

Attachment B:

**COAST COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE/COLLEGE FUNCTIONING MAP**

Function	Service Provider	Administrative Responsibility/Functional Implementation
Admissions & Records, Assessment, Matriculation and Registration		
<i>Decentralized with District support</i>	District Office	Associate Vice Chancellor, Educational Services
	Orange Coast College	Vice President, Student Services/ Admin Dean, Enrollment Services
	Golden West College	Vice President, Student Services/Administrative Director, Student Support Services
	Coastline College	Vice President, Student Services/Director of Admissions & Records
Athletics		
<i>Decentralized</i>	Orange Coast College	Vice President, Instruction/Dean, Physical Education & Athletics
	Golden West College	Vice President, Instruction/Dean, Physical Education & Athletics
	Coastline College	NA
Auxiliary Services		
<i>Decentralized</i>		
- Bookstore	Orange Coast College	Vice President, Student Services/Bookstore Operations
	Golden West College	Vice President, Administrative Services/Director, Bookstore
	Coastline College	Vice President, Administrative Services/Director, College Bookstore
- Food Services	Orange Coast College	Vice President, Instruction/Dean, Consumer, Health Sci & Career Ed
	Golden West College	Vice President, Administrative Services/Food Services-Outsourced
	Coastline College	NA
- Associated Students	Orange Coast College	Vice President, Student Services/Dean Student Services
	Golden West College	Vice President, Student Services/Director Student Activities-ASGWC
	Coastline College	Vice President, Student Services/Advisor, Student Advisory Council
Campus Safety & Security		
<i>Decentralized</i>	Orange Coast College	Vice President, Administrative Services/Security Coordinator
	Golden West College	Vice President, Administrative Services/Security Coord, Public Safety
	Coastline College	Vice President, Administrative Services/Director, Maintenance & Oper
Catalog/Schedule Development		
<i>Decentralized with District support</i>	District Office	Associate Vice Chancellor, Educational Services
	Orange Coast College	Vice President, Instruction
	Golden West College	Vice President, Instruction
	Coastline College	Vice President, Instruction
Child Development Centers		
<i>Decentralized</i>	Orange Coast College	Vice President, Instruction/Dean, Consumer and Health Sciences
	Golden West College	Vice President, Administrative Services/Contracted Out
	Coastline College	Vice President, Instruction/Dean, Costa Mesa Center

Curriculum Development

<i>Decentralized with coordination through the District to the Board of Trustees</i>	District Office Orange Coast College Golden West College Coastline College	Associate Vice Chancellor, Educational Services Vice President, Instruction/College Academic Senate Vice President, Instruction/College Academic Senate Vice President, Instruction/College Academic Senate
--	---	--

DSPS (Disabled Students Program & Services)

<i>Decentralized with District support</i>	Orange Coast College Golden West College Coastline College	Vice President, Instruction/Dean, Counseling & DSPS Vice President, Student Services/Supervisor, Accessibility Center for Edu Vice President, Student Services/Dean, Counseling & Special Programs for the Disabled
--	--	---

Environmental Health & Safety and Transportation

<i>Centralized</i>	District Office	Vice Chancellor, Administrative Services/District EHS & Transportation Manager
--------------------	-----------------	--

EOPS (Extended Opportunities Program & Services)

<i>Decentralized with District support</i>	Orange Coast College Golden West College Coastline College	Vice President, Student Services/Director, EOPS Vice President, Student Services, Faculty Reassignment Vice President, Student Services/Director, Financial Aid & EOPS
--	--	--

Facilities

<i>Centralized with input from the colleges</i>		
- Measure C Programming Facilities Master Planning Project Prioritization Funding & Expenditure	District Office	Vice Chancellor, Administrative Services/Director, Facilities & Planning
- Facilities & Planning Unit Primary Contact with State Agencies Contracts & Purchase Orders Scheduled Maintenance	District Office	Vice Chancellor, Administrative Services/Director, Facilities & Planning
<i>Decentralized with District support</i>		
- Daily Operations, Architectural, Engineering, & Construction Management	Orange Coast College Golden West College Coastline College	Vice President, Administrative Services/Manager, Facilities Construction Vice President, Administrative Services/Manager, Construction Facilities Vice President, Administrative Services/Director, Maintenance and Operations

