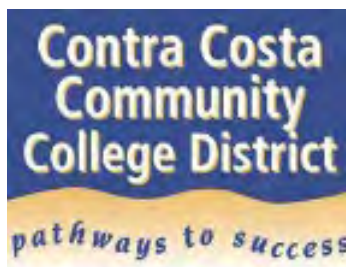


DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS 2024-25



INTRODUCTION

Updated annually, the purpose of this document is to facilitate the business of the Contra Costa Community College District (4CD) Districtwide Standing Committees and Work Groups as part of institutional governance and the decision-making process. This document lists committees and work groups in 4CD and gives pertinent information for each to expedite participation.

Standing committees are constituency-based, meet on a regular basis, are appointed for a specific function, and are ongoing. Work groups consist of managers or others with the same or similar job functions from different locations within 4CD. They meet regularly, focus on, and resolve issues of interest to all sites and the success of all students.

DISTRICTWIDE STANDING COMMITTEES

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District Governance Council (DGC) ¹	1
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¹ Also engages in 4CD strategic planning.

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
<i>BROWN ACT</i>				
CSCC	CSCC Chair	<ul style="list-style-type: none"> • Facilitate communication among the separate and autonomous Classified Senates • Coordinate appointments to DGC • Promote and support the mission of 4CD • Provide a structure to develop and articulate issues that have 4CD implications for classified professionals in non-negotiated areas 	<ul style="list-style-type: none"> • Four Classified Senate Presidents • Four classified professionals “at large” 	Prior to DGC
DGC	DGC Chair	<ul style="list-style-type: none"> • Provide a forum for strengthening the participation of representative groups to meet, discuss and debate issues of 4CD concern while acknowledging the autonomy of the individual Colleges and respecting the role that training, education, and experience play in individual influence and participation • Influence 4CD policies and procedures by making well-informed decisions and forwarding them as recommendations to the Chancellor and/or GB in accordance with 	<ul style="list-style-type: none"> • Eight faculty • Eight classified professionals • Eight managers • Eight students 	The Tuesday within two weeks before the Governing Board (GB) meeting

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		operational procedures <ul style="list-style-type: none"> • Regularly evaluate the role of 4CD leadership and the governance and decision-making structures and processes to assure integrity and effectiveness, communicating the results of the evaluation and using it as a basis for improvement • Serve as the 4CD Budget Committee • Serve as the governance body for 4CD Strategic Planning 		
FSCC	FSCC President	<ul style="list-style-type: none"> • Recommend policies and procedures concerning academic and professional matters to the Chancellor's Cabinet with the intent of reaching agreement with the GB • Discuss and act on 4CD academic and professional matters as specified in AB 1725, according to the agreement reached with the GB (Nov 1991) and to recommend their implementation at the local colleges, respecting local autonomy. The FSCC may decide to handle particular academic and professional matters 	<ul style="list-style-type: none"> • Faculty Senate • One faculty member appointed by the Faculty/ Academic Senate (preferably the chair of the Instruction/ Curriculum Committee) 	Monthly during the academic year

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		through other approaches consistent with its Constitution and Bylaws		
Measure E 2014 Citizens Bond Oversight Committee (CBOC)	CBOC Committee Chair	<ul style="list-style-type: none"> • Statutory Purposes: The Committee is charged by statute with the purposes listed below. <ol style="list-style-type: none"> 1. Promptly alert the public to any waste or improper expenditure of construction bond money. Education Code Section 15264(c) 2. Inform the public concerning the expenditure of bond revenues. Education Code Section 15278(b) 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. California Construction Article XIIA, Section 1(b)(3); Education Code 	<ul style="list-style-type: none"> • <u>Minimum size.</u> The Committee shall always be comprised of at least seven but not more than 11 members. (Education Code Section 15282(a)) • <u>Required members.</u> Pursuant to statute, the GB shall appoint to the Committee the members listed below. (Education Code Section 15282(a)) <ol style="list-style-type: none"> 1. One member active in a business organization representing the business community located within 4CD (one member per college – total three members). 2. One member active in a senior citizens' organization (total one member). 3. One member active in a bona fide taxpayers' organization 	Quarterly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		Section 15278(b)(1) 4. Ensure that no funds are used for any teacher or administrative salaries or other college operating expenses. California Construction are. XIII A, Section 1(b)(3)(A); Education Code Section 15278(b)(2)	(total one member). 4. One member shall be a student who is both currently enrolled in 4CD and active in a community college group, such as student government (total one voting member plus two alternates. Each college may appoint a student representative who can attend all meetings, but there will only be one student vote.) 5. One member shall be active in the support and organization of a community college or 4CD community colleges, such as a member of an advisory council or foundation (one member per college – total three members).	
Retirement Board of Authority	EVC, Administrative Services	Oversee the trust for the investment and disbursement of funds designated by 4CD for payment of its	<ul style="list-style-type: none"> • EVC, Administrative Services • AVC/CFO 	At least once every 12 months

