



# Draft



## PCCD District Functional Map

9/9/2021

### 147Introduction THIS IS A DRAFT. DURING THIS FIRST PHASE WE ARE BRAINSTORMING

The Peralta Community College District Function map was developed to show the delineation of functions between the district and both colleges.

The purpose of this document is to clarify shared responsibilities, authority, and functions in the District and Colleges ant to reference guiding Policies and Procedures related to those tasks. Where applicable, relevant Board Policies (BP) and Administrative Procedures (AP) are listed with each function. These listings are meant to serve as a quick reference and are not comprehensive to each function. Responsible District and College positions are listed for each function.

Function	District Role	College Role
<b>Accreditation</b>  <b>(BP 3200/ AP 3200)</b> <b>Accreditation Standards are cited in various BPs/APs)</b>	<ul style="list-style-type: none"> <li>Act as liaison between colleges and district for accreditation functions and issues</li> <li>Address accreditation standards related to centralized district functions</li> <li>Provides reporting to the Board</li> </ul> <p>Chief of Staff, VC of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> <li>Coordinate and facilitate ongoing accreditation functions</li> <li>College ALOs and Presidents are primary points of contact for ACCJC</li> </ul> <p>Presidents College Accreditation Liaison Officers</p>
<b>Admissions, Records, and Registration</b>  <b>(BP/AP 5010</b> <b>APs 5011, 5012, 5013,</b> <b>5017, 5020, 5030,</b> <b>5040,5050</b> <b>BP/AP 5052</b> <b>BP/AP 5055</b> <b>APs 5140, 5150, 5300</b>  Who evaluates? Who checks uploads to DO? Who checks specific SCFF coding and data?	<ul style="list-style-type: none"> <li>Maintain online application (CCCApply) and automated process</li> <li>Set registration, rosters and related schedules</li> <li>Establish <i>Priority Registration</i></li> <li>Support State defined enrollment limitations &amp; student challenge processes (for example high school, international and military students)</li> <li>Provide transcripts electronically and in print</li> <li>Provide annual training and updates to college A&amp;R staff on State regulations, Board Policies, and the implementation of Administrative Procedures</li> <li>Lead all A&amp;R People Soft functionality projects to improve the student experience</li> <li>Serve as centralized registrar</li> <li>Ensure regulation compliance</li> <li>Spearhead and coordinate responses to annual internal audits of A&amp;R items</li> </ul>	<ul style="list-style-type: none"> <li>Maintain college registration processes and services</li> <li>Maintain student records</li> <li>Designate priority registration for <b>categorical</b> programs and special populations</li> <li>Review external reporting (MIS, NSC, IPEDS) for accuracy related to student data/records</li> <li>Evaluate and award student degrees and certificates</li> <li>Assess the student requests for enrollment</li> <li>Educate campus staff, faculty and students on enrollment forms and requirements</li> <li>Control Local Roster</li> <li>Partner with Instruction to collect missing rosters</li> <li>Process residency, Incomplete and Excused Withdrawals, Special Admission</li> <li>Evaluate incoming transcripts for students</li> </ul>



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<p>Who sets nonresident tuition?</p> <p>Who sets and checks charges on student fees? AP 5030</p> <p>Who secures student records? IT? AP 5040</p> <p>Who coordinates with Disabled student enrollment &amp; services on admission and EOPS?</p>	<ul style="list-style-type: none"> <li>Maintain and monitor storage of student records (i.e. grades, attendance records etc.)</li> <li>Collect enrollment data</li> <li>Evaluate applications eligibility for admission (e.g. review for fraud, complements and accuracy</li> <li>Code and process applications according to established policies and procedures</li> <li>Update &amp; maintain Districtwide forms</li> <li>Process student requests for legacy records</li> <li>Process batch enrollment for OUSD and some specialized programs like OPD</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> <li>Process dual enrollment admissions forms for non-OUSD dual enrollment students (e.g., batch enrollment, individual enrollment, customized support with outreach)</li> <li>Target enrollment for various groups and special populations with cross-functional teams (e.g. Promise students, learning communities)</li> <li>Process, Collect and Manage Enrollment data</li> </ul> <p>Deans of Enrollment Vice President of Student Services</p>
<p><b>Adult Education</b></p> <p><b>BP/AP 5010</b> <b>AP 5011</b></p> <p>In AP is VC of SS controlling admission – need to update position?</p> <p>Who submits to A&amp;R for apportionment claims and who tracks for appropriate registration code?</p> <p>Who coordinates on unit load?</p> <p>Who determined limits on units#?</p>	<ul style="list-style-type: none"> <li>Speak for regional adult education consortium (Lead Representative)</li> <li>Coordinate with all member districts (K-12s and Colleges) and partner agencies</li> <li>Assist all consortium members in planning of courses and programs aligned with state requirements and pathways</li> <li>Oversee consortium-level budgets and distribution</li> <li>Submit reports to state for consortium (student data and fiscal)</li> <li>Provide not-for-credit Adult Education offerings through district's contract training program</li> </ul> <p>Executive Director Adult Education</p>	<ul style="list-style-type: none"> <li>Deliver instructional services related to Adult Education</li> <li>Oversee college-level budget for Adult Education</li> <li>Provide student data and budget information to District for state reporting</li> <li>Provide matriculation support to students</li> <li>Nurture and foster community partnerships</li> <li>Evaluate need for non-credit courses for adult education and develop courses as needed</li> <li>Provide GED support for students</li> </ul> <p>Vice President of Instruction Dean of Career Education Instructional Deans Transitional Liaisons Associate Dean for Student Success</p>
<p><b>Budget Services</b></p> <p><b>– Capital Outlay Project Administration</b></p>	<ul style="list-style-type: none"> <li>Manage of various phases of construction contracts</li> <li>Maintain multiple source project funding allocations and budgets</li> <li>Issue Notices to Proceed, Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Work closely with contractors, architects, and other service providers</li> <li>Tag fixed assets using the same convention as the District Office</li> <li>Track assets</li> </ul>



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<p><b>(Chapter 6 Business and Fiscal Affairs BPs/APs)</b></p>	<p>Orders, and Notices of Completion</p> <ul style="list-style-type: none"> <li>• Work closely with contractors, architects, and other service providers</li> <li>• Maintain and reconcile project audits on a semiannual basis</li> <li>• Prepare and submit reimbursement claims to state and other agencies</li> <li>• Respond and compile requests for information for federal, state, and local agencies regarding projects.</li> <li>• Maintain Fixed Assets Inventory System and prepare reports for auditors and insurance carriers.</li> <li>• Reviews expenditures to ensure alignment with regulations</li> <li>• Reports final financial reports (such as Parcel Tax)</li> </ul> <p>Vice Chancellor of General Services Project Managers VC Finance and Administrative Services Director of Purchasing\ Warehouse personnel Citizens Oversight Committee</p>	<ul style="list-style-type: none"> <li>• Validate financial component of reports</li> </ul> <p>(VPASs add bullets here, incorporate audit findings)</p> <p>Project Managers Director of Facilities and College Operations Vice President of Administrative Services Stores Worker</p>
<p><b>Budget Services</b> <b>– Payroll</b></p> <p><b>Chapter 6 Business and Finance BPs/APs</b></p>	<ul style="list-style-type: none"> <li>• Processes payroll from source documents provided by the campus</li> <li>• Processes authorized payline updates to ProRata program for part time faculty</li> <li>• Prepares monthly, quarterly and annual federal, state, and district reports</li> <li>• Runs and distributes ProRata program extract reports for part time faculty pay; Academic Affairs load the office hour before the extract for both spring and fall terms</li> <li>• Monitors and adjusts employee wages</li> <li>• Processes full in-house payroll, tax processing,</li> </ul>	<ul style="list-style-type: none"> <li>• Submit approved source documents: classified and student worker timesheets, classified overtime on LARs, stipend timesheets for part time faculty and corresponding ePAFS.</li> <li>• Submit ProRata program updates for part time faculty</li> <li>• Reviews reports for accuracy: courses for each instructor, start &amp; end dates, along with other relevant data and makes corrections in term workload and submits changes to Payroll for capture or possible adjustment.</li> </ul>



