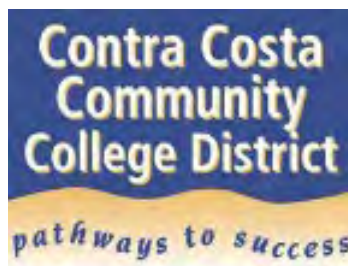


DISTRICT OFFICE WORK GROUPS 2024-25



INTRODUCTION

Updated annually, this document lists District Office Work Groups at the Contra Costa Community College District (4CD) and provides pertinent information for each to expedite participation. Work groups consist of managers and others who meet regularly to focus on resolving issues of interest to promote the success of all students.

DISTRICT OFFICE WORK GROUPS

Chancellor's Advisory Team (CAT)

Classified Employees Enhancement Joint Central Committee

COMMITTEE	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING DAYS/TIMES
CAT	Chancellor	<ul style="list-style-type: none"> • Solve administrative problems of DO concern that are not solved elsewhere in the departmental organization • Share administrative information of DO interest or concern • Coordinate/guide DO planning and budgeting • Clarify and/or define DO operational policies and procedures and make recommendations to the Chancellor as appropriate • Define standards of fairness and equity among the DO departments regarding resource allocations • Make management decisions or recommendations to the Chancellor regarding personnel, litigation or collective bargaining matters • Prepare for and review Chancellor's Cabinet agenda items. 	<ul style="list-style-type: none"> • Chancellor • Associate Vice Chancellor (AVC), Chief Financial Officer • AVC, Educational Services • AVC, Chief Human Resources Officer • Director, Communications and Community Relations • Executive Vice Chancellor (EVC), Administrative Services • EVC, Education and Technology • Vice Chancellor, Facilities Planning and Construction 	Twice per month
Classified Employees Enhancement (CEEP) Joint Central Committee	AVC, Chief Human Resources Officer	<ul style="list-style-type: none"> • Review and approve/disapprove CEEP applications for educational reimbursements when the site committee has not reached a unanimous decision 	<ul style="list-style-type: none"> • Five Local 1 representatives (one from each college, one from the District Office, and the L1 President) • Five managers appointed by AVC, Chief Human Resources Officer 	As needed to review applications -no set day and time