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		obligation to eligible employees (and former employees) and eligible dependents and beneficiaries for health insurance and other similar benefits	<ul style="list-style-type: none"> • One college President • One college Vice President • One UF representative • One Local 1 representative • One Management Council representative 	
STAC	Student Trustee	Consult on matters of importance to students	<ul style="list-style-type: none"> • Chancellor • EVC, Education and Technology • Senior Academic Student Services Manager • AS Organization (ASO) President or designee from each campus • ASO Advisor from each college • Student Trustee 	Once a month
CHANCELLOR				
Chancellor's Cabinet	Chancellor	<ul style="list-style-type: none"> • Share administrative information of 4CD interest/concern. • Coordinate/guide 4CD planning and budgeting for 4CD attention and input • Clarify and define 4CD operational policies and procedures; make recommendations to the GB, as appropriate. • Define standards of fairness and equity among the colleges/District Office (DO) regarding resource allocations 	<ul style="list-style-type: none"> • Chancellor (Chair) • AVC, Chief Financial Officer (CFO) • AVC, Chief Human Resources Officer (CHRO) • AVC, Educational Services • College Presidents • Director of Communications and Community Relations • EVC, Administrative Services • EVC, Education and Technology • VC, Facilities Planning and Construction 	Tuesdays, 9:00am to 12:00pm (twice per month)

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
<i>EDUCATIONAL SERVICES</i>				
Educational Planning	EVC, Education and Technology	Assure that the colleges achieve and maintain quality programs by discussing their review, establishment, modification and discontinuance of courses and programs	<ul style="list-style-type: none"> • Chancellor • AVC, Educational Services • College Presidents • College Vice Presidents of Instruction • EVC, Administrative Services • EVC, Education and Technology • President, UF • Three Academic Senate Presidents • Three Career Education Managers (appointed by the College President) 	<p>Annually in the fall</p> <p>This Committee meets in tandem with the Full-time Faculty Hiring Committee.</p>
Consultation Council	EVC, Education and Technology	Consult on academic and professional matters with 4CD leadership management	<ul style="list-style-type: none"> • Chancellor • College Presidents • EVC, Education and Technology • EVC, Administrative Services • AVC, Educational Services • Three Academic Senate Presidents 	Two times per semester
Districtwide Study Abroad Committee	Varies	<ul style="list-style-type: none"> • Review and approve credit-bearing study abroad courses and programs • Ensure quality assurance and safety standards in study abroad programming • Make recommendations on policies and procedures for related to studying/teaching abroad 	<ul style="list-style-type: none"> • Vice President of Instruction (or designee) from one of the Districts Colleges • An academic dean providing oversight for study abroad programming • Code of Conduct Officer • One faculty from each college 	Once per semester, if needed

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> Evaluate study abroad faculty applications and select faculty for semester-long study abroad programs 		
<i>FINANCE AND ADMINISTRATION</i>				
Safety and Emergency Preparedness	District Chief of Police	<ul style="list-style-type: none"> Facilitate the development and implementation of safety, emergency preparedness, and response functions within and throughout the colleges and 4CD facilities Support the health and safety of 4CD students, staff, faculty, and the campus community Support the safety and security of 4CD facilities and property. Support the protection of the environment upon and immediately adjacent to 4CD facilities and property Support the continuity of essential 4CD functions and services in the event of an emergency or disaster Support and assist in the development and implementation of 4CD programs to educate, motivate, and prepare for the effective 	<ul style="list-style-type: none"> District Chief of Police Representatives from each campus or site Safety Committee 	Quarterly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		management of emergencies		
Human Resources				
Districtwide Equal Employment Opportunity Advisory Council (DEEOAC)	AVC, CHRO	Act as advisory body to the equal employment officer and the district to promote understanding and support of the equal employment policies and procedures. The committee shall assist in the implementation of the plan, monitor EEO progress, and provide suggestions for plan revisions, as appropriate.	<ul style="list-style-type: none"> • Three members from the college's Equal Employment Opportunity (EEO) Committee, plus the college's EEO officer • Two community members appointed by the GB • One member designated by FSCC • One member designated by CSCC • One member designated by MCEB • One member designated by Local 1 • One member designated by UF • One member designated by STAC 	Monthly, September through May
JobLinks	Rotational among the colleges – generally on a volunteer basis	Plan, organize and administer the annual JobLinks event	<ul style="list-style-type: none"> • Two to three representatives from each college and DO 	Monthly, as needed
Labor Relations – Meet and Confer				
CRC	EVC, Administrative Services	<ul style="list-style-type: none"> • Interpret and implement UF/4CD rules and regulations for implementation of the agreement. The advanced notice requirement need not be followed in these instances 	<ul style="list-style-type: none"> • Chancellor or designee • AVC, CHRO • EVC, Administrative Services • President, UF or designee • Two members appointed by each 	Monthly during academic year

