



SAN JOSÉ · EVERGREEN
Community College District

SAN JOSÉ – EVERGREEN COMMUNITY COLLEGE DISTRICT DELINEATION OF FUNCTIONS

• SPRING 2023 •





INTRODUCTION

The Delineation of Functions, Spring 2023 update has been a collaborative effort by over 60 district employees. The process used the 2016-2017 version as a base. College staff who perform the functions were identified by the Vice Presidents. District staff were identified by the Office of Institutional Effectiveness and Student Success (IESS). The review process was conducted in stages:

STAGE 1 - STAFF, MANAGERS, AND SUPERVISORS



STAGE 2 - VICE CHANCELLOR/ASSOCIATE VICE CHANCELLORS' REVIEW



STAGE 3 - PRESIDENTS' RECOMMENDATIONS



STAGE 4 - CHANCELLOR

Updating the Delineation of Functions is designed to be a transparent and iterative process; providing significant staff-level input while preserving executive oversight. To the extent possible, staff-level reviews have been preserved as written. The Delineation of Functions will be published bi-annually or more often when significant changes or additions occur. Functions that have not been vetted or documented by the publication deadline are held over for the next edition. The Chancellor is the final stage of review; with Presidents making recommendations where agreement could not be made at the earlier stages of review.



Future editions of the document will be updated using the following mechanisms:

- **Regularly Scheduled Bi-Annual Review:** Every other year, staff, managers, and supervisors will be contacted to review and update their offices' functions. Once staff and manager reviews are complete, Vice Presidents will review those changes before going to the Vice Chancellor/Associate Vice Chancellors, then to the Presidents and Chancellor for review.
- **Ongoing submission to IESS:** Submit changes to IESS via email with the subject line "Delineation of Functions." These may be recent changes in function, questions, suggestions for content, or corrections. Changes will go through the vetting process and may be published in scheduled and unscheduled releases.
- **Functions assigned for documentation:** Functions without entries, functions needing more detail or areas of divergent opinion will be assigned to a working group to document and resolve those functions to be included in the next scheduled to unscheduled edition.

Through this iterative and collaborative process, we are actively building a document that communicates the functional responsibilities of the colleges and District office so that functions are well understood by San José – Evergreen Community College District.

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SAN JOSÉ · EVERGREEN
Community College District

INSTRUCTIONAL PROGRAMS

DELINEATION OF FUNCTIONS



INSTRUCTIONAL PROGRAMS

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 1. Program/Course Development</p>	<ul style="list-style-type: none">• Board of Trustees:<ul style="list-style-type: none">» <i>Approve all new program/course curricula.</i>• Office of Institutional Effectiveness and Student Success (IESS):<ul style="list-style-type: none">» <i>Provide technical expertise regarding State requirements to college curriculum/technical committees.</i>» <i>Provide analysis of program/course productivity and monitor, in partnership with the colleges.</i>» <i>Develop and review terms and conditions for academic MOUs, including the preparation and submittal of the board item of Academic MOUs, including College CCAP Agreements for Board approval.</i>» <i>Package approved CCAP, Board minutes, and high school Board minutes to State Chancellor's Office.</i>» <i>Track existing Academic Agreements, CCAP agreements, and process periodic renewals.</i>» <i>Provide a list of active offsite locations where academic programs or district activities take place to Facilities to ensure those are added to the State's Fusion system. Locations where services or instruction take place need to be monitored to ensure compliance and for safety purposes.</i>	<ul style="list-style-type: none">• Program/course development is primarily the responsibility of the College and faculty therein.• All new programs/courses must follow the College curriculum approval process via the College Curriculum Committee that reports to the Academic Senate.• New career technical programs also go through a regional approval process.• The colleges provide support to faculty for distance education courses and programs including training on the learning management system.• Ensure that all existing course outlines are periodically updated in accord with applicable standards and regulations and meet the educational needs of their students.• Assess all new programs under consideration or in development for suitability to student learning needs, community workforce needs, and available resources, and for alignment with the unique mission of each college.• Regularly evaluate the quality and currency of all instructional programs.





INSTRUCTIONAL PROGRAMS ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 1. Program/Course Development ~Cont'd</p>		<ul style="list-style-type: none">• The Office of Academic Services:<ul style="list-style-type: none">» <i>Is the data steward for course and program information and maintains accurate, up to date, and secure records.</i>• Academic Services:<ul style="list-style-type: none">» <i>Will work with the relevant District Office on matters of data quality.</i>• Adhering to state and federal law, develop Dual Enrollment and concurrent enrollment programs in collaboration with high school. Develop CCAP agreements with the high schools and submit to IESS.
<p>► 2. Instructional - Academic Calendar/Course Scheduling</p>	<ul style="list-style-type: none">• The Instructional Calendar is negotiated between the District and faculty union. Instructional Calendar determines beginning and end of term dates, number of instructional days, holidays, finals, breaks, professional develop days etc. adhering to State regulations.• Academic Calendar is created by A&R Offices in coordination with IESS/ITSS after the Instructional Calendar is set.	<ul style="list-style-type: none">• Each college, its Vice Presidents, and its Deans develop a schedule of classes that meet student and community needs.• A&R:<ul style="list-style-type: none">» <i>Once the Instructional Calendar is determined, A&R will work with the District Office (IESS) to determine registration dates, regular census, refunds, and drop dates.</i>





INSTRUCTIONAL PROGRAMS ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 2. Instructional - Academic Calendar/Course Scheduling ~Cont'd	<ul style="list-style-type: none">• Human Resources:<ul style="list-style-type: none">» Negotiate the Instructional Calendar with the faculty union and the administrative negotiating team members.• Board of Trustees:<ul style="list-style-type: none">» Approve proposed Instruction Calendars.• IESS:<ul style="list-style-type: none">» Once the Instructional Calendar is approved by the Board, IESS calculates and coordinates with A&R the registration dates, regular census, refunds, drop dates.» Once both colleges agree, IESS sets up registration dates, term dates, regular census, refunds, drops dates, holidays, finals, breaks and professional development days, in Colleague.• ITSS:<ul style="list-style-type: none">» Responsible for setting up priority registration dates in Colleague.» Support colleges with CVC-OEI eligibility and operations.	<ul style="list-style-type: none">• The Office of Academic Services:<ul style="list-style-type: none">» Is responsible for inputting the course/section start dates. From this, Colleague calculates census and refund dates.» Is responsible for ensuring that the different versions of the schedule and the locally hosted schedule of classes are accurate and consistent. Colleges will correct any inconsistencies.• ITSS:<ul style="list-style-type: none">» ITSS sends calculated dates report of non-weekly attendance (census/dates for short-term, late-start, positive attendance courses) section to A&R for review.» Discrepancies in dates are resolved by collaborative process between A&R, IESS, ITSS, Academic Services.» A&R and ITSS will agree to Priority Registration dates. Must be the same for both colleges.» The Colleges will agree to the same term dates, regular census, refund, drop dates.» The college will post College Academic Calendar on website including priority registration dates, graduation petition deadline, commencement dates, pass/no-pass due dates, grade availability, etc.





INSTRUCTIONAL PROGRAMS ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 3. College Catalog	<ul style="list-style-type: none">• IESS:<ul style="list-style-type: none">» <i>Provide technical support to produce the College Catalogs. Ensure compliance of district policies and procedures, state and federal laws, and guidelines of accrediting organizations.</i>» <i>District holds the contract with the catalogue vendor.</i>• ITSS:<ul style="list-style-type: none">» <i>Provide technical support for data associated with transfer.</i>	<ul style="list-style-type: none">• Ensure that the College Catalogs are produced yearly and that the information in them is accurate.• The Offices of Academic Services:<ul style="list-style-type: none">» <i>Are responsible for production of College Catalog and will coordinate with campus content experts for content and IESS for Course Leaf technical support.</i>• Maintain course transfer information on district provided site annually.• Curricular changes must be approved in time for inclusion into the Catalog and course schedules.• It is recommended that Colleges produce addendums for corrections or omissions.
▶ 4. Enrollment Management	<ul style="list-style-type: none">• Board of Trustees:<ul style="list-style-type: none">» <i>The Board provides policies that inform institutional direction for enrollment management.</i>» <i>Working in collaboration with campus personnel, prepare documents and reports as required or requested by State agencies or District personnel.</i>	<ul style="list-style-type: none">• Analyze enrollment trends and student data and to inform enrollment management strategies and manage productivity.• Design course schedules in accordance with student educational needs and demands, to maximize FTES, and productivity.





INSTRUCTIONAL PROGRAMS ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 4. Enrollment Management ~Cont'd	<ul style="list-style-type: none">• IESS:<ul style="list-style-type: none">» <i>In collaboration with the colleges, develop analyses of enrollment trends.</i>» <i>Provide analysis of program/course productivity and monitor, in partnership with the colleges.</i>• ITSS:<ul style="list-style-type: none">» <i>Work with colleges and across the District with implementations of critical enrollment management, retention and student success tools such as Degree Audit, Early Alert, SARS, CRM (e.g. ConexEd).</i>	<ul style="list-style-type: none">• Analyze enrollment trends and student data and to inform enrollment management strategies and manage productivity.• Design course schedules in accordance with student educational needs and demands to maximize FTES and productivity.• Tie enrollment management strategy to budgeting, and resources allocation in alignment with strategic goals.• Provide guidance on compliance regarding new and revised sections of applicable laws and regulations.• The President of each college consults with their administrative team, analyzes resources and community needs, and proposes the scope and directions of an enrollment management strategy.
► 5. Student Learning Outcomes/ Assessment	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» <i>Provide support for College SLO platforms.</i>	<ul style="list-style-type: none">• The institution identifies and regularly assesses learning outcomes for courses, certificates and degrees.• Establish process for assessing Student Learning Outcomes at the course level, program level in all areas, and institutional/degree level.





INSTRUCTIONAL PROGRAMS ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 5. Student Learning Outcomes/ Assessment ~Cont'd		<ul style="list-style-type: none">• Campus SLOAC committees coordinate with department Coordinators/Faculty leads, Deans, and campus leadership to ensure programs are completing assessment.• The SLOAC committees analyze assessment results at the course, institutional, and GE levels.
▶ 6. Program Review	<ul style="list-style-type: none">• IESS:<ul style="list-style-type: none">» <i>Update and modify changes to Program Review CROA query as directed by College Research, Planning and Institutional Effectiveness Offices (RPIE).</i>» <i>IESS is responsible for the District Services Program Review process. Resource requests are forwarded to the appropriate Executive leader and are incorporated into the budget process.</i>	<ul style="list-style-type: none">• The colleges develop and implement their own program review and resource allocation models through their shared governance processes and in cooperation with their Academic Senates.• Each process is overseen by a shared-governance committee, and after several review and approval steps, results in recommendations to the College President and relevant resource allocation committees.• College Presidents submit reports on the status of program review to the Board of Trustees.• Colleges are responsible for running CROA Program Review reports and using data per the respective college processes.





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STUDENT SERVICES

DELINEATION OF FUNCTIONS



STUDENT SERVICES

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FUNCTION	DISTRICT	COLLEGE
<p>► 7. Enrollment Services</p> <p>7.1 Admissions & Records</p>	<ul style="list-style-type: none">• IESS:<ul style="list-style-type: none">» <i>Work with college staff to resolve data accuracy issues.</i>» <i>Research and resolve curriculum issues reported by the Colleges that are preventing students from registering.</i>» <i>Activate the schedule of classes.</i>• ITSS:<ul style="list-style-type: none">» <i>Work with College staff to resolve MIS data edits and other data accuracy issues.</i>» <i>Maintain online census reporting for faculty to provide accurate student attendance reporting.</i>» <i>Generate MIS reports and submit to CCCCCO per MIS calendar.</i>» <i>Provide technical support to students for applications submission and new student account creation.</i>	<ul style="list-style-type: none">• Ensure compliance with relevant sections of the Education Code and Title 5.• Ensure that application and student enrollment data is complete and correct, determine residency, and ensure MIS Data Element accuracy.• Facilitate year-round application and registration processes.• Manage maintenance, imaging, organization, storage, backup, and security of all student records, including evaluations, grades, petitions and waivers, and archival educational records.• Oversee and/or process grade changes, probation and dismissals.• Process all student transcript requests.• Manage maintenance, imaging, organization, storage, backup, and security of faculty records, rosters, and attendance and grade reporting.• Maintain auditable admissions, attendance, and incoming transcript files.• Evaluate academic records for degree and certificate completion; issue diplomas and certificates of completion.• Send submittal reminders to faculty.