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	<p>deduction processing, net pay distribution (i.e. check printing, distribution of paychecks, direct deposit funding, etc.)</p> <ul style="list-style-type: none"> <li>Process pay adjustments, pay reconciliations, retro-active pay</li> <li>Respond to employee inquires – various in nature, some involve the college and many do not (i.e. tax, deduction, garnishments, direct deposit, etc.)</li> <li>Replace lost paychecks and stale dated paychecks</li> <li>Plans and organizes payroll dates and flow for incoming, as well as, outgoing activities (i.e. monthly schedules, fiscal year deadlines)</li> <li>Run PFT equated hours monthly report</li> <li>Reconcile and attempt to collect overpayments. The Campus will decrease a workload or cancel a class after it has already been paid to the employee which will trigger this collection process.</li> <li>Payroll tracks required payline activity per term, necessary to prevent overpayments. The ProRata program is flawed and in need of some program fixes. Until then, manual intervention has been the work-around. This process is very time consuming and detailed.</li> </ul> <p>VC of Finance and Administrative Services</p>	<ul style="list-style-type: none"> <li>Solicit campus feedback from employees or their managers/deans, etc.</li> <li>Submit revised timesheets or revised faculty workload</li> <li>Field pay questions (i.e., submission of timesheets or workload)</li> <li>Schedule monthly timesheet deadlines t</li> <li>Notify payroll of overpayment</li> <li>Submit charge detail in the term workload (increase, decrease, late add or cancel) assignment – part time faculty.</li> </ul> <p>Vice President of Administrative Services</p>
<p><b>Budget Services – Purchasing</b></p> <p>(BP 6330/AP 6330) (BP 6430/AP 6340)</p>	<ul style="list-style-type: none"> <li>Plan, organize, coordinate, direct and evaluate a variety of purchasing services for the District including contract administration, development and coordination of the District's construction bids, and projects of Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE), and train, supervise and evaluate the</li> </ul>	<ul style="list-style-type: none"> <li>Entry and approval of purchase requisitions</li> <li>Communicates with employees and vendors regarding purchases</li> <li>Approves budget transfers, budget journals, vouchers, and requisitions</li> <li>Receives goods at the campus</li> <li>Ensures adequate funds are available for</li> </ul>



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<p><b>(BP 6345/AP 6345)</b></p> <p><b>Place these bullets into larger categories</b></p> <p><b>Review for themes under broad categories</b></p> <p><b>Suggest by level of authority</b></p> <p><b>Who has authority to purchase -what?</b></p> <p><b>Who reviews bids DGS – then follows through?</b></p> <p><b>Who does calcard and reconciliations?</b></p> <p><b>Does the same person have final authority over</b></p> <p><b>Goods, Services, Construction, Maintenance, Public project, Bids</b></p>	<p>performance of purchasing staff.</p> <ul style="list-style-type: none"> <li>Direct the purchase, inventory control and storage of District equipment, services, supplies and material according to established guidelines and legal requirements; ensures contractors meet the terms and conditions of contracts as agreed.</li> </ul> <p><b>VC of Finance and Administrative Services</b></p> <ul style="list-style-type: none"> <li>Ensure goods and services necessary for the operation of the District are obtained at competitive prices</li> <li>Issue contracts and purchase orders goods, services and supplies</li> <li>Provide information and assistance to <b>District personnel regarding contract administration and compliance</b>, purchasing needs, procedures and problems.</li> <li>Contract management including, reviewing, analyzing and negotiating contracts and agreements.</li> <li>Analyze requisitions and specifications for processing informal purchase orders for items less than \$96,700. Issue formal bids for contracts, goods and services over \$92,600 and for construction contracts over \$200,000.</li> <li><b>Work with user departments to develop and prepare bid solicitations and proposals.</b></li> <li>Solicit bids, request for qualifications (RPQ), request for quotes (RFQ) and request for proposals (RFP) from qualified contractors.</li> <li>Interview and negotiate with vendors for construction, purchases, contracts and agreements; recommend awarding of contracts assuring consistency with State and Board policies and requirements; prepares written recommendations for the Governing Board.</li> <li>Provide technical direction on procurement, negotiation and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.</li> <li>Oversee the management of the vendor database</li> </ul>	<p>purchasing</p> <p><b>Examine grounds, construction reporting to DO</b></p> <p>Vice President of Administrative Services</p>



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	<p>system and provides appropriate action and corrective action to ensure completeness and accuracy of data on vendors, suppliers and contractors.</p> <ul style="list-style-type: none"> <li>• Negotiate contracts and determine allocation to proper department funds; prepares analysis of bid results and recommends a course of action to the Board of Trustees, and prepares all documents with vendors and contractors.</li> <li>• Facilitate planning sessions with <b>District executives and staff, college</b> faculty and staff members in serving their purchasing needs continuously evolving the purchasing system by ensuring the vendors, suppliers and contractors are meeting the expectations of end users.</li> <li>• Interface with consultants and contractors for District facilities programs.</li> <li>• Supervise and evaluate the District's Purchasing Department staff and warehouse staff.</li> <li>• Coordinate the implementation of SLBE and SELBE outreach efforts with local associations, organizations, and agencies (local and state) through identification of sources, dissemination of information and follow-up. Participates in related fairs, symposia and other committee meetings.</li> <li>• Maintain approved vendor's listing for SLBE/SELBE through review of applications and research into vendors qualifications.</li> <li>• Assist with SLBE/SELBE goal setting for construction projects, promoting District's policy and programs relating to equal opportunity and non-discrimination objectives.</li> <li>• Enforce the District's SLBE/SELBE policy through implementation of the program, engaging small and local businesses in District contracting opportunities.</li> <li>• Provides assistance to campuses and other District employees in facilitating vendor outreach efforts.</li> <li>• Propose changes to and maintain policy and procedure manuals for department systems.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Training of department personnel in the use of computerized systems and other equipment as necessary.</li> <li>• Develop and manage budgets for Purchasing.</li> <li>• Act as primary contact for the District with local businesses interested in contracting opportunities; assists these entities in completing the vendor application process, and advising on potential contact opportunities; and coordinates the publishing of routine announcements of future contract opportunities.</li> <li>• Deliver goods and equipment to campuses and district office.</li> <li>• Equipment received by the Warehouse valued at \$500 or more is tagged and inventoried into the District's Fixed Asset System.</li> <li>• District office printing and mail services</li> <li>• Disposition of District property.</li> </ul> <p>VC District General Services</p> <ul style="list-style-type: none"> <li>• Measure G (DGS) Need to explain some of the complicated bond authorities/ AB Com &amp; also involves purchasing – Huron will help identify this</li> </ul> <p>VC of Finance and Administrative Services Chief Technology Officer VC General Services</p>	
<p><b>Career Education and Strong Workforce Development</b></p> <p><b>(BP/AP 4020, AP 4102, AP 4235, BP/AP 4400)</b></p> <p>Who reviews Perkins data before submission?</p>	<ul style="list-style-type: none"> <li>• Plan and develop high-level District strategies and guiding principles to meet district and regional workforce and career technical education needs</li> <li>• Link the colleges with the local and county agencies, community-based organizations, industries and regional employers to forge partnerships in support of career education programs.</li> <li>• Collaborate with the college CTE faculty in developing innovative programs to prepare students for the high demand, high-wage jobs in the region.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage CTE certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill</li> <li>• Review and revise, as necessary, existing programs to meet industry needs</li> <li>• Work with employer advisory committees and other regional entities</li> <li>• Promote career technical education programs</li> </ul>





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<p>Who reviews data submission to COMIS?</p>	<ul style="list-style-type: none"> <li>Collaborate with the colleges in developing and implementing strategies for achieving college and district goals related to career and economic and workforce development education in support of the district and college missions.</li> <li>Co-chair the districtwide Career Education and Strong Workforce Program---- meetings to foster collaboration and ensure regulatory compliance.</li> <li>Plan, develop and manage Strong Workforce Program Regional Shares funds allocated for the District Office to administer the program.</li> <li>Allocate Strong Workforce Program and Perkins funding to the colleges based on the CE FTES.</li> <li>Provide the colleges budget reports for expenditure tracking and monitoring.</li> <li>Ensure compliance of various state and federal initiative and program requirements including the District's Gainful Employment.</li> <li>Ensure timely submission of reports through the NOVA and other reporting portals.</li> <li>Review, approve and certify narrative and budget reports submitted by the colleges related to various state initiatives and categorical funding such as the Strong Workforce Program and Perkins.</li> <li>Submit appropriate data to the State Chancellor's Office for CTE students as required for MIS Reporting.</li> <li>Represent the District at the Bay Area Community College Consortium responsible for developing regional framework, coordination, collaboration, promoting and planning career and technical education and workforce and economic development in the Bay Area region.</li> </ul> <p>BCC: C.Lewis_8/27/2021</p> <ul style="list-style-type: none"> <li>Provide clear delineation between the district finance and the colleges' CE and Business offices' functions and responsibilities. DOESNT BELONG HERE</li> </ul>	<p>to communities, high schools, and special populations</p> <ul style="list-style-type: none"> <li>Plan, develop, and maintain the college's compliance with appropriate state and federal regulations related to career technical programs</li> <li>Develop and enhance training programs designed to serve local workforce needs</li> <li>Represent college on district, local, regional, and state workforce committees</li> </ul> <p>BCC: C.Lewis_8/27/2021</p> <ul style="list-style-type: none"> <li>Prepare narrative and budget reports related to various state initiatives and categorical funding such as the Strong Workforce Program and Perkins.</li> <li>Create and submit Perkins application and Strong Workforce Plans based on funds allocated.</li> </ul> <p>COA: E.Jennings_8-29-2021</p> <ul style="list-style-type: none"> <li>Develop strategies and guiding principles to meet current and future workforce and career technical education needs of the college and the region</li> <li>Plan, develop and manage Strong Workforce Program local and regional funds allocated to the college and administer the program</li> <li>With guidance of campus leadership, develop strategies and guiding principles to meet current and future workforce and career technical education needs of the college and the region</li> <li>With guidance of campus leadership, plan, develop and manage Strong Workforce Program local and regional funds allocated to the college and administer the program</li> <li>Ensure the college maintains compliance with appropriate state and federal regulations and</li> </ul>