Financial Aid

<i>Decentralized with District support</i>	District Office Orange Coast College Golden West College Coastline College	Vice Chancellor, Administrative Services Vice President, Student Services/Director, Financial Aid Vice President, Student Services/Director, Financial Aid Vice President, Student Services/Director Financial Aid & EOPS
--	---	--

Fiscal Affairs*Centralized with input from Colleges*

- Accounting	District Office	Vice Chancellor, Administrative Services/Admin Director, Fiscal Affairs
	Orange Coast College	Vice President, Administrative Services/Director, Fiscal Services
	Golden West College	Vice President, Administrative Services/Director, Fiscal Services
	Coastline College	Vice President, Administrative Services/Director, Fiscal Services
- Budget	District Office	Vice Chancellor, Administrative Services/Admin Director, Fiscal Affairs
	Orange Coast College	Vice President, Administrative Services/Director, Campus Budget & Financial Operations
	Golden West College	Vice President, Administrative Services/Director, Personnel Services
	Coastline College	Vice President, Administrative Services/Director, Fiscal Services
- Payroll Systems	District Office	Vice Chancellor, Administrative Services/Admin Director, Fiscal Affairs
	Orange Coast College	Vice President, Administrative Services/Director, Campus Budget & Financial Operations
	Golden West College	Vice President, Administrative Services/Director, Fiscal Services
	Coastline College	Vice President, Administrative Services/Director, Fiscal Services
- Purchasing	District Office	Vice Chancellor, Administrative Services/Admin Director, Fiscal Affairs
	Orange Coast College	Vice President, Administrative Services/Director, Campus Budget & Financial Operations
	Golden West College	Vice President, Administrative Services/Director, Fiscal Services
	Coastline College	Vice President, Administrative Services/Director, Fiscal Services

Foundation*Decentralized*

District Office	Chancellor, Secretary to the Foundation Board
Orange Coast College	President/Director, Foundation
Golden West College	President/Director, College Foundation & Community Relations
Coastline College	President/Executive Director, College Foundation

Grant Development and Operation*Centralized with input from Colleges*

- Federal & State (VTEA, Tech Prep, SB 70)	District Office	Associate Vice Chancellor, Educational Services/Coordinator, Educational & Grant Services
--	-----------------	---

Decentralized

Individual College Grants

Human Resources*Centralized with input from Colleges*

- Collective Bargaining	District Office	Vice Chancellor, Human Resources/College Presidents
- Contract Administration/Labor Relations		
- Direct Benefits, Recruitment		
- Federal & State Reporting		
- District Records		

Human Resources Cont.*Centralized Cont.*

- Hiring Process

Decentralized

- | | | |
|------------------------------------|----------------------|--|
| - Campus Personnel Activities | Orange Coast College | Vice President, Administrative Services/Director, Personnel Services |
| - Position Requests & Descriptions | Golden West College | Vice President, Administrative Services/Director, Personnel Services |
| - Interview & Orientation | Coastline College | Vice President, Administrative Services/Director, Personnel Services |
| - Benefits and Payroll | | |

Information Services*Centralized with services and support coordinated with Colleges*

District Office

Vice Chancellor, Administrative Services/Admin Director, District Information Services

- System Application & Development
- System Implementation
- MIS Implementation & Reporting
- Telecommunication Services
- Internet/Email Services
- System/Technical Support
- Network Management

Decentralized with support from the District

- | | | |
|---|----------------------|---|
| - Administrative Computing Services/
- Desktop Computing Support | Orange Coast College | Vice President, Administrative Services/Director, Administration Computing Services |
| - Network Maintenance | Golden West College | Vice President, Administrative Services/ Technology Support Services |
| - Media Services | Coastline College | Vice President, Administrative Services/Director, Computer Services |
| - Instructional Computing | Orange Coast College | Vice President, Instruction/Directors, Web Services & Instructional Computing Services |
| - Web Development | | |
| - Classroom/Lab Computer Maintenance | Golden West College | Vice President, Instruction/Director of Online Instruction |
| | Coastline College | Vice President, Administrative Services |
| - Online Instructional Services | Coastline College | Vice President, Instruction/Dean, Distance Learning and/or Administrative Dean of Instructional Systems Development |

