NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

The North Orange County Community College District
FUNCTION MAP

Cypress College

Fullerton College

Introduction

The North Orange County Community College District Function Map was developed to show the delineation of functions between the ACCJC-accredited Colleges and the District. The current version of NOCCCD Function Map was developed during the 2022-23 academic year. Revisions will be conducted as needed to account for organizational changes within NOCCCD and to provide clearer alignment to board policies, administrative procedures, and ACCJC accreditation standards.

Function	Cypress College	Fullerton College	NOCCCD
Academic Records	• Maintains student records • Maintains grades and transcripts • Processes student petitions • Processes requests for student records and the student information system • Administers records retention schedule • Prepares Apportionment Attendance Report (CCFS-320) **Responsible Parties:** • Vice President, Student Services • Director, Admissions & Records/Registrar	• Maintains student records • Maintains grades and transcripts • Processes student petitions • Processes requests for student records and the student information system • Administers records retention schedule • Prepares Apportionment Attendance Report (CCSF-320) **Responsible Parties:** • Vice President, Student Services • Dean, Enrollment Services	• Maintains and monitors storage of student records • Administers records retention schedule • Reviews requests for access and monitors employee access to the student information system (Banner) • Maintains Transcript processing integrations with third party vendors and institutions **Responsible Parties:** • Vice Chancellor, Educational Services and Technology (District CIO) • District Director, Enterprise IT Applications Support and Development
Accounting	• Originates requisitions for procurement • Reviews approved requisitions for accuracy and sufficient funds • Reconciles accounts • Prepares financial statements • Receives invoices and approves payment • Originates budget transfers and approves budget transfers • Processes payroll redistributions • Completes transfer of charges **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Originates requisitions for procurement • Reviews approved requisitions for accuracy and sufficient funds • Reconciles accounts • Prepares financial statements. • Receives invoices and approves payment • Originates budget transfers and approves budget transfers • Processes payroll redistributions • Completes transfer of charges **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Processes all accounts payable and accounts receivable transactions • Reconciles accounts • Establishes and maintains fiscal controls • Oversees annual audit • Processes reimbursement claims and travel requests • Processes payroll redistributions • Prepares financial statements • Assists in managing grants and auxiliary accounting • Handles District insurance management (worker's compensation; health and welfare; property; liability and crime; and student and athlete insurance program) • Provides staff with budget lookup and report training for Ellucian Banner • Audits and processes budget transfer requests

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Accounting Cont'd.			**Responsible Parties:** • Vice Chancellor of Finance & Facilities • District Director, Fiscal Affairs • District Manager, Fiscal Affairs • District Director, Grants • District Director, Risk Management
Accreditation	• Monitors accreditation policies and regulations • Prepares required accreditation reports • Reviews College and program compliance with accreditation standards and requirements • Makes recommendations as needed to maintain compliance with standards • Ensures accreditation activities follow the College's shared governance processes • Conducts program-specific accreditation processes **Responsible Parties:** • President • Accreditation Liaison Officer • Accreditation Faculty Chair	• Monitors accreditation policies and regulations • Prepares required accreditation reports • Reviews College and program compliance with accreditation standards and requirements • Makes recommendations as needed to maintain compliance with standards • Ensures accreditation activities follow the College's shared governance processes • Conducts program-specific accreditation processes **Responsible Parties:** • President • Accreditation Liaison Officer • Accreditation Steering Committee	• Acts as liaison between colleges and district for accreditation functions and issues • Addresses accreditation standards related to centralized district functions, including human, physical, technology, and financial resources. **Responsible Parties:** • Board of Trustees • Chancellor • Vice Chancellor, Educational Services and Technology • Vice Chancellor, Human Resources • Vice Chancellor, Finances & Facilities
Administrative & Board Policies	• Provides advice and input relative to new and revised Board Policies and Administrative Procedures • Identifies needed revisions, as appropriate • Ensures faculty and staff awareness of Board Policies and Administrative Procedures • Ensures compliance with or implementation of Board Policies and Administrative Procedures	• Provides advice and input relative to new and revised Board Policies and Administrative Procedures • Identifies needed revisions, as appropriate • Ensures faculty and staff awareness of Board Policies and Administrative Procedures • Ensures compliance with or implementation of Board Policies and Administrative Procedures	• Sets policy, delegates authority, and provides leadership and oversight **Responsible Parties:** • Board of Trustees • Chancellor