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	VC Academic Affairs and Student Success Director of Academic Affairs	<p>initiatives related to career technical programs, such as Gainful Employment, SWP, Perkins and other CE grants, including timely submission of reports through the NOVA reporting portal</p> <ul style="list-style-type: none"> <li>• Develop narrative and budget reports related to various state and federal initiatives and categorical funding such as the Strong Workforce Program (SWP), Perkins and other CE related funding sources</li> <li>• Collaborate with CE faculty in developing and implementing strategies for achieving college and program goals related to career and economic and workforce development education in support of the college mission</li> <li>• Facilitate and collaborate with CE faculty in developing innovative programs to prepare students for the high demand, high-wage jobs in the region</li> <li>• Link CE faculty to local and county agencies, community-based organizations, industries and regional employers to forge partnerships in support of career education programs.</li> <li>• Ensure college CE programs maintain and engage industry advisory boards as per AP4102</li> <li>• Participate in the districtwide Career Education and Strong Workforce Program---- meetings to foster collaboration and ensure regulatory compliance</li> <li>• Serve as the college representative for the Bay Area Community College Consortium (BACCC) responsible for developing regional framework, coordination, collaboration, promoting and planning career and technical education and workforce and economic development in the Bay Area region</li> </ul> <p><b>*Note: Awaiting further input from other CTE Deans,</b></p>



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		8/29/2021
<p><b>Catalog Development</b></p> <ul style="list-style-type: none"> <li>Various BPs and APs provide information that is cited in the college catalogs.</li> </ul> <p>Who develops schedule for catalog?</p> <p>Who ensures department level accuracy?</p>	<ul style="list-style-type: none"> <li>Coordinates timeline for Catalog Development</li> <li>Provide colleges with updated “district wrap around”</li> <li>Assist with formatting and publish college catalogs (web and/or print)</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Services</p> <p>Executive Director of Marketing, Communication and Public Relations</p>	<p>Deans of Career Technical Education</p> <ul style="list-style-type: none"> <li>Revise and update college catalog on an annual basis</li> <li>Ensure production and timely release of college catalogs and addenda</li> <li>Ensure accuracy of catalog course and program listings against Chancellor’s Office Curriculum Inventory (COCI) and student information system</li> <li>Ensure accuracy of student services information</li> </ul> <p>Vice President of Student Services</p> <p>Vice President of Instruction</p>
<p><b>Child Care Centers (Laney and Merritt College)</b></p> <p>Who do Child Care Center directors report to?</p> <p>Is this centralized?</p>	<ul style="list-style-type: none"> <li>Provide high quality early care and education</li> <li>Provide early intervention for children with special needs</li> <li>Enhance family capacity by providing services and education for parents</li> <li>Provide best practices in early education</li> <li>Support early education educators throughout the district.</li> <li>Maintain accreditation of Child Development Centers with state and other agencies</li> <li>Ensure grant reporting is timely and sustained</li> </ul> <p>Director of Child Care Centers Center</p>	<ul style="list-style-type: none"> <li>Maintenance and facilities for Child Development Center facilities at campus sites.</li> </ul> <p>Director of Maintenance and Operations</p>
<p><b>Curriculum Review and Approval (BP/AP 4020, AP 4022, BP/AP 4025, BP/AP 4100, AP 4105, BP/AP 4260, AP 4229)</b></p>	<ul style="list-style-type: none"> <li>Co-chair district wide CIPD (Council on Instruction, Planning, and Development) meetings</li> <li>Ensure compliance in proposed new and updated curriculum</li> <li>Ensure the BOT reviews all curriculum updates</li> <li>Review all new courses and programs and revised courses and programs from each of the four</li> </ul>	<ul style="list-style-type: none"> <li>Identify community needs</li> <li>Develop and promote fall, spring, and summer schedule for community education classes</li> <li>Work with instructors to develop curriculum for community education classes</li> </ul>



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	<p>colleges are reviewed and action is taken by the district CIPD.</p> <ul style="list-style-type: none"> <li>• Submit all course and program proposals to the Board of Trustees for review and action.</li> <li>• Make recommendations on districtwide matters pertaining to curriculum and instruction to the Board of Trustees.</li> <li>• Ensure that each course to be offered by any of the PCCD colleges (except community service classes) shall be reported/approved by the State Chancellor's Office before the course is offered.</li> <li>• Review and request updates to PCCD APs as it relates to curriculum matter.</li> <li>• Oversee Peralta's Uniform Course Numbering (UCN) system</li> <li>• Provide guidelines for college-to-college consultation requirements for curriculum development</li> <li>• Ensure uniform implementation of Curriculum management system platforms to ensure consistent reporting via MIS system, ASSIST and others.</li> <li>• Provide curricular related training to faculty and administrations as needed</li> <li>• Establish guidelines for effective term for course proposals</li> <li>• Provide annual training to college curriculum committee leads to discuss pressing curriculum updates</li> <li>• Provide colleges and the Office of Human Resources with district wide discipline lists to comply with minimum qualifications requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Support marketing of community education classes</li> <li>• Facilitate registration of students and payment for courses</li> <li>• Ensure that the curriculum, courses and programs, including CE programs development process are in alignment with the CCCCCO guidelines, Title 5 and Education code.</li> <li>• Distance Education courses are approved separately by the Curriculum Committee.</li> <li>• (Check) - Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. (4020)</li> <li>• Ensure that the courses and programs appear in the College catalog correctly.</li> </ul> <p>Vice President of Student Services</p> <p>Vice President of Instruction</p> <p>Curriculum Committee/Senate</p>



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	<p>Vice Chancellor of Academic Affairs and Student Services</p>	
<p><b>Distance Education (AP 4105)</b></p>	<ul style="list-style-type: none"> <li>Facilitate communication between the statewide initiatives like CVC and the colleges to provide timely updates and follow the protocols.</li> <li>Establish and maintain DE project timelines and priorities for the purpose of assuring related activities comply with established standards, consortium requirements, regulations, policies and procedures.</li> <li>Collaborate with and District's Distance Education Committee Chairs provide updates to district wide shared governance committees</li> <li>Coordinate and support the expansion of the Peralta Online Equity Initiative.</li> <li>Directs the development and implementation of CVC-OEI student exchange program.</li> <li>Collaborate with the IT and District Technology Committee to design new technology for student success.</li> <li>Coordinates and direct educational planning activities and professional development</li> <li>Develop and implement district DE plan that aligns with college DE plans</li> <li>Develop and provide technical resources to support online courses, Ensure the effective use of LMS through report generation, course building process, design, security, external tool integration and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure courses are correctly identified as approved for delivery through distance education in COCI and in local course data.</li> <li>Collaborate with Distance Education Coordinators in development of and the offering of professional development opportunities for faculty.</li> </ul> <p>Vice President of Student Services</p> <p>Vice President of Instruction</p>



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	<ul style="list-style-type: none"> <li>• Provide 24/7 help desk support to students and faculty</li> <li>• Usher agreements for related educational technology and faculty training contracts and assess LTI services.</li> <li>• Provide training and resources on LTIs (external tools) and educational technology.</li> <li>• Obtain, manage and assess all LTI contracts and services</li> <li>• Develop tools and adopt new technology for student authentication, faculty resources, college website</li> </ul> <p>Director of Academic Affairs</p>	
<p><b>Dual Enrollment (AP 5010, AP 5011)</b></p>	<ul style="list-style-type: none"> <li>• Provide district wide support to the colleges in developing career pathways and increase offerings of dual-enrollment courses at the charter and high schools.</li> <li>• Engage unified high school and charter districts to enter into an agreement (Memorandum of Understanding) to adopt the College and Career Access Pathways (CCAP), also known as dual-enrollment, at their schools.</li> <li>• Ensure faculty are fully supported to successfully teach dual enrollment courses at the high school locations (i.e., audio-visual equipment, laboratory access as needed, white board markers, etc.).</li> <li>• Participate at various city-wide tables or meetings in support of the dual enrollment programs.</li> </ul>	<p>(Note: Expanded original input below – subject to review and changes, DirAA, 8/27/2021)</p> <ul style="list-style-type: none"> <li>• Engage faculty to work with their high school counterparts in developing career pathways and identifying courses that can be offered for dual enrollment.</li> <li>• Deans evaluate requests from the high schools on which dual enrollment courses can be offered each semester.</li> <li>• Schedule courses and assign qualified faculty members to teach the courses.</li> <li>• Maintain partnerships with feeder high schools, instructors, counselors, deans and A &amp; R staff to support admission for special admit, dual enrolled and batch enrolled students</li> </ul>



