



WORKING GROUPS: Small groups who meet periodically and either hold the same position within the College or supervise the same units.

ACES Professional Development: Lead – Charlie McConnell (M&S); Co-lead – Vacant

To coordinate professional development activities pertaining to exempt employees district-wide.

Administrative Systems: Lead – Steven Chang (DO)

To coordinate activities pertaining to functionality, operations and upgrades to the college-wide administrative systems.

Attendance Taking Continuous Enhancement: Lead – Karrie Mitchell (DO)

To provide Continuous Enhancement in the areas of training, technology and compliance around attendance taking at the College.

Behavioral Assessment Team (BAT): Lead – Michelle Nieuwenhuis (M&S)

To Identify and manage situations that pose or may reasonable pose a threat to safety and well-being of the college community.

Business Managers: Lead – Prisila Mata (DO)

To coordinate activities pertaining to fiscal matters district-wide.

Career Services: Lead – Amanda Abens (CC)

To support the mission of the Career Services Office by identifying, developing and contributing to the resources and support of students through all stages of their career development.

College Police Focus Group: Lead – Bill Ward (M&S)

To identify, develop and resolve College Police based compliance/improvement efforts.

College-Wide Discipline Area Committees (CDACS): Lead – Jennie Conway (DO)

To coordinate instruction pertaining to specific disciplines district-wide.

Coordinators of Counseling and Advising: Lead – Ann Parker (WC)

To coordinate activities pertaining advising and counseling activities district-wide.

Directors of Administrative Services: Lead – David Bea (DO)

To coordinate activities pertaining to administrative services district-wide.

District Registrars: Lead – Michael Tulino (DO)

To coordinate activities pertaining to admissions and registration district-wide.

Emergency Management/Disaster Recovery: Ouatfa Chuffe-Moscoso (M&S)

To develop a District Disaster Recovery Plan with detailed procedures and training.

Employee Benefits: Lead – Gwen Goodman (DO)

Annually reviews employee benefits plans and provides recommendations to the Chancellor.

Facilities Focus Group: Lead – Mike Posey (M&S)

The purpose of the group is to identify, develop and resolve Facilities based continuous improvement efforts.

Faculty Innovation: Lead – Dolores Durán-Cerda (DO)

To enhance student success, improve and strengthen faculty and IT collaboration regarding technology and identify, evaluate and communicate instructional technology resources that are evidence-based and data-informed.

Group Governance and Membership: Lead – Kate Schmidt (DO)

The group is co-chaired by the Exec Director of Faculty Affairs or other Provost designee and a faculty member. The group strives to be cross-functional and include relevant stakeholders, but there are no established membership quotas other than ensuring that a representative from Faculty Senate is included.

Grants: Lead – Vacant

To coordinate activities pertaining to grants district-wide.

Honors Coordinator: Lead – Aubrey Conover (NW)

To coordinate activities pertaining to honors district-wide.

Learning Center Directors: Lead – Ted Roush (DV)

To coordinate activities pertaining to Learning Center operations district-wide.

Library Directors: Lead – Darla Zirbes (EC)

To coordinate activities pertaining to libraries district-wide.

Master Schedulers: Lead – Lamata Mitchell (DC)

To ensure standardization of the processes involved in entering information into the schedule, sharing best practices, and receiving updates from the Contracts and Certification area.

Non-Exempt Professional Development: Lead – Celia Tapetillo (CC)

To assist with the administration of the non-exempt employee professional development fund.

Residency Examiners: Lead – Elvia Bow (DO)

To develop consistent and compliant residency determination and appeals processes for students and parents.

Science Lab Supervisors: Lead – Emily Halvorsen (NW)

To coordinate activities related to science laboratory operations district-wide.

Strategic Enrollment Management Continuous Monitoring: Lead – Karrie Mitchell (DO)

To ensure the initiatives, goals and objectives of the College Strategic Enrollment Management Plan (SEMP) are being implemented and monitored.

Student Life: Lead – Yira Brimage (DC)

To coordinate activities pertaining to student activities and student government district-wide.

Syllabus Template and Process Workgroup: Lead – Kate Schmidt (DO)

To review feedback about the syllabus template and process. Using a consensus model the group makes recommendations to the Provost. Approved changes are implemented for the following fall. The group may meet more frequently if there is an urgent need.