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| **Delineation of Responsibilities -- River Valley Community College District Organizational Map** | | |
| **Function** | **District Responsibilities** | **College/Continuing Education Responsibilities** |
| **Budget Development** | **Responsible: Executive Vice Chancellor, Business Services**   * Provide leadership for budget development * Establish and maintain the budget in consultation with colleges and Continuing Education * Ensure collaborative budget development process * Provide a formula for distribution of funds through a participatory process * Chair District Budget Development Committee * Provide leadership for fiscal controls and audits   Board of Trustees Policy: BP 2510, Participation in Local Decision-Making Administrative Procedure: AP 0003.8 Shared Governance Budget  Development & Institutional Planning Advisory Committee | **Responsible: Vice President, Administrative Services**   * Provide leadership on behalf of colleges and Continuing Education in budget development process * Provide leadership in distribution of funds on campus * Assume responsibility for expenditure of all college/Continuing Education funds within constraints of state and federal law and district fiscal controls |
| **Facilities and Planning** | **Responsible: Vice Chancellor, Facilities Management**   * Provide leadership for procurement, construction, maintenance and operations of all facilities and construction projects * Provide coordination for contracts, leases, facilities planning, construction and maintenance and operations * Provide leadership for construction bond projects (S&N), including procurement and construction, in consultation with the college/Continuing Education leadership, to ensure campus needs are met * Ensure effective consultation processes on all facilities matters to ensure campus needs are met | **Responsible: Vice President, Administrative Services**   * Develop facilities plans that reflect educational and student support needs of the college/Continuing Education * Develop scheduled maintenance priorities that reflect needs of the institution * Assume responsibility for facilities planning at each college/campus * Oversee the daily operation of the physical plant, including maintenance and operations, as well as construction projects |
| **Human**  **Resources** | **Responsible: Vice Chancellor, Human Resources**   * Provide leadership for Human Resources management for the district * Provide leadership for negotiations, contract management, hiring procedures and processes, Worker’s Compensation, Benefits, employee records, payroll, Legal Services and EEO and Risk Management * Serve as the chief negotiator for the district representing the Board of Trustees * Develop and maintain all policies and procedures affecting Human Resources * Coordinate legal matters relating to personnel issues * Maintain job classifications and descriptions * Provide leadership for employee training and development * Oversee all employment contracts | **Responsible: Vice President, Administrative Services**   * Ensure implementation of defined responsibilities for participating in hiring procedures, staff evaluation and contract administration under the leadership of the President * Ensure that college/Continuing Education payroll processes are a collaborative effort with the district office * Oversee employee time keeping and reporting on campus * Ensure compliance with the provision of all employment contracts on the campus |
| **Instructional Services & Planning** | **Responsible: Vice Chancellor, Instructional Services & Planning**   * Provide leadership for curriculum coordination and oversight, articulation, grant development, economic development, International Education, and Contract Military Education * Facilitate the curriculum approval process through CurricUNET, an on- line curriculum tracking system * Provide leadership for compliance with Title 5 * Provide leadership for curriculum alignment in consultation with colleges/Continuing Education and the academic leadership * Develop and maintain all policies and procedures related to instruction * Facilitate the development of college catalogs and class schedules * Provide oversight of categorically funded programs related to economic development * Provide oversight and support of the district’s large online education program, including training and website maintenance and development * Develop and maintain relations with business and industry   Board of Trustees Policy: BP 2510 Participation in Local Decision Making Administrative Procedure: AP 0020.2 Instructional Council | **Responsible: Vice President of Instruction; Vice President of Instruction/Student Services (Continuing Education)**   * Provide leadership for the colleges/Continuing Education instructional program * Provide leadership for curriculum development, as well as all aspects of the academic program * Facilitate the development of each college and Continuing Education catalog and class schedule, in consultation with the district office * Support grant development which is a coordinated effort between the colleges, Continuing Education and the district * Provide leadership for all instructional support programs including athletics, learning resources, co-curricular programs, as well as many specialized instructional support activities |
| **Student Services** | **Responsible: Vice Chancellor, Student Services**   * Provide leadership for policy development and oversight, program development, student records, state and federal compliance and audit for Student Services * Provide leadership for Administrative Computing, Institutional Research and data base management * Provide leadership for student discipline policies and the Student Code of Conduct in consultation with the Vice Presidents, Student Services * Coordinate policy review and development in Student Services in collaboration with the Vice Presidents, Student Services, as well as the colleges/Continuing Education academic leadership * Coordinate all legal matters related to students and records, including student rights and due process and FERPA compliance * Provide leadership for state reporting for apportionment and ensure compliance with all state regulation pertaining to proper state reporting and attendance accounting * Ensure continuity and consistency of student services and programs, districtwide, in collaboration with the Vice Presidents, Student Services   Board of Trustees Policy: BP 2510, Participation in Local Decision- Making  Administrative Procedure: AP 0020.3 Student Services Council | **Responsible: Vice President, Student Services; Vice President Instruction/Student Services (Continuing Education)**   * Provide leadership for the Student Services division at the colleges and Continuing Education including Matriculation services, EOPS, DSPS, Counseling, Financial Aid, TRIO, Veterans Affairs, Student Affairs, Student Discipline and Admission and Records * Provide leadership for the provision of comprehensive services to students * Coordinate policy review and development with the district and academic leadership * Oversee the review and approval of policy exceptions pertaining to students and records * Coordinate with the other colleges and Continuing Education to ensure continuity of services for students, districtwide * Provide leadership for many specialized support services and activities on campus * Ensure adherence to district policies and procedures in Student Services |