**Introduction 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 |
| --- | --- | --- |
| Accreditation(BP 3200AP 3200) | * Act as liaison between colleges and district for accreditation functions and issues.
* Responsible for addressing accreditation standards related to centralized district functions

Chief of Staff, VC of Academic Affairs and Student Success | * Coordinate and facilitate ongoing accreditation functions.
* College ALOs and Presidents are primary points of contact for ACCJC.
* Presidents

College Accreditation Liaison Officers |
| Admissions, Records, and Registration(BP5010, 5011AP 5010, 5011) | * Maintain online application (CCCApply) and automated process
* Set registration, rosters and related schedules;
* Establish Priority Registration
* Provide transcripts electronically and in print
* Offer annual training and updates to college A&R staff
* Serve as lead on all A&R PS functionality projects
* Serve as centralized registrar
* Ensure regulation compliance
* Serve as lead on annual internal audits of A&R items
* Maintain and monitor storage of student records (i.e. grades, attendance records etc.)
* Evaluates applications to determine eligibility for admission, review for complements and accuracy, code and process applications according to established policies and procedures.
* Update consistent Districtwide forms
* Process student requests for legacy records

Vice Chancellor of Academic Affairs and Student Success | * Maintain registration processes and services
* Maintain student records
* Designate priority registration for categorical programs and special populations
* Review external reporting (MIS, NSC, IPEDS) for accuracy related to student data/records
* Evaluate and award student degrees and certificates
* Assess the student requests for enrollment
* Educate campus staff, faculty and students enrollment forms
* Control Local Roster
* Partner with Instruction to collect missing rosters
* Process residency, Incomplete and Excused Withdrawals, Special Admission
* Evaluate incoming transcripts for students

Deans of Enrollment and college A&R staffVice President of Instruction |
| Adult Education | * Lead Representative for regional adult education consortium
* Liaison for all member districts (K-12s and Colleges) and partner agencies
* Assist all consortium members in planning of courses and programs in alignment with state requirements and pathways
* Oversee consortium-level budgets and distribution
* Submits reports to state for consortium (student data and fiscal)
* Provide not-for-credit Adult Education offerings through district’s contract training program

Executive Director Adult Education  | * Deliver instructional services related to Adult Education
* Oversee college-level budget for Adult Education
* Provides student data and budget information to District for state reporting
* Provide matriculation support to students
* Nurture and foster community partnerships
* Evaluate need for non-credit courses for adult education and develop courses as needed
* Provide GED support for students

Vice President of Instruction Dean of Career EducationInstructional DeansTransitional LiaisonsAssociate Dean for Student Success |
| Budget Services– Capital Outlay Project Administration(Chapter 6 of BP/AP)Specify 6600? | * Management of various phases of construction contracts
* Maintain multiple source project funding allocations and budgets
* Issue Notices to Proceed, Purchase Orders, and Notices of Completion
* Work closely with contractors, architects, and other service providers
* Maintain and reconcile project audits on a semiannual basis
* Preparation and submittal of reimbursement claims to state and other agencies
* Respond and compile requests for information for federal, state, and local agencies regarding projects.
* Maintain Fixed Assets Inventory System and prepare reports for auditors and insurance carriers.
* Reviews expenditures to ensure alignment with regulations

Vice Chancellor of General ServicesProject ManagersVC Finance and Administrative ServicesDirector of Purchasing\Warehouse personnelCitizens Oversight Committee | * Work closely with contractors, architects, and other service providers
* Tag fixed assets using the same convention as the District Office
* Track assets

(VPASs add bullets here, incorporate audit findings)Project ManagersDirector of Facilities and College OperationsVice President of Administrative ServicesStores Worker  |
| Budget Services– PayrollChapter 6 of BP/AP | * Processes payroll from source documents provided by the campus
* Processes authorized payline updates to ProRata program for part time faculty
* Prepares monthly, quarterly and annual federal, state, and district reports
* 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
* Monitors and adjusts employee wages
* Processes full in-house payroll, tax processing, deduction processing, net pay distribution (i.e. check printing, distribution of paychecks, direct deposit funding, etc.)
* Process pay adjustments, pay reconciliations, retro-active pay
* Respond to employee inquires – various in nature, some involve the college and many do not (i.e. tax, deduction, garnishments, direct deposit, etc.)
* Replace lost paychecks and stale dated paychecks
* Plans and organizes payroll dates and flow for incoming, as well as, outgoing activities (i.e. monthly schedules, fiscal year deadlines)
* Run PFT equated hours monthly report
* 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.
* 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.