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Function	District Role	College Role
	<ul style="list-style-type: none"> <li>Assist the colleges in promoting our quality programs to the industries and employers and encouraging their employees who are subject-matter experts and meet the minimum qualifications or equivalencies to teach college courses by joining our qualified Adjunct Faculty pool.</li> <li>Recommend and provide appropriate professional development training for dual enrollment faculty in coordination with the Professional Development Committee at each colleges.</li> </ul> <p>Director of Academic Affairs In collaboration with Dual Enrollment Coord – In Progress 8/27/2021</p>	<ul style="list-style-type: none"> <li>Coordinate with Student Services on the onboarding process of dual-enrolled students, (i.e., High School, Adult School)</li> <li>Process batch enrollment and forms for students enrolling in dual enrollment courses.</li> <li>Provide marketing and outreach to promote programs to various community partners and organizations.</li> <li>In collaboration with the District for support and the Professional Development Committee at the college, identify and provide appropriate professional development training for faculty.</li> </ul> <p>Vice Presidents of Instruction Vice Presidents of Student Services Deans of all Instructional Areas</p>
<p><b>Educational Services/ Academic Affairs</b></p> <p><b>(Chapter 4 Academic Affairs, BPs/APs)</b></p>	<ul style="list-style-type: none"> <li>Establish the Academic Calendar</li> <li>Ensure compliance with BP/APs and CA Ed Code on related academic matters including               <ul style="list-style-type: none"> <li>Curriculum</li> <li>Course/Program Development</li> <li>Contract Education</li> <li>Grading</li> <li>Instructional Service Agreements</li> </ul> </li> <li>Coordinate with colleges on planning and implementation of course offerings for SEM</li> <li>Review Articulation agreements</li> <li>Developing plans and strategies for growth in course offerings</li> <li>Update relevant APs</li> <li>Coordinate district-wide collaboration on areas that impact students that swirl</li> <li>Establish timelines and guidance for program review/annual program updates and program discontinuance</li> </ul>	<ul style="list-style-type: none"> <li>Athletics               <ul style="list-style-type: none"> <li>Intercollegiate athletic sports.</li> <li>Title IX reporting</li> <li>Adhere to CCCAA, Central Valley Conference, and other regulations</li> </ul> </li> <li>Basic Skills and ESL</li> <li>Contract Education (Credit and Non-Credit)               <ul style="list-style-type: none"> <li>Development of contractual agreements (i.e. MOU) for educational credit will primarily rely on District staff for its development and negotiated agreement</li> <li>All instructional and student services support of the MOU for college credit will be college-based</li> <li>Ensure adherence to minimum qualifications for faculty.</li> </ul> </li> <li>Credit for Prior Learning</li> <li>Program Development and Review</li> <li>Instructor evaluations</li> <li>Schedule Development</li> </ul>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	Vice Chancellor of Academic Affairs and Student Services	<ul style="list-style-type: none"> <li>○ Develop schedule based on student needs and faculty input</li> <li>○ Assign courses to faculty and monitor faculty workloads</li> <li>• Responsible for ongoing management of e-campus operations (scheduling, student services, etc.)</li> <li>• Curriculum development</li> </ul> Vice President of Instruction Vice President of Student Services
<b>Facilities</b> <b>(BPs/APs 6340, 6500 6600)</b>	<ul style="list-style-type: none"> <li>• Receiving goods</li> <li>• Storeskeeping</li> <li>• Mail delivery</li> <li>• Capital Improvement</li> </ul> Vice Chancellor of General Services Director of Facilities and Operations	<ul style="list-style-type: none"> <li>• Cleaning and maintenance of facilities</li> <li>• Mail delivery</li> <li>• Capital Improvement projects</li> </ul> Vice Presidents of Administrative Services Director of Facilities
<b>Financial Aid</b> <b>(BP 5130</b> <b>AP 5130)</b>  <b>Review for themes under broad categories</b>  <b>Are cash flow issues</b>	<ul style="list-style-type: none"> <li>• Update annual global packaging rules, associated run controls, pop-updates and job set queries within PeopleSoft</li> <li>• Test all functions of PeopleSoft financial aid administration upon version and patch updates</li> <li>• Runs Financial Aid authorization process to create transmission of Common Origination and Disbursement (COD) files</li> <li>• Draws down funds reported from COD reports submitted by colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Submit COD reports to the District Office</li> <li>• Award, package and disburse Financial Aid to students</li> <li>• Oversees and monitors Satisfactory Academic Progress</li> <li>• Provides calculations for unmet need</li> <li>• Intake and award Federal Direct Loan applications</li> <li>• Ensure R2T4 calculations are completed on time and based on student enrollment data</li> <li>• Review, approve or deny student appeals</li> </ul>





# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
<p><b>delineated here?</b></p> <p><b>Are checks for oversight on both sides included?</b></p>	<ul style="list-style-type: none"> <li>• Post all financial aid activity to student accounts</li> <li>• Run refund disbursement process for student accounts</li> <li>• Transfers funds and files to 3rd Party Administrator (Bank Mobile) for disbursement to students</li> <li>• Download student ISIRs and CalSIRs used for packaging and verification</li> <li>• Apply and maintain any system waiver requirements/exceptions as stipulated by DOE, CCPG, BOGG, etc.</li> <li>• Reconcile return of funds to DOE from 3rd party administrator and to the State of California as needed</li> <li>• Assist with fraud and forgery issues in collaboration with other offices</li> <li>• Perform cyclical reconciliation in coordination with colleges</li> <li>• Maintain accounts according to federal and state cash management regulations</li> <li>• <b>In collaboration with colleges, perform monthly and annual reconciliation of financial aid disbursements</b></li> <li>• Maintain and utilize District Information Technology (IT) to ensure efficient Financial Aid administration</li> <li>• Manage Financial Aid types and related budgets</li> <li>• Submit MIS data to the State Chancellor's Office</li> <li>• District contact for audit engagement activities</li> <li>• Create and disseminate regularly scheduled reports for college reconciliation of anomalies due to failed authorization, failed disbursement,</li> </ul>	<ul style="list-style-type: none"> <li>• Verification intake of student files as they pertain to State and Federal Regulations</li> <li>• Responsible for oversight and monitoring of Financial Aid resources</li> <li>• Conduct InReach and Outreach Financial Aid workshops and Financial Literacy Programs</li> <li>• Direct Ongoing training of employees to ensure compliance with Title IV and state regulations</li> <li>• Submit annual FISAP reports to DOE</li> <li>• Verify MIS data for District submission</li> <li>• Track Title IV recipients and reconcile title IV funds with student awards</li> </ul> <p>Directors of Financial Aid (and direct report staff: FA Officers and FA Specialists)</p> <p>Vice Presidents of Student Services</p>



