Delineation of District Functions
District Service Centers
Interactive Function Charts

• Three levels of charts:
  – District Service Centers
  – Service Center Sub-Units
  – Functions of Service Center or Sub-Unit

• Click on orange-highlighted boxes to go from one level to another. Clicking on a top box takes you back to the previous level.
District Service Centers
Interactive Function Charts

Function charts are different from org charts:

➤ Org charts show the organization of positions within a unit, whereas function charts show the functions performed by a unit.
Information Technology (IT)

Networks
Servers
PeopleSoft Enterprise Services
Storage
Interface
Helpdesk
Voice Communications
Maintenance and operations of all PCCD buildings, building facilities, and the equipment to operate these facilities.
Engineering operates and maintains academic buildings, utilities, swimming pools and related services. Skills and materials in metalworking, electronics, broadband cable, plumbing, heating, ventilation, air conditioning, carpentry, roofing, masonry, locksmith, painting and glazing trades are available for departmental facilities and projects.

Custodial division provides cleaning services, non-technical repairs, and component replacement (e.g., fluorescent tubes), sets up special events, and provides labor and equipment moving and delivery services within buildings.
The Grounds department maintains the grounds of all PCCD facilities, including outdoor athletic areas, parking lots and spaces, traffic and informational signs, roads, bridges, walks, fences, gates, irrigation systems, water management, tree maintenance, recycling, waste management, sustainable solid waste disposal, pest control, operate and service equipment used in grounds maintenance operations.
Oversee planning, design, and construction of all capital projects to be undertaken with Measure A bond revenues and remaining Measure E bond funding. Staff include the Director of Capital Projects, Facilities project managers, Facilities planning and development manager, energy and environmental sustainability manager, moving manager, staff services specialists, and facilities project coordinators.
DGS contracts police services with the Alameda County Sheriff’s Department. Police services are responsible for protecting the life and property of Peralta students, employees, and visitors. Their mission is to preserve the peace, maintain order, and enforce federal, state, and local laws. The goal is to provide a safe environment so that the educational process can be conducted in an orderly and uninterrupted manner. Deputies focus on “partnerships” addressing the problems and concerns identified by campus staff and students.

Security Guard Services provide on-site professional security at Berkeley City College along with weekend and holiday coverage at all four colleges and the District Administrative Center.
Coordinating college leadership, police services, and the Merritt Justice program, the Campus Safety Aide Program includes training insuring that safety aides have the skills to service their campus in a professional manner. This includes escorting and assisting students, faculty and staff as needed to their vehicles and classrooms; performing walking patrols of campus buildings and facilities, including parking lots; reporting suspicious activity or accidents to Police Services; serve as college safety representative; staff Information Booth and provide campus information; conduct campus tours; attend extracurricular activities to assist with safety and crime reporting; assist with emergency evacuations, campus sweeps and other activities pertaining to safety; assist in maintaining standards of student discipline and ensuring observance of rules and procedures by students and visitors to campus; provides information to campus administrators regarding campus and community tension; monitors and reports unauthorized persons on campus; assists students, faculty, and staff during emergencies and disaster situations as first responders.
District Functions

IT
Networks

- Internet services – centralized
- Virtual Private Network (VPN) – centralized
- Security – centralized & decentralized
- Internet wireless – centralized
- WI-FI – decentralized
- Virtual Private Network (VPN) – centralized
- Security – centralized & decentralized
District Functions

IT Servers

Security Cameras
SARS – centralized
IP Radios – centralized
Web Email Student – centralized
Staff Email - centralized
Emergency Notification – centralized
Level Badge System – centralized
Microsoft Windows Office Suite – centralized
Web Hosting
Easy Pass – centralized
Electronic Personal Action Forms – centralized
Active Directory – centralized
Library Services – centralized
District Functions

IT
Storage

- W: Drive Backup – centralized
- Enterprise systems – centralized
- PeopleSoft cloud backup – centralized
- Iron Mountain Offsite backup – centralized
- Exchange – centralized
- Footprints (helpdesk) – centralized
District Functions

IT
PeopleSoft

Finance - centralized
Financial Aid – centralized
Student Records - centralized
Student Financials - centralized
Purchasing - centralized
Accounting/GL - centralized
Accounts Payable/receivables - centralized
Benefits - centralized
Human Resources - centralized
Payroll - centralized
Facilities – centralized
Security & authorizations - centralized
District Functions

IT Interface

- SARS (counseling) - centralized
- CCC Apply – centralized
- National Clearing House - centralized
- Book Store - centralized
- MIS Reporting - centralized
- Class Schedule Printing - centralized
- Scholar Management – centralized
- Distant Education – centralized
District Functions

IT Helpdesk

Desktop support - decentralized
Service Tickets – Decentralize & Centralized
Footprints - Centralized
District Functions

IT
Voice Communications

Mitel Services – centralized & decentralized
Cisco Services – centralized
District Functions

Educational Services
Admissions & Records, Student Services

Admissions
Attendance accounting
Academic Advising
Enrollment, completion
Dual enrollment
SSSP
Degrees and transcripts
College counseling departments
Degree evaluators
Childcare
District Functions

Educational Services
Institutional Research

Validation of assessment instruments.
Consequential validity survey
Program Review and Annual Program Update data support
Student Equity Plan data support
Accreditation data
Strategic Plan data
PFT Part-time evaluations spreadsheet
Grant reporting
Career Pathways Trust Data
Multiple Measures Implementation
Data Warehouse and BI Systems Administration
MIS Submission: Prepare, submit District MIS data to state Chancellor’s Office
320 Report: Submission of attendance contact hours to state
Ad-hoc requests
Review of external requests to conduct research
Contact lists for outreach to targeted subgroups of students
District Functions

Educational Services
Student Success and Equity

Implement and oversee offices of success and equity (C-YES)
Coordinate Dual Enrollment Efforts
Coordinate outreach to high schools and special populations
  Coordinate equity initiatives at the colleges
Develop equity workshops and presentations
District Functions

**Educational Services**
International Education

- Recruitment and Admission
- Orientation, assessment, counseling and advising
- Student immigration issues and outreach
- Study abroad
- Website maintenance
- Participate in college enrollment management efforts
Maintain and support online and hybrid classes using Moodle
Maintain and support District websites
Post accreditation and planning documents on district websites
Advise colleges on website issues
Support use of Moodle for student evaluations of faculty
Prepare spreadsheets showing FTES, FTEF, and productivity by college and District to help develop strategies to meet enrollment targets. Automated daily enrollment reports generated by BI Tool and sent by email to college constituents.
Receive student evaluation of faculty forms from college evaluation committees.
Process student evaluations of faculty, using both online and traditional (Scantron) evaluation forms.
Check in and scan forms, process through Scantron or Moodle and submit by email to each college division.
Keep file of all student evaluations.
District Functions

- Educational Services
- Economic and Workforce Development

Building Career Pathways and Coordinating with Colleges
Engaging Internal Partners, including CTE, DEC, DAS, VPs/Deans
Engaging External Partners, including K-12, Business, CBOs, Regional Efforts, WIBs
Managing and Coordinating Grants
Coordinating Adult Education
Financial Aid
Educational Services
Financial Aid

Respond to Audit Findings
Provision guidance on FA Compliance regulations
Guidance and training to colleges on regulatory changes
PeopleSoft Student Admin FA Management and Maintenance
Troubleshoot college reports of system errors
Provide system enhancements and provide FA student service
Report required data elements to Feds and State
Colleges submit compliance data generated by District
Generate internal FA data reports and analyze data
Review student FA data and provide data analysis to colleges
Identify gaps in FA office, equity gaps in FA recipients, SSSP gaps
Guidance for updated compliance updates from State and Feds
Provide support to resolve audit findings
Outreach: Communicate requirements to become a faculty member. Communicate high expectations for professionalism, content knowledge, and pedagogy.

Selection: Review prospective faculty minimum qualifications and recommended qualifications.

Training available to all faculty and prospective faculty who have applied to program.

Matching: Support of logistics for hiring interns.
Coordination of faculty and staff Professional development activities. Annual planning and Coordination of 6 Flex Days. Oversight of campus staff development, committees, communiques, budgets, funding and promotion of group and individual professional development activities.
Provide access to institutional data, updated daily through a data warehouse connected to PeopleSoft, to the colleges in the form of dashboards and customized reports. Maintain around-the-clock availability of BI dashboards, ad-hoc query tool, and supporting data warehouse. Manage access list of users and permissions for all colleges. Provide support to teams in all technical matters involving BI tools. Create documentation explaining BI answers and dashboards. Conduct trainings on how to access and navigate BI tools, including dashboards and Answers.
District Functions

Educational Services
Career Pathways Trust

Coordinates college funding for workforce coordinators and other grant-related activities
Coordinates pathways between high schools and colleges
Coordinates Work-based learning committees with Peralta and regional counterparts
Provides CCPT finance and budget oversight for colleges
Organizes public presentations featuring Peralta colleges as leading the way in pathway reform; promotes Peralta colleges in statewide venues
Manages and supports website to promote CPT and enable improved placement
Coordinates meetings between high school and Peralta faculty to develop opportunities for early college credit and create awareness of Peralta CTE offerings
Coordinates and oversees data sharing with high schools for improved placement
Coordinates integrated counseling between high schools and colleges
Reviews and processes all new course/program approval and course change requests for submission to CIPD, Board of Trustees, in accordance with district and state regulations.

Maintains the district’s Uniform Course Numbering (UCN) system, assigning appropriate course numbers as necessary.

Maintains Master Course File with the chancellor’s office through the Curriculum Inventory system. This information is used to validate MIS submissions of courses, sections and students.

Provide functional expertise to college schedulers in preparing class schedules.

Work closely with colleges and IR Analyst to review, troubleshoot and correct MIS data submissions.

Analyze current systems, define and propose new or enhanced system functionality; test and maintain updates and fixes to facilitate college work.
District Functions

General Counsel

Provide legal assistance to colleges
Assists colleges with grants and contracts
Prepares grants and contracts for Chancellor and Board of Trustees
Manage District Risk & Safety Programs.
Develops and implements safety awareness and accident prevention programs.
Develops and implements programs to prevent injuries to students and staff.
Coordinates programs to prevent loss to District Facilities and Property from fire and other physical perils.
Develop and Monitor the Environmental Health and Safety Program.
Develop and maintain the District’s Emergency Preparedness Program.
Deliver training on emergency preparedness topics and provides advice and counsel to employees and students in emergency preparedness.
Manage the District Insurance and Self-Insurance Program.
Manage the Reasonable Accommodation Program.
Manage the District Workers’ Compensation Self Insured Claim Program.
Conduct complaint investigations relating to harassment, unlawful discrimination, complaints, and employee conduct.

Provide advice and assistance to managers/supervisors related to employer-employee relations and interpersonal conflict.

Provide guidance and counsel to managers on matters related to employee disciplinary actions and the implementation of the progressive disciplinary process.

Develop, recommend, and implement district-wide procedures regarding EEO, nondiscrimination, sexual harassment awareness and prevention, and Title IX compliance.

Develop and provide initial and on-going district-wide training related to all aspects of EEO and diversity for purposes of compliance and enhancing awareness and sensitivity.

Coordinate and implement the District’s diversity program and activities.

Implement plans to increase workforce diversity, and develop initiatives to enhance and promote diversity district-wide.

Provide guidance and direction to managers/supervisors on the collective bargaining grievance process and the resolution of grievances.
Human Resources
HR Main

Ensure that the recruitment and selection process for all District classifications is in full compliance with both federal and state rules, regulations and guidelines.
Manage all aspects of personnel records administration for the District, including personnel files and electronic records.
Administer the development and coordination of the District’s classification, compensation, leaves, FMLA/CFRA, benefits and entitlement programs.
Manages the development and implementation of employee orientation programs.
Coordinate and monitor the evaluation process for all District employees.
Process District-wide LAR forms.
Research and provide analysis on employment and EEO data.
Provide clear articulation of District policies, procedures and applicable laws and regulations to staff, faculty, vendors, consultants, outside educational institutions and governmental agencies.

Support the development, design, administration, implementation and evaluation of the District’s health and welfare benefit programs including medical, dental, vision, long-term disability, employee assistance program, flexible benefits plan and tax-shelter annuity retirement plans, COBRA compliance and Affordable Care Act Compliance, and other voluntary benefit programs.

Resolve health and welfare plan enrollment and claims processing issues.

Participate in shared governances on a variety of institutional issues including union relations, new employee programs, collective bargaining agreement and other benefit related topics.

Provide day-to-day oversight of the benefits administration functions.

Recommend to senior management the addition of or changes to employee benefit programs, including preparation of benefit cost analysis.

Serve as a resource to District retirees regarding a variety of issues.

Evaluate and assess the District’s Human Resources Information System to ensure accurate and timely reporting of personnel activity.
Public Information, Media, and Communication

District Functions

College Events Support
  College Speakers TV/Radio coverage
  District-Wide Announcements and email to students
  District-Wide internal and external communications
  Operation of District-Wide TV and Radio Stations
  District-wide social media and college social media support
  District-wide media relations and college media relations support
  Institutional identity/branding

Class schedule and catalog production and distribution
District-wide marketing campaigns, advertising, and community outreach
College specific and general brochures
  Peralta News Website
Class fliers, website posting support
District Functions

Finance
Budgeting and Accounts Payable

Create requisition with signature approvals, encumber available funds for payment of purchase or services provides support in direction of appropriate procedures/forms/processes/approvals needed.