VC of Finance and Administrative Services  | * Submits approved source documents: classified and student worker timesheets, classified overtime on LARs, stipend timesheets for part time faculty and corresponding ePAFS.
* Submits ProRata program updates for part time faculty
* The Campus reviews reports for accuracy: courses for each instructor, start & end dates, along with other relevant data and makes corrections in term workload and submits changes to Payroll for capture or possible adjustment.
* Continual campus feedback from employees or their mangers/deans, etc.
* Submit revised timesheets or revised faculty workload
* First point of contact of certain pay questions (i.e., submission of timesheets or workload)
* Few tasks on the monthly schedule are assigned to the colleges- Campus Schedulers and timesheet deadlines apply to all timesheets /all groups that submit
* Colleges notifies payroll of overpayment
* College submits laundry lists at the time of charge in the term workload (increase, decrease, late add or cancel) assignment – part time faculty.

(Need to start the bullets with verbs so it is very clear)Vice President of Administrative Services |
| Budget Services– Purchasing(BP 6330/AP 6330)(BP 6430/AP 6340)(AP 6345)Place these bullets into larger categoriesReview for themes under broad categories | * 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 performance of purchasing staff.
* Directs 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.
* Ensure goods and services necessary for the operation of the District are obtained at competitive prices
* Issue contracts and purchase orders goods, services and supplies
* Provide information and assistance to District personnel regarding contract administration and compliance, purchasing needs, procedures and problems.
* Contract management including, reviewing, analyzing and negotiating contracts and agreements.
* 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.
* Work with user departments to develop and prepare bid solicitations and proposals.
* Solicit bids, request for qualifications (RPQ), request for quotes (RFQ) and request for proposals (RFP) from qualified contractors.
* Interviews and negotiates 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.
* Provides technical direction on procurement, negotiation and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.
* Oversees the management of the vendor database system and provides appropriate action and corrective action to ensure completeness and accuracy of data on vendors, suppliers and contractors.
* Negotiates contracts and determines 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.
* Facilitates planning sessions with District executives and staff, college 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.
* Interfaces with consultants and contractors for District facilities programs.
* Supervises and evaluates the District’s Purchasing Department staff and warehouse staff.
* Coordinates 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.
* Maintains approved vendor’s listing for SLBE/SELBE through review of applications and research into vendors qualifications.
* Assist with SLBE/SELBE goal setting for construction projects, promoting District’s policy and programs relating to equal opportunity and non-discrimination objectives.
* Enforces the District’s SLBE/SELBE policy through implementation of the program, engaging small and local businesses in District contracting opportunities.
* Provides assistance to campuses and other District employees in facilitating vendor outreach efforts.
* Proposes changes to and maintains policy and procedure manuals for department systems.
* Responsible for the training of department personnel in the use of computerized systems and other equipment as necessary.
* Develop and manage budgets for Purchasing.
* Acts 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.
* Responsible for delivery of goods and equipment to campuses and district office.
* Equipment received by the Warehouse valued at $500 or more is tagged and inventoried into the District’s Fixed Asset System.
* District office printing and mail services
* Disposition of District property.
* Measure G (DGS) Need to explain some of the complicated bond authorities/ AB Com & also involves purchasing – Huron will help identify this

VC of Finance and Administrative ServicesChief Technology OfficerVC General Services | * Entry and approval of purchase requisitions
* Communicates with employees and vendors regarding purchases
* Approves budget transfers, budget journals, vouchers, and requisitions
* Receives goods at the campus
* Ensures adequate funds are available for purchasing

