

Advisory Committees

The following committees are not subject to the Ralph M. Brown Act.

Executive Staff

- Status: Advisory Committee
- Advises: College President
- Meeting Time: Monthly on Thursdays before Management Council from 9:00 a.m. to 10:30 a.m. or as posted on the College's website: www.contracosta.edu
- Composition: President, vice president, director of business services, and dean of student services, economic development and division deans
Guest: manager of buildings and grounds
- Chair: College President
- Records: Minutes are recorded and distributed to the Executive Staff members and their assistants via the Portal.
- Purpose:
1. To discuss or take action on personnel issues or other confidential issues.
 2. To plan the Management Council agenda.
 3. To discuss problems that cannot be resolved through regular operational procedures.

Management Council

- Status: Advisory Committee
- Advises: College President
- Meeting Time: Last Thursday of the month from 2:00 to 5:00 p.m. or as posted on the College's website: www.contracosta.edu
- Composition: All managers and supervisors
- Chair: President
- Records: Notes are taken and distributed to Management Council members, their secretaries and the chancellor and also posted on the College Website and Portal.
- Purpose:
1. To review and discuss all issues in the formal decision-making processes.
 2. To raise, discuss and decide issues of planning, budgeting, and evaluation of College operations.
 3. To promote teamwork and effective collaboration between and among managers.
 4. To improve the knowledge, skills and abilities of college administrators in an effort to promote excellence through appropriate training sessions.

Dean's Meeting

- Status: Advisory Committee
- Advises: College Vice-President
- Meeting Time: First and Third Tuesday of the month from 10:00 a.m. to 12:00 noon or as posted on the College's website: www.contracosta.edu
- Composition: Division deans, Vice President
- Chairperson: Vice President
- Records: Minutes are kept of decisions and referrals to other committees, and are distributed to members of the forum prior to subsequent meetings and to the President's Cabinet and College Council.
- Purpose:
1. To solve problems, troubleshoot and share information relevant to the college's instructional programs and services that support instruction.
 2. To refer problems and issues of greater concern to appropriate committees for decisions; to provide input to college governance process as appropriate.

Council of Chairs

- Status: Advisory Committee
- Advises: College Vice President
- Meeting Time: First Wednesday of the month from 3:00 p.m. to 5:00 p.m. or as posted on the College's website: www.contracosta.edu
- Composition: Vice president, all department chairs, all division deans, 2 managers, MCHS principal, athletic director, and marketing and communications coordinator
- Chair: Vice president
- Records: Minutes of decisions and referrals to other committees are kept, and are distributed to members of the forum prior to subsequent meeting, and to the President's Cabinet and College Council.
- Purpose:
1. To solve problems, troubleshoot and share information relevant to the college's instructional programs and services that support instruction.
 2. To refer problems and issues of greater concern to appropriate committees for decisions.
 3. To provide input to college governance process as appropriate.

CSE-MESA Advisory Committee

- Status: Advisory Committee
- Advises: CSE Program Coordinator (Classified)
- Meeting Time: TBA
- Composition: NSAS dean, 1 manager, MESA Faculty Advisory, INDIS 095 Faculty and/or Mentor(s)
- Chair: CSE Program Coordinator
- Records: No minutes are taken
- Purpose: To advise the program coordinator on broad issues related to the programs.

Career Technical Education Committee

- Status: Advisory Committee
- Advises: College Vice President
- Meeting Time: Every other month or as posted on the College's website:
www.contracosta.edu
- Composition: All counselors, all CTE faculty, vice president, 1 student, dean of economic development
- Chair: 1 CTE faculty
- Records: Minutes are recorded and distributed to membership.
- Purpose:
1. To provide department instruction committee (DIC) instruction for all CTE in LAVA and others upon request.
 2. To assist with grant writing, certificate development and program review development.
 3. Assist with 2 + 2 development and articulation agreements at high schools.
 4. To sit as a faculty representative on the CTE grant committee.
 5. To assist with the strategic planning process for CTE programs and policy development.

Distance Education Committee

- Status: Advisory Committee
- Advises: Academic Senate Council and its subcommittees
- Meeting Time: Third Thursday of the month at 3:00 p.m. or as posted on the College's website:
www.contracosta.edu
- Composition: Faculty distance education coordinator, scheduler, technology services manager, 1 division dean, 4 faculty, 2 classified, 1 student representative
- Chair: Faculty distance education coordinator
- Records: Minutes are recorded and distributed to the membership.
- Purpose:
1. To assess Distance Learning at CCC and how it fits with Strategic Directions.
 2. To identify the potential for growth and develop an action plan.
 3. To provide resources for faculty and students who are engaged in Distance Learning.
 4. To provide faculty development in Distance Learning.

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