

Attachment C:

SUMMARY OF FUNCTIONS

Centralized Functions/District Responsibility

- ✓ Environmental Health & Safety and Transportation
- ✓ Facilities
 - Facilities Master Plan - Measure C
 - Facilities & Planning Unit
 - Primary Contact with State Agencies
 - Contracts & Purchase Orders
 - Scheduled Maintenance
- ✓ Fiscal Affairs
 - Accounting
 - Budget
 - Payroll Systems
 - Purchasing
- ✓ Grant Development & Operation
 - Federal & State (VTEA, SB 70)
- ✓ Human Resources
 - Collective Bargaining
 - Contract Administration/Labor Relations
 - Direct Benefits, Recruitment
 - Federal & State Reporting
 - District Records
 - Hiring Process
- ✓ Information Services
 - System Applications & Development
 - MIS Implementation & Reporting
 - Telecommunications Services
 - Internet/Email Services
 - System/Technical Support
 - Network Management
- ✓ Internal Audit
- ✓ Public Affairs & Community Relations
 - Chief/District Information Office, Public Affairs
 - District Student Council
 - Government Relations
 - Graphics & Publications
 - Citizen's Oversight Committee
 - Marketing
- ✓ Physical Plant
- ✓ Research & Reporting
 - MIS
 - IPEDS
- ✓ Risk Services

Decentralized Functions/College Responsibility

- ✓ Admissions & Records, Assessment, Matriculation and Registration
- ✓ Athletics
- ✓ Auxiliary Services
 - Bookstore
 - Food Services
 - Associated Students
- ✓ Campus Safety & Security
- ✓ Catalog/Schedule Development
- ✓ Child Development Centers
- ✓ Curriculum Development
- ✓ DSPS
- ✓ EOPS
- ✓ Facilities
 - Architectural, Engineering & Construction Management
 - Daily Operation
- ✓ Financial Aid
- ✓ Foundation
- ✓ Human Resources
 - Campus Personnel Activities
 - Position Requests & Analysis
 - Interview & Orientation
 - Benefits & Payroll Implementation
- ✓ Information Services
 - Administrative Computing Services
 - Network Maintenance
 - Desktop Computing Support
 - Media Services
 - Instructional Computing Services
 - Classroom/Lab Computer Maintenance
 - Online Instructional Services
- ✓ Library/Learning Resources
- ✓ Maintenance & operations
- ✓ Public Affairs & Community Relations
 - Community Relations
 - Brochure Development
 - College Publications
 - Web Site Maintenance
- ✓ Program Development
 - Course & Program Development
 - Program Review
 - Telecourse Production
 - Contract Education
- ✓ Research (Institutional)
- ✓ Student Learning Outcomes
- ✓ Student Health Services
- ✓ Public Safety