

# Response to District Accreditation Recommendation 6 Delineation of District Functions

Dr. Michael Orkin, Vice Chancellor of Educational Services  
September 16, 2016

In order to meet the Standards, the team recommends that the District clearly delineate and communicate the operational responsibilities and functions of the District from those of the Colleges and consistently adheres to this delineation in practice; and regularly assesses and evaluates District role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the Colleges in meeting educational goals (IV.B.3).

# District Service Centers

## Interactive Function Charts

- The District Function Charts provide details of the operational responsibilities and delineation of functions that the District Service Centers provide to the Colleges.
- 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. Boxes that are not orange-highlighted do not link to anything.

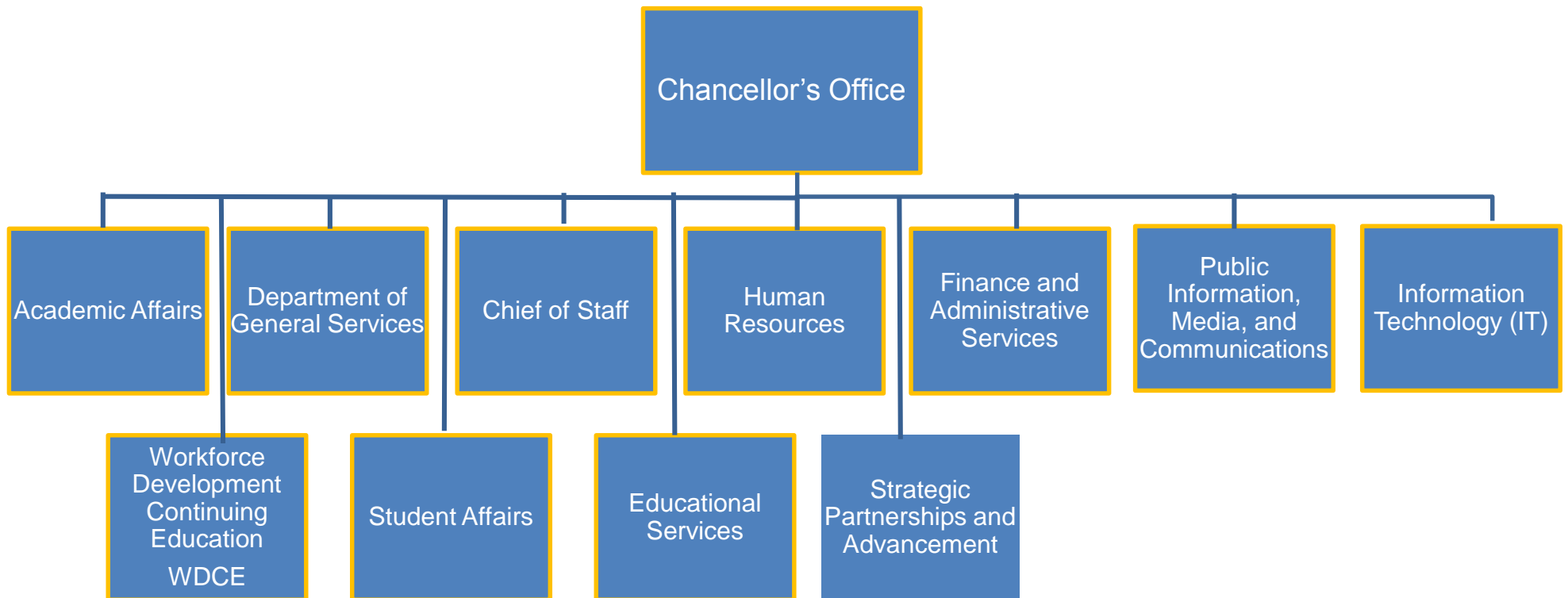
# District Service Centers

## Interactive Function Charts

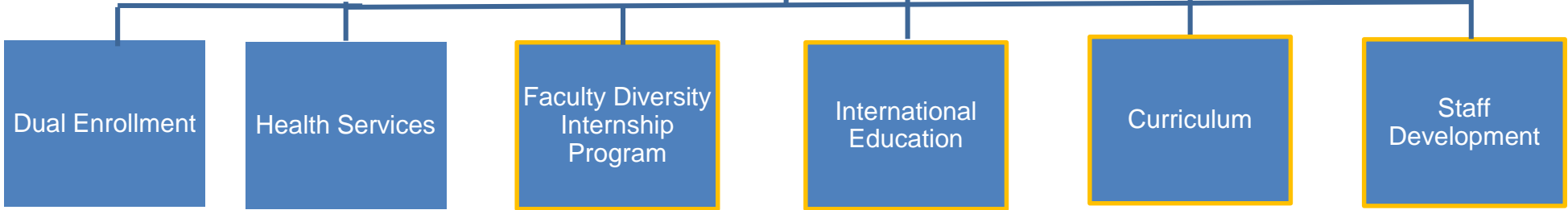
Function charts are different from Organization charts:

Organization charts show the organization of positions within a unit, whereas function charts show the functions performed by a unit.