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 7. Enrollment Services 7.1 Admissions & Records ~Cont'd		<ul style="list-style-type: none">• A&R is the data steward for student information and maintains accurate, up to date, and secure records.• Work with ITSS and IESS to revise business processes and other issues that are causing data quality issues.• Campus A&R is responsible for the submission of accurate and timely data to the National Student Clearinghouse.• International Students:<ul style="list-style-type: none">» <i>Provide appropriate coordination for international students, ranging from pre-admission to visa applications, and transition into the college mainstream.</i>
► 8. Testing Center		<ul style="list-style-type: none">• Testing Center:<ul style="list-style-type: none">» <i>Coordinate placement testing for students to place into ESL classes.</i>» <i>Ensure the security of the assessment process.</i>» <i>Schedule and coordinate assessment testing dates, times, locations, and staff.</i>» <i>Arrange for special testing procedures for students with special needs such as students with functional limitations.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 8. Testing Center ~Cont'd		<ul style="list-style-type: none">» <i>Provide for the computerized scoring of such tests and the distribution of test results to counselors and students.</i>» <i>Develop and order forms for the testing process.</i>» <i>Initiate purchase requisitions after identifying tests, supplies, books, and equipment needed.</i>» <i>Monitor appropriate expenditure accounts for the assessment process.</i>
► 9. Financial Aid	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» <i>ITSS maintains numerous financial aid reports (including FISAP and State MIS), provides technical support in creating new required reports, and interfaces with Colleague.</i>» <i>Maintain Colleague and assist with annual setup for upcoming award year, including writing rules and subroutines and uploading updates and software patches.</i>» <i>Work with College staff to resolve MIS data edits and other data accuracy issues.</i>	<ul style="list-style-type: none">• Financial Aid Offices:<ul style="list-style-type: none">» <i>Financial Aid is the data steward for student financial aid information and maintains accurate, up to date, and secure records.</i>» <i>Work with ITSS and IESS to revise business processes that are causing data accuracy issues, assist with data validation in Data Warehouse/ CROA.</i>» <i>Post transmittal data to Student Accounts.</i>» <i>Counsel and educate both students and parents in the application process and the completion of required documents.</i>» <i>Develop and update website and printed financial aid materials.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 9. Financial Aid <i>~Cont'd</i>	<ul style="list-style-type: none">• Fiscal Services - Accounting:<ul style="list-style-type: none">» Run voucher process and draw down funds.» Request wire transfer to third- party disbursement administrator.» Provide relevant information for the FISAP reports in support of the college FA Offices.» Maintain accounts according to Federal cash management regulations.• ITSS and IESS:<ul style="list-style-type: none">» Work with college staff to provide tools to validate data in downstream systems and work with staff to resolve data issues.	<ul style="list-style-type: none">» Conduct Free Application for Federal Student Aid (FAFSA) workshops to assist students with submitting the FAFSA online.» Create and update all financial aid forms and documents.» Create and process student files.» Run and review transmittal report.» Upload FAFSA information for campuses to maintain, verify, and award.» Process Financial Aid applications and corrections, performing need analysis to determine student eligibility.» Perform file verifications which includes the review and analysis of student and parent tax return transcripts.» Invoice and recover overpayments and over awards to students.» Reconcile return of funds from the third-party disbursement administrator.» Clear discrepancies: credit checks, citizenship, residency, selective service, social security, high school diploma, enrollment history, ability to benefit, data matches, and National Student Loan Data System (NSLDS).





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 9. Financial Aid <i>~Cont'd</i>		<ul style="list-style-type: none">» <i>Monitor and evaluate Satisfactory Academic Progress and conduct Appeal Committee meetings.</i>» <i>Implement Federal and State aid programs including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work Study (FWS), Subsidized and Unsubsidized Direct Loans, Cal Grant (B and C), Chafee Grants, Full Time Student Success Grant (FTSSG), EOPS Grants, CARE Grants, Scholarships, Board of Governors Fee Waivers (BOGFW), Americorps Awards, Emergency Book Loans, and Promise Grants.</i>» <i>Complete and submit the FISAP report to the Department of Education.</i>» <i>Process all BOGFWs/Promise.</i>» <i>Conduct loan orientations and exit advising for student loans.</i>» <i>Process Direct Loans through the US Department of Education; prepare loan disbursements and reconcile at appropriate intervals.</i>» <i>Calculate and process Title IV refunds (Return to Title IV [R2T4]) and over-award repayments.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 9. Financial Aid ~Cont'd</p>		<ul style="list-style-type: none">» Each Financial Aid Office is responsible to monitor and ensure Financial Aid Awards and Disbursements are closely traced and are responsible for the collection of R2T4 and overpayment funds – as well as the any compliance reporting required by Title IV or other mandates resulting from categorical or other funds.» Perform monthly reconciliation of all Federal programs.» Reconcile Federal Work Study earnings for year-end reporting.» Oversee and approve the expenditures of the Board Financial Assistance Program (BFAP) Administrative Allowance (e.g., for equipment, marketing items, advertisement and organizing financial aid events), and complete the BFAP year-end report.» Retrieve FAFSA applicant information from the Central Processor, notify students of required documents and transmit corrections to electronic Institutional Student Information Records (ISIR).» Manage the Web Grant system for Cal Grants B and C and Chafee Grants.» Use Colleague to authorize student aid disbursements.





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 9. Financial Aid ~Cont'd</p>		<ul style="list-style-type: none">» <i>Create the Disbursement Schedules (Calendar), Award Policies, and Student Budget and Satisfactory Academic Progress Policy, in coordination with both colleges' Financial Aid Offices, ITSS, Accounting, and other departments as appropriate.</i>» <i>Manage program funds associated with the awarding of financial aid.</i>» <i>Complete Federal Department of Education Common Origination and Disbursement (COD) and State MIS reports and reconcile all funds. Gainful employment reporting.</i>» <i>Enrollment reporting through third party national student clearing house.</i>» <i>Complete and submit the program participation agreement for recertification with the U.S. Department of Education.</i>» <i>Complete and submit the institutional participation agreement for recertification with California Student Aid Commission.</i>• Administrative Services:<ul style="list-style-type: none">» <i>Manage HEERF funds in collaboration with Financial Aid.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 10. International Students		<ul style="list-style-type: none">• International Students Offices:<ul style="list-style-type: none">» <i>Review and evaluate F1 international student application materials.</i>» <i>Issue initial I-20 and transfer documents for admissions.</i>» <i>Maintain and monitor compliance with Student and Exchange Visitor Information System (SEVIS) requirements.</i>» <i>Report F1 international student enrollment information to SEVIS.</i>» <i>Calculate and collect F1 international student fees.</i>» <i>Coordinate counseling services for F1 international students.</i>» <i>Ensure academic progress for F1 international students.</i>» <i>Act as Primary Designated School Official (PDSO) and Designated School Official (DSO).</i>» <i>Work with approved international partners for student placement.</i>» <i>Ensure appropriate and required student Health Plans are in place.</i>» <i>Coordinate international student events and activities.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 10. International Students ~Cont'd		<ul style="list-style-type: none">» <i>Coordinate marketing, outreach/recruitment, and social media to attract prospective students & families.</i>» <i>Oversee the international program budget.</i>» <i>Provide counseling services, orientation services, transfer services, educational planning, and follow-up services for student success.</i>» <i>Review and conduct initial evaluation of student transcripts and requests for course substitutions and credit.</i>» <i>Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.</i>» <i>Evaluate requests for prerequisite verifications.</i>» <i>Meet students to complete graduation petitions.</i>
► 11. Outreach & Recruitment		<ul style="list-style-type: none">• Outreach and Recruitment Offices:<ul style="list-style-type: none">» <i>Coordinate recruitment, testing, admissions, and work with the counseling department to ensure effective intake process for prospective students.</i>» <i>Coordinate with academic staff, student organizations and alumni to involve them in the College recruitment function.</i>» <i>Participate in the development, planning and implementation of recruitment strategies to increase the awareness of the College among potential students.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 11. Outreach & Recruitment ~Cont'd		<ul style="list-style-type: none">» <i>Design, in collaboration with Public information Office, promotional recruitment materials to be utilized departmentally and collegewide.</i>» <i>Represent the College at community and outside organization functions including career days, special events, and conferences.</i>» <i>Advise current and prospective students regarding college preparation and entrance requirements.</i>» <i>Maintain ongoing relationships with all feeder high schools and community organizations.</i>» <i>Act as College liaison to high schools and other educational institutions, as well as corporate, community, and governmental organizations.</i>
► 12. Veterans		<ul style="list-style-type: none">• Veterans Offices:<ul style="list-style-type: none">» <i>Verify and report student enrollment on a weekly basis and certify benefit eligibility.</i>» <i>Report academic progress on a semester basis.</i>» <i>Calculate tuition and supplies costs for Veteran students.</i>» <i>Maintain student file documents for auditing purposes (3 year requirement).</i>» <i>Maintain applicable degree and certificate reporting requirements.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 12. Veterans ~Cont'd		<ul style="list-style-type: none">» Provide counseling services, orientation services, transfer services, educational planning and follow-up services for student success.» Review and conduct initial evaluation of student transcripts and requests for course substitutions and credit.» Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.» Evaluate requests for prerequisite verifications.» Meet students to complete graduation petitions.
▶ 13. Graduation		<ul style="list-style-type: none">• Graduation Departments:<ul style="list-style-type: none">» VP of Student Services oversee commencement planning process. Student Life Director coordinates commencement.» Collaborate with Admissions and Records to identify potential graduates.» Coordinate graduate and faculty participation in ceremony.» Keep track of graduation data.» VP Administrative Services ensures that the execution of commencement is properly executed. CTSS, Grounds, and Custodial will provide the services outlined by the Commencement Committee.





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 14. Categorical Programs</p> <p>14.1. CalWORKs/ WIN/Keys to Success</p>	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» <i>Provide support to data entry staff for accurate and timely data.</i>• ITSS and IESS:<ul style="list-style-type: none">» <i>Provide standardized reports/dashboards for special programs to review population data, get enrollment, demographic, and success data via cohort tool, cohort tool training, Power BI and Precision Campus.</i>	<ul style="list-style-type: none">• California Work Opportunity and Responsibility to Kids (CalWORKS) Offices:<ul style="list-style-type: none">» <i>Manage contracts with the County of Santa Clara, other identified agencies and the State Chancellor's Office to ensure compliance with grants.</i>» <i>Ensure that students are correctly approved and enrolled in CalWORKs services through verification in County Verification System (CalWIN).</i>» <i>Develop Welfare-to-Work plans for County referred clients.</i>» <i>Place students into appropriate Work Study placements on and off campus.</i>» <i>Work with Bookstore and Student Financial Aid system to process all County paid books and supplies.</i>» <i>Compile and submit appropriate reports.</i>» <i>Send monthly billing and reconciliation to the County of Santa Clara for all services rendered.</i>» <i>Maintain Academic Progress Reports for all students, and send participation alerts regarding all students who are not making satisfactory progress.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 14. Categorical Programs 14.1. CalWORKs/ WIN/Keys to Success ~Cont'd</p>		<ul style="list-style-type: none">» <i>Provide counseling services, orientation services, transfer services, educational planning, and follow-up services for student success.</i>» <i>Review and conduct initial evaluation of student transcripts and requests for course substitutions and credit.</i>» <i>Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.</i>» <i>Evaluate requests for prerequisite verifications.</i>» <i>Categorical programs are the data stewards for students in their program and will create/ maintain accurate, up to date records for MIS reporting.</i>
<p>► 14. Categorical Programs 14.2. Student Accessibility (SAS-SJCC)/Disabilities Support Program (DSP-EVC)</p>		<ul style="list-style-type: none">• SAS/DSP Offices:<ul style="list-style-type: none">» <i>Provide specialized counseling to students with verified and or educational limitations.</i>» <i>Authorize and implement academic accommodations through an interactive process between the student and a DSP/SAS Specialist.</i>» <i>Oversee test proctoring as part of academic accommodations.</i>» <i>Provide tutorial assistance.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 14. Categorical Programs</p> <p>14.2. Student Accessibility (SAS-SJCC)/Disabilities Support Program (DSP-EVC)</p> <p>~Cont'd</p>		<ul style="list-style-type: none">» <i>Maintain High Tech Center for students who are unable to access the screen and/or keyboard, or perform word processing in the traditional manner.</i>» <i>Provide necessary referrals and recommendations for services outside of each college.</i>» <i>Provide counseling services, orientation services, transfer services, educational planning, and follow-up services for student success.</i>» <i>Coordinate and provide sign language interpreters and captioners to students who are deaf and hard of hearing.</i>» <i>Provide assistive technology.</i>» <i>Convert text into alternate media format.</i>» <i>Provide training for adaptive technology and software.</i>» <i>Offer Educational Assistance Courses to students with educational and/or functional limitations.</i>» <i>Review and conduct initial evaluation of student transcripts and requests for course substitutions and credit.</i>» <i>Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 14. Categorical Programs</p> <p>14.2. Student Accessibility (SAS-SJCC)/Disabilities Support Program (DSP-EVC)</p> <p>~Cont'd</p>		<ul style="list-style-type: none">» Evaluate requests for prerequisite verifications.» Meet students to complete graduation petitions.• EVC DSP Offers:<ul style="list-style-type: none">» Provide outreach to local High schools and community services.• SJCC SAS Offers:<ul style="list-style-type: none">» Provide Learning Disability Assessment.
<p>► 14. Categorical Programs</p> <p>14.3. EOP&S/CARE/ALMAS/Guardian Scholars</p>	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» Provide tools for programs staff to use to validate MIS data, prior to submission for timeliness and accuracy.• ITSS and IESS:<ul style="list-style-type: none">» Provide reports/dashboards for special population programs to review data, get enrollment, demographic, and success data via CROA Power BI, Precision Campus, or other reporting system.	<ul style="list-style-type: none">• EOPS/CARE Offices:<ul style="list-style-type: none">» Provide services that extend "above and beyond" each college's traditional commitment.» Offer multiple individual academic and personal counseling sessions each semester and develop educational plans.» Provide financial support including book vouchers and grants to support student needs.» Utilize case management to provide individualized academic follow-up with students.» Provide counseling services, orientation services, transfer services, educational planning, and follow-up services for student success.» Review and conduct initial evaluation of student transcripts and requests for course substitutions and credit.