# Draft



## PCCD District Functional Map

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Function	District Role	College Role
	<p>and failed packaging</p> <ul style="list-style-type: none"> <li>• Collaborate on data collection and reporting of annual FISAP reports</li> <li>• Maintain in collaboration with colleges documented procedures and training for district wide financial aid administration</li> <li>• Maintain in collaboration with colleges an annual student financial aid handbook and related resources</li> <li>• Lead annual collaboration efforts on annual business system set up criteria (including testing)</li> <li>• Work with internal auditor on review of district efficiencies and practices</li> <li>• Review and support with SIS issues related to Campus Logic</li> <li>• Create and maintain a designated communication stream for district wide financial aid administration matters</li> <li>• Maintain packaging rules related to external awards (non-global), used for exceptional student aid (e.g., HEERF)</li> </ul> <p>District Executive Director of Fiscal Services            District Financial Aid Director            District Accounting            District Financial Aid Analysts            District Finance            District IT</p>	
<p><b>Grant Management (BP/AP 3280)</b>  <b>Update with recently reviewed</b></p>	<ul style="list-style-type: none"> <li>• Ensure CA Ed Code and Federal compliance in spending and reporting</li> <li>• Provide support in college submission of Federal Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to Education Code and district policy and procedures</li> <li>• Adhere to District's Grants Infrastructure (guidelines, policies and procedures).</li> </ul>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
<p><b>AP</b> <b>Review Manual</b></p>	<ul style="list-style-type: none"> <li>Track grant reporting and send reminders for completion to colleges</li> <li>Maintain compliance for all district Academic Affairs and Student Services grants to include all budget related and reporting requirements</li> <li>Track and report spending to ensure all funds are utilized</li> <li>Monitors and approves reporting for Nova CE projects</li> <li>Responsible for fiscal data collection</li> <li>Develop and implement a District Grants Infrastructure (i.e., aligning with district and colleges goals and priorities; guidelines, processes and procedures for obtaining approvals prior to grant development, application, receiving awards, implementation and utilization of grant funds; signature approval limits; etc.).</li> <li>Assist the colleges in grant prospecting (that support the goals of the District), grant application, implementation and management, including providing professional development training pertaining to District's internal procedures (compliance with grantor's funding requirements, grant documentation and assistance with grant-related issues (budgets, use of categorical funds for personnel, purchasing, reporting and administration of grant awards).</li> <li>Responsible for exploring/prospecting major state, federal and foundation grant opportunities and disseminating such information districtwide.</li> <li>Determine Indirect Cost for grant administration in adherence to federal guidelines.</li> <li>Grant writing coordination on behalf of the colleges and district entities.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with the faculty in the various programs to identify needs for supplemental funding through grants or other initiatives.</li> <li>Prospect for grant funding opportunities that meet guidelines including RFA's disseminated by the District.</li> </ul> <p>Vice Presidents of Instruction Vice Presidents of Student Services</p>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	<ul style="list-style-type: none"> <li>Provide assistance in the planning, writing, program design, budget development, and evaluation of grant funded project</li> </ul> <p>Proposed by: DirAA,8/27/2021</p> <p>For Review</p> <p>Vice Chancellor of Academic Affairs and Student Services</p> <p>Vice Chancellor of Finance</p>	
<p><b>Vision for Success</b></p> <p><b>Guided Pathways: For equity advancement and student success (AP 4235)</b></p>	<ul style="list-style-type: none"> <li>Interpret statewide initiatives and policies to promote and leverage integration in the colleges</li> </ul> <p>AB 705</p> <ul style="list-style-type: none"> <li>Provide district wide data and analysis</li> <li>Ensure district wide compliance on mandates</li> <li>Standardize policies and procedures</li> <li>Install PS customizations to accommodate student flow of information</li> </ul> <p>Noncredit</p> <ul style="list-style-type: none"> <li>Create process for enrollment</li> <li>Provide training on required attendance reporting</li> <li>Install LTIs to aid hourly attendance accuracy</li> <li>Integrate transcript display into existing credit transcripts</li> </ul> <p>Credit for Prior Learning</p> <ul style="list-style-type: none"> <li>Create district wide implementation plan</li> <li>Develop display for transcript records</li> <li>Coordinate district side discipline meetings</li> <li>Track district wide data and provide analysis</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Success Chief technology Officer AVC of Institutional Research</p>	<ul style="list-style-type: none"> <li>Monitoring/reporting Guided Pathways efforts to integrate equity-strategies, increase student success</li> <li>Integrating implementation through collaboration across college departments (e.g. instruction and student services, financial aid)</li> <li>In alignment with the Vision for Success, the PCCD Strategic priorities, the colleges implement Guided Pathways structure as a foundation for student success.</li> <li>Implement AB 705 for Math, English, and ESOL as part of the Pathways and Equity advancing focus</li> <li>In collaboration with the district, the colleges implement CPL</li> <li>Colleges develop NC/CDCP as appropriate including CE focus to enhance pathways from adult schools, community-based organizations, high schools, and other partner organizations</li> <li>Providing authentic, specific support for students in these paths</li> <li>Assessment of these specific initiative efforts</li> <li>Institutionalize the initiatives and strategies</li> <li>Ensure pathways are created that accommodate part-time students</li> <li>Integrate the Guided Pathways essential practices into the strategic goals of the college</li> <li>Establish and maintain an engaging Areas of Interest webpage</li> </ul>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
		<ul style="list-style-type: none"> <li>Identify funding for faculty leads to further the pathway work after GP funding is exhausted</li> </ul> <p>AB 705 Develop and implement curricular changes to meet the state mandate. Work with math, English, and ESOL faculty to continuously improve student outcomes</p> <p>Noncredit</p> <p>Credit for Prior Learning</p>
<p><b>Health Services (BP 5200/ AP 5200)</b> <b>COVID has impacted this and policy</b></p>	<ul style="list-style-type: none"> <li>Develop, oversee, and direct the Health Services Initiative Project in alignment with appropriate mandated regulations to ensure compliance in accordance with the District mission, goals and policies; include broad-based constituent input</li> <li>Develop annual Health Services budget</li> <li>Construct a work plan with the college leadership; Deans, VPs to coordinate Health Services on each campus</li> <li>Develop the scope and direction of clinical services in consultation with the community partners; maintain currency in contracts and MOUs</li> <li>Address day to day operational concerns and monitor clinical services delivery for safety and efficacy</li> <li>Ensure that the federal rules of HIPAA confidentially mandates are adhered to and in compliance</li> </ul>	<ul style="list-style-type: none"> <li>Monitor clinical practice according to Health Services, College and District policies, as well as county, state and federal regulations, and licensures</li> <li>Monitor and coordinate activity of all staff assigned to health services</li> <li>Provide direct services in mental and physical health services</li> <li>Participate on college safety committees, or in District and State Health services activities</li> <li>Monitor college health services budget</li> <li>Ensure compliance and quality of care in the clinical practice setting</li> <li>Provide campus crisis and intervention services</li> <li>Prepare reports, surveys, evaluation of services</li> <li>Maintain and store confidential health records</li> </ul> <p>Vice President of Student Services</p>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	<ul style="list-style-type: none"> <li>Conduct annual research to provide comprehensive data for unit plans and forecasting services</li> <li>Provide education and consultation to faculty, staff and administrators with concerns about student mental and physical health</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Success</p>	
<p><b>Human Resources</b> (Chapter 7, Human Resources BPs/APs)</p>	<ul style="list-style-type: none"> <li>Provide employee relations support including performance evaluations, discipline, labor negotiations, grievance management etc.</li> <li>Coordinate and manage recruitment and selection</li> <li>Administer and enforce collective bargaining agreements</li> <li>Benefits administration including health benefits, leave accruals, worker's compensation, etc.</li> <li>Plan and coordinate employee orientations and functions</li> <li>Employee training and development</li> <li>Oversee Risk Management Function that administers: ADA reasonable accommodation process, workers' compensation, general liability insurance program, CalOSHA and OSHA employee health and safety, etc.</li> <li>Provide human resource information system management</li> <li>Create and maintain employee records</li> </ul> <p>Vice Chancellor of Human Resources</p>	<ul style="list-style-type: none"> <li>Performance evaluations, discipline, etc.</li> <li>Assure compliance with collective bargaining agreements</li> <li>Participate in recruitment and selection</li> <li>Employee training and development</li> </ul>
<p><b>Institutional Research</b> (<a href="#">BP 3225</a>, <a href="#">BP 3250</a>, <a href="#">BP 5300</a>,</p>	<ul style="list-style-type: none"> <li>Provide data to colleges on information and research to support (e.g. Strategic plan, EMP, SEM, Facility and Technology Plans)</li> </ul>	<ul style="list-style-type: none"> <li>Create college-level planning, assessment, accreditation, policy formation, and decision-making.</li> </ul>



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## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
<p><u>AP 3225, AP 3250, AP 5300</u></p>	<ul style="list-style-type: none"> <li>Identify and articulate priorities and goals for all planning documents</li> <li>Implement district-wide plans</li> <li>Provide the district and colleges with information and research to support planning, assessment, accreditation, policy formation, and decision-making</li> <li>Provide leadership in organizing research and planning of key state and district initiatives (e.g., California Promise, Guided Pathways, Integrated Planning, and AB 705).</li> <li>Provide IPEDS data to colleges</li> <li>Coordinate with colleges on the submission of key state and federal reports (e.g., CCFS 320, MIS, SCFF, IPEDS, Project Success).</li> <li>Develop and maintain Oracle BI dashboard reports and PBI reports.</li> <li>Provide data for Program and Annual Reviews</li> <li>Designs, maintains, manipulates and queries specialized databases and information systems to support research.</li> <li>Collaborates with IT, Financial Aid, Admissions and Records, Finance, and Human Resources to ensure maintenance of data research, data warehouse systems, assist in developing data and report quality assurance processes and procedures.</li> <li>Collaborates with HR, Financial Aid, Student Finance, Curriculum and Admission and Record for data validation. *</li> <li>Develop and monitor external research request policies and protocols</li> <li>Integrate and maintain Data Warehouse</li> <li>(Consider IRB -official)</li> <li>Report Citizens Oversight Committee for bond measures</li> </ul>	<ul style="list-style-type: none"> <li>Align college-planning with district planning, priorities and goals</li> <li>Validate MIS data, 320 data, SCFF data, IPEDS data entry, bond reports</li> <li>Implement plans at college level (*Directors)</li> <li>Website management – Dashboards, Accreditation, Guided Pathways?</li> <li>Chairing Participatory Governance Committees as Institutional Effectiveness (such as when developing institution-set standards)</li> <li>Assess progress on Institutional-Set Standards and Stretch Goals and reports figures on ACCJC Annual Report.</li> <li>Generate college-level student data queries and reports such as enrollment and contact lists</li> <li>Develop, administers, analyze and report surveys</li> <li>Direct/Drive and Complete/Support Admin in charge Comprehensive Program Review and Annual Program Updates (template design, training, committee work, provide college-specific data, consolidate resource requests)</li> <li>Prepare and deliver planning retreats</li> <li>Provide campus requirements and user community feedback on research data elements in Data Warehouse</li> <li>Provide college end-user support for data systems</li> <li>Initiate, plan, evaluate and produce required reports for all college level initiatives and grants.</li> <li>(Consider IRB or process)</li> <li>Preparation of planning and reports for Citizens Oversight Committee for bond measures</li> <li>Review and manage college-level external research requests.</li> </ul>