# District Service Centers



# Academic Affairs



**Finance &  
Administrative  
Services**

Fiscal Services

Budgeting and  
Accounts  
Payable

Capital Projects  
and Bonds

Internal Auditor

Payroll  
Services

Purchasing &  
Warehousing

Accounting &  
Reporting

Grants  
Administration

Student Financial  
Aid

# Information Technology (IT)

Networks

Servers

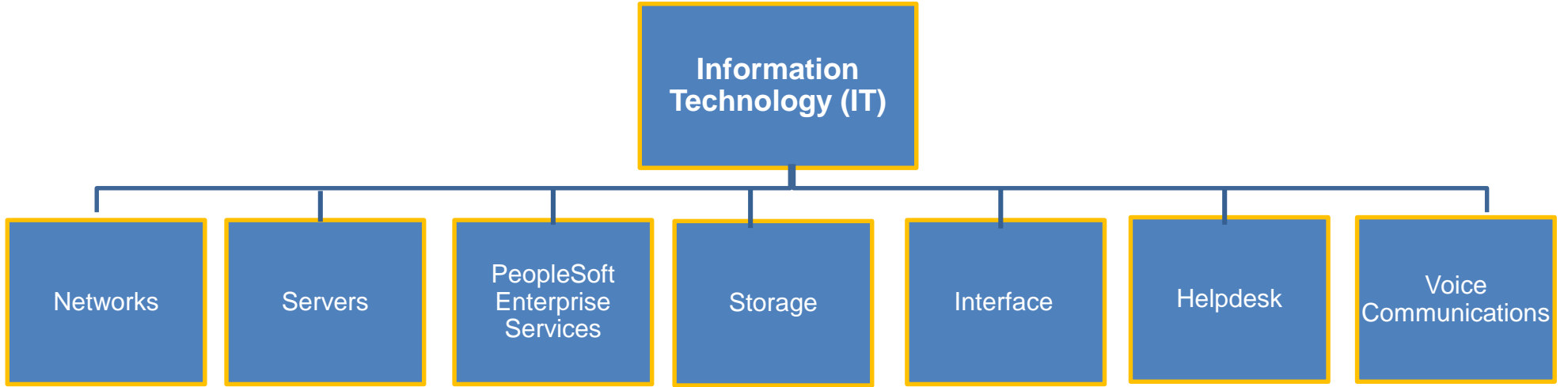
PeopleSoft  
Enterprise  
Services

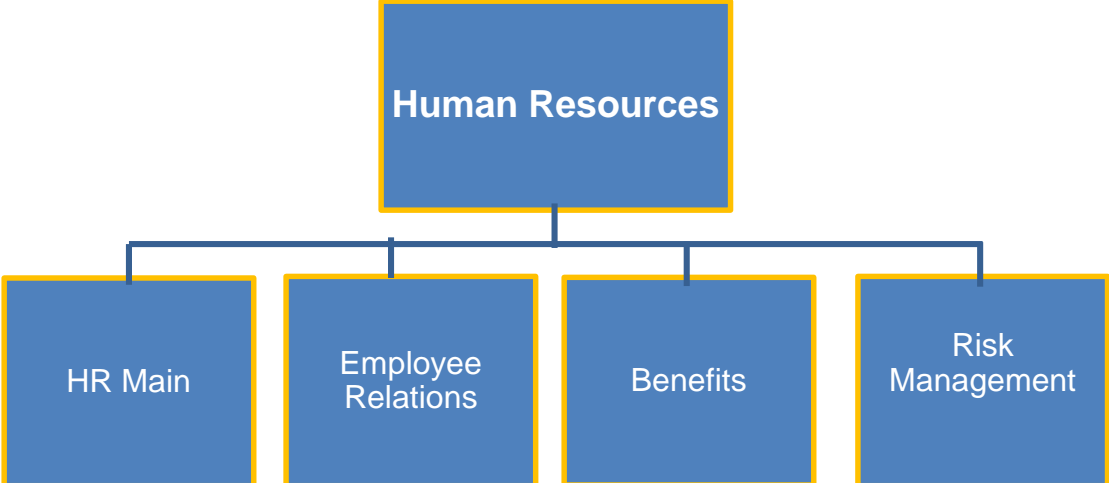
Storage

Interface

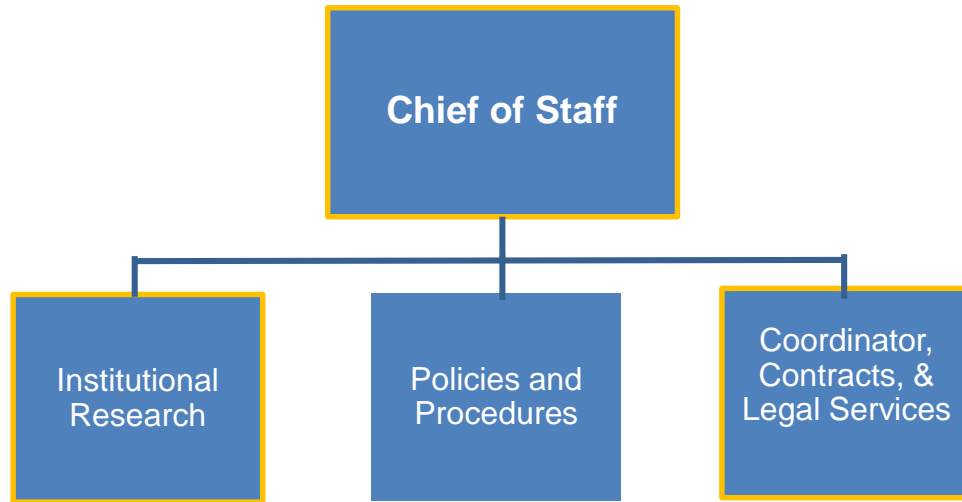
Helpdesk

Voice  
Communications





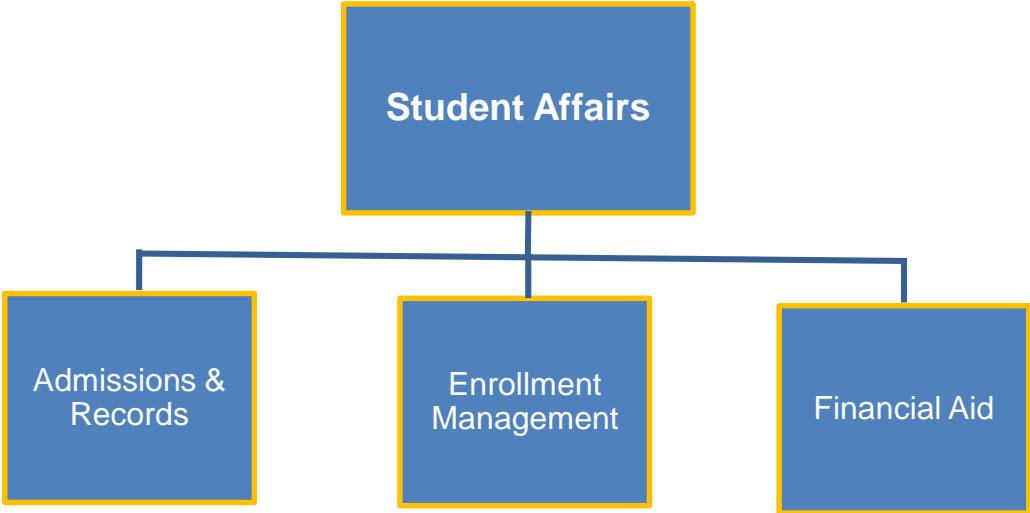


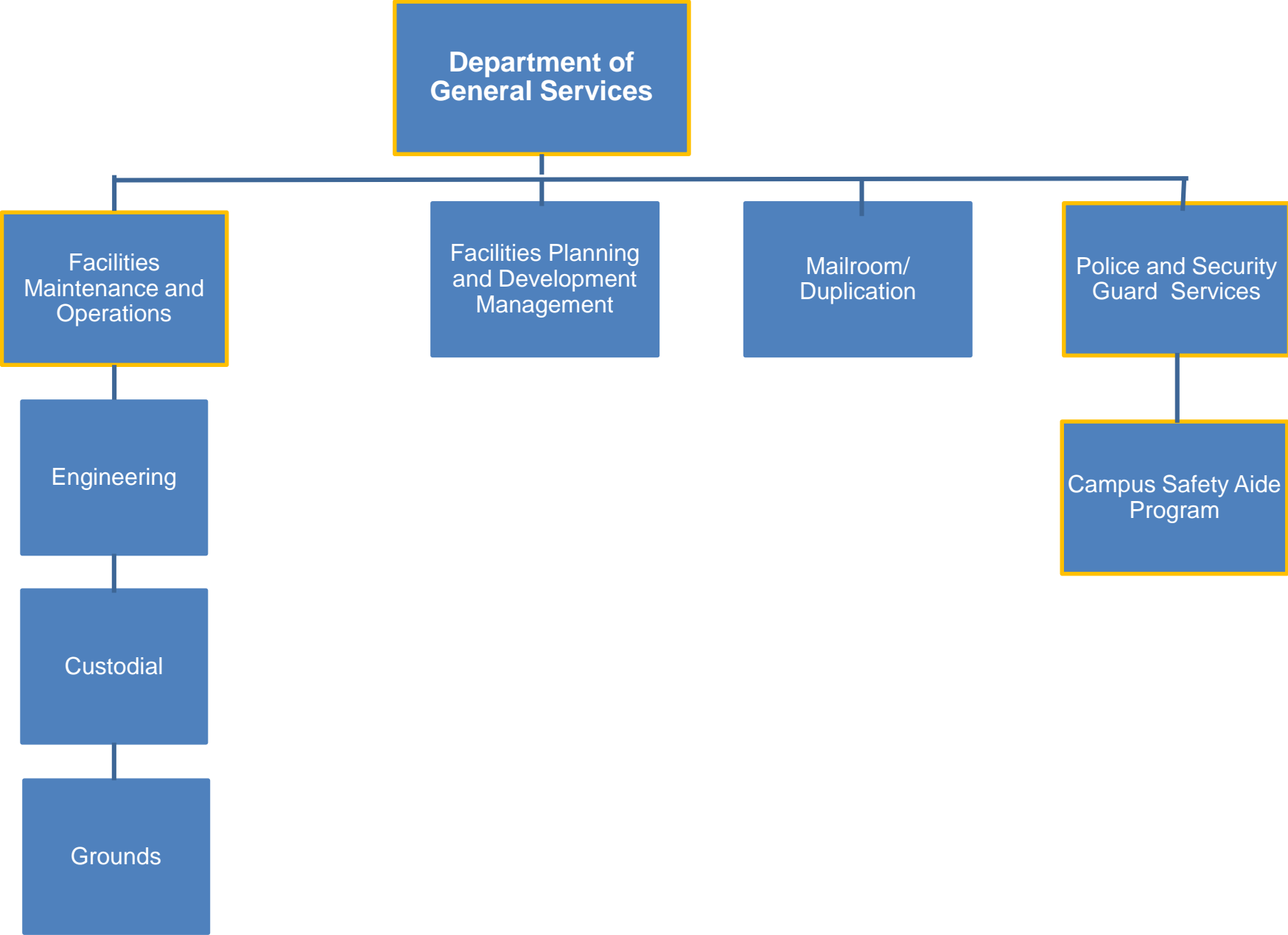


**Workforce  
Development and  
Continuing  
Education**

**Economic and  
Workforce  
Development**

**Career Pathways**





# District Functions

## DGS Facilities, Maintenance, and Operations

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.

# District Functions

**Finance**  
Capital Projects  
and Bonds

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.

# District Functions

## DGS

Police and Security  
Guard Services

DGS contracts police services with the Alameda County Sherriff'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.

# District Functions

## DGS

### Campus Safety Aide Program

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

**Student Support  
Services**  
Admissions & Records

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



# District Functions

**Chief of Staff**  
Institutional  
Research