In receipt of approved requisition, creation of purchase order with correct funding and vendor information. District Office continues payment process by creating purchase orders from requisition information.

College/District Service Center receives product/service, submits invoices for purchases or services to Accounts Payable, who creates voucher for invoice and attaches to purchase order. Continued support to Colleges/District Service Centers to move process forward.

Makes payments to vendors for products and services in a timely manner.

Provide budget allocations, budget monitoring and support to Colleges and District Service Centers. Provide initial budget allocations based on extant fiscal assumptions and tools to colleges to develop respective budgets.
District Functions

Finance
Fiscal Services

Develop, review, and update policies and procedures as it relates to accounting, financial auditing and reporting functions. Provide guidance on best practices to Colleges.

Review, manage, maintain, administer, and troubleshoot student finance module in PeopleSoft. Address and troubleshoot errors reported by students and college staff. Improve student finance account services to students.

Review, manage, maintain, administer, and troubleshoot finance module in PeopleSoft as it relates to General Ledger along with recordkeeping (hard copy and electronic) for all financial transactions.

Review and if necessary certify grant reports. Advise on fiscal matters such as allowable and indirect costs.

Review, manage, maintain, administer, and troubleshoot student finance module in PeopleSoft. Address and troubleshoot errors reported by students and college staff. Improve student finance account services to students.

Review and if necessary certify grant reports. Advise on fiscal matters such as allowable and indirect costs.

Oversee general business activities. Review and document receipt of business-related interoffice communications to District such as cash/check receipts and invoices.

Disburse Financial Aid. Reconcile FA files to GL. Wire funds to third party for disbursement.
**District Functions**

**Finance**  
Internal Auditor

Provide information, guidance, and compliance advisories related to government audit requirements and audit findings resolution. Provide internal control advisories to college business officers and other managers. Develop and provide strategic plan and tactics to reduce or eliminate audit findings in a long term, sustainable manner.

Research and review existing policy and procedures of key operational activities. Review existing operational policies and procedures for adequacy, and discuss their internal control, compliance, and efficiency and effectiveness performance aspects with management.

Provide strategy and best business practices advisories to improve operational accountability, efficiency, and effectiveness of key District and College operations.

Provide improved district compliance and performance oversight of college financial aid, grant management, purchasing, and other college operational services.

Provide regulatory and internal control training to District and College management and staff.

Assist District in improving their internal control oversight and guidance over key college operations in achieving better audit compliance and operational performance.

Provide IT Security advisory. Provide more assurances of data security for colleges and District.
Payroll works in collaboration with other District departments to provide reports to various agencies such as the IRS, CA EDD, SSA, CalPERS, CalSTRS, with District-level and in some cases, college-specific details and totals. The service is centralized and does not require input or resources from the colleges.

Payroll works in collaboration with IT and HR to maintain, troubleshoot, and upgrade the HCM Module. This service is centralized and does not require input or resources from the colleges.

College business offices validate all payroll time sheets and overtime reports for correct account codes and signatures prior to forwarding those documents to District Payroll for processing. This service is specific to each college.

College schedulers enter adjunct assignment data for each class/course such as workload hours, type of assignment, class description, etc. This information forms the basis for payment of wages to adjuncts and is specific to each college.
District Functions

Finance
Purchasing and Warehousing

Purchasing works in collaboration with DGS and campus representatives to streamline approvals, forms and processes when procuring bond-related related items (i.e., Measure A, Measure E, etc.)
Works in collaboration with the District’s Internal Auditor and Legal Counsel to revise District Wide Independent Contract form in order to develop terms and conditions in District-wide contracts. This service is centralized and does not require input or resources from the college.
Chancellor’s Cabinet, which includes college presidents, vice chancellors, associate vice chancellors) works with Chancellor to make policy decisions as the top level of the governance decision-making structure.

PBIM - District participatory governance committees (Technology, Facilities, Education, and Planning and Budget Council) provide recommendations to Chancellor and Cabinet.

Chancellor works with individuals and representative groups from the colleges to provide collaborative decision-making process (e.g., academic senates, faculty and staff unions, college administrators)

Chancellor works with Board of Trustees, community groups, politicians, and others to insure that the District is sensitive to community needs.