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## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	<p>*Note: This is a cross-reference for data validation provided by other district depts like Student Finance, Finance, Financial Aid, and HR and it should also be documented as their functions in their perspective sections in this document.</p> <p>Enrollment data and tax reports require subject matter experts to initiate reports</p> <p>Associate Vice Chancellor for Planning &amp; Institutional Research</p>	<ul style="list-style-type: none"> <li>• Serve as point of contact for college-level data requests</li> <li>• Ensure local processes conform to district data quality standards</li> <li>• Align local data with district-wide definitions</li> <li>• Define local roles and access rules in alignment with district-wide standards.</li> <li>• Develop data and process standards to ensure proper documentation of accreditation requirements</li> <li>• Support learning communities to analyze outcome data for continuous improvement and innovation</li> <li>• Provides training on utilization of data sources for addressing program planning needs</li> <li>• Keeps the College and administration informed of research communications or studies pertaining to state, district or College policies</li> </ul> <p>Director of College Research and Planning, Senior Research and Planning Analyst, Research and Systems Technology Analyst</p>
<p><b>International Students</b>  <b>(AP 4026, 5012,5020, 5030, 5055)</b></p>	<ul style="list-style-type: none"> <li>• Acts as a liaison between state and federal agencies such as DSH, USCIS, SEVP, DoS, etc</li> <li>• Create, maintain, and update technologies specific to the international student program</li> <li>• Ensure international student compliance for F-1 international students</li> <li>• Directly recruit international students (internationally and domestically) and identify potential agency partnerships</li> <li>• Provide admissions, orientations, advising, counseling, activities, workshops, and other services for F-1 international students</li> </ul>	<ul style="list-style-type: none"> <li>• Provide career and transfer, counseling, Admissions and Records to International students</li> </ul>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	<ul style="list-style-type: none"> <li>Oversee and manage Study Abroad programs</li> <li>Act as a liaison between the colleges and district as it relates to international students and study abroad programming</li> <li>Identify and coordinate international contract education opportunities</li> <li>Review and update policies such as tuition fees, health insurance, study abroad processes, etc</li> <li>Director of International Education</li> <li>Vice Chancellor of Academic Affairs and Student Success</li> </ul>	
<p><b>Legal Contracts</b> (See BP 6100 6340, 6345, AP 6100, 6340, 6345, 6350)</p>	<ul style="list-style-type: none"> <li>Contracts for the District are currently monitored through the Contract Tracking System (CTS). The CTS system is currently monitored by the Legal Coordinator. Peralta does not currently have an internal General Counsel.</li> <li>The CTS system is an IT Ticketing system. It was implemented as a temporary solution until PeopleSoft 9.2 is fully implemented.</li> </ul> <p>Currently there is only one legal employee who reports directly to the Chief of Staff.</p>	<ul style="list-style-type: none"> <li>Colleges upload contracts into the CTS System</li> <li>Respond to any questions presented by the legal team.</li> </ul> <p>Route contracts for final signatures once closed out in the CTS System.</p>
<p><b>Peralta Foundation</b> (BP/AP 3600)</p>	<ul style="list-style-type: none"> <li>Coordinates district fundraising and approve fundraising events</li> <li>Provides accounting services for funds that are raised and/or spent from fundraising activities and Foundation programs</li> <li>Administers scholarship funds</li> <li>Coordinates donor communication</li> <li>Oversee and approve donor recognition across District and colleges</li> </ul> <p>Chancellor</p>	<ul style="list-style-type: none"> <li>Executes fundraising events according to approved plan</li> <li>Implement programs and initiatives that are funded through the Foundation</li> <li>Report to District Foundation Office on use and impact of donor funds</li> <li>Colleges award scholarships and select student applicants in collaboration with Foundation</li> <li>Implement donor recognition on campus</li> <li>Update the Foundation on donor contacts and communications</li> </ul>



# Draft



## PCCD District Functional Map

9/9/2021

Function	District Role	College Role
	Executive Director of the Peralta Foundation	President
<b>Planning and Budget Integration Model</b> (BP 6250 need 6200/ AP 6250 need 6200) (BP/AP 3250, 6300)	Chief of staff	
<b>Professional Development (BP 7160 No AP)</b>	Plan and coordinate district-wide PD Flex Days, twice a year. <ul style="list-style-type: none"> <li>Curate and share PD opportunities including trainings, workshops, resources, etc.</li> <li>Provide support for college PD Committees.</li> <li>Support, review, and approve PD-based faculty column advancement requests.</li> <li>Organize and maintain records related to faculty participation in Professional Development Activities.</li> </ul> Staff Development Coordinator VC of Academic Affairs and Student Success	<ul style="list-style-type: none"> <li>Plan and coordinate College PD Flex Days, four times per year.</li> <li>Organize, curate, and promote College PD opportunities throughout the year.</li> <li>Promote, review, and recommend college Sabbatical Leaves each year.</li> <li>Establish and maintain college Professional Development Committees according to contract,</li> </ul> College Professional Development Committees
<b>Public Communication/Marketing</b>	<ul style="list-style-type: none"> <li>Provides the marketing &amp; communication platform for email to students, employees and community members (currently HubSpot).</li> <li>Sends email to students at all four colleges regarding special situations and emergencies (e.g. COVID testing policy, earthquake, air quality, power shut downs, etc.)</li> <li>Provides the platform for SMS texting to students, employees and community members (currently SMS Zap, integrated with HubSpot). Messages provided by Colleges are sent by district staff.</li> <li>The District is responsible for the hosting, content and design of the District-branded websites</li> </ul>	<ul style="list-style-type: none"> <li>Provides the content and uses the system for emailing to students.</li> <li>Provide the content for SMS texting to students.</li> <li>The Colleges are responsible for the hosting, content, and design of the college-branded websites.</li> <li>Colleges are responsible for college-branded social media accounts</li> <li>Responsible for college-branded advertising and promotions</li> </ul>



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## PCCD District Functional Map

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Function	District Role	College Role
	<p>including <a href="http://www.peralta.edu">www.peralta.edu</a>;  <a href="https://safe.peralta.edu">https://safe.peralta.edu</a>; <a href="https://build.peralta.edu/">https://build.peralta.edu/</a>;  and <a href="https://gems.peralta.edu/">https://gems.peralta.edu/</a>.</p> <ul style="list-style-type: none"> <li>Provides technical support for the colleges' WordPress websites</li> <li>Responsible for district-branded social media accounts.</li> <li>Responsible for district-wide advertising and promotions.</li> <li>Assists colleges with college-branded advertising upon request.</li> <li>Provides District "talking points" for College-level communication with employees, students, and community members</li> <li>Prepare catalog??</li> </ul> <p>Executive Director of Marketing, Public Relations &amp; Communications</p>	
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>Procure and maintain liability, property and other appropriate insurance and self insured programs;</li> <li>Develop and implement systems, policies and procedures for the identification, collection and analysis-of-risk related information;</li> <li>Educate and train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program;</li> <li>Lead, facilitate, and advise departments in designing risk management programs within their own departments;</li> <li>Collect, evaluate, and maintain data concerning patient injuries, claims, worker's compensation, and other risk-related data;</li> <li>Investigate and analyze root causes, patterns, or</li> </ul>	<ul style="list-style-type: none"> <li>Timely submission of claims along with all supporting documentation</li> <li>Attend trainings for specific business units</li> <li>Actively monitor and mitigate risk on campuses</li> </ul> <p>Vice Presidents of Administrative Services</p>



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## PCCD District Functional Map