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Administrative & Board Policies Cont'd.	**Responsible Parties:** • President • Senates	**Responsible Parties:** • President • Senates	
Admissions & Registration	• Processes applications for admission • Maintains admissions applications and student email notifications via CCCApply • Prevents fraudulent applications, admissions & enrollment • Maintains class rosters • Coordinates registration timelines and schedules with Fullerton College and the District • Facilitates registration processes • Processes student payments for tuition, fees, and other services, and reconciles daily receipts for accounting purposes • Supports users of admission & registration systems (e.g., Banner) **Responsible Parties:** • Vice President, Student Services • Director, Admissions & Records	• Processes applications for admission • Maintains admissions applications and student email notifications via CCCApply • Prevents fraudulent applications, admissions & enrollment • Maintains class rosters • Coordinates registration timelines and schedules with Fullerton College and the District • Facilitates registration processes • Processes student payments for tuition, fees, and other services, and reconciles daily receipts for accounting purposes • Supports users of admission & registration systems (e.g., Banner) **Responsible Parties:** • Vice President, Student Services • Dean, Enrollment Services	• Approves registration schedule. • Sets up ERP for negotiated academic calendar. • Ensures online searchable schedules are functioning • Ensures all registration functions in the Student Information System are online and functioning, including adds/drops **Responsible Parties:** • District Director, Enterprise IT Applications Support and Development
Articulation	• Monitors IGETC, CSU GEB, baccalaureate lists, UC Transfer Course Articulation Lists, and ASSIST • Develops course articulation proposals and submits them to other institutions of higher education • Maintains campus articulation data and provides an annual summary of transfer-related curricular changes **Responsible Parties:** • Vice President, Instruction • Articulation Officer	• Monitors IGETC, CSU GEB, baccalaureate lists, UC Transfer Course Articulation Lists, and ASSIST • Develops course articulation proposals and submits them to other institutions of higher education • Maintains campus articulation data and provides an annual summary of transfer-related curricular changes **Responsible Parties:** • Vice President, Instruction • Articulation Officer	• Establishes processes that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions **Responsible Parties:** • Vice Chancellor, Educational Services and Technology (District CIO)

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Auditing	• Facilitates interim and annual audit • Provides information and backups upon request • Answers auditors' questions related to annual audit **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Facilitates interim and annual audit • Provides information and backups upon request • Answers auditors' questions related to annual audit **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Coordinates annual audit for the District • Provides backup information to auditors **Responsible Parties:** • District Director, Fiscal Affairs • District Manager, Fiscal Affairs
Auxiliary Services	*Bookstore* • Provides facilities for the bookstore and its operations • Coordinates with faculty to ensure that books and learning materials are available to students in a timely manner • Negotiates contract terms **Responsible Parties:** • Vice President, Administrative Services • Follett *Food Services* • Provides facilities for food services operations and dining • Ensures paid food options are available to students and staff • Ensures free breakfast and lunch are provided to students, as available • Negotiates contract terms • Processes invoices • Deposits commissions **Responsible Parties:** • Vice President, Administrative Services • Food Services	*Bookstore* • Provides facilities for the bookstore and its operations • Coordinates with faculty to ensure that books and learning materials are available to students in a timely manner • Negotiates contract terms **Responsible Parties:** • Vice President, Administrative Services • Follett *Food Services* • Provides facilities for food services operations and dining • Ensures paid food options are available to students and staff • Ensures free breakfast and lunch are provided to students, as available • Negotiates contract terms • Processes invoices • Deposits commissions **Responsible Parties:** • Vice President, Administrative Services • Food Services	• Negotiates, signs, processes, and maintains contracts with outside vendors • Budgets, plans and monitors progress reporting, state and regional contract management for Child Development Centers for Fullerton College **Responsible Parties:** • Vice Chancellor, Finance & Facilities • District Director, Purchasing

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Budgeting	• Perform Year end closing and Budgets • Prepare Financial Statements and reports for Auxiliary Funds • Balances the campus budget • Allocates funds to divisions • Monitors budgets • Develops annual tentative and adopted budget documents for Board of Trustees review and approval • Prepares college budgeting planning calendar • Maintains budget and expenditure history **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Perform Year end closing and Budgets • Prepare Financial Statements and reports for Auxiliary Funds • Balances the campus budget • Allocates funds to divisions • Monitors budgets • Develops annual tentative and adopted budget documents for Board of Trustees review and approval operational expenses • Prepares college budgeting planning calendar • Maintains budget and expenditure history **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Provides criteria and institutional guidelines for financial planning and budgeting based on the district mission and goals • Provides overall Budget Calendar • Complies with statutory deadlines for tentative and adopted budget planning and approval • Provides current resource allocation based on District Resource Allocation Model (RAM) • Prepares district budget worksheets • Collaborates and coordinates with the Colleges to develop FTES and FTEF targets • Maintains adherence to BP/AP 6200 Budget Preparation and Resource allocation **Responsible Parties:** • Chancellor • Vice Chