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| **Delineation of Responsibilities -- Ocean Seaside Junior College** | | |
| **Function** | **District** | **College** |
| **INSTRUCTIONAL PROGRAMS** | | |
| **Enrollment Management** | Identify FTES targets and determine funding allocations.  Prepare and obtain certification for the apportionment attendance reports.  Develop analyses of historical performance trends and projections compared to the annual targets.  Working in collaboration with campus personnel, prepare documents and reports as required or requested by State agencies or District personnel. | Review District projections, and set College goals for FTES and efficiency.  Design course schedules in accordance with student educational needs, College Goals, College FTES goals, and efficiency goals.  Provide guidance on compliance regarding new and revised sections of applicable laws and regulations, and ensure adequacy of records retention.  The President of each college consults with his or her administrative team, analyzes resources and community needs, and proposes the scope and directions of an enrollment management strategy. The overarching goal is to provide the widest spectrum of course offering to serve the diverse learning needs of our students and community, against the backdrop of diminishing State appropriations. |

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| **Program Review** | Provide access to program review data through the District Data Portal and CAL-PASS system.  Board of Trustees:  Receive reports from the College Presidents on the status of program review. | The colleges develop and implement their own program review and resource allocation models through their shared governance processes and in cooperation with their Academic Senates. Each process is overseen by a shared-governance committee, and after several review and approval steps, results in recommendations to the College President.  College Presidents submit reports on the status of program review to the Board of Trustees. |
| **STUDENT SERVICES** | | |
| **International Students** |  | Review and evaluate F1 international student application materials.  Issue initial I-20 and transfer I-20 documents for entrance into the U.S.  Maintain and monitor compliance with Student and Exchange Visitor Information System (SEVIS) requirements.  Report F1 international student enrollment information to SEVIS.  Calculate and collect F1 international student fees.  Coordinate counseling services for F1 international students.  Ensure academic progress for F1 international students.  Act as Primary Designated School Official (PDSO). |
| **Student Health Services** | Review and maintain policies and procedures for safe college communities. | Student Health Services Departments:  Provide registered students access to health services.  Offer personal counseling with Licensed |
| **HUMAN RESOURCES** | | |
| **Employee Group/Union Contracts and Meet-and- Confer Groups** | Conduct Meet and Confer sessions with Management, Supervisors and Confidential groups.  Organize all processes and procedures that pertain to the collective bargaining process regarding sun-shining, negotiations, contract review, grievances and arbitrations. | Administer union contracts in accordance with the agreements.  Meet and consult with collective bargaining groups, to build trust and collaboration, to find solutions to conflicts, and to improve the workplace climate.  Oversee agreements confirmed through the Meet and Confer process with Management, Supervisors and Confidential groups. |
| **Risk Management** | Administer claims filed against the District.  Function as liaison between employees and third-party administrator regarding all aspects of workers’ compensation claims and settlements  Review and interpret legal contracts related to District operations.  Provide, review and analyze certificates of insurance for District and outside vendors.  Accept, review and coordinate response to subpoenas.  Monitor incident reports to ensure that safety issues are addressed/corrected. | Report unsafe conditions.  Promote safety in the workplace; ensure compliance with all applicable safety and industrial environmental codes; and reduce exposure to accidents, citations or litigation.  Management ensures that employees have proper training and equipment to carry out work assignments.  Managers assess any employee’s work restrictions in relation to job duties.  Management submits authorization for Board approval of any and all volunteers to ensure Workers’ Compensation coverage.  Report property damage and other potential liabilities to District Administrative Services.  Maintain compliance with regulations related to student athletes, travel and releases. |

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| **Function** | **District** | **College** |
| **ADMINISTRATIVE SERVICES** | | |
| **Food Services** | Manage food services, including beverage contract and food service/vending contract. Negotiate contracts and monitor compliance.  Coordinate quarterly meetings between campuses and vendor. | Provide a food service delivery system to meet  College needs for students, faculty and staff, including catering for District- and College- sponsored meetings, events, activities and programs and special services to accommodate community and student-sponsored events. |
| **Facilities Maintenance** | Coordinate facility maintenance for the District Office and colleges.  Provide all maintenance and operations services and technical expertise relative to the campus sites.  Issue all building, furniture, and equipment keys and maintain an inventory of all keys distributed. | Work closely with District staff to coordinate maintenance and operation of college facilities. |
| **ITSS - Data**  **Center/ Operations** | Coordinate with Campus Works, District Office and Colleges on District Application Server Farm and data storage regarding the maintenance upgrades, security and the physical safety of the units.  Assign IP addresses for District operations/ | College technology staff coordinate with District staff to ensure that the database system is available for departments and to provide technical support to users.  Maintain, upgrade, security and physical safety of server and data storage units on the college.  Assign IP addresses for college operations. Provide initial assessment and advice to faculty prior to procurement of new software to prevent system conflict or errors. |
| **EDUCATIONAL SERVICES** | | |
| **Policies** | Oversee and coordinate revision and development of new Board Policies and administrative regulations with appropriate staff.  Provide liaison with Community College League of California policy subscription service, using that service for consultation and updated legal news.  Finalize, maintain, and communicate Board Policies.  Prepare board docket items related to new or revised Board Policies. | Provide input regarding new and revised Board Policies.  Develop and implement College procedures in alignment with Board Policies.  Ensure faculty and staff awareness of Board Policies and College procedures.  Ensure compliance with Board Policies and College procedures. |
| **GOVERNANCE** | | |
| **District Policy Governance** | Board of Trustees:  Establish structure and create policies related to governance. | Establish consistent timetable for updating  Board Policies.  Review existing governance structures and existing policies related to governance. |
| **Faculty Participation in**  **Shared Governance** | Academic Senates:  Provide input to the Board and its designees (Chancellor and College Presidents) on academic and professional matters. | Academic Senates:  Serve as representatives to College Council, College Planning Council, the District Council and the District Budget Committee.  In consultation with the Presidents, appoint faculty representatives to all College and District governance committees.  Participate in collegial consultation.  Recommend the annual approval of the College curriculum.  Develop and maintain Program Review processes.  In collaboration with the College President and Accreditation Liaison Officer, provide leadership to accreditation activities.  Provide recommendations to College Presidents and the Chancellor on academic and professional matters. |