented an [anonymous reporting hotline](#) hosted by an independent company, thereby providing an opportunity for complete reporter anonymity. This hotline is available 24 hours a day, 7 days a week.

The primary purpose of the hotline is to provide the District employees with an effective way of discreetly reporting instances of fraud, waste and abuse of District resources, academic misconduct, athletic issues, and violations of the code of conduct and District policies and procedures. It is not intended to replace the customary ways in which employees typically report or resolve concerns. It SHOULD NOT be used to report on issues such as contract grievances, discrimination, privacy violations, unsafe working conditions, and substance abuse or minor complaints. These types of issues should be reported using the normal reporting protocols established for such purposes. Reporting such complaints via this tool will only yield a reference back to these protocols. Also DO NOT report emergencies using this tool, as it is not connected to the police or fire department. Report all emergencies to your local police by dialing 911 or your campus police by dialing 9-911.

I hope and expect that only a few of us will ever need to use this tool, but I am pleased that the District has implemented a system that employees and students can use with full confidence that their concerns will be heard while maintaining anonymity and confidentiality.

Thank you all for being good stewards for the District.

Helen

Helen Benjamin, Chancellor

Contra Costa Community College District

500 Court Street

Martinez, CA 94553

Please note my new direct phone number: 925 229 6820.

Cerruti, Linda

From: Benjamin, Helen <hbenjamin@4cd.edu>
Sent: Friday, April 26, 2013 7:28 AM
To: 00-All Classified Staff@CCCCD; 00-All Confidentials@CCCCD; 00-All Faculty@CCCCD;
00-All Managers
Subject: Budget forum presentation

Dear colleagues,

Below is the link to the power point slides presented in the recent budget forums. I extend thanks to all of you who attended. We will be sending updated information about the 2013-14 budget after the May Revise.

<http://www.4cd.edu/business/budgetforums/Forms/AllItems.aspx>

Have a sensational weekend!

Helen