Internal Audit*Centralized*

District Office

Chancellor/Director, Internal Audit Services

Library/Learning Resources*Decentralized*

- | | | |
|--|----------------------|--|
| | Orange Coast College | Vice President, Instruction/Dean, Library & Instructional Research |
| | Golden West College | Vice President, Instruction/Dean, Learning Resources & Distance Ed |
| | Coastline College | Vice President, Instruction/Dean, Learning Resources & Distance Learning |

Maintenance & Operations (Physical Plant)

<i>Decentralized</i>	Orange Coast College	Vice President, Administrative Services/Director, Maintenance & Oper
	Golden West College	Vice President, Administrative Services/Director, Maintenance & Oper
	Coastline College	Vice President, Administrative Services/Director, Maintenance & Oper

Physical Plant

<i>Centralized with local College application</i>	District Office	Vice Chancellor, Administrative Services/Director, Facilities & Planning
	Orange Coast College	
	Golden West College	
	Coastline College	

Program Development

<i>Decentralized with support and approval through the District</i>	District Office	Associate Vice Chancellor, Educational Services/Coordinator, Educational Services & Grants
- Curriculum, Program Development & Program Review	Orange Coast College	Vice President, Instruction/College Academic Senate
	Golden West College	Vice President, Instruction/College Academic Senate
	Coastline College	Vice President, Instruction/College Academic Senate
- Telecourse Production	Coastline College	President/Administrative Dean, Instructional Systems Development
- Contract Education	Coastline College	Vice President, Instruction/Dean Military/Contract Education Program
	Orange Coast College	Vice President, Instruction/Dean of Instructional Programs

Public Affairs

<i>Centralized</i>		
- Chief/District Information Office	District Office	Chancellor/District Director, Marketing & Public Affairs
- Citizen's Oversight Committee		
- District Student Council		
- Government Relations		
- Graphics & Publications		
- Marketing		
- Programming (Bond) Team Member		
- Public Information		

<i>Decentralized</i>	Orange Coast College	President/Director, Marketing & Community Relations
- Community Relations	Golden West College	President/Supervisor, College Promotions & Director, Foundation & Community Relations
- College Information Office		
- Media Relations/Press Releases	Coastline College	President/Director of Marketing & Public Relations
- Web Site Maintenance		
- College Publications		
- Brochure Development		
- Catalog/Schedule Publication		

Research		
<i>Decentralized with District support</i> - Institutional Research	District Office Orange Coast College Golden West College Coastline College	Vice Chancellor, Administrative Services/Research Systems & Analysis Vice President, Instruction/Dean, Library & Institutional Research President/Associate Dean, Institutional Research & Planning President/Supervisor of Research
<i>Centralized</i> - MIS Data: State Reporting - IPEDS: Federal Reporting	District Office	Associate Vice Chancellor, Educational Services/Research Systems Analyst
Risk Services		
<i>Centralized</i>	District Office	Vice Chancellor, Administrative Services/Manager, Risk Services
Student Learning Outcomes & Assessment		
<i>Decentralized</i>	Orange Coast College Golden West College Coastline College	Vice President, Instruction/College Academic Senate Vice President, Instruction/College Academic Senate Vice President, Instruction/College Academic Senate
Student Health Services		
<i>Decentralized</i>	Orange Coast College Golden West College Coastline College	Vice President, Student Services/Director Student Health Services Vice President, Student Services/Associate Dean, Student Health Serv Site Specific

Note: Decentralized with coordination from the District Office indicates the function is carried out at the campus/college level. The coordination at the District Office typically involves federal and state reporting, budgeting, Board of Trustee actions, and/or addressing legal issues.