Examine grounds, construction reporting to DOVice President of Administrative Services |
| Career Education and Strong Workforce Development(AP 4102) | * High level planning and visioning for to meet current and future workforce and career technical education needs of the district and beyond.
* Create partnerships in alignment with colleges
* Identify and expand new and developing markets
* Develop and implement strategies for achieving college and district goals and objectives related to career/occupational/workforce education
* Co-chair district wide CE meeting
* Plan, develop and manage SWP Regional Funds for District Office
* Provide spend down updates for colleges
* Ensure adherence to reporting deadlines and Nova reporting

Director of Academic Affairs | * Manage CTE certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill
* Review and revise, as necessary, existing programs to meet industry needs
* Work with employer advisory committees and other regional entities
* Promote career technical education programs to communities, high schools, and special populations
* Plan, develop, and maintain the college’s compliance with appropriate state and federal regulations related to career technical programs
* Develop and enhance training programs designed to serve local workforce needs
* Represent college on district, local, regional, and state workforce committees

Dean of Career Technical Education  |
| Catalog Development | * Coordinates timeline for Catalog Development
* Provide colleges with updated “district wrap around”
* Assist with formatting and publish college catalogs (web and/or print)

Vice Chancellor of Academic Affairs and Student ServicesDirector of Marketing | * Revise and update college catalog on an annual basis
* Ensure production and timely release of college catalogs and addenda
* Ensure accuracy of catalog course and program listings against Chancellor’s Office Curriculum Inventory (COCI) and student information system
* Ensure accuracy of student services information

Vice President of Student Services Vice President of Instruction |
| Child Care Centers (Laney and Merritt College) | * Provide high quality early care and education
* Provide early intervention for children with special needs
* Enhance family capacity by providing services and education for parents
* Provide best practices in early education
* Support early education educators throughout the district.
* Maintain accreditation of Child Development Centers with state and other agencies
* Ensure grant reporting is timely and sustained

Director of Child Care Centers Center  | * Maintenance and facilities for Child Development Center facilities at campus sites.

Director of Maintenance and Operations |
| Curriculum Review and Approval(BP 4020AP4020)  | * Co-chair district wide CIPD (Council on Instruction, Planning, and Development) meetings
* Ensure compliance in proposed new and updated curriculum
* Ensure the BOT reviews all curriculum updates
* Review all new courses and programs and revised courses and programs from each of the four colleges are reviewed and action is taken by the district CIPD.
* Submit all course and program proposals to the Board of Trustees for review and action.
* Make recommendations on districtwide matters pertaining to curriculum and instruction to the Board of Trustees.
* 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.
* Review and request updates to PCCD APs as it relates to curriculum matter.
* Oversee Peralta’s Uniform Course Numbering (UCN) system
* Provide guidelines for college-to-college consultation requirements for curriculum development
* Ensure uniform implementation of Curriculum management system platforms to ensure consistent reporting via MIS system, ASSIST and others.
* Provide curricular related training to faculty and administrations as needed
* Establish guidelines for effective term for course proposals
* Provide annual training to college curriculum committee leads to discuss pressing curriculum updates
* Provide colleges and the Office of Human Resources with district wide discipline lists to comply with minimum qualifications requirements

Vice Chancellor of Academic Affairs and Student Services | * Identify community needs
* Develop and promote fall, spring, and summer schedule for community education classes
* Work with instructors to develop curriculum for community education classes
* Support marketing of community education classes
* Facilitate registration of students and payment for courses
* Ensure that the curriculum, courses and programs, including CE programs development process are in alignment with the CCCCO guidelines, Title 5 and Education code.
* Distance Education courses are approved separately by the Curriculum Committee.
* (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)
* Ensure that the courses and programs appear in the College catalog correctly.

Vice President of Student Services Vice President of Instruction  Curriculum Committee/Senate |
| Distance Education(AP 4105) | * Facilitate communication between the statewide initiatives like CVC-OEI and the colleges to provide timely updates and follow the protocols.
* Establish and maintain DE project timelines and priorities for the purpose of assuring elated activities comply with established standards, consortium requirements, regulations, policies and procedures.
* Collaborate with and provide updates to district wide shared governance committees
* Coordinate and support the expansion of the Peralta Online Equity Initiative.
* Directs the development and implementation of CVC-OEI student exchange program.
* Collaborate with the IT and District Technology Committee to design new technology for student success.
* Coordinates and direct educational planning activities and professional development
* Develop and implement district DE plan that aligns with college DE plans
* 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.
* Provide 24/7 help desk support to students and faculty
* Usher agreements for related educational technology and faculty training contracts and assess LTI services.
* Provide training and resources on LTIs (external tools) and educational technology.
* Obtain, manage and assess all LTI contracts and services
* Develop tools and adopt new technology for student authentication, faculty resources, college website

Director of Academic Affairs | * Ensure courses are correctly identified as approved for delivery through distance education in COCI and in local course data.
* Collaborate with Distance Education Coordinators in development of and the offering of professional development opportunities for faculty.

Vice President of Student Services Vice President of Instruction |
| Dual Enrollment (? BP 5010?/AP 5011) | * Strategic support for district wide growth
* Ushering CCAP and other MOUs with HS Districts
* Attending City Wide Tables for partnership development
* Provide professional development for Dual Enrollment faculty and administration
* Create partnerships with area Charter Schools

Director of Academic Affairs | * Faculty members provide instruction
* Coordinate onboarding, I.e., High School, Adult School
* Process batch enrollment and forms
* Provide outreach to community partners and organizations

Vice Presidents of InstructionVice Presidents of Student ServicesDeans of all Instructional Areas |
| Educational Services/Academic Affairs(Chapter 4 of BP/AP) | * Establish the Academic Calendar
* Ensure compliance with BP/APs and CA Ed Code on related academic matters including
	+ Curriculum
	+ Course/Program Development
	+ Contract Education
	+ Grading
	+ Instructional Service Agreements
* Coordinate with colleges on planning and implementation of course offerings for SEM
* Review Articulation agreements
* Developing plans and strategies for growth in course offerings
* Update relevant APs
* Coordinate district-wide collaboration on areas that impact students that swirl
* Establish timelines and guidance for program review/annual program updates and program discontinuance

Vice Chancellor of Academic Affairs and Student Services | * Athletics
	+ Intercollegiate athletic sports.
	+ Title IX reporting
	+ Adhere to CCCAA, Central Valley Conference, and other regulations
* Basic Skills and ESL
* Contract Education (Credit and Non-Credit)
	+ Development of contractual agreements (i.e. MOU) for educational credit will primarily rely on District staff for its development and negotiated agreement
	+ All instructional and student services support of the MOU for college credit will be college-based
	+ Ensure adherence to minimum qualifications for faculty.
* Credit for Prior Learning
* Program Development and Review
* Instructor evaluations
* Schedule Development
	+ Develop schedule based on student needs and faculty input
	+ Assign courses to faculty and monitor faculty workloads
* Responsible for ongoing management of e-campus operations (scheduling, student services, etc.)
* Curriculum development

Vice President of Instruction Vice President of Student Services |
| Facilities  | * Receiving goods
* Storeskeeping
* Mail delivery
* Capital Improvement

Vice Chancellor of General ServicesDirector of Facilities and Operations | * Cleaning and maintenance of facilities
* Mail delivery
* Capital Improvement projects

 Vice Presidents of Administrative Services Director of Facilities |
| Financial Aid(BP 5130AP 5130)Review for themes under broad categories | * Update annual global packaging rules, associated run controls, pop-updates and job set queries within PeopleSoft
* Test all functions of PeopleSoft financial aid administration upon version and patch updates
* Runs Financial Aid authorization process to create transmission of Common Origination and Disbursement (COD) files
* Draws down funds reported from COD reports submitted by colleges
* Post all financial aid activity to student accounts
* Run refund disbursement process for student accounts
* Transfers funds and files to 3rd Party Administrator (Bank Mobile) for disbursement to students
* Download student ISIRs and CalSIRs used for packaging and verification
* Apply and maintain any system waiver requirements/exceptions as stipulated by DOE, CCPG, BOGG, etc.
* Reconciles return of funds to DOE from 3rd party administrator and to the State of California as needed
* Assists with fraud and forgery issues in collaboration with other offices
* Performs cyclical reconciliation in coordination with colleges
* Maintains accounts according to federal and state cash management regulations
* In collaboration with colleges, perform monthly and annual reconciliation of financial aid disbursements
* Maintains and utilizes District Information Technology (IT) to ensure efficient Financial Aid administration
* Manage Financial Aid types and related budgets
* Submit MIS data to the State Chancellor’s Office
* District contact for audit engagement activities
* Create and disseminate regularly scheduled reports for college reconciliation of anomalies due to failed authorization, failed disbursement, and failed packaging
* Collaborate on data collection and reporting of annual FISAP reports
* Maintain in collaboration with colleges documented procedures and training for district wide financial aid administration
* Maintain in collaboration with colleges an annual student financial aid handbook and related resources
* Lead annual collaboration efforts on annual business system set up criteria (including testing)
* Work with internal auditor on review of district efficiencies and practices
* Review and support with SIS issues related to Campus Logic
* Create and maintain a designated communication stream for district wide financial aid administration matters
* Maintain packaging rules related to external awards (non-global), used for exceptional student aid (e.g., HEERF)

 District Executive Director of Fiscal Services District Financial Aid Director District Accounting  District Financial Aid Analysts District Finance  District IT | * Submit COD reports to the District Office
* Award, package and disburse Financial Aid to students
* Oversees and monitors Satisfactory Academic Progress
* Provides calculations for unmet need
* Intake Federal Direct Loan applications and award
* Review, approve or deny student appeals
* Verification intake of student files as they pertain to State and Federal Regulations
* Responsible for oversight and monitoring of Financial Aid resources
* Conduct InReach and Outreach Financial Aid workshops and Financial Literacy Programs
* Direct Ongoing training of employees to ensure compliance with Title IV and state regulations
* Submit annual FISAP reports to DOE
* Verify MIS data for District submission

Directors of Financial Aid (and direct report staff: FA Officers and FA Specialists)Vice Presidents of Student Services |
| Grant Management(AP 3280)Update with recently reviewed APReview Manual | * Ensure CA Ed Code and Federal compliance in spending and reporting
* Provide support in college submission of Federal Grants
* Track grant reporting and send reminders for completion to colleges
* Maintain compliance for all district Academic Affairs and Student Services grants to include all budget related and reporting requirements
* Track and report spending to ensure all funds are utilized
* Monitors and approves reporting for Nova CE projects
* Responsible for fiscal data collection

Vice Chancellor of Academic Affairs and Student ServicesVice Chancellor of Finance | * Adhere to Education Code and district policy and procedures
* Develop and recommend new and revised courses and programs to the Board of Trustees
* Maintain course and program records in the Chancellor’s Office Curriculum Inventory (COCI)
* Develop and maintain Student Learning Outcomes at the course, program, and institutional levels.
* Complete and submit reports to the California Community Colleges Chancellor’s Office

Vice Presidents of Instruction and Student Services |
| Guided PathwaysVision for SuccessAB 705Credit for Prior learning (CPL)Noncredit/CDCP | * Provide data
* Ensure compliance
* Standardize Policies and Procedures
 | * In alignment with the Vision for Success, the PCCD Strategic priorities, the colleges implement Guided Pathways structure as a foundation for student success.
* As part of the Pathways and Equity advancing focus, the colleges implement AB 705 for Math, English, and ESOL
* In collaboration with the district, the colleges implement CPL
* Colleges develop NC/CDCP as appropriate including CE focus to enhance pathways from adult schools, community-based organizations, high schools, and other partner organizations
 |
| Health Services(BP 5200AP 5200)COVID has impacted this and policy |  | * Advertise Health Services/Mental Health
* Hire and oversee Mental Health Providers
* Coordinate efforts with the district
* Complete data reports and submit to the district and state
* Collect data to assess student needs and continuous improvement

 Vice President of Student Services |
| Human Resources (add details for example HR/Risk Management)(Chapter 7 of BP/AP)) | * Provide employee relations support including performance evaluations, discipline, labor negotiations, etc.
* Coordinate and manage recruitment and selection
* Administer and enforce collective bargaining agreements
* Benefits administration including health benefits, leave accruals, worker’s compensation, etc.
* Plan and coordinate employee orientations and functions
* Employee training and development
* Oversee Risk Management Function
* Provide human resource information system management

Vice Chancellor of Human Resources | * Performance evaluations, discipline, etc.
* Assure compliance with collective bargaining agreements
* Participate in recruitment and selection
* Employee training and development
 |
| Institutional Research(?BP 5225?AP3225) | * The Office of Institutional Research provides the district and colleges with information and research to support planning, assessment, accreditation, policy formation, and decision-making.
* The District IR Office provides leadership in organizing research and planning of key state initiatives (e.g., California Promise, Guided Pathways, Integrated Planning, and AB 705).
* Coordinates with colleges on the submission of key state reports (e.g., CCFS 320, MIS, SCFF, IPEDS, Project Success).
* Development of training videos, guides, and workshops (e.g., Oracle BI dashboard reports and PBI reports).
* Designs, maintains, manipulates and queries specialized databases and information systems to support research.
* Collaborates with IT to ensure maintenance of data research, data warehouse systems, assist in developing data and report quality assurance processes and procedures.

Associate Vice Chancellor for Planning & Institutional Research | * + MIS data validation
	+ 320 data validation
	+ SCFF data validation
	+ IPEDS data entry and validation
	+ Fill college requests for specific research
 |
| International Students(AP 5012) | * Acts as a liaison between state and federal agencies such as DSH, USCIS, SEVP, DoS, etc
* Create, maintain, and update technologies specific to the international student program
* Ensure international student compliance for F-1 international students
* Directly recruit international students (internationally and domestically) and identify potential agency partnerships
* Provide admissions, orientations, advising, counseling, activities, workshops, and other services for F-1 international students
* Oversee and manage Study Abroad programs
* Act as a liaison between the colleges and district as it relates to international students and study abroad programming
* Identify and coordinate international contract education opportunities
* Review and update policies such as tuition fees, health insurance, study abroad processes, etc
* Director of International Education
 | * N/A
 |
| Legal Contracts(See BP 6340, 6345AP 6340, 6345, 6350, 6370?) | * 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.
* The CTS system is an IT Ticketing system. It was implemented as a temporary solution until PeopleSoft 9.2 is fully implemented.

Currently there is only one legal employee who reports directly to the Chief of Staff. | * Colleges upload contracts into the CTS System
* Respond to any questions presented by the legal team.

Route contracts for final signatures once closed out in the CTS System. |
| Peralta Foundation | * Coordinates district fundraising and approve fundraising events
* Provides accounting services for funds that are raised and/or spent from fundraising activities and Foundation programs
* Administers scholarship funds
* Coordinates donor communication
* Oversee and approve donor recognition across District and colleges
* Chancellor

Executive Director of the Peralta Foundation | * Executes fundraising events according to approved plan
* Implement programs and initiatives that are funded through the Foundation
* Report to District Foundation Office on use and impact of donor funds
* Colleges award scholarships and select student applicants in collaboration with Foundation
* Implement donor recognition on campus
* Update the Foundation on donor contacts and communications

President |
| Planning and Budget Integration Model(BP 6250 need 6200/ AP 6250 need 6200) | Chief of staff |  |
| Professional Development(BP 7160No AP) | Staff Development CoordinatorVCAA/SSDAS | College academic senate/PD committee |
| Public Communication/Marketing | * Provides the marketing & communication platform for email to students, employees and community members (currently HubSpot).
* 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.)
* 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.
* The District is responsible for the hosting, content and design of the District-branded websites including [www.peralta.edu](http://www.peralta.edu); <https://safe.peralta.edu>; <https://build.peralta.edu/>; and <https://gems.peralta.edu/>.
* Provides technical support for the colleges’ WordPress websites
* Responsible for district-branded social media accounts.
* Responsible for district-wide advertising and promotions.
* Assists colleges with college-branded advertising upon request.
* Provides District “talking points” for College-level communication with employees, students, and community members

Executive Director of Marketing, Public Relations & Communications | * Provides the content and uses the system for emailing to students.
* Provide the content for SMS texting to students.
* The Colleges are responsible for the hosting, content, and design of the college-branded websites.
* Colleges are responsible for college-branded social media accounts
* Responsible for college-branded advertising and promotions
 |
| Risk Management | * Procures and maintains liability, property and other appropriate insurance and self insured programs;
* Develops and implements systems, policies and procedures for the identification, collection and analysis-of-risk related information;
* Educates and trains the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program;
* Leads, facilitates, and advises departments in designing risk management programs within their own departments;
* Collects, evaluates, and maintains data concerning patient injuries, claims, worker’s compensation, and other risk-related data;
* Investigates and analyzes root causes, patterns, or trends that could result in compensatory or sentinel events;
* Help identify and implement corrective action where appropriate;
* Serves as the organization’s liaison to the insurance carrier;
* 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

Chief of Staff | * Timely submission of claims along with all supporting documentation
* Attend trainings for specific business units
* Actively monitor and mitigate risk on campuses

Vice Presidents of Administrative Services |
| Strategic Enrollment Management(??BP 4226, 5010, 5011, 5052 5055/ AP4226, 5010, 5011, 5052, 5055??) | * Ensures compliance with District, state, and federal policies, rules, and regulations
* Development of data, reports, and analytics to support Enrollment Management (IR dept)
* Collaborate with colleges to develop annual targets for FTES and FTEF
* Submit the CCFS-320 Report
* Update the District SEM Plan to include college SEM goals for district wide collaboration

Vice Chancellor of Academic Affairs and Student SuccessAVC of Institutional Research | * In conjunction with the district, develop and follow a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students
* Ensures compliance with District, state, and federal policies, rules, and regulations
* Collaborate with District to develop annual targets for FTES and FTEF
* Ensure strategic enrollment plans incorporate the Student-Centered Funding Formula
* Develop and maintain external partnerships
* Confirm CCFS-320 report data
* President
* Vice Presidents of Student Services and Instruction
* All Deans
* PIOs
* Researchers
* IT

VPAS |
| Student Services(Chapter 5 of BP/AP) | * Ensure BP/AP and CA Ed Code compliance on student admissions, enrollment, grades, record corrections, residency and fees
* Support technological advancement and innovation in serving students at the colleges. Related to

 Counseling Orientation Communication Categorical Programs Accessibility Discipline* Partnership Development that aids students
* Meet with Associated Student and Student Trustee leadership to support established goals

Vice Chancellor of Academic Affairs and Student Services | * Welcome Center
* Admissions & Records
* Outreach/Orientation
* Financial Aid
* Counseling
* Articulation
* Student Life
	+ Organize and support student government and clubs
* Student Accessibility Services (SAS – aka DSPS)
* Extended Opportunities Programs & Services (EOPS/CARE)
* Next Up (Foster Youth)
* CalWORKs
* Student Equity (Sankofa/Umoja, Puente & FYE (First Year Experience)
* Undocumented Community Resource Center
* Veterans and Military Services
* Student Basic Needs
* Career & Transfer Center
* Confirm Data for MIS Reporting

Vice President of Student Services* Deans of Student Services Service

Deans of Student Services  |
| Information Technology – Help Desk | * Student and staff assistance with Office365, password resets, and general technology issues

Associate Vice Chancellor of Educational Services and Information Technology | * Admissions & Records support students and staff with assistance with password reset
 |
| Information Technology – Data Management | * Maintain Enterprise Resource Planning System (Ellucian Colleague) in conjunction with designated Colleague Team Leads/Product Experts
* Monitor and maintain data integrity and consistency
* Support and develop secondary data storage and reporting services
* Develop and provide operational reports for district staff
* Provide data for institutional research department
* External data reporting
* Coordination of systems that connect/share data with ERP (SARS, OnBase, etc.)

Associate Vice Chancellor of Educational Services and Information Technology | * Monitor and maintain data integrity and consistency
 |
| Information Technology – Technology Development and Planning | * Oversight of District Strategic Plan for information technology
* Lead District Technology Council (DTC), Administrative Technology Advisory Committee (ATAC), and Instructional Technology Advisory Committee (ITAC)
* DTC makes recommendations to Chancellor’s Executive Cabinet

Vice Chancellor of Educational Services and Workforce Development District Technology Council (DTC) | * Propose new technology projects to ATAC and ITAC committees through the college governance process

President  |
| Information Technology – Technology Services and Applications | * Infrastructure and maintenance including voice, video, and data networks; central computing servers and other data center systems; approval and purchase of all computers and peripheral hardware
* Administration of mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications
* End user technical services including maintenance, repairs, installations, upgrades, etc.
* Sets standards for video conferencing equipment, both in classrooms and conference rooms
* Responsible for installation, programming, and maintenance of classroom technology equipment
* Training for faculty and staff on the appropriate use of classroom technology equipment.

