

Peralta Community College District
Delineation of District & College Services and Functions

| Services/Function | District | Colleges |
|---|----------|----------|
| Risk Management | | |
| 1. Safety Training & Emergency Preparedness | P | S |
| 2. College Safety Meetings (chaired by Business Officers) and District Safety meetings. | S | P |
| 3. Ergonomic assessments | P | S |
| 4. Employee Accommodations | P | S |
| 5. Liability Assistance | P | N/A |
| EEO Plan Implementation & Monitoring | P | S |
| Complaints & Grievances | P | P |
| Labor Negotiations | P | S |
| Evaluations | | |
| 1. Faculty | SH | SH |
| 2. Classified | SH | SH |
| 3. Managers | SH | SH |
| Recruitment | P | S |
| Hiring Process | P | S |
| Professional Development | | |
| 1. Faculty | SH | SH |
| 2. Classified | SH | SH |
| 3. Managers | SH | SH |
| Reclassification | P | S |
| Years of Service | P | S |
| Part-time Faculty Load Tracking | S | P |
| Leave Absence Reporting & Timesheets | P | S |
| Complaints & Grievances | P | S |
| Stipend Calculations & Faculty Release Calculation | S | P |
| Budget | P | S |
| Accounts Payable | P | S |
| Accounts Receivable | P | S |
| Payroll | P | S |
| Purchasing | P | S |
| Internal Audit | P | S |
| Bond Oversight | P | S |

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| | | |
|--|----|-----|
| OPEB | P | N/A |
| Grants Management | S | P |
| Independent Consultant Contracts (ICC) | S | P |
| Auxiliary Enterprises | S | P |
| Travel & Expense Claims | S | P |
| IT Services | | |
| 1. Network Services | P | S |
| 2. Enterprise Services | P | S |
| 3. Learning Management System | P | S |
| MIS Reporting | P | S |
| Directory Services | P | S |
| Program Review-Colleges | S | P |
| Curriculum | S | P |
| Strong Workforce Program | S | P |
| Tenure Review | S | P |
| Enrollment management | S | P |
| Online Education | S | P |
| AC Transit | P | S |
| Dual Enrollment | SH | SH |
| Non Credit | S | P |
| Admissions-Application | S | P |
| Outreach/Recruitment | S | P |
| Assessment/Placement | NA | P |
| Orientation | NA | P |
| Education Plan (Abb/Comp) | NA | P |
| Registration | S | P |
| Early Alert | NA | P |
| Transcript Evaluations | SH | SH |
| Transcript Issuance | P | S |
| Graduation Petitions | S | P |
| Award (Diploma) Issuance | | |
| Bookstore | S | P |
| Financial Aid | | |

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| | | |
|--|-----|----|
| 1. Marketing/Outreach | S | P |
| 2. Processing & Awarding | S | P |
| 3. Auditing | P | S |
| 4. Compliance with Federal Government | SH | SH |
| 5. Disbursement | S | P |
| 6. Financial Literacy/Wellness | N/A | P |
| 7. Satisfactory Academic Progress Tracking | N/A | P |
| 8. Scholarships | N/A | P |
| Student Activities | N/A | P |
| Student Government | N/A | P |
| Student Code of Conduct | S | P |
| Child Care | SH | SH |
| Capital Outlay and Construction | P | S |
| Maintenance and Operations | | |
| 1. Grounds | S | P |
| 2. Engineers | S | P |
| 3. Custodians | S | P |
| Receiving Department (Warehouse) | SH | SH |
| Purchasing | SH | SH |
| Duplicating and Mail Room Services | SH | SH |
| Fleet Maintenance | SH | SH |
| Institutional Research | SH | SH |
| MIS Reporting | P | S |
| Data Warehouse | P | S |
| PBIM | P | S |
| Program Review Infrastructure & District Service Center | P | S |
| Police Services | P | S |
| Security Services | P | S |
| Clery Reporting/Compliance | P | S |
| Safety Aids | S | P |
| Emergency Preparedness | SH | SH |
| International Student Service Center (F-I, J-1, B-2 (and other non-immigrant categories) services | | |
| 1. Admissions | P | S |

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| | | |
|---|----|-----|
| 2. Advising | P | S |
| 3. Counseling | S | P |
| 4. Student Exchange Visitor Information System (SEVIS) compliance | P | N/A |
| 5. Recruitment | P | N/A |
| 6. Partnerships | P | S |
| 7. Events | P | S |
| 8. Study Abroad | SH | SH |
| Public Information Coordination | SH | SH |
| Marketing & Media Relations | S | P |
| Web | SH | SH |
| College Schedules/Catalogs | S | P |
| Contract Review | P | S |
| Insurance | P | N/A |
| Personnel Support | P | S |
| Board Meetings | P | N/A |
| Legal: Policies/Procedures Compliance | P | S |
| Public Records/Subpoenas | P | S |
| Contract Education | | |
| 1. Not for Credit | P | S |
| <i>Employer Engagement</i> | | |
| <i>Designing Offerings</i> | | |
| 2. Credit/Noncredit | S | P |
| <i>Liaison with Employer/College</i> | | |
| 3. Grant Cultivation | SH | SH |
| 4. Apprenticeships | S | P |
| 5. Community Education | P | S |
| 6. Business & Industry Outreach/Cultivation | SH | SH |
| 7. Adult Education Consortium Coordination | S | P |
| Scholarships | S | P |
| Managed Accounts | S | P |
| Fundraising & Advancement | SH | SH |
| Receiving Donations/Gifts | P | S |