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 14. Categorical Programs</p> <p>14.3. EOP&S/CARE/ALMAS/Guardian Scholars</p> <p>~Cont'd</p>		<ul style="list-style-type: none">» <i>Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.</i>» <i>Evaluate requests for prerequisite verifications.</i>» <i>Meet students to complete graduation petitions.</i>» <i>Programs are the data steward for special populations and are responsible for accurate and timely data for MIS submissions and other data dependent operations.</i>
<p>► 15. Counseling</p>		<ul style="list-style-type: none">• Counseling Department:<ul style="list-style-type: none">» <i>Coordinate and facilitate new student and parent orientation/program planning sessions.</i>» <i>Counsel new, continuing and returning students on transfer and degree requirements, assessment/placement, academic expectations, college facilities and resources, student rights and responsibilities, and academic success tips.</i>» <i>Oversee intervention program for students on probation and dismissal (notification of status, workshop coordination, hold determination, dismissal intervention, and readmission).</i>» <i>Develop graduation petitions for students seeking AA/AS/ADT degrees and certificates.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 15. Counseling ~Cont'd		<ul style="list-style-type: none">» Review and conduct evaluation of student transcripts and input course equivalencies into student information system and for student with transfer credits.» Review requests for course substitutions and credit.» Review and assist with preparation of Transfer Admission Agreements and Transfer Admission Guarantees.» Evaluate requests for prerequisite verifications.» Evaluate multiple measures, self-assessment results and other documentation regarding student placement.» Coordinate campus wide Early Alert notification.» Teach Guidance and Counseling courses.» Conduct student success workshops on various topics.





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 16. Student Health Services	<ul style="list-style-type: none">• Review and maintain policies and procedures to ensure safe college communities.• Provide and coordinate services for removal, storage, and handling of HazMat materials, medication, and controls.• Director of General Services:<ul style="list-style-type: none">» <i>Liaise with Insurance and Risk Management companies and organizations to outline new guidelines and compliance requirements.</i>	<ul style="list-style-type: none">• Student Health Services Departments:<ul style="list-style-type: none">» <i>Provide registered students access to health services and referrals to community clinics and resources. Including, but not limited to, nursing, medical and mental health services.</i>» <i>Perform testing and provide care based on Medical Director's standing orders.</i>» <i>Offer case management and mental health counseling with Licensed Marriage & Family Therapist and Interns.</i>» <i>Work with College Research Deans and IESS when conducting data collection from student surveys.</i>» <i>Provide nursing services, assessment and planning, including: first aid, health promotion/ counseling, and family planning education.</i>» <i>Provide medical evaluation by family practice physicians and/or Nurse Practitioners, including physical exams, low-cost STI's screening/ treatment, monitoring chronic conditions, etc.</i>» <i>Triage on-campus injuries in the clinic of students and staff during clinic hours contingent upon nursing availability.</i>





STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 16. Student Health Services ~Cont'd</p>		<ul style="list-style-type: none">» Provide low-cost adult immunizations, including tuberculin screening tests (TST) and influenza vaccinations, provide documentation and continue to input and access students' immunization record(s) into/from the California State Immunization Registry.» Monitor, consult, and provide notification of exposure of communicable diseases, per the Centers for Disease Control and Prevention (CDC), and Santa Clara County Public Health including Methicillin-Resistant Staphylococcus Aureus (MRSA), and measles.» Provide collegewide health promotion/awareness events including smoking cessation and HIV/AIDS.» Coordinate Medi-Cal Administrative Activities (MAA) program across each college campus.» Case Manager will assist with the facilitation of a behavior Intervention Team to deal with reports about "students of concern."» Monitor revenues and expenditures budget.» Collaborate with broader campus regarding use of HEERF funds.

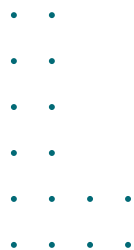




STUDENT SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 17. Student Life and Leadership		<ul style="list-style-type: none">• Student Life Offices:<ul style="list-style-type: none">» <i>Coordinate, assist, and develop programs and events for diverse student population.</i>» <i>Facilitate an environment where students can participate in the life of the campus.</i>» <i>Make recommendations to improve student experience and success.</i>» <i>Advise members of the student governing council and clubs.</i>» <i>Assist and advise with Associated Student Government's (ASG) yearly elections of officers within the governing council.</i>» <i>Promote District-wide efforts to encourage voter registration.</i>» <i>Develop student leadership opportunities through workshops, training, and conference attendance.</i>» <i>Work with College Research Deans and IESS when conducting data collection from student surveys.</i>





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Community College District

HUMAN RESOURCES

DELINEATION OF FUNCTIONS



HUMAN RESOURCES

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 18. Recruitment & Selection and Onboarding of New Employees	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Human Resources is the data steward for staff information and maintains accurate, up to date, and secure records.</i>» <i>Advertise/recruit positions.</i>» <i>Maintain applicant tracking system.</i>» <i>Review minimum qualifications determinations.</i>» <i>Review search committee membership.</i>» <i>Conduct prescreening process for completeness of application, and diversity of the pool of applicants.</i>» <i>Orient screening committees and provide members with process instructions and requirements.</i>» <i>Ensure completion of mandatory diversity training to allow for search committee participation.</i>» <i>Review committees' screening criteria and interview questions.</i>» <i>Communicate status of candidacy to applicants.</i>» <i>Confirm salary placement.</i>» <i>Process successful applicants for employment.</i>	<ul style="list-style-type: none">• Submit Personnel Action Form (PAF) to Human Resources to initiate hiring.• Review minimum qualifications determinations for adjunct faculty.• Request participants from constituency groups for selection committees in accordance with hiring procedures.• Staff must complete mandatory diversity training to allow for search committee participation.• Establish selection criteria/interview questions.• Confirm salary placement for adjunct faculty.• Process successful applicants for employment of adjunct faculty.• Enter new employees into HR/payroll system for adjunct faculty.• Place new hires on board docket for Board approval for adjunct faculty.• Conduct application screenings. Conduct interviews.• Recommend finalists.





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 18. Recruitment & Selection and Onboarding of New Employees ~Cont'd	<ul style="list-style-type: none">» Enter new employees into HR/payroll system.» Place new hires on board docket for Board approval.» Conduct new employee orientations.» Process all substitutes, hourly, and student workers.» Manage and keep position control up to date including vacancies, retirements, and new positions.	<ul style="list-style-type: none">• Conduct final interviews. Select candidates.• Conduct reference checks.• Submit Personnel Action Forms (PAFs) and Board Elections (BOEs) to Human Resources to hire.
► 19. Personnel Files	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» Function as the custodian of all official personnel files for regular contract employees, both permanent, probationary, short temporary, substitute, and professional expert files.» Process retirement, benefits, COBRA, employment verifications, and letters of reasonable assurance.	<ul style="list-style-type: none">• Submit completed evaluations to District HR for inclusion in official personnel file.• Function as the custodian of all adjunct faculty personnel files.• Responsible for all new adjunct hiring documents and entering information into Colleague.• The Office of Academic Services:<ul style="list-style-type: none">» Is the data steward for section/course data and adjunct faculty information and maintains accurate, up to date, and secure records.» Will work with the District Office on matters of data quality.





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 20. Personnel Transactions	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Function as the custodian of the HR component of Colleague.</i>» <i>Execute the personnel transactions submitted by all District and College departments on the PAF (for example, account code changes for labor and benefits, working-out-of-class assignments, contract reductions, step increases, and transfers).</i>» <i>Submit applicable personnel transactions to Board of Trustees for approval.</i>» <i>Initiate re-classification process.</i>» <i>Issue reminders for classified, full-time faculty, and manager evaluations.</i>» <i>Provide classified, full-time faculty and manager evaluation forms to supervisors and administrators.</i>» <i>Function as the custodian of full-time faculty and administrator evaluations.</i>» <i>Conduct and collect participant surveys used in administrator evaluations. Compile results of surveys and provide to supervising administrators.</i>» <i>Create administrative contracts.</i>	<ul style="list-style-type: none">• Submit PAFs that have been approved by department and senior College management to Human Resources for account code changes for labor and benefits, working-out-of-class assignments, contract reductions, reassignment, and transfers.• Ensure data are accurate and there is adequate budget for positions.





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 20. Personnel Transactions ~Cont'd	<ul style="list-style-type: none">» Provide oversight and support in all progressive discipline actions.» Administer compliance and process with County of Santa Clara 700 forms.	
► 21. Employee Group/ Union Contracts & Meet-and-Confer Groups	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» Meet and Confer sessions with Management, Supervisors and Confidential groups.» Organize all processes and procedures that pertain to the collective bargaining process regarding sunshining, negotiations, contract review, grievances, and arbitrations.	<ul style="list-style-type: none">• Administer union contracts in accordance with the agreements.• Meet and consult with collective bargaining groups, to build trust and collaboration, to find solutions to conflicts, and to improve the workplace climate.• Oversee agreements confirmed through the Meet and Confer process with Management, Supervisors, and Confidential groups.• Office of Academic Services:<ul style="list-style-type: none">» Maintain seniority rehire preference list.
► 22. Worker's Compensation	<ul style="list-style-type: none">• Administer workers compensation claims filed against the District.• Function as liaison between employees and third-party administrator, and attorneys regarding all aspects of workers' compensation claims and settlements.	<ul style="list-style-type: none">• Report unsafe conditions.• Promote safety in the workplace; ensure compliance with all applicable safety and industrial environmental codes; and reduce exposure to accidents, citations or litigation.• Management ensures that employees have proper training and equipment to carry out work assignments.





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 22. Worker's Compensation ~Cont'd	<ul style="list-style-type: none">• Monitor incident reports to ensure that District safety issues are addressed and corrected if needed.• Oversee all Industrial accident and illness leaves of absences to ensure compliance.• Provide assessment of any employee's work restrictions in relations to duties.• Assess employee work restrictions in relation to job duties.	<ul style="list-style-type: none">• Managers notify Benefits Coordinator of any employee work restrictions in relation to job duties.• Management submits authorization for Board approval of any and all volunteers to ensure Workers' Compensation coverage.• Report property damage and other potential liabilities to District Risk Manager.• Maintain compliance with regulations related to student athletes, travel, and releases.
► 23. Benefits	<ul style="list-style-type: none">• Human Resources:<ul style="list-style-type: none">» <i>Accept, process, and maintain all employee documentation pertaining to employee and retiree health and welfare benefits.</i>» <i>Conduct new hire orientations.</i>» <i>Provide educational programs pertaining to health and wellness.</i>» <i>Function as liaison among employees, broker, Self-Insured Schools of California (SISC), and insurance carriers regarding insurance-related problems.</i>» <i>Coordinate Benefits Committee meetings.</i>» <i>Provide oversight of all eligible leaves of absence as they relate to Benefit eligibility.</i>	





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 23. Benefits ~Cont'd	» <i>Coordinate Americans with Disabilities Act (ADA)/ Fair Employment and Housing Act (FEHA) and Fitness for Duty process.</i>	
► 24. Training	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Coordinate all mandated trainings for personnel and monitor compliance.</i>» <i>Provide staff development for position specific expertise.</i>» <i>Provide manager and supervisors professional development.</i>» <i>Coordinate Deans Academy.</i>» <i>Provide administrative assistant training.</i>» <i>Provide Classified Unit training.</i>	<ul style="list-style-type: none">• Sponsor College - specific Professional Development Days for faculty and staff.• Staff the Staff Development Center.• Provide department/division specific training.• Work with College Research Deans when conducting survey data collection.• Plan and implement Deans Academy in collaboration with HR.• Conduct special training for new hires.
► 25. Equal Employment Opportunity	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Oversee search and selection processes to ensure that they conform to rules and regulations regarding equal employment opportunity.</i>» <i>Train search committees on appropriate rules and regulations.</i>» <i>Advocate for diversity.</i>	





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 25. Equal Employment Opportunity ~Cont'd	<ul style="list-style-type: none">» Receive, investigate, and respond to complaints of unlawful discrimination in the employment process and in the workplace.» Receive and process all correspondence and complaints from Office of Civil Rights (OCR), Equal Employment Opportunity Commission (EEOC), and Department of Fair Employment and Housing (DFEH) when complaints involve employees.» Respond to complaints received from the State Chancellor's Office.» Provide demographic reports for applicant pools for all employee groups. Comply with State reporting requirements in terms of workforce demographics.	
► 26. Complaints & Investigations (Harassment, Discrimination, Title IX, Whistle Blower)	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» Provide leadership, coordination, and oversight for all Title IX, Harassment and Discrimination, and whistleblower complaints.» Coordinate with campuses to ensure complainants and respondents receive needed support services and accommodations.» Take the lead in monitoring, training and reporting on complaints and investigations.	<ul style="list-style-type: none">• Provide resources to students Campus Title IX Coordinators will take in and assess Title IX student to student complaints, investigate allegations, and provide campus-based remedies.• Assess climate for students.• Provide Title IX training for students using web-based programs such as Get Inclusive.• Work with College Research Deans when conducting survey data collection.





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 26. Complaints & Investigations (Harassment, Discrimination, Title IX, Whistle Blower) ~Cont'd	<ul style="list-style-type: none">» Communication and education regarding federal and state laws regarding Title IX, harassment and discrimination, whistleblower laws, rights and responsibilities of employees, and relevant District policies, including the process for filing complaints for purposes of investigation and resolutions.» Conduct or coordinate investigations of complaints and effective responses.» Provide Title IX training to faculty and staff.» Coordinate and monitor Title IX sexual harassment training requirements for all personnel.» Ensure effective actions are taken to remedy complaints.» Identify and address any systematic problems related to complaints in collaboration with other necessary offices.» ITSS provides technical support for Title IX related software.» Work with IESS when conducting survey data collection.	





HUMAN RESOURCES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 27. Classification	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Review and update the District classification system to maintain competitiveness and internal equity.</i>» <i>Develop occupational information related to job qualifications, descriptions, and position characteristics to maintain the District classification system.</i>» <i>Participate in salary surveys and make salary recommendations.</i>» <i>Develop, research, and update job descriptions and manage reclassifications processes and appeals.</i>	<ul style="list-style-type: none">• Use existing classifications to assign work and duties.• Propose new position through established procedure and process.
► 28. HR Information System	<ul style="list-style-type: none">• Human Resources Office:<ul style="list-style-type: none">» <i>Monitor and maintain HR information systems and generate annual or ad hoc reports as needed.</i>» <i>Coordinate, enter, test and track data/changes in the HR system to ensure data consistency and system functionality.</i>» <i>Research best practices and make recommendations on HR system-based projects.</i>» <i>Maintain permanent/short-term hourly employees' employment information in the system.</i>	<ul style="list-style-type: none">• Maintain part-time adjunct employment information in the HR system.• Update overload faculty assignments and related information in the system.• The Office of Academic Services:<ul style="list-style-type: none">» <i>Is responsible for data accuracy related to faculty assignments and load.</i>





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Community College District

ADMINISTRATIVE SERVICES

DELINEATION OF FUNCTIONS



ADMINISTRATIVE SERVICES

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 29. Auxiliary Services 29.1. Bookstores	<ul style="list-style-type: none">• General Services Director (GSD):<ul style="list-style-type: none">» <i>Negotiate contract and monitor compliance of terms and conditions.</i>» <i>Implement campus stores Advisory Committee.</i>» <i>Liaison with bookstore contractor. Manage contract with bookstore contractor.</i>» <i>Provide access to website and utilities.</i>» <i>Provide security.</i>• ITSS:<ul style="list-style-type: none">» <i>Supports vendor integration for textbook sales in student course schedule.</i>	<ul style="list-style-type: none">• Coordinate membership of campus stores Advisory Committee.• Provide access to website and facilities.• Provide facilities for the bookstore delivery system, designed to serve students in the areas of textbooks and supplies.• Coordinate with faculty and other personnel the acquisition of textbooks, supplies and special related material required for instructional programs.• Provide leadership support to ensure the services are delivered to all students.• Promote timely ordering of books.• Serve as liaison between District Office and Auxiliary Services.
► 29. Auxiliary Services 29.2. Food Services	<ul style="list-style-type: none">• General Services:<ul style="list-style-type: none">» <i>Manage food services, including beverage contract and food service/vending contract.</i>	<ul style="list-style-type: none">• Provide leadership support to ensure the services are delivered with high standards to all students, staff, and faculty.• Provide related facilities and custodial services.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 30. Bids and Contracts	<ul style="list-style-type: none">• Submit contracts and MOUs to Vice Chancellor of Administrative Services for review and approval prior to services rendered subject to bid requirements and need for Board approval.• All MOUs should be signed by the Vice Chancellor of Administrative Services on behalf of the district. MOUs and agreements with institutions, education providers, etc. Can also include the Presidents of each college as the representative of each prior its execution by the District.• Fiscal Services/General Services Director (GSD):<ul style="list-style-type: none">» <i>Review and revise contracts, leases, license agreements and other legal documents to ensure that they conform to District standards as well as legality, mitigate risk for District, and accomplish the purposes of the District.</i>» <i>Coordinate with the initiator of the contract to ensure timely and comprehensive handling of contractual matters.</i>» <i>Provide technical assistance to all levels of management with regard to contract form, contract process, and the necessity for outside legal counsel.</i>» <i>Conduct training sessions for College and District employees with regard to contract policy and procedures.</i>	<ul style="list-style-type: none">• Initiate College contracts, which are required for annual services, maintenance agreements, professional services, copyright or licensing agreements, and facility or vehicle rentals.• VPAS (Vice President of Administrative Services), Director of College Fiscal Services, and Business Services Supervisor review all Independent Contractors agreements for content, budget, and conformance to plan.• Provide any applicable specifications that the College requires in the contract.• Assess the product or service provided to determine whether it is in compliance with the requirements specified in the contract.• Assure that the GL Account and the funds are correct and available.• Provide due diligence to ensure that pricing from vendors is both reasonable and fair, and the terms are acceptable and favorable to the College.• Define priorities of services needed to support the College mission and plans.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 30. Bids and Contracts ~Cont'd	<ul style="list-style-type: none">» <i>Maintain significant district-wide contracts and leases for District property.</i>» <i>Assess the need for legal advice on contract issues. Serve as liaison between the District and outside legal counsel on contractual issues.</i>	<ul style="list-style-type: none">• Establish the necessary connections with industry, government, and other Institutions for the execution of MOU's, letters of intent, letters of interest to develop new programs, partnerships, and initiatives.• Seek legal advice on contract issues, as needed, or when there are changes to standard contracts.
► 31. Risk Management	<ul style="list-style-type: none">• Vice Chancellor of Administrative Services:<ul style="list-style-type: none">» <i>Accept, review, and coordinate response to subpoenas and legal discovery requests.</i>» <i>Administer property and liability claims filed against the District under direction of the and coordination with Facilities or HR.</i>» <i>Provide, review and analyze certificates of insurance for District functions and outside vendors.</i>• Fiscal Services/General Services Director (GSD):<ul style="list-style-type: none">» <i>Oversee administration of District's Property & Liability, and Student Insurance Programs.</i>» <i>Coordinate Health & Safety Inspections for campuses and district office, and work with related personnel to implement safety measures.</i>» <i>Main point of contact for District's illness, injury and prevention program required for CAL OSHA.</i>	<ul style="list-style-type: none">• Report unsafe conditions.• Promote safety in the workplace; ensure compliance with all applicable safety and industrial environmental codes; and reduce exposure to accidents, citations or litigation.• Requesting appropriate insurance from vendors and MOU partners in consultation with District risk manager.• Management ensures that employees have proper training and equipment to carry out work assignments.• Managers assess any employee's work restrictions in relation to job duties.• Obtain appropriate student field trip and volunteer waiver forms as appropriate.• Report property damage and other potential liabilities to District Risk Manager.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 31. Risk Management ~Cont'd	<ul style="list-style-type: none">» <i>Main contact for the District's property, liability, and workers compensation JPAs. Provide requested information to JPA for insurance program.</i>» <i>In coordination with Associate Vice Chancellor of Physical Plant Development and Operations, monitor incident reports to ensure that District safety issues are addressed and corrected as needed.</i>» <i>Coordinate with Colleges to maintain high standards of safety to minimize risk. Provide HazMat, property and liability, employee health and safety, and other risk management guidelines and protocols for handling at each Institution.</i>	<ul style="list-style-type: none">• Maintain compliance with regulations related to student athletes, travel, and releases.• Maintain high standards of safety to minimize risk.• Management submits authorization for Board approval of any and all volunteers to ensure Workers Compensation coverage.
▶ 32. Facilities Master Planning	<ul style="list-style-type: none">• Associate Vice Chancellor of Physical Plant Development and Operations:<ul style="list-style-type: none">» <i>Assist the colleges with the implementation of facility master plans regardless of funding source</i>» <i>Oversee the outcome of the facilities master plan as implemented in campus projects. Conform execution is in line with the educational master plan as it informs the facility master plan.</i>» <i>Provide technical expertise to faculty, staff, and administration in the planning of facilities to meet the educational needs of the community.</i>	<ul style="list-style-type: none">• Develop College Facilities Master Plan based on the requirements specified in the Educational Master Plan and the Facilities Condition Index.• Consider total costs of ownership factors when implementing the facilities master plan.• Facilitate input, revisions, and updates of the College's Facilities Master Plan to ensure that the Plan is accurate and is consistent with institutional, instructional and other needs, efficient space utilization, aesthetics, sound planning, conservation, and fiscal responsibility.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 32. Facilities Master Planning ~Cont'd	<ul style="list-style-type: none">» <i>Ensure all forms of regulatory compliance including required reporting are adhered to for implementation of the facility master plan.</i>» <i>Assist colleges with advancing the facility master plans for Board of Trustees review and action.</i>» <i>Maintain records of 'as built' diagrams, construction materials, and floor plans necessary to update and maintain future plans and college's operation.</i>» <i>Maintain detailed records of facility usage and update facilities database using district software (e.g., FUSION and Colleague).</i>	<ul style="list-style-type: none">• Identify program needs and modifications and how students could be better served through planned renovations and construction aimed at improving the learning environment and efficient utilization of facilities.• Coordinate facilities planning through the colleges' facilities committees.• Provide updates to each college on how its Educational Master Plan and its Mission Statement impact the Facilities Master Plan and associated budget.• Recommend the hiring of project architects and assist architectural teams in the planning and development of specific project plans.• Advance the Facility Master Plan to the District Board of Trustees for review and action.• Provide influence with leadership, direction, prioritization, and vision for the design, development, and use of the facilities.
► 33. Facilities Maintenance	<ul style="list-style-type: none">• District Facilities Staff:<ul style="list-style-type: none">» <i>Provide safety training.</i>» <i>Coordinate applications for funding of maintenance projects from all available sources.</i>	<ul style="list-style-type: none">• Work closely with District staff to coordinate maintenance and operation of college facilities. Coordinate with DO facilities on facilities scheduled maintenance and assist with related documents and reports.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 33. Facilities Maintenance ~Cont'd	<ul style="list-style-type: none">» <i>Maintain campus maps, building plan graphics, and emergency evacuation plans.</i>» <i>Develop departmental policies and procedures to insure a safe, efficient and cost effective operation. Prepare and administer department budgets for area of responsibility; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District's policies and applicable regulations; actively seek State and other funding sources to support new or on-going facilities maintenance projects.</i>• Maintenance Office:<ul style="list-style-type: none">» <i>Coordinate facility maintenance for the District Office and colleges.</i>» <i>Provide all maintenance and operations (M&O) services and technical expertise within the budget available, relative to the campus sites.</i>» <i>Operate and maintain a work order requisition system, and prioritize work requests submitted by all users.</i>» <i>Issue all building, furniture, and equipment keys and maintain an inventory of all keys distributed.</i>» <i>Maintains inventory of spare parts and equipment and facilitates the requisition of additional materials as necessary.</i>	<ul style="list-style-type: none">• Assist in selecting and evaluating classroom and office furniture, fixture, and equipment vendors.• As needed, input work requisitions into the active system for maintenance or repair work required at the College in order to maintain a safe and effective institution.• Assist with project prioritization and allocation of funding from the State Chancellor's Office for deferred maintenance projects.• ITSS:<ul style="list-style-type: none">» <i>Engage and provide advice to facilities planning committees and Bond teams to ensure that technology planning is consistent with District Standards.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 33. Facilities Maintenance ~Cont'd	<ul style="list-style-type: none">» <i>Develop and monitor ongoing Preventative and Deferred Maintenance programs for all major mechanical systems of the college as well as for grounds, buildings, and others as required.</i>» <i>Operation and maintenance of all utility systems and equipment in the facility.</i>» <i>Work closely with key administrators regarding issues related to safety, space inventory, capacity ratios, facility modifications, and future construction.</i>» <i>Create and implement environmentally sustainable policies and procedures for all Facilities staff.</i>» <i>Assure compliance with established safety regulations and precautions by all facilities and staff; provide for effective orientation and continuing training to minimize accidents and injuries in compliance with the District's Injury and Illness Prevention Program.</i>» <i>Perform proactive supervision and preventive maintenance to equipment and systems to minimize any service interruptions to the College.</i>• ITSS:<ul style="list-style-type: none">» <i>Provide support and training for TDX ticket system.</i>	





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 34. Grounds		<ul style="list-style-type: none">• Oversee campus grounds and deploy the limited grounds crew in the most efficient manner, with the goal of maintaining a clean environment for students, faculty and staff in order to foster an environment conducive to the pursuit of learning.• Maintain and repair College landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways, and roadways within the College.• Assist in hazardous waste pick up.• Maintain campus wide disposal contracts.• Maintain a capital outlay plan for campus vehicle and equipment replacement.• Maintain recycled water inspection records for institutional, irrigation and dual plumbed recycled water at EVC.• Maintain pesticide usage/training records for the maintenance of the lake and the grounds at EVC.• Remove trash on campus from all external spaces and from trash cans in parking lots.
▶ 35. Custodial Services	<ul style="list-style-type: none">• Provide safety training.	<ul style="list-style-type: none">• Clean and maintain all internal spaces within buildings, floors, floor coverings, restrooms, windows, white boards/chalk boards, counters, ledges, tops of desks, chairs, and tables.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 35. Custodial Services ~Cont'd	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» <i>Provides support and training for TDX ticket system.</i>	<ul style="list-style-type: none">• Report to Maintenance department, via the TDX system, all light lamp outages, broken doors and locks, plumbing problems, electrical problems, and problems with alarms.• Work with College Facilities on set-ups for internal and external events. Responsible for all unlocks of classrooms during the Fall, Intersession, Spring and Summer courses.• Ensure that all recycled paper and confidential documents are properly shredded and disposed.• Manage services for the collection and disposal of recycling, city garbage collection, and management of HazMat materials.• SJCC Facilities & Operations:<ul style="list-style-type: none">» <i>Maintains the Milpitas Extension site as well as the District Office.</i>
► 36. Bond Management	<ul style="list-style-type: none">• Associate Vice Chancellor of Physical Plant Development and Operations:<ul style="list-style-type: none">» <i>Provides management, leadership, direction and oversight for the design, construction, and delivery for all capital outlay projects and the major implementation of the general obligation bond funded programs.</i>	<ul style="list-style-type: none">• The Vice President of Administrative Services:<ul style="list-style-type: none">» <i>Provides direction and influence for the implementation of the campus bond programs.</i>» <i>Implement a bond program that aligns with the college Educational Master Plan and Facilities Master Plan, Security Master Plan, Information Technology Master Plan, Strategic Plan and is in compliance with District and campus standards.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 36. Bond Management ~Cont'd	<ul style="list-style-type: none">» <i>Ensures that in collaboration with District Fiscal Services, annual reports, continuing disclosure documents for bond issuances and other compliance information is submitted on time.</i>» <i>Prepare periodic bond expenditures, progress updates, fiscal bond budget transfers, and brings contracts, professional services, notices of award, notices of completion, change orders, and other compliance reports such as the 5-year construction plan to the Board of Trustees for approval.</i>» <i>Prepare and coordinate information for the Citizen's Bond Oversight Committee and provide support to the CBOC for publication of the annual report and communication to the public.</i>» <i>Ensure forms of regulatory compliance including required reporting are adhered to for implementation of the bond program.</i>» <i>Oversee, manage and coordinate the program cash flow, bond series sales and refunding opportunities.</i>	<ul style="list-style-type: none">» <i>Provide leadership in the selection of architects and construction companies for bond projects.</i>» <i>Coordinate with the Program Construction Manager, architects, and other contractors to assure that projects are completed as planned and within budget.</i>» <i>Monitor the bond projects and communicate status of each project to the campus community.</i>» <i>Promote fiscal responsibility and sound stewardship for the taxpayers' money, to generate public confidence and trust, ensure transparency in the expenditure of bond funds, and provide accounting and accountability to the general public.</i>» <i>Provides influence with leadership, direction, prioritization, vision for the design, development, and use of the facilities.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 36. Bond Management ~Cont'd	<ul style="list-style-type: none">» <i>Promote fiscal responsibility and sound stewardship of the taxpayers' money, to generate public confidence and trust, ensure transparency in the expenditure of bond funds, and provide accounting and accountability to the general public.</i>» <i>Maintain the master bond program project list to meet compliance standards and obtain approval with the Board of Trustees.</i>» <i>Monitor program implementation activities including planning, construction, and budget oversight.</i>» <i>Support the Colleges with the implementation of bond program activities.</i>» <i>The District shall review and approve all expenditures and change order proposals that are processed through the Bond program and Program Management and Construction Management consultants hired by the District.</i>» <i>Provide support for Bond program records integration through the use of a Project Management Information System.</i>	





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 37. Budget/ Accounting	<ul style="list-style-type: none">• Devise the budget assumptions for review and discussion with the District Budget Committee (DBC).• Identify the revenue sources and cost expenditure assumptions required to prepare the annual operating budget.• Load budgets in the Ellucian/Colleague ERP and Budget tool Analytics to provide campuses with their budget allocations.• Coordinate budget preparation and augmentations with the campuses.• Prepare the Tentative, and Adopted Budget Documents and present them to the DBC for review and to the Board of Trustees for approval.• Prepare monthly Budget Transfer Resolution for the Board of Trustee's approval.• Prepare annual calendar for review by the DBC.• Maintain streamlined processes and procedures to ensure agile execution of annual budgets in support of the mission of each College.• Maintain and train users in best of class systems, processes, and procedures.• Provide fiscal training and documentation to end-users.	<ul style="list-style-type: none">• The Presidents at both colleges provide directions and support for the production of a true and accurate budget for each institution, taking into account all anticipated appropriations and allocations from both discretionary and non-discretionary sources.• Allocate College discretionary funds to departments, disciplines and programs following budget allocation processes.• Produce periodic financial reports comparing actual expenditures to budget.• Consolidate and submit annual College budget requests to the District.• Initiate any requirements for new accounts or changes in allocations as needed.• Review staffing needs in relation to services offered and available resource allocations.• Provide documentation to ensure that all faculty and staff positions are properly represented in Position Control and adequately funded.• Review Adjunct faculty costs and review staffing needs for scheduling efficiency and productivity (VPAS-SJCC).





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 37. Budget/ Accounting Cont'd	<ul style="list-style-type: none">• Produce Budget Reports for presentation to the DBC and Board of Trustees.• Prepare forecasts and cost estimations for collective bargaining purposes.• Reconcile with HR to ensure that position control is maintained and that all staff positions are adequately funded. Each entity is responsible for monitoring accuracy and bringing to the attention of the District Office any discrepancies.• Comply with external reporting requirements and ensure that fiscal reports are accurate and filed timely.• Coordinate budget preparation and funds availability with the Facilities respective Department heads.• Monitor arbitrage calculations for bond proceeds.• Monitor cash balances to ensure liquidity and diversify funds for better market yield when appropriate.• Prepare monthly cash flow statements to ensure funds are available to cover liabilities.• Provide for bi-annual actuarial studies on workers' compensation, property and liability, and retiree benefits obligations.	<ul style="list-style-type: none">• VP Administrative Services:<ul style="list-style-type: none">» <i>Personnel serve ex-officio on campus budget committees and represent the campus at District Budget Committee.</i>• Administrative Services:<ul style="list-style-type: none">» <i>Assure that the campus has funds adequate to meet needs for FTES targets.</i>» <i>Maintain streamlined processes and procedures to ensure agile execution of annual budgets in support of the mission of each College.</i>» <i>Procure, maintain, and train users in best of class systems, processes, and procedures</i>» <i>Work with District staff to develop accurate and timely Quarterly, Tentative, and Adopted Budgets as well as associated reports for all funds (restricted and unrestricted), as well as produce accurate Quarterly Budget Projection and Use Reports.</i>» <i>Prepare and submit budget transfers and journal vouchers required to balance general ledger accounts.</i>» <i>Review and approval of all college expenses to ensure accuracy before submitting to the District Office.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 37. Budget/ Accounting Cont'd	<ul style="list-style-type: none">• Ensure that all District accounts and funds undergo an annual independent audit. Follow up on and resolve any related audit issues.• Manage annual State Mandated Cost Claims process.• Monitor Federal, State, and local law changes and revise practices and procedures as necessary to comply with the applicable provisions. Update manuals accordingly.• Administer Procurement Card, Gas Card, and travel program.• Prepare quarterly and annual financial reports and enrollment reports for submission to the State Chancellor's Office.• Administer 1098T process.• Monitor and perform reconciliations for District activities with Santa Clara County and all District bank accounts.• Maintain Chart of Accounts, general ledger, and subsidiary ledgers.• Invoice, receive, monitor, and deposit District revenues from local, State and Federal sources.	<ul style="list-style-type: none">» <i>In cases when receiving directed shipment, inform the District Purchasing Department and Accounts Payable when goods have service or product has been satisfactorily received from a vendor and that it meets requirements to facilitate payment. (This contributes to the timeliness of payment to the vendor.)</i>» <i>Ensure that invoices and accruals are processed and expenditures are timely so that products and services are received and booked in the same proper fiscal year.</i>» <i>The District's Executive Director of Fiscal Services is the primary liaison with the auditor's and will request guidance and or opinions to ensure compliance. Each entity (college and district) will provide the necessary supporting documentation on a timely basis to ensure the Auditors can review the supporting information.</i>» <i>Prepare all campus categorical quarterly reports to the District for approval before submission to the State.</i>» <i>Receive and allocate local revenues for facility rentals and manage related expenses.</i>» <i>Student Accounts staff/Business Services staff within Administrative Services maintain separate and discrete Associate Student Body accounts for ASB and clubs.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 37. Budget/ Accounting Cont'd	<ul style="list-style-type: none">• Process budget transfer and journal vouchers; verify and monitor expenditures to ensure compliance with all regulations.• Certify categorical program financial reports and grant FSRS.• Prepare and submit the Miscellaneous Income Tax forms (1099).• Provide capital asset summary and support schedules based on established capitalization and depreciation policies in conformity with generally accepted accounting principles.• Administer COTOP process and act as liaison with external collection agencies. Receive and record collections from students and employees.• Maintain District website for budget and accounting.• Process for payment the general obligations of the District in accordance with current Federal and State laws (including the California Education Code), District policies and procedures, and audit practices.• Ensure the accuracy, completeness and appropriateness of payments made to outside vendors for goods and services and to staff for expense reimbursements.	<ul style="list-style-type: none">» <i>Assure that all expenditures are accurate.</i>» <i>Notify District that the product or service has been received satisfactorily and that the payment for that product or service can be made.</i>» <i>Verify all purchases made on the District procurement credit cards are accurate and appropriate, and adhere P-Card and District guidelines, and state and federal regulations and are charged to the correct GL Accounts numbers.</i>» <i>Each department reconciles and provides supporting documentation for transactions using the District's P-Card. VPAs consolidate, review & approve monthly p-credit card reports and submit to the District Services for payment.</i>» <i>Administer Petty Cash for small purchases, following cash handling best practices.</i>» <i>Reconcile and close out Categorical and submit to the DO District Services for certification to the granting agency.</i>» <i>In order to report on a complete and timely basis expenses v. budgets, each entity is responsible for providing transactional information and supporting documentation that will justify the accuracy of the each item.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 37. Budget/ Accounting Cont'd	<ul style="list-style-type: none">• Process payments and refunds to students. Maintain effective relationships with vendors through timely and accurate payment, and respond to inquiries.• Monitor timing of payments in order to take discounts, maintain satisfactory credit ratings, and avoid or minimize interest expense and penalties due to late payments.• Prepare and provide necessary schedules, documentation and files to internal/external auditors.• Coordinate accounts payable activities with the Purchasing Department and the campuses.	<ul style="list-style-type: none">» <i>Each entity should reconcile and close out their funds on a periodic basis to avoid having delays in closing the books to report to the board on a quarterly basis. For the fiscal year close out, each entity should close the books following the fiscal calendar. All funds (restricted and unrestricted) need to be fully balanced, reconciles and certified by the entity fiscal leaders.</i>
▶ 38. Payroll	<ul style="list-style-type: none">• Serve as a resource to all District employees regarding payroll issues.• Collect, prepare, and process timely and accurate payroll, payroll taxes, and retirement information for all District employees, including retroactive payments, contract changes, and corrections.• Execute legal source documents to ensure proper payments, taxation and withholding for employees, including garnishments.• Maintain records of employee voluntary deductions and remittances.	<ul style="list-style-type: none">• Campus managers review, approve or reject timesheets online, prepared by permanent campus staff and submit to District Payroll for processing.• The Office of Academic Support Services:<ul style="list-style-type: none">» <i>Prepares and processes contracts for all adjunct and overload instructional assignments and all non-instructional faculty assignments and submits monthly payroll accordingly.</i>• Track all sick leave reports for faculty; assure that substitutes are paid appropriately (VPAS-SJCC).