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> • Consultation issues not addressed through other procedures 	<p>party or more-by mutual agreement</p> <p>The same members need not attend each meeting.</p>	
Local 1/ AFSCME/ Labor Relations	EVC, Administrative Services	Review, discuss, and resolve Local 1 issues	<ul style="list-style-type: none"> • Chancellor • AVC, CHRO • EVC, Administrative Services • Local 1 Business Agent • Local 1 President • Others by mutual agreement 	Monthly
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 GB on significant issues and promote the welfare of 4CD	<ul style="list-style-type: none"> • Executive Board: Three managers/ supervisors from each location; Two “at large” confidential representatives • Council Membership: All 4CD managers (including supervisors and confidentials) except contract managers • Membership (non-voting) in the Council shall be available to all retired managers, supervisors, and confidentials 	Monthly
Benefits Cost Containment Committee	EVC, Administrative Services	Research alternatives to future benefit plans. The Committee discusses and investigates other ways to reduce benefit costs for both current employees and future retirees	Representatives from UF, Local 1, MCEB, and 4CD.	Monthly, September through April

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
Faculty Sabbatical Leave	Chancellor	<ul style="list-style-type: none"> • Review sabbatical leave applications. • Recommend faculty for sabbatical leave • Approve modifications to sabbatical proposals • Approve sabbatical leave reports 	<ul style="list-style-type: none"> • A non-voting representative of 4CD administration shall act as the presiding officer • College Presidents • College Vice Presidents of Instruction • 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 	February and October
Full-time Faculty Hiring Committee	EVC, Administrative Services	Review the colleges' hiring plans relative to 4CD's status toward compliance with the 50% law and full-time faculty obligation	<ul style="list-style-type: none"> • Chancellor • College Presidents • College Vice Presidents • EVC, Administrative Services • AVC, CHRO • AVC, CFO • AVC, Educational Services • EVC, Education and Technology • Faculty Senate Presidents • UF President • UF Vice Presidents 	Annually, in the fall semester. The committee meets in tandem with the Educational Planning Committee.
UF Budget Committee – Compensation Committee	EVC, Administrative Services	Share budget and financial information	<ul style="list-style-type: none"> • AVC, CFO • AVC, CHRO • EVC, Administrative Services • UF Budget Committee Members • UF President 	Approximately bi-monthly during academic year