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Function	District Role	College Role
	<p>trends that could result in compensatory or sentinel events;</p> <ul style="list-style-type: none"> <li>• Help identify and implement corrective action where appropriate;</li> <li>• Serve as the organization's liaison to the insurance carrier;</li> <li>• Assists in processing summons and claims against the facility by working with the General Counsel to coordinate the investigation, processing, and defense of claims against the organization; and ???</li> </ul> <p>Chief of Staff</p>	
<p><b>Strategic Enrollment Management</b></p> <p>(BP 4226, 5010, 5011, 5052 5055 AP4226, 5010, 5011, 5012, 5013, 5015, 5020, 5052, 5050, 5070)</p>	<ul style="list-style-type: none"> <li>• Ensures compliance with District, state, and federal policies, rules, and regulations</li> <li>• Development of data, reports, and analytics to support Enrollment Management (IR dept)</li> <li>• Collaborate with colleges to develop annual targets for FTES and FTEF</li> <li>• Submit the CCFS-320 Report</li> <li>• Update the District SEM Plan to include college SEM goals for district wide collaboration</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Success AVC of Institutional Research</p>	<ul style="list-style-type: none"> <li>• In conjunction with the district, develop and follow a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students</li> <li>• Ensures compliance with District, state, and federal policies, rules, and regulations</li> <li>• Collaborate with District to develop annual targets for FTES and FTEF</li> <li>• Ensure strategic enrollment plans incorporate the Student-Centered Funding Formula</li> <li>• Develop and maintain external partnerships</li> <li>• Confirm CCFS-320 report data</li> </ul> <p>President Vice Presidents of Student Services and Instruction All Deans PIOs Researchers IT VPAS</p>
<p><b>Student Services</b></p> <p>(Chapter 5 Student Services BPs/APs)</p>	<ul style="list-style-type: none"> <li>• Ensure BP/AP and CA Ed Code compliance on student admissions, enrollment, grades, record corrections, residency and fees</li> <li>• Support technological advancement and innovation in serving students at the colleges. Related to</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Support –Tutoring &amp; Supplemental Instruction               <ul style="list-style-type: none"> <li>○ Recruit, hire and schedule tutors and SI leaders</li> <li>○ Tracking and report on student usage of services</li> </ul> </li> </ul>



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## PCCD District Functional Map

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Function	District Role	College Role
	<p>Counseling Orientation Communication Categorical Programs Accessibility Discipline</p> <ul style="list-style-type: none"> <li>Partnership Development that aids students</li> <li>Meet with Associated Student and Student Trustee leadership to support established goals</li> </ul> <p>Vice Chancellor of Academic Affairs and Student Services</p>	<ul style="list-style-type: none"> <li>Welcome Center</li> <li>Admissions &amp; Records</li> <li>Outreach/Orientation - Targeted enrollment</li> <li>Financial Aid</li> <li>Counseling</li> <li>Articulation</li> <li>Student Life               <ul style="list-style-type: none"> <li>Organize and support student government and clubs</li> </ul> </li> <li>Student Accessibility Services (SAS – aka DSPS)</li> <li>Extended Opportunities Programs &amp; Services (EOPS/CARE)</li> <li>Wellness and Mental Health Services</li> <li>Next Up (Foster Youth)</li> <li>CalWORKs</li> <li>Student Equity (Sankofa/Umoja, Puente &amp; FYE (First Year Experience)</li> <li>Undocumented Community Resource Center</li> <li>Veterans and Military Services</li> <li>Student Basic Needs</li> <li>Career &amp; Transfer Center</li> <li>Confirm Data for MIS Reporting</li> </ul> <p>Vice President of Student Services Deans of Student Services</p>
<p><b>Information Technology – Help Desk</b> (BP/AP 3720, BP/AP 3725)</p>	<ul style="list-style-type: none"> <li>Student and staff assistance with Office365, password resets, and general technology issues</li> </ul> <p>Associate Vice Chancellor of Educational Services and Information Technology</p>	<ul style="list-style-type: none"> <li>Admissions &amp; Records support students and staff with assistance with password reset</li> </ul>
<p><b>Information Technology – Data Management</b></p>	<ul style="list-style-type: none"> <li>Maintain Enterprise Resource Planning System (Ellucian Colleague) in</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and maintain data integrity and consistency</li> </ul>



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## PCCD District Functional Map

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Function	District Role	College Role
	<p>conjunction with designated Colleague Team Leads/Product Experts</p> <ul style="list-style-type: none"> <li>• Monitor and maintain data integrity and consistency</li> <li>• Support and develop secondary data storage and reporting services</li> <li>• Develop and provide operational reports for district staff</li> <li>• Provide data for institutional research department</li> <li>• External data reporting</li> <li>• Coordination of systems that connect/share data with ERP (SARS, OnBase, etc.)</li> </ul> <p>Associate Vice Chancellor of Educational Services and Information Technology</p>	

	<p>District Information Technology Department Support and Responsibilities <b>Infrastructure Technology</b></p>	<p>District Office - Business Process Owners, Human Resources, Finance, Academic Affairs Support and Responsibilities <b>Business Technology</b></p>	<p>Colleges Responsibilities <b>Instructional technology</b></p>
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## PCCD District Functional Map

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<p><b>Data Management</b></p> <p>PeopleSoft ERP, Canvas Office365, password resets, and Helpdesk Counseling appointments (SARS) BI Tools CurriQunet Library Resources Maxient Conduct Manager Terradotta, Campus Logic Connect Ed Handshake Credit for Prior Learning Peralta Apprenticeship AIM - Accessible Information Management</p>	<ul style="list-style-type: none"> <li>• Prepares RFP's for large IT projects</li> <li>• Prepares documents for Board Approval</li> <li>• Maintains Enterprise Resource Planning System in conjunction with designated Team Leads/Product Experts</li> <li>• <b>Protect</b> the data and maintains the security and access of the data. (Data Custodian)</li> <li>• <b>Process for security on data sent to offsite companies, externally hosted</b></li> <li>• Facilitate systems that connect/share data with ERP.</li> <li>• Evaluate the security of external applications.</li> <li>• Provide data access for institutional research department</li> <li>• Maintain and update district servers</li> <li>• Download and securely</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and maintain data integrity through business rules</li> <li>• Provide consistency and external data reporting</li> <li>• Maintaining a relevant data dictionary</li> <li>• Develop and provide operational reports for college and District staff.</li> <li>• <b>Develop policy on use of 3<sup>rd</sup> party hosted- data</b></li> </ul> <p>VC Finance &amp; Administrative Service Interim Director of Fiscal Services &amp; District Financial Aid Staff VC HR VC AA &amp; Student Success AVC IR</p>	<ul style="list-style-type: none"> <li>• Implement projects approved by the District/Board</li> <li>• Enter correct data</li> <li>• Validate/check data and report</li> <li>• Technical support for reports on specific topics such as enrollment, program review (analysts)</li> <li>• Test PeopleSoft modules to support functional implementation of updates</li> </ul> <p>VPA's</p> <p>Local IT Department (not distributed the same on each college – sometimes siloed in other areas like a lab, library, business/accounting dept. etc – survey IT skills potential)</p> <p>Institutional Research (varies at colleges)</p> <p>Financial Aid Directors</p>
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## PCCD District Functional Map

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	<p>transmits data pulled daily and sent to third party hosted software applications (e.g. Medicat)</p> <p><b>Chief Technology Officer</b></p>		<p><b>**Validation is</b></p>
	<p>District Information Technology Department Support and Responsibilities <b>Infrastructure Technology</b></p>	<p>District Office - Business Process Owners, Human Resources, Finance, Academic Affairs Support and Responsibilities <b>Business Technology</b></p>	<p>Colleges Responsibilities <b>Instructional technology</b></p>
<p><b>Technology Development and Planning</b></p>	<ul style="list-style-type: none"> <li>• Set standards for video-conferencing equipment in classrooms and conference rooms</li> <li>• Evaluate</li> </ul>	<ul style="list-style-type: none"> <li>• Identify missing processes that would bridge institutional gaps</li> <li>• Create solutions and address improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend platforms and software via participatory governance for systems use and policies</li> <li>• Communicate end-user</li> </ul>



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## PCCD District Functional Map