Validation of assessment instruments.  
Consequential validity survey  
Program Review and Annual Program Update data support  
Student Equity Plan data support  
Accreditation data, Posts Accreditation Documents on District Website  
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

**Academic Affairs**  
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**

# District Functions

## Educational Services

Distance Education,  
Websites

Maintain and support online and hybrid classes using Moodle  
Post planning documents on District websites  
Advise Colleges on website issues  
Support use of Moodle for student evaluations of faculty  
Oversee Distance Education Subcommittee  
Lead efforts to migrate to Canvas  
Oversee Distance Education Coordinators

# District Functions

**Student Support  
Services**  
Enrollment  
Management

**Outreach to Community  
Marketing Campaigns  
Follow-up on outreach and marketing  
Efforts to Increase retention  
Increased intake and student services  
Prepare spreadsheets showing FTES, FTEF, and productivity by College and  
District to help develop strategies to meet enrollment targets.**

# District Functions

## Faculty Evaluations

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

## WDCE

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**

# District Functions

## Student Support Services

### Financial Aid

Respond to Audit Findings  
Provide 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

# District Functions

**Academic Affairs**  
Faculty Diversity  
Internship Program

**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.**



# District Functions

**Academic Affairs**  
Staff Development

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.

# District Functions

## Institutional Research BI Tool

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 do access and navigate BI tools, including dashboards and Answers.

# District Functions

## WDCE 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

# District Functions

## Academic Affairs Curriculum

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

Chief of Staff  
General Counsel

Provide legal assistance to Colleges  
Assists Colleges with grants and contracts  
Prepares grants and contracts for Chancellor and Board of Trustees

# District Functions

## Human Resources Risk Management

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.

# District Functions

## Human Resources Employee Relations

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.

# District Functions

## 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.



# District Functions

## Human Resources Benefits

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.

# District Functions

## Public Information, Media, and Communication

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.

# District Functions

## Finance Payroll

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.

# District Functions

## Chancellor's Office

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.