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
Professional Development Task Force	Dean of Library, Educational Technology, and Learning Support	<ul style="list-style-type: none"> • Develop core programs of interest for 4CD employees • Assess and approve appropriate projects/activities to be funded by 4CD staff development funds 	<ul style="list-style-type: none"> • Director of Human Resources • One manager from each college • One faculty from each college • One classified professional from each college and DO • One manager from DO 	Once a semester
EDUCATIONAL SERVICES				
Admissions and Records Directors	Admissions and Records Directors (Rotational)	<ul style="list-style-type: none"> • Recommend new and revisions to existing policies and procedures to comply with federal and state regulations and guidelines for admissions and records • Develop and agree upon processes to effectively meet the needs of students • Promote collaboration on 4CD accountability strategies related to admissions and records • Develop and implement processes using technology to better serve students • Share best practices 	<ul style="list-style-type: none"> • AVC, Educational Services • Admissions and Records leaders • Director of Administration Information systems • EVC, Education and Technology • One support person/college • Others by interest 	Monthly
CE Deans	Senior Dean, Workforce and Economic Development	<ul style="list-style-type: none"> • Promote 4CD collaboration related to CE • Develop 4CD strategies to address emerging issues that relate to data gathering, reporting requirements and accountability needs. 	<ul style="list-style-type: none"> • AVC, Educational Services • College Career Technical Education Deans • Manager, Workforce and Economic Development • Senior Dean, Workforce and 	Monthly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> • Discuss process topics for clarity, refine procedures as needed and determine level of 4CD support. • Align efforts to maximize outcomes across multiple programs and requirements (i.e. Strong Workforce Program, AB705, Student Equity and Achievement, AEP, Guided Pathways, etc.) 	Economic Development	
Chief Student Services Officers	AVC, Educational Services	<ul style="list-style-type: none"> • Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines in student services programs • Provide leadership and promote collaboration on 4CD accountability strategies related to student services • Develop and agree upon processes to effectively meet the needs of students • Facilitate communication and collaboration in addressing 4CD emerging issues in student services • Share best practices 	<ul style="list-style-type: none"> • AVC, Educational Services • Student Services Vice Presidents 	Monthly
Districtwide ALOs and Planning Deans	EVC, Education and Technology or Senior Dean	<ul style="list-style-type: none"> • Organize and prepare for accreditation visits • Recommend and implement practices 	<ul style="list-style-type: none"> • EVC, Education and Technology • Four Senior Research Analysts 	Monthly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
	of Research and Planning	to promote data informed decisions and data democracy. <ul style="list-style-type: none"> • Ensure data aligns with college and 4CD strategic plans and equity goals. • Identify and develop processes and practices to address college and 4CD planning needs. 	<ul style="list-style-type: none"> • Senior Dean Planning and Research • Three ALOs 	
Districtwide Distance Education Council (DDEC)	Districtwide Dean of Distance Education and Digital Equity and Faculty Co-Chair	<ul style="list-style-type: none"> • Provide strategic direction, guidance and support to each college and 4CD leadership to ensure that distance education is an effective and consistent part of how 4CD meets its mission • Facilitate 4CD coordination and planning of distance education efforts • Recommend 4CD strategies for aligning college distance education goals with 4CD's strategic plan 	<ul style="list-style-type: none"> • District Director of Information Technology • Districtwide Dean of Distance Education and Digital Equity • EVC, Education and Technology • One Distance Education Committee Chair from each college • One Distance Education Coordinator from each college 	Monthly
Districtwide Open Educational Resources Council	Dean of Distance Education and Digital Equity and Faculty Co-Chair	<ul style="list-style-type: none"> • Provide strategic direction, guidance and support to each college and 4CD leadership to ensure that Open Educational Resources (OER) /Zero Textbook Costs (ZTC) is an effective and consistent part of how 4CD meets its equity mission 	<ul style="list-style-type: none"> • Two faculty from each college. • Districtwide Dean of Distance Education and Digital Equity 	Monthly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<ul style="list-style-type: none"> • Facilitate 4CD coordination and planning of professional development efforts to support conversion to OER/ZTC • Recommend 4CD strategies for aligning college goals with Districtwide strategic planning and mission. • Determine resource needs to target disciplines needed to assist students in target populations. • Seek external grants and resources to support faculty and students 		
Equity Team	EVC, Education and Technology	<ul style="list-style-type: none"> • Assess professional development opportunities for college community. • Determine resource needs to assist students in target populations. • Seek external grants and resources to support students. 	<ul style="list-style-type: none"> • EVC, Education and Technology • Three college Equity Deans 	As needed
Financial Aid Steering Group	AVC, Educational Services	<ul style="list-style-type: none"> • Recommend new and revision of existing policies and procedures to comply with federal and state regulations and guidelines for financial aid • Promote collaboration on Districtwide accountability 	<ul style="list-style-type: none"> • AVC, Educational Services • Accounting Manager • Director of Administration Information Systems • Financial Aid Directors • One Financial Aid Lead per College 	Monthly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		strategies related to financial aid	<ul style="list-style-type: none"> • Others as needed; based on agenda items 	
International Education Work Group	District Dean, International Education	<ul style="list-style-type: none"> • Collaboration among the DO and college international education offices • Develop, revise, and align 4CD international education admissions policies and practices. • Share best practices with respect to comprehensive internationalization, international enrollment management and international student services. • Identify improvements to international student recruitment and global partnerships. 	<ul style="list-style-type: none"> • AVC, Educational Services • College International Student Office Managers and Staff • District Dean, International Education • District Admissions Coordinator 	Monthly
Marketing and Outreach Directors	EVC, Education and Technology	<ul style="list-style-type: none"> • Plan ongoing strategic marketing and outreach. • Leverage best practices and districtwide campaigns. • Standardize messaging and communication strategies, as appropriate. 	<ul style="list-style-type: none"> • Directors of Marketing and Media Design • Directors of Outreach • Director of Communications and Community Relations • Community Relations and Marketing Coordinator • EVC, Education and Technology 	As needed
Student Services Managers	AVC, Educational Services	<ul style="list-style-type: none"> • Facilitate 4CD dialogue among student services programs on proposed new and revision of existing 	<ul style="list-style-type: none"> • All who manage student services units • AVC, Educational Services 	Once per semester

