

## Section II: Functional Map

This document describes and explains the areas of functional responsibility between District Administrative Center (DAC) and the colleges within Ventura County Community College District (VCCCD), Moorpark College, Oxnard College and Ventura College. It also includes the Districtwide cross-college communication and advisory structures in the form of committees, councils, and task forces.

Functions that are the responsibility of the DAC are intended to provide for efficiency and continuity of services and programs. Compliance and functions that are statutorily required are also the responsibility of DAC operations. The provision of educational programs, student support services, direct campus operations, and various ancillary functions are the responsibility of the Colleges.

Function	District	Colleges
<b>Student Learning</b>		
<b>Program Review</b>	Collects relevant data through Banner, Board of Trustees receives relevant data, including institutional effectiveness data.	Use participatory governance processes unique to each campus to conduct annual program review and planning; analyze and assess institutional effectiveness data. Use program review data to make recommendations to the College President regarding resource allocation and integrated planning.
<b>Curriculum</b>	Board approves curriculum submitted through the participatory governance process.	Faculty prepare curriculum following campus-specific policies.
<b>Enrollment Management</b>	Collects and maintains FTES and other relevant data regarding enrollment; Chancellor's Cabinet engages in discussion about campus FTES targets; Chancellor's Cabinet performs ongoing analysis of FTES data	Administrators and faculty collaborate to produce schedules to achieve FTES goals, with attention to scheduling to improve and maintain broad student access. Through governance processes, colleges develop individual enrollment management plans.
<b>Student Services</b>		
<b>Transfer</b>	Develops and reviews Board Policies regarding counseling, transfer centers, and articulation.	Appoint Articulation Officers, Transfer Coordinators and establish Transfer Centers. Develops and reviews Administrative Procedures through participatory governance processes.
<b>Student Health</b>	Reviews policies and establish budget model for student health centers.	Operate student health centers Establish budget for health centers.
<b>Human Resources</b>		
<b>Employee Group Contracts and Negotiation</b>	Organizes all processes and procedures pertaining to collective bargaining and creation of employment contracts. Provides training to administrators regarding contract.	Administer the contract terms. Administrators meet and consult with collective bargaining units.

<b>Hiring</b>	Human Resources organizes processes and procedures for employee hiring, including advertisement and establishment of position control in line with Board Policies. Personnel Commission oversees establishment of positions. Board of Trustees approves position control. VCCCD participatory governance committees prepare Administrative Procedures. New positions are vetted at Chancellor's Cabinet.	Organize hiring according to Administrative Procedures. Administrators, faculty, staff, and students play their roles as established by Administrative Procedure in the hiring process. College presidents bring new positions to Chancellor's Cabinet.
<b>Professional Development</b>	HR reviews policies and procedures in coordination of Board subcommittees and participatory governance committees. HR reviews employee professional development proposals, sabbatical leaves, and educational leave requests to ensure compliance with collective bargaining agreements, and VCCCD Policies and Administrative Procedures.	Coordinates with HR professional development proposals, sabbatical leaves, and educational leave proposals. Promote and allow reasonable release time for employees to participate in professional development opportunities.
<b>Risk Management</b>	Coordinates with Business Services in the administration of claims filed against the VCCCD by employees and job applicants. Functions as liaison between employees and third-party administrator regarding all aspects of workers' compensation claims and settlements. Accepts, reviews, and coordinates responses to subpoenas. Monitors incident reports to ensure that safety issues are addressed/corrected. Ensures that employees receive accommodations pursuant to law.	Report unsafe conditions. Promote employee safety in the workplace. Ensure employees are provided opportunities about workplace health and safety applicable to specific job classifications. Ensure access to campus facilities in compliance with ADA requirements. Coordinate with HR employee ergonomic needs, and requests for reasonable workplace accommodations.
<b>Business Services</b>		
<b>Budget</b>	Participatory governance committees, Board committees, Vice Chancellor and Board of Trustees establish allocation models and approve budget.  Manages payroll, purchasing and receivables.	Administer budgets, and submit payroll, purchasing, and accounts receivable to District.
<b>Facilities</b>	Coordinates construction of new facilities. Approve Facility Master Plans.	Maintain and operate facilities. Develop Facility Master Plan. Develop maintenance and sustainability plans.

<b>Professional Development</b>	HR reviews policies and procedures in coordination with Board subcommittees and participatory governance committees. HR reviews employee professional development proposals and plans to ensure compliance with collective bargaining agreements and District policies and procedures. HR reviews faculty sabbatical leave requests for travel abroad requiring Board approval.	Provide professional development opportunities through participatory governance.  Develops professional development plan. Employees coordinate their travel and professional development with Business Services.
<b>Risk Management</b>	Oversees the administration of claims filed against the VCCCD by employees, job applicants and third parties. Coordinates coverage and legal representation for workers' compensation claims and settlements.	Provide a safe physical environment that is accessible to all in compliance with ADA requirements. Ensure that employees, and volunteers follow policies regarding workers' compensation and any other procedure in the Administrative Procedures regarding volunteers. Maintain compliance for field trips and student travel, including travel of student athletes. Investigate and report Title IX student complaints, and coordinate with HR regarding any complaints against DAC employees.
<b>Technology</b>		
<b>Information Systems</b>	Maintains servers for all educational purposes. Works closely with colleges to submit data needed by State Chancellor's Office. Manages online course management systems, registration software, personnel software and all other districtwide programs. Provides a districtwide technology plan by actively seeking input on classroom and administrative needs, and through planning, sets technology standards for the district.	Colleges create a local technology plan and give input to District regarding instructional needs. Colleges appoint administrative, faculty and staff members to relevant technology committees to share in decision-making.
<b>Educational Services</b>		
<b>Policies</b>	Oversees a series of processes to create policy, including timely review of policies by participatory governance committees, Board subcommittees, and eventual approval of policies by Board of Trustees. Board of Trustees Policy Committee as well as shared governance bodies can initiate review of Board Policies; Board receives Administrative Procedures, created through the participatory governance process as information.	Academic Senates review relevant policies and give input to the Board. Implement Administrative Procedures created through the participatory governance processes. Ensure compliance with Board policies.
<b>Governance</b>		

<p><b>District Governance</b></p>	<p>Create Participatory Governance Handbooks and integrated planning documents through a Districtwide participatory governance process.</p>	<p>Academic and Classified Senates give input into the Districtwide Participatory Governance policies.</p>
<p><b>Faculty Participation in Participatory Governance</b></p>	<p>Receives input for Board Agendas from three Academic Senates at Consultation Council. The Chancellor and the Board consult collegially on all matters 10 +1 with the three Academic Senates.</p>	<p>Academic Senates create local participatory governance committees and participate in creating local participatory governance documents. Budget, Program Review, Curriculum and other matters pertaining to 10 + 1 have local participatory governance committees. Academic Senates and their subcommittees consult collegially with the Board and the Chancellor. Curriculum committees recommend curriculum to the Board. Academic Senates collaborate with the Accreditation Liaison Officer to ensure requirements of Accreditation are met.</p> <p>The Academic Senates appoint faculty to districtwide hiring and other committees as specified in Administrative Procedures and Decision Making Handbook. The American Federation of Teachers appoints faculty to districtwide participatory governance and hiring committees as outlined in the Contract or Districtwide Decision Making handbook.</p>