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 38. Payroll ~Cont'd	<ul style="list-style-type: none">• Balance and process accruals and usage of all leave types (sick, vacation, etc.), verifying compliance with Education Code requirements and union agreements.• Assure payroll compliance with Federal and State regulations and District policies and procedures.• Audit, reconcile and file annual, quarterly, and monthly reports to Federal and State agencies, including W-2 forms, W-2C forms, 941 forms, DE44 forms, etc.• Conduct new hire orientations during monthly Payroll on Campus.• Partner and oversee third-party administration for 403B and 457 plans.• Keep abreast of policy changes; prepare and update the Payroll Procedures Manual.• Prepare and provide to internal/external auditors necessary schedules, documentation, and files.	<ul style="list-style-type: none">• Serves as a resource to adjuncts and overload regarding payroll issues (VPAS-SJCC).• Provide payroll orientation for adjunct new hires.
► 39. Internal Audit	<ul style="list-style-type: none">• Provide review, assessment, and constructive feedback regarding operations throughout the District.• Evaluate the adequacy of the internal control structures of the District.• Assess compliance with written policies and procedures.	<ul style="list-style-type: none">• Ensure the accuracy, completeness and appropriateness of payments made to outside vendors for goods and services and to staff for expense reimbursements.• Initiators with support from business services are responsible for checking their orders/services to make sure they have been completed.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 39. Internal Audit ~Cont'd	<ul style="list-style-type: none">• Investigate reported occurrences of waste and fraud and recommend controls to prevent or detect them.• Review and examine activities and transactions throughout the District.• Assist in internal investigations by documenting, compiling, analyzing and maintaining custody of evidence.• Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.• Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.• Review and appraise the economy and efficiency with which resources are employed.	<ul style="list-style-type: none">• Initiators are responsible for following up with business services who then follow up with fiscal services if orders have not been paid after 30 days.• Prior to the end of the fiscal year, initiator should check outstanding orders/services and make sure all transactions are complete and forward documents to DO-Accounting to be processed by June 30th. Unresolved/open issues should be reconciled within business services.• Check orders/services to make sure they have been satisfactorily completed.
► 40. Purchasing	<ul style="list-style-type: none">• Assure compliance with Federal, State, and District rules and regulations regarding procurement.• Encumber all merchandise and services required by the District, in accordance with the appropriate government regulations and policies.• Ensure available appropriations before the conversion of requisitions into encumbrances.	<ul style="list-style-type: none">• College has the authority to make decisions regarding purchases that are below the statutory bid limits for public works and non-public works goods and/or services.• College has the authority to make procurement decisions regarding textbooks, library books, and educational films, audio-visual materials, workbooks, instructional computer software packages or periodicals.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 40. Purchasing ~Cont'd	<ul style="list-style-type: none">• Prepare, evaluate, analyze, and recommend awards of formal bids for service contracts, equipment, and supplies.• Maintain vendor database and control for service contracts, and independent contractors/consultants.• Provide training and maintain training manuals for the online requisitioning system.• Maintain the Record Retention & Destruction Board Policy and Purchasing/Warehouse Procedures Guides.• Maintain the Purchasing and Business Opportunities sections of the District's website and public folders.• Establish and maintain vendor records and archiving of files in accordance with county, local, and State requirements, and IRS regulations.• For the upcoming FY, ensure purchase orders that are critical to operations are in place by July 1st.• FYE<ul style="list-style-type: none">» <i>Ensure all materials and services are received by June 30th so that invoices are expensed in the current FY.</i>	<ul style="list-style-type: none">• Each entity is responsible to document each transaction to ensure that it stands by itself in case of a question or audit. To this end, each purchase should have the correct approval, quotes, statements of work, and related contracts detailed in a requisition/purchase order.• Purchases performed with the District P-Card should follow limit and allowable purchases. Like any other transaction, each entity is responsible to document each transaction to ensure that it stands by itself in case of a question or audit.• Ensure available appropriation before the initiation and approval of requisitions. Also ensure that each requisition have the appropriate backup documentation and are charged to the correct GL account.• For the upcoming FY, ensure requisitions that are critical to operations are in place by July 1st.• FYE:<ul style="list-style-type: none">» <i>Complete requisitions, including supporting documentation and approval, per purchasing year-end calendar, published on the Purchasing Tool Box.</i>» <i>Ensure all materials and services are received by June 30th so that invoices are expensed in the current FY.</i>





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 40. Purchasing ~Cont'd	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» Provides support for procurement related ERP functions and document imaging.» Provide quotes for technology equipment purchases.	
► 41. Warehouse & Inventory Control	<ul style="list-style-type: none">• Ensure that shipments of received supplies and equipment are correct and undamaged, delivered to departments and/or sites.• Make arrangements for the return of items to vendors and follow-up on non-delivery or late delivery of orders.• Manage surplus disposal process.• Coordinate public auction of surplus property and make arrangements for disposal of remaining items.• Maintain movable equipment inventory (fixed assets), including upgrades, deletions, and transfers of equipment.• Prepare inventory reports and reconcile inventory. Each entity purchasing equipment is responsible to track and trace the equipment, ensuring that any equipment lost is reported and documented.• Manage District purchasing records (held off-site).	<ul style="list-style-type: none">• Conduct bi-annual physical inventory process.• Maintain a nominal supply of furniture and equipment that is intended for re-use at the College.• Identify other surplus furniture and equipment to be sent to the District Warehouse.• Notify the District when an asset is relocated, deemed inoperable, or disposed of.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 41. Warehouse & Inventory Control ~Cont'd	<ul style="list-style-type: none">• Coordinate the delivery and return of records to storage facility. Coordinate bi-annual physical inventory process.	
► 42. Police, Public Safety & Security	<ul style="list-style-type: none">• Chancellor and Executive personnel stay informed of public safety and security incidents via the daily incident log compiled by the District Police Department.• Police Services:<ul style="list-style-type: none">» <i>Provide enforcement of laws and codes, and oversight of appropriate Board policies.</i>» <i>Monitor scheduling of District Police personnel to ensure that adequate and appropriate public safety coverage exists at all sites and for special events, given current staffing levels.</i>» <i>Pursue the constant development of innovative campus security infrastructure technology.</i>» <i>Coordinate response of District staff as well as local first responders to critical and serious incidents and emergencies.</i>» <i>Adapt to changes in the environment at and around our facilities by recommending policy changes relating to public safety and security.</i>» <i>Conduct regular public safety training activities for District and College communities.</i>	<ul style="list-style-type: none">• Chancellor and Executive personnel stay informed of public safety and security incidents via the daily incident log compiled by the District Police Department.• The College administration communicates campus safety needs to the Police Department.• In concert with the Police Department, trained personnel, which may include faculty, staff, and students, may serve support personnel to emergency situations on each campus.• During critical situations and extreme emergencies, the Chancellor, executive personnel, and the President's Office/Emergency Operations Center (EOC) Director will establish a direct line of communication with the Police Department, in accordance with the Incident Command System (ICS) concept, to enhance emergency response and service delivery.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 42. Police, Public Safety & Security ~Cont'd	<ul style="list-style-type: none">» <i>Conduct public safety & security surveys/analyses.</i>» <i>Review and update department policies and procedures in compliance with (Peace Officers Standards and Training (POST) requirements and evolving best practices.</i>» <i>Provide training to District Police personnel in compliance with POST and current industry standards.</i>» <i>Maintain accurate crime statistics; analyze crime trends and ensure reporting in compliance with Title IX and Clery Act standards.</i>» <i>Advise District and site administrators on public safety and security concerns and provide updated information regarding significant incidents.</i>» <i>Support and advise College Safety and Facilities Committees.</i>» <i>Keep Executive personnel informed of incidents, via a daily incident log.</i>» <i>In consultation with key campus personnel, the Police Department determines and analyzes the scope and level of services to meet public safety needs for each campus given current staffing levels.</i>	





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 42. Police, Public Safety & Security ~Cont'd	<ul style="list-style-type: none">» Police Department personnel will serve as first responders to emergency situations on each campus and the District Office.» Provide emergency preparedness training to staff District-wide.» Oversee drills and table-top exercises in compliance with the Clery Act.» During critical situations and extreme emergencies, the Police Department will establish a direct line of communication with the Chancellor's Office and President's Office/ Emergency Operations Center (EOC) Director, in accordance with the Incident Command System (ICS) concept, to enhance emergency response and service delivery.	
► 43. Facilities Usage	<ul style="list-style-type: none">• Handle all requests from internal and external groups who request usage of District Office facilities.• Facilities Office:<ul style="list-style-type: none">» Serves as liaison to District Police, Maintenance Staff, IT technicians, Custodians and community with respect to logistics and staff coordination.» Assure that outside agents of internal groups are invoiced as appropriate for costs of staff as well as facilities costs.	<ul style="list-style-type: none">• Handle all requests from internal and external groups who request usage of College facilities.• Serve as liaison with internal and external users in schedules and pricing for use of college facilities for rental of classrooms, theater, lecture halls, athletic facilities, the student center, gymnasium, and other areas of campus for special events.• EVC to maintain and oversee the campus classroom-booking (not SJCC) and campus event schedule.





ADMINISTRATIVE SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 43. Facilities Usage ~Cont'd	» <i>Assure that internal and external groups obtain appropriate licensing and insurances' as required and necessary.</i>	<ul style="list-style-type: none">• Administrative Services serves as liaison to District Police, Custodians, Grounds staff, IT technicians, and campus community with respect to logistics and staff coordination.• Coordinate facility usage in collaboration with various departments including District Police, Custodial, Grounds, CTSS, Maintenance, and Academic departments.• Assure that outside agents or internal groups are invoiced as appropriate for costs of staff as well as lease costs.• Prepare billing notices/invoices for all users of facilities and insure payment of rental and/or direct service cost such as custodial, police services, grounds workers, maintenance workers, theater technicians, locker room attendants, etc.• Assure that internal and external groups obtain appropriate licensing and insurances as required and necessary. Collect and file indemnifications and insurance forms from external facility users.• Assess need for College FF&E (furniture, fixtures and equipment) and forward packages to appropriate purchaser.• Coordinate removal of old furniture and installation of new purchases.





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Community College District

EDUCATIONAL SERVICES

DELINEATION OF FUNCTIONS



EDUCATIONAL SERVICES

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 44. Board Policies and Administrative Procedures	<ul style="list-style-type: none">• Chancellor's Office:<ul style="list-style-type: none">» <i>Oversee and coordinate revision and development of new and updated Board Policies and administrative procedures and regulations with appropriate staff.</i>» <i>Establish and manage process for Board Policy and Admin Procedure updates, changes, additions, etc.</i>» <i>Provide liaison with Community College League of California (CCLC) policy subscription service, using that service for consultation and updated legislative and regulatory changes.</i>» <i>Finalize, maintain, and communicate Board Policies.</i>» <i>Prepare board docket items related to new or revised Board Policies and administrative procedures.</i>	<ul style="list-style-type: none">• Provide input regarding new and revised Board Policies and administrative procedures via the processes managed by the Chancellor's Office.• Develop and implement College procedures in alignment with Board Policies.• Ensure faculty and staff awareness of Board Policies and College procedures.• Ensure compliance with Board Policies, administrative, and College procedures.
► 45. Planning	<ul style="list-style-type: none">• Identify District-wide opportunities and provide coordination, leadership, support and follow-through with various stakeholders.• Facilitate annual review of Board vision and goals.• Provide external and internal environmental scanning information for planning.• Implement special plans, as requested.	<ul style="list-style-type: none">• Review the Board's and Chancellor's annual goals.• Set annual College Strategic Goals. Review college wide Strategic Goals through the shared governance process.• Provide status updates to the Chancellor and Board regarding progress towards College goals.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 45. Planning ~Cont'd	<ul style="list-style-type: none">• Coordinate with Colleges to respond to State Chancellors' reporting requests when submission are District focused.	<ul style="list-style-type: none">• Review and update the College Educational Master Plan, College Strategic Plan, Facilities Master Plan, the Technology Master Plan, Student Equity Plan, and the Student Success Plan on a regular schedule.• Provide data and information for State Chancellor reporting.• Coordinate with IESS when a District report is requested.• Evaluate planning processes regularly.• Evaluate progress on College performance indicators.• Develop, review, and update State Chancellor's Office mandated plans (such as Guided Pathways, AB 705 Adoption Plans, etc.)
► 46. Economic & Workforce Development	<ul style="list-style-type: none">• Via the various programs housed in the Community College Center for Economic Mobility (CCCEM), serve the immediate and long-term workforce development needs of the local community by providing not-for-credit contract, community and continuing education.	<ul style="list-style-type: none">• Plan, implement, and coordinate career education and workforce development programs and services for students.• Plan, develop, and implement new career and workforce certificate and degree programs.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 46. Economic & Workforce Development ~Cont'd</p>	<ul style="list-style-type: none">• Create and maintain partnerships among the Workforce Investment Board, the Colleges, non-profit and the business community to address the current and emerging needs of the regional workforce to promote economic mobility.• CCCEM's Workforce Institute:<ul style="list-style-type: none">» <i>Provide customized not-for-credit career education, testing, and assessment services to serve local workforce needs.</i>» <i>Lead contract education opportunities District-wide and collaborate with the Colleges when the contracts require credit courses.</i>» <i>Develop instructional contracts with business and industry.</i>» <i>Implement strategic planning and system building for workforce development.</i>» <i>Review scheduling of courses and delivery options.</i>» <i>Provide professional development and career enhancement opportunities through community education courses.</i>» <i>Identify emerging industry sectors and develop short-term programs that enhance employability.</i>	<ul style="list-style-type: none">• In collaboration with CCCEM's Adult Education Department, plan, develop and implement non-credit career pathway (non-credit to credit pathway) bridge programs that transition learners from adult schools into credit earning college.• Identify emerging industry sectors and develop career programs that enhance employability (job placement and opportunity of our graduates).• Create working partnerships with the corporate community, to promote job placement for students, defray program operational expenditures, and facilitate industry input to enhance curricular development for the instructional process in order to maintain relevancy currency and meet industry employment standards.• Administer Perkins Education Act funding agreements.• Plan, implement, and coordinate non-credit and credit career education and workforce development programs and services.• Represent the College on District, local, regional and State workforce committees. (This includes the California Community College Association of Occupational Education [CCCCOE], Interagency Advisory Committee on Apprenticeships and the Bay Area Community College Consortium).