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	<p>recommendations for Software and platforms</p> <ul style="list-style-type: none"> <li>• Integrate platforms with SIS,SSO, productivity tools</li> <li>• Oversee District Strategic Plan for information technology</li> <li>• Evaluate and deploy requested Learning Tools Interoperability (LTI) e.g. allows services like Voice Thread to integrate with LMS</li> <li>• Conduct all setup and modifications to applications</li> <li>• Decide on PeopleSoft platform changes requested through DTC and other committees</li> <li>• Lead the District Technology Committee (DTC) with technology planning and recommends priorities</li> <li>• Create recommendations (as</li> </ul>	<p>in business processes, with District IT</p> <ul style="list-style-type: none"> <li>• Propose new technology projects through the district and college participatory governance process.</li> <li>• Evaluate and report in quarterly meetings on internal processing to IT e.g. cost centers and controlling transfer within budget funds</li> <li>• Suggested a subsidiary ledger for reconciliation of any other funding received (like the one we have for student financial aid)</li> <li>• Integrate and maintain platforms for online tutoring, online early alert, online counselling appointments (SARS)</li> </ul> <p>VC Finance &amp; Administrative Service Interim Director of Fiscal</p>	<p>feedback via participatory governance</p> <ul style="list-style-type: none"> <li>• Inventory software and usage (e.g. zoom phone)</li> <li>• Collaborate with other colleges to get better usage and coordination of software tools</li> <li>• Install and implement...</li> <li>• Recommend platforms and improvements based on faculty and student needs via College Technology Committee and college counsel for systems use and policies.</li> <li>• Prioritize needs for the District Technology Committee for recommendation through Program Review and resource allocation.</li> <li>• Vet technology requests through the appropriate participatory governance committees for transparency of recommendations to DTC.</li> <li>• Contribute to and update the College Technology plan</li> </ul>
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## PCCD District Functional Map

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	<p>DTC District Technology Committee) to Planning Budget Committee (PBC) and to the Chancellor’s Executive Cabinet</p> <ul style="list-style-type: none"> <li>Align with the College Technology Plans in creating and updating the Districtwide Technology Plan</li> <li>Automatically generate permission lists</li> <li>Automate forms for student services (45 forms but the next level is automating the process to guarantee timing and process consistency) Using e-forms – will require colleges to define and align forms</li> </ul> <p>Chief Technology Officer</p>	<p>Services &amp; District Financial Aid Staff VC HR VC AA &amp; Student Success AVC IR</p>	<p>through the Technology planning committee</p> <ul style="list-style-type: none"> <li>Align to the timeline and support the District Master Technology plan</li> <li>Assist departments to procure equipment for classroom use</li> <li>Maintain labs offices and classroom computer and A/V equipment</li> <li>Update and issue laptops to employees</li> <li>Dispose of equipment as e-waste</li> </ul> <p>VPAs VPis VPSSs</p> <p>Local IT Department (not distributed the same on each college – sometimes siloed in other areas like a lab, library, business/accounting dept. etc – survey IT skills potential)</p> <p>Institutional Research (varies at colleges)</p>
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## PCCD District Functional Map

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	District Information Technology Department Support and Responsibilities <b>Infrastructure Technology</b>	District Office - Business Process Owners, Human Resources, Finance, Academic Affairs Support and Responsibilities <b>Business Technology</b>	Colleges Responsibilities <b>Instructional technology</b>
<p><b>Technology Support Services and Applications</b></p> <p>PeopleSoft ERP Office365, password resets, and Helpdesk Counseling appointments (SARS) BI Tools CurriQunet Library Resources Maxient Conduct Manager Terradotta Campus Logic Connect Ed Handshake Credit for Prior Learning Peralta Apprenticeship AIM - Accessible Information Management</p>	<ul style="list-style-type: none"> <li>• Maintain, repair, install, and upgrade the infrastructure and data networks including the telephone network, the district servers, and Data Center.</li> <li>• Administer mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications.</li> <li>• Set the standards for video conferencing equipment, both in classrooms and conference rooms.</li> <li>• Provide access for email</li> <li>• Maintain the email systems</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the ERP business requirements to District IT.</li> <li>• Establish the development of requirements</li> <li>• Provide oversight for design, and ensure quality and standards meet defined expectations</li> <li>• Create and execute test plans</li> <li>• Develop and maintain manuals and SOPs for Business processes</li> <li>• Update District IT concerning changes and requirements in student financial aid business processes</li> </ul>	<ul style="list-style-type: none"> <li>• Provide end user technical services including maintenance, repairs, installations, upgrades, etc.</li> <li>• Carry out installation tasks</li> <li>• Ensure maintenance of classroom technology equipment</li> <li>• Provide computers to teaching staff as requested.</li> <li>• Purchase, Maintain and update, and secure College Servers (including active director servers for authentication and libraries)</li> <li>• Provide helpdesk and in-person phone support to college community</li> </ul> <p><b>Local IT Department</b> (not distributed the same on each college – sometimes siloed in other areas like a</p>



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## PCCD District Functional Map

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	<ul style="list-style-type: none"> <li>• Provide help desk services for LMS, SIS and other applications</li> <li>• Develop and maintain resources on application use, policy and procedures</li> <li>• Conduct all setup and modifications to applications</li> <li>• Provide technical support for students (helpdesk and phone support)</li> </ul> <p>Chief Technology Officer</p>	<p>VC Finance and Administration Services</p> <ul style="list-style-type: none"> <li>• Update and inform District IT about new applications or data required to comply with state or federal regulations regarding LMS, student services or instruction.</li> <li>• Update District IT concerning changes and requirements in student financial aid</li> </ul> <p>VC Academic Services and Student Success</p> <ul style="list-style-type: none"> <li>• Update and inform District IT about Human Resources regulations or requirements</li> </ul> <p>VC Human Resources</p>	<p>lab, library, business/accounting dept. etc – survey IT skills potential)</p> <ul style="list-style-type: none"> <li>• Provide face-to-face sites where students can get assistance with SSO, LMS, online courses and other IT issues</li> </ul> <p>VPAs VPSSs</p>
	<p>District Information Technology Department Support and Responsibilities <b>Infrastructure Technology</b></p>	<p>District Office - Business Process Owners, Human Resources, Finance, Academic Affairs Support and Responsibilities <b>Business</b></p>	<p>Colleges Responsibilities <b>Instructional technology</b></p>



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## PCCD District Functional Map

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		Technology	
<p><b>Technology Training</b></p> <p>PeopleSoft ERP Office365, password resets, and Helpdesk Counseling appointments (SARS) BI Tools CurriQnet Library Resources Maxient Conduct Manager Terradotta Campus Logic Connect Ed Handshake Credit for Prior Learning Peralta Apprenticeship AIM - Accessible Information Management</p> <p>Also using public apps Professional Sharepoint, Adobe Sign, Adobe Fillable forms, MS Forms, MS Teams, and zoom,</p>	<ul style="list-style-type: none"> <li>• Train college OT staff</li> <li>• Train faculty and staff on infrastructure</li> <li>• Train administrators on email, LMS, PeopleSoft, and Office applications</li> <li>• Develop and maintain resources about application use, policies, and procedures</li> <li>• Create SOP on applicable district IT resources</li> </ul> <p><b>Chief Technology Officer</b></p>	<ul style="list-style-type: none"> <li>• Training on LMS and other applications</li> <li>• Training on DE pedagogy and SOPs</li> <li>• Training on third-party IT used for classroom (Google voice, virtual exercises, Zoom)</li> <li>• Train users in the use of new or existing applications.</li> <li>• Train end users to have competence and confidence</li> </ul> <p><b>VC Academic Services and Student Success</b></p> <ul style="list-style-type: none"> <li>• Training on Finance and Business processes</li> <li>• Train users in the use of new or existing applications.</li> <li>• Train end users to have competence and confidence</li> </ul> <p><b>VC Finance and Administrative Services</b></p>	<ul style="list-style-type: none"> <li>• Train faculty and staff on various applications such as CurriQnet, email, LMS, PeopleSoft, Office applications, Sharepoint, other applications</li> <li>• Provide instructional technology tools and training (consider a Professional Development Series: Recorded workshops in CTS (Contract Tracking System), Sharepoint, Adobe Sign, Adobe Fillable forms, MS Forms, MS Teams, and Zoom.)</li> <li>• Prepare and maintain training documentation</li> <li>• Train faculty and staff on classroom technologies and A/V support</li> <li>• Train faculty and staff on the appropriate use of classroom technology equipment.</li> <li>• Train new users on new applications rolled out by district</li> <li>• Provide ongoing training</li> </ul>





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## PCCD District Functional Map

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<p>Google voice, Zoom phone etc.</p>		<ul style="list-style-type: none"> <li>• Train staff to ensure users understand the data and approve access to the data</li> <li>• Evaluate and approve access restrictions</li> <li>• Train staff on proper security for access</li> <li>• Grant access to make staff self-sufficient</li> <li>• Train people on ERP business processes using districtwide applications</li> <li>• Develop and maintain SOPs on processes used</li> <li>• Train users in the use of new or existing applications.</li> <li>• Train end users to have competence and confidence</li> </ul> <p>VC Human Resources VC Finance and Administration Services</p>	<p>(refreshers) for technology applications to get people up to speed, e.g. smart classroom training</p> <ul style="list-style-type: none"> <li>• Provide Just-in-Time training for training related to technology tools such Google, What'sAPP, Adobe sign, Adobe forms, Zoom, chatbot, Google voice, virtual office hours, zoom phone</li> <li>• Training on e-forms</li> </ul> <p>VPIs VPSSs VPAs Local IT Department</p>
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# PCCD District Functional Map

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