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		<p>policies and procedures</p> <ul style="list-style-type: none"> • Facilitate 4CD dialogue and collaboration among student services programs in addressing emerging issues in student services • Share best practices 	<ul style="list-style-type: none"> • EVC, Education and Technology • Others as needed, based on agenda items 	
Vice Presidents of Instruction/Student Services	EVC, Education and Technology	<ul style="list-style-type: none"> • Recommend new and revision of existing curriculum and instruction and student services policies and procedures to comply with federal and state regulations • Provide leadership and promote collaboration on 4CD accountability strategies related to instructional and student services programs • Develop 4CD strategies to address emerging issues that relate to educational programs and services • Ensure maintenance of established academic standards across 4CD • Assure instructional and student services 4CD processes and procedures comply with accreditation standards and policies • Share best practices 	<ul style="list-style-type: none"> • AVC, Educational Services • EVC, Administrative Services • EVC, Education and Technology • Vice Presidents of Instruction and Student Services 	Monthly

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
<i>FINANCE, ADMINISTRATION AND FACILITIES</i>				
Business Directors	AVC, CFO	Address current topics in 4CD Finance and Administration	<ul style="list-style-type: none"> • AVC, CFO • College Business Officers • Director of District Finance Services • Director of Construction Program Controls • Director of Payroll • Director of Purchasing and Contracts • EVC, Administrative Services • VC, Facilities Planning and Construction • AVC, CHRO • Director of Human Resources 	First Thursday of every month
Business Vice Presidents	AVC, CFO	Discuss confidential matters related to business and human resources	<ul style="list-style-type: none"> • Three VP/BA's • AVC/CHRO • AVC/CFO • EVC, Administrative Services 	Monthly
Districtwide Sustainability	VC, Facilities Planning and Construction, District Sustainability and Energy Manager	<ul style="list-style-type: none"> • Provide leadership and promote collaboration among 4CD sustainability committees. • Recommend new and revision of existing Districtwide sustainability and energy conservation goals, policies and procedures to comply with federal and state regulations • Develop, revise, update and align Districtwide sustainability goals 	<ul style="list-style-type: none"> • CCC Sustainability Chair • District Sustainability and Energy Manager • DVC Sustainability Committee Chair • LMC Sustainability Chair • Student Representatives • VC, Facilities Planning and Construction 	Twice a semester

DISTRICTWIDE STANDING COMMITTEES AND WORK GROUPS

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COMMITTEE NAME	FACILITATOR	CHARGE/FUNCTION	MEMBERSHIP	MEETING FREQUENCY
		and progress with 4CD's Strategic Plan <ul style="list-style-type: none"> • Exchange ideas regarding best practices in all areas of sustainability and progress among sustainability teams • Develop standardized documentation, where necessary, for best practices to implement among the colleges bringing consistency of practice across 4CD. • Promote student engagement and provide leadership in involving students and student groups in districtwide sustainability efforts. 		
<i>Information Technology</i>				
Process Expert Teams <ul style="list-style-type: none"> • Admissions and Records • Curriculum Management • Financial Aid • Human Resources and Payroll • Purchasing • Accounts Receivable/ Cash Receipts 	Classified Chairperson per Team	<ul style="list-style-type: none"> • Exchange ideas regarding "best practices" in the functional area • Develop standardized documentation for those best practices in order to implement among the colleges bringing consistency of practice across 4CD 	<ul style="list-style-type: none"> • <u>Functional Areas:</u> Admissions and Records; Financial Aid; Scheduling; HR/Payroll; Purchasing • <u>Membership:</u> Representatives from each college in the functional area. One management liaison in the functional area 	Monthly or as needed
Technology Managers	Director of IT	<ul style="list-style-type: none"> • Implement strategic directions for 4CD • Work on technical objectives and share best practices 	<ul style="list-style-type: none"> • Managers and supervisors of technology 	Monthly