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 46. Economic & Workforce Development ~Cont'd</p>	<ul style="list-style-type: none">» <i>Conduct environmental scans, job market studies, labor market surveys, and other research to keep abreast of workforce trends and emerging occupations.</i>» <i>Lead ongoing resource development efforts.</i>» <i>Serve as a resource for the District and the statewide community college system for training needs.</i>• CCCEM's MAPin<ul style="list-style-type: none">» <i>Work with high schools and Adult Education programs to prepare students for transition to college career technical education programs.</i>	<ul style="list-style-type: none">• Conduct job market studies for potential, new and ongoing career pathway programs.• Develop labor market research for occupational programs.• Conduct employability surveys of graduates.• Develop and implement strategies for achieving College goals and objectives related to the development and implementation of Career and Technical Education (CTE) programs.• Provide leadership for marketing and outreach of CTE programs in high schools, and among special, underserved populations within the local community.• Collaborate with College departments to plan, develop and implement CTE programs, as well as establish and strengthen partnerships with local businesses and related industries.• Plan, develop, and maintain the College's compliance with appropriate State and Federal regulations and policies related to workforce development programs.• Research and prepare a variety of regular and special reports related to career education and workforce development programs.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 46. Economic & Workforce Development ~Cont'd</p>		<ul style="list-style-type: none">• Provide bi-annual Occupational Reports to the Board for Trustees consistent with Title V requirements (78016).• Provide leadership and supervision for the articulation programs with K-12/Regional Occupational Programs.• Work with CTE Advisory Committees on an ongoing basis to review, revise and update existing CTE programs to meet industry needs.• Market and promote opportunities for job training to community, high schools and special populations.• Work with campus institutional research office when conducting survey data collection of student and/or staff.• Adult Education:<ul style="list-style-type: none">» <i>Support the development and implementation non-credit (non-credit to credit pathways) bridge programs that transition learners from adult schools into college.</i>
<p>► 47. Research</p>	<ul style="list-style-type: none">• Institutional Effectiveness and Student Success (IESS):<ul style="list-style-type: none">» <i>Provide data and analysis using archived/retrospective data for District-wide needs or for colleges as staffing allows.</i>	<ul style="list-style-type: none">• RPIE Offices:<ul style="list-style-type: none">» <i>Provide data and analysis for colleges using archived/retrospective data.</i>» <i>Collaborate with District IESS on campus specific research projects.</i>





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 47. Research ~Cont'd	<ul style="list-style-type: none">» <i>Serve as District IPEDS Coordinator. Coordinate IPEDS data collection and submissions.</i>» <i>Assist in data retrieval and analysis of National Student Clearinghouse data.</i>» <i>Support regional accreditation efforts of colleges including monitoring implementation of recommendations that require a District response.</i>» <i>Participate/contribute to strategic planning and provide support to initiatives addressing institutional effectiveness at a District-wide level.</i>» <i>Use District-wide databases such as CROA to mine data for District-wide reporting and analytical purposes.</i>» <i>Provide access and training on data tools such as the CROA Data Warehouse and Precision Campus.</i>» <i>Analyze data obtained from various data sources and create research reports on the effectiveness of the District initiatives.</i>» <i>Assist Colleges in Responding to research needs in support of grant proposals.</i>» <i>Compile data and create presentations used for the Board End's Policies tracking of Student Success and Community Impact.</i>	<ul style="list-style-type: none">» <i>Serve as IPEDS keyholder.</i>» <i>Assist in data retrieval and analysis of National Student Clearinghouse data.</i>» <i>Responsible for regional accreditation reporting, communicating accreditation standards and requirements, and monitoring implementation of recommendations.</i>» <i>Provide guidance to IESS on tools available to faculty and staff: CROA, Precision Campus.</i>» <i>Train and provide guidance to individuals and committees on how to interpret data (e.g., Program Reviews, SLOs, special projects).</i>» <i>Assist IESS in analyzing data and messaging for the Board End's Policies tracking of Student Success and Community Impact.</i> <ul style="list-style-type: none">• <u>Data Governance for Data Warehouse:</u><ul style="list-style-type: none">» <i>RPIE Offices collaborate with IESS, ITSS, vendors and campus partners on validation, development, and tool implementation (Precision Campus, Cohort Tools, etc.) to meet campus needs.</i>





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 47. Research ~Cont'd	<ul style="list-style-type: none">• <u>Data Governance for Data Warehouse and Curriculum Data:</u><ul style="list-style-type: none">» IESS and ITSS will work with various stakeholders, data stewards, and staff to ensure data accuracy and appropriate business processes.» Working directly with vendors on implementation, project management, and collecting feedback from Researchers.» IESS shares functional ownership of Data Warehouse-Student Universe and Precision Campus with College RPIE Offices.• <u>Survey Management:</u><ul style="list-style-type: none">» IESS will coordinate and prioritize survey activity for the District in coordination with the Campus Deans of Research and Chancellor's Cabinet.» Develop, administer, and analyze District-wide surveys for students, staff, and Board of Trustees.	<ul style="list-style-type: none">» Data stewards, stakeholders and relevant staff will work with IESS, ITSS, and campus Deans of Research to ensure data accuracy, integrity, and security.» College RPIE Offices share functional ownership with IESS of the Data Warehouse-Student Universe and Precision Campus.• <u>Survey Management:</u><ul style="list-style-type: none">» Campus RPIE will coordinate and prioritize survey activity for the colleges and coordinate with IESS where appropriate.» Work with faculty and staff on survey development within a managed survey environment.
► 48. ITSS - Applications Group	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» Provide secure, reliable and cost-effective licenses for Enterprise Applications District-wide.	<ul style="list-style-type: none">• CTSS:<ul style="list-style-type: none">» Install & support business applications software maintained by the Applications Group.» Provide technical support and resolution for business applications software to the end-users.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 48. ITSS - Applications Group ~Cont'd</p>	<ul style="list-style-type: none">» <i>Provide online interfaces and authentication to Internet based applications such as Parking Permits, CCCApply, Learning Management System, etc.</i>» <i>Provide and maintain backend technical support of District web site/intranet/portal.</i>» <i>Support third-party vendor functionality and integration into ERP.</i>» <i>Responsible for the submission of State MIS Report.</i>» <i>Work with stakeholders to ensure business rules are developed and adhered to in order to preserve data integrity and quality.</i>» <i>Perform technical research, evaluate new products and arrange vendor demonstrations.</i>» <i>Work with stakeholders to develop and implement technical solutions for business functions.</i>» <i>Provide support, training, and documentation for end users on ERP systems such as the Colleague, Self-Service etc.</i>» <i>Respond to operational data requests, reports requests for current data, student lists for outreach.</i>	<ul style="list-style-type: none">» <i>Install the ERP client software to users' desktops, ensuring connectivity to the network infrastructure.</i>» <i>Install, troubleshoot and assist end-users with third-party applications, ensuring connectivity to the network infrastructure.</i>» <i>Provide maintenance, upgrades, and support to software and hardware.</i>» <i>Ensure the college tech plans are up to date and adhered to on campus and aligned with the Strategic Plan and District Technology Plan (VPAS-SJCC).</i>» <i>Provide technical training on classroom Instructional Technology (hardware and software).</i>» <i>Provide technical support and instructions/ training on standardized systems supported by the colleges such as MS Office Suite, printing systems, Colleague, CROA Self-Service access, Wireless access, etc.</i>» <i>Provide training and support for the roll-out of new technologies.</i>» <i>Work with district ITSS on Canvas updates and Intelligent Learning Platform ILP integration.</i>





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 48. ITSS - Applications Group ~Cont'd	<ul style="list-style-type: none">» <i>Coordinate with IESS, College RPIE office and vendor to support data warehouse maintenance, enhancements, and development.</i>» <i>Coordinate and integrate the technology plans of both colleges with the District Technology Plan.</i>» <i>Support the online library system.</i>	
► 49. ITSS - Help Desk	<ul style="list-style-type: none">• Help Desk:<ul style="list-style-type: none">» <i>Provide first level technical support to EVC and SJCC students, faculty and employees for Self-Service, Canvas and MS 365. In addition, provide first level technical support for District employees for Colleague, WebUI, Outlook, Microsoft Office Suite, SharePoint, Phone System, Networking and Printing. Escalate problems to the appropriate IT technicians at any District location as needed.</i>» <i>Maintain existing technology infrastructure, service equipment and provide support to staff and faculty.</i>» <i>Implement, maintain, and train staff on use of Team Dynamics ticket system.</i>» <i>Maintain the Help Desk, the central place to request help for all computer/phone-related work requests. Assign the work requests to District or Campus-based IT staff as appropriate.</i>	<ul style="list-style-type: none">• CTSS:<ul style="list-style-type: none">» <i>Work with the ITSS Help Desk staff when a work request is escalated to level 2 (CTSS technicians).</i>» <i>Refer Level 3 issues to the ITSS.</i>» <i>All Campus Information Technology Support Specialists ensure work requests are appropriately assigned and resolved (VPAS-SJCC).</i>» <i>Develop and provide training and, as needed, reference documents inside the classroom.</i>» <i>Provide direct technology support for faculty, staff, students, administrators, and others at the college.</i>» <i>College technology staff provide initial assessment and advice to faculty prior to procurement of new software programs to prevent system conflict or errors.</i>





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 49. ITSS - Help Desk ~Cont'd	<ul style="list-style-type: none">» Develop and maintain Knowledge Base.» Monitor service calls to determine areas of improvement and provide help desk reports to ITSS and CTSS.	<ul style="list-style-type: none">» Engage with support campus Technology Committee/Facility, Safety, and Technology Committee and provide expertise and advice.
► 50. ITSS - Network and Systems Administration	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» Maintain existing technology infrastructure, service equipment, and provide support to staff and faculty.» Procure and maintain local and remote servers and storage for various District office and District-wide functions.» Responsible for the maintenance, upgrade, security and physical safety of server and data storage units.» Design, implement and maintain the network and Wi-Fi infrastructure District-wide.» Monitor network utilization to ensure reliability, manage network growth, and Internet bandwidth usage.» Implement systems for a safe and secure network (e.g., firewalls, antivirus, etc.)	<ul style="list-style-type: none">• CTSS:<ul style="list-style-type: none">» Procure and maintain local servers and storage for various college functions.» Responsible for the maintenance, administration, upgrade, security and physical safety of server and data storage units on the college.» College technology staff coordinate with District staff to ensure that the ERP system is available for the campus departments to carry out their operations, and to provide technical support to campus users.» Collaborate with District ITSS on support of the network, data, and telecommunications infrastructure at the colleges.» Install, connect and support networked computers and printers, etc., - ensuring compliance with District standards.» Backup and restore local campus files used by departments at the college.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 50. ITSS - Network and Systems Administration ~Cont'd	<ul style="list-style-type: none">» <i>Manage District-wide user account services and access levels for students and staff (Office 365, Canvas, Adobe Creative Cloud, online library system etc.)</i>» <i>Backup, restore enterprise, departmental server, and applications systems.</i>» <i>Provide ITSS support for bond and construction projects using established standards.</i>» <i>Provide audio-visual procurement and technical support services for the District Office (conference rooms, offices, boardroom etc.)</i>» <i>Maintain the telecommunications systems for phones, faxes, VPN, and Wide Area Networks.</i>» <i>Monitor network, servers, e-mail system, desktops, vendor communications, and for security events and respond accordingly.</i>» <i>Implement policies for regulatory data compliance requirements.</i>» <i>Implement end-user information security awareness education and training.</i>» <i>Maintain the security camera systems and other campus security applications District-wide.</i>	<ul style="list-style-type: none">» <i>Provide networked audio-visual procurement and technical support services for the college campuses (conference rooms, classrooms, offices, labs etc.)</i>





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 51. Website</p>	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» Train and assist content publishers in maintaining web pages for their respective departments.» Provide support to the EVC and SJCC campus site owners for updating the content on their campus websites.» Maintain and configure all District-wide web sites such as Self-Service, WebUI, CROA, etc.» Provide Learning Management System (LMS) support to faculty and students.» Provide an online presence for the community, faculty, staff, students, prospective students and media to access general, registration and event information related to SJECCD.» Responsible for District website 508 Compliance.• Chancellor's Office:<ul style="list-style-type: none">» In collaboration, lead the District-wide website team leads and ITSS through weekly meetings and on an as needed basis to ensure website and social media content quality assurances and accessibility compliance.» Collaborate with ITSS and website team leads to provide training for content owners to regularly update website content.	<ul style="list-style-type: none">• CTSS:<ul style="list-style-type: none">» Provide technical support for students, faculty, staff, and management to access web sites at the college.» Ensure that the Internet Browsers and plugins are up to date to meet the requirements of District websites (e.g., Self-Service, WebUI, CROA, etc.)» Responsible for college 508 compliance.