Associate Vice Chancellor of Educational Services and Information Technology | * Maintains classroom instructional technology
* Provides computers to teaching staff as requested
* Provides media services for non-instructional events.

Vice President of Educational Services (WHCC & WHCL) Media Services Specialist (WHCC & WHCL) |
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|  | **District Information Technology Department****Support and Responsibilities** | **District Office Business Process Owners, Human Resources, Finance, Academic Affairs Support and****Responsibilities** | **Colleges Support and Responsibilities** |
| --- | --- | --- | --- |
| **Data Management**PeopleSoft ERPCanvas Office365, password resets, and Helpdesk Counseling appointments (SARS)BI Tools CurriQunet Library Resources Maxient Conduct Manager **T**erradotta Campus Logic Connect Ed HandshakeCredit for Prior Learning Peralta ApprenticeshipAIM - Accessible Information Management | * District IT maintains Enterprise Resource Planning System in conjunction with designated Team Leads/Product Experts
* District IT is the custodian of the data and maintains the security and access of the data.
* District IT coordinates the systems that connect/share data with ERP. They also evaluate the security of external applications.

Provide data access for institutional research department | * Business owners monitor and maintain data integrity and consistency and external data reporting.
* Business owners are responsible for maintaining a data dictionary.
* Business owners develop and provide operational reports for college and District staff.
* Business owners provide training to ensure users understand the data and approve access to the data.

Business owners review access restrictions and train the on proper security; once training is completed grant access to make staff self- sufficient | The colleges are responsible for correct data entry. |
| **Technology Development and Planning** | * District IT is responsible for oversight of the District Strategic Plan for information technology.

District IT leads the District Technology Committee (DTC) with technology planning and recommends priorities. The DTC forwards the recommendations to Planning Budget Committee (PBC) and to the Chancellor’s Executive Cabinet | * Business owners identify missing processes that would bridge institutional gaps.
* They collaborate with District IT to create solutions and address improvements in business processes.

Business owners propose new technology projects through the District and college participatory governance process. | * Colleges recommend platforms and improvements based on faculty and student needs
* Colleges make recommendations, via College Technology Committee and college counsel for systems use and policies.

The Colleges will bring their prioritization to the District Technology Committee for recommendation. |
| **Technology Support Services and Applications**PeopleSoft ERP Office365, password resets, and Helpdesk Counseling appointments (SARS)BI Tools CurriQunet Library Resources Maxient Conduct Manager **T**erradotta Campus Logic Connect Ed HandshakeCredit for Prior Learning Peralta ApprenticeshipAIM - Accessible Information Management | * District IT maintains repairs, installations, upgrades the infrastructure and data networks including the telephone network, the district servers, and Data Center.
* District IT maintains the administration of mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications.
* District IT sets the standards for video conferencing equipment, both in classrooms and conference rooms.
* District IT Is responsible for providing access for email and maintaining the email systems.

District IT provides help desk services. | * The application business owners provide the ERP business requirements to District IT.
* Business owners establish the development requirements, provide oversight for design, and ensure quality and standards meet defined expectations.
* The business owners create and execute test plans.

Business owners train users in the use of new or existing applications. They support technological competence and confidence with end users. | * The Colleges support the end user technical services including maintenance, repairs, installations, upgrades, etc.
* Colleges carry out installation tasks, and they ensure the maintenance of classroom technology equipment
* Colleges train faculty and staff on the appropriate use of classroom technology equipment.
* Colleges provide computers to teaching staff as requested.
* Colleges provide help desk services.
* Colleges provide training for faculty, staff, and administrators on

various applications like email, LMS |
|  |  |  |  |