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
<p>► 52. Campus Computing, Audio-Visual, and Mobile Devices</p>	<ul style="list-style-type: none">• ITSS:<ul style="list-style-type: none">» In coordination with the campuses and CTSS, provide the proper core infrastructure in support of local computing needs.	<ul style="list-style-type: none">• CTSS:<ul style="list-style-type: none">» Provide technical support for all computing, audio-visual and mobile device technology needs at the campus.» Install and maintain all instructional technology (classroom computers, printers, projectors and other computer-related equipment).» Campuses support local signage, public information displays, monumental signage or other devices installed at each college.» Provide software troubleshooting support to campus personnel.» Configure and maintain local campus servers.» Develop instructional systems and maintain inventory of instructional hardware and software.» Provide technical expertise on hardware/software specifications to the colleges that meet District standards and instructional requirements.» Develop effective systems for deploying, maintaining and monitoring classroom equipment, software, and mobile devices.» CTSS submits TDX tickets to indicate issues with the network or endpoints that need attention (i.e., a wireless access point, a camera, an emergency phone).





EDUCATIONAL SERVICES ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 53. Grants	<ul style="list-style-type: none">• Provide administrative, fiscal, Human Resources, and research support as needed by the colleges.• Board of Trustees:<ul style="list-style-type: none">» <i>Review and approve grants.</i>	<ul style="list-style-type: none">• Oversee grant application, awarding, and implementation of grant activities.• Fulfill all needed evaluation and reporting to grantor and other required reporting.• Colleges organize their grant processes.• Where possible, leverage indirect rates to offset costs.





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Community College District

GOVERNANCE

DELINEATION OF FUNCTIONS



GOVERNANCE

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 54. District Policy Governance	<ul style="list-style-type: none">• Board of Trustees:<ul style="list-style-type: none">» <i>Establish structure and create policies related to governance.</i>	<ul style="list-style-type: none">• Review existing governance structures and processes related to college governance.• Participate in established process for District policy and administrative procedure changes
► 55. Faculty Participation in Shared Governance	<ul style="list-style-type: none">• Academic Senates:<ul style="list-style-type: none">» <i>Provide input to the Board and its designees (Chancellor and College Presidents) on academic and professional matters.</i>	<ul style="list-style-type: none">• Academic Senates:<ul style="list-style-type: none">» <i>Serve as representatives to EVC College Council, SJCC College Advisory Council, the District Council, and the District Budget Committee.</i>» <i>In consultation with the Presidents, appoint faculty representatives to all College and District governance committees.</i>» <i>Recommend to EVC College Council and SJCC College Advisory Council the annual approval of the College curriculum to include new, revised and/or deleted programs and courses.</i>» <i>Participate in collegial consultation in areas designated by AB 1725.</i>» <i>Support curriculum efforts under AB 1440, which requires community colleges to align degree programs with area Cal State universities, and which guarantees transfer to the Cal State system.</i>» <i>Maintain compliance with accreditation standards, state, and federal laws.</i>» <i>Develop and maintain Program Review processes.</i>





GOVERNANCE ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 55. Faculty Participation in Shared Governance ~Cont'd		<ul style="list-style-type: none">» In collaboration with the College President and Accreditation Liaison Officer, provide leadership to accreditation activities.» Provide recommendations to College Presidents and the Chancellor (Board designees) in areas in which the Board "relies primarily upon" the Senates or in areas where there must be "mutual agreement" between the Board and the Senates.
► 56. College Governance		<ul style="list-style-type: none">• College Advisory Council (SJCC) and College Council (EVC):<ul style="list-style-type: none">» Serve as the collegewide shared governance council.» Make recommendations to the President for policies and procedures associated with instruction, student services and administrative services.» Oversee College subcommittees.
► 57. Student Participation in Shared Governance	<ul style="list-style-type: none">• Associated Student Government (ASG):<ul style="list-style-type: none">» Provide input to the Chancellor and College Presidents (Board designees) on student matters as they pertain to governance, through Student Trustees and Board meeting participation of ASG Officers.	<ul style="list-style-type: none">• Associated Student Government:<ul style="list-style-type: none">» Provide input to the President on College decisions related to participatory governance.» Serve as members of SJCC College Planning Council, EVC College Council, District Council District Budget Committee, District Institutional Effectiveness Committee and the District Technology Planning Committee.





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Community College District

GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING

DELINEATION OF FUNCTIONS



GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 58. Community Relations	<ul style="list-style-type: none">• Chancellor's Office:<ul style="list-style-type: none">» <i>Solely responsible for all official communications representing the District with the ability to delegate.</i>» <i>Enhance, monitor, and manage District-wide community relationships with both internal and external constituents.</i>» <i>Serve on community organization boards, leadership teams, and citywide/countywide taskforces.</i>» <i>Engage with leaders in business, civic and community organizations, contractors and vendors, and public/private officials to collaborate and help increasing participation in employment and contracting opportunities with the District to enhance economic vitality and vibrancy for District communities.</i>» <i>Share responsibility for community relations with the colleges and other District entities as needed.</i>» <i>Create and maintain efforts that promote goodwill for the organization and improve the image within the service area of the District, as well as beyond the boundaries of the District, through various forms of communication, media relations, marketing, and weekly face-to-face interactions with community members and leaders at community events, meetings, and activities.</i>	<ul style="list-style-type: none">• The Chancellor and College Presidents, as part of their commitment to serve the communities in the areas represented by their respective colleges, have ongoing efforts to engage the community at large, including local government, social agencies, business and industry, non-profit community based organizations, and civic leaders representing various ethnicities and cultures.• Solely responsible for all official communications representing the College with the ability to delegate to DO or campus staff.• Work with campus RPIE Offices and other entities as needed when reporting data.• President's Office is the sole touchpoint for media inquiries and communications unless delegated.• President's Office coordinate on campus visits of elected officials in collaboration with relevant campus staff and faculty.• Relationship building and partnering with local community-based non-profit entities.• Create and maintain efforts that promote goodwill for the organization and improve the image within the service area of the College.• Crisis management, emergency preparedness and communications in coordination with the District Office and SJECDD Police Department.





GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 58. Community Relations ~Cont'd	<ul style="list-style-type: none">» <i>Crisis management and emergency communications in coordination with the Colleges.</i>» <i>Maintain compliance with various reporting requirements such as public records requests etc.</i>» <i>Produce and distribute an annual report.</i>» <i>Work with IESS when reporting data.</i>	
► 59. Employee Communications	<ul style="list-style-type: none">• In concert with the Colleges and District staff (including the Chancellor, webmaster, public information officer, graphic designer, and other key persons) helps facilitate communication and marketing for and among all target audiences about District mission, values, vision, success, issues and trends.• Manage "Follow Us" section of the District's website, using social media components such as News/Blog Feed, Facebook, LinkedIn and Twitter.• Lead the District's website team through meetings and ongoing communication to maintain and ensure website content quality assurance and accessibility compliance.• Frame internal and external communications efforts about potentially negative or controversial issues/events to ensure that key stakeholders are well informed and that the perception of the District and colleges remain positive.	<ul style="list-style-type: none">• The Presidents at both colleges hold regular meetings with their respective administrators, managers, and staff members to ensure timely communication and a good working relationship. Depending on the level and need, these meetings are held weekly, biweekly, monthly, or bimonthly. Additionally, the Presidents provide an overall update to their campuses during their Professional Development Day (PDD) addresses in the Fall and Spring.• E-mail communications to campus constituents on an as needed or on a regular basis.





GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 59. Employee Communications ~Cont'd	<ul style="list-style-type: none">• Ensure that key messages address desired outcomes for each target audience.• Use proactive communication media effectively to disseminate content centered on the District's value proposition/branding.• Use metrics that ensure communications/messaging produce desired outcomes.• Regularly disseminate District-wide communications regarding updates, important information, morale boosting, and reassurance.• Bond:<ul style="list-style-type: none">» <i>Lead the District-wide Business Outreach activities through meetings and communication with bond program and construction managers and other District leaders in order to enhance timely communication with the public regarding District business and employment opportunities with the goal of helping small and local businesses grow.</i>	
▶ 60. Governmental Relations and External Affairs	<ul style="list-style-type: none">• Marketing & Public Information Officer:<ul style="list-style-type: none">» <i>Advises the Chancellor, the Board of Trustees, and campus leaders about District-wide opportunities and provide coordination, leadership, support, and follow-through with various stakeholders.</i>	<ul style="list-style-type: none">• When necessary and advised by the Chancellor or Executive Team, the College Presidents serve as links and first-line contacts to the specific constituencies served by each college and disseminate pertinent information and/or collect feedback for the Chancellor and District team.





GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 60. Governmental Relations and External Affairs ~Cont'd	<ul style="list-style-type: none">» <i>Responsible for overseeing, advising and implementing District-wide governmental affairs in consultation with the Board External Affairs Standing Committee.</i>» <i>Develop and deploy an annual legislative advocacy plan in alignment with the Boards Ends Policies: Student Success and Community Impact.</i>» <i>Monitor and advocate for legislation at State and Federal levels to optimize services to students and the community, and to safeguard and/or advance the interests of the District.</i>» <i>Research the legislative impact of specific bills on students, programs, and services.</i>» <i>Serve as the District's chief liaison to elected officials (Federal, State, and local) and their staff, meeting with them annually and sustaining lines of communication to ensure our collective voice is considered and heard in decision-making at local, State, and Federal levels.</i>» <i>Initiate strategic activities, supervise, and direct contracted political consultants.</i>	<ul style="list-style-type: none">• Relationship building and partnering with local elected officials. Keeping them informed of college initiatives, activities, and updates.• Engage with local civic and business organizations to stay informed of regional initiatives such as assembly bills, tax measures, industry strategy.
► 61. Foundation	<ul style="list-style-type: none">• Institutional Advancement Officer:<ul style="list-style-type: none">» <i>Serves as the chief development officer and works with District leaders to identify and develop fundraising activities and to advance the missions of the District and foundation.</i>	<ul style="list-style-type: none">• College leaders work with the Institutional Advancement Officer to identify and develop fundraising activities and to advance the missions of the District, foundation, and Colleges.





GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
► 61. Foundation ~Cont'd	<ul style="list-style-type: none">» <i>Develop and implement a strategic plan for fund development alumni relations and retiree engagement.</i>» <i>Identify unmet institutional needs (both internally and externally) and cultivate new sources of funding including private, public, and corporate/ foundation sources.</i>» <i>Build and manage a portfolio and principle and major gift prospects and coordinate solicitation strategies with the Chancellor's Office and Presidents of each college.</i>» <i>Act as the primary development liaison to both campus communities, the Foundation Board of Directors, and external entities.</i>» <i>Oversees the stewardship and management of gifts.</i>» <i>Provide services of the Foundation under the direction of the Chancellor and its Board of Directors.</i>» <i>Monitor, analyze, and report on fundraising results to internal and external constituencies.</i>» <i>Support the Foundation Board and Committees.</i>» <i>In accordance with the Foundation's Master Agreement and applicable District policies and regulations, perform all necessary services to the Foundation.</i>	

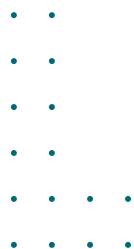




GRAPHIC COMMUNICATIONS, PUBLICATIONS, PUBLIC RELATIONS, AND MARKETING ~CONT'D

DELINEATION OF FUNCTIONS

FUNCTION	DISTRICT	COLLEGE
▶ 61. Foundation ~Cont'd	<ul style="list-style-type: none">» <i>Provides strategic leadership and administrative oversight to Foundation.</i>» <i>Provide guidance and support to the SJECCD Foundation Board of Directors.</i>» <i>Work with IESS and Campus Deans of Research when reporting student data.</i>	
▶ 62. Publications and Reprographics	<ul style="list-style-type: none">• Reprographics Department:<ul style="list-style-type: none">» <i>Provide print, bindery, and photocopy materials to support instructional, marketing, public relations and other organizational communication goals.</i>» <i>Implement and maintain on-line print services.</i>» <i>Provide graphic design services.</i>» <i>Provide U.S. Mail and inter-campus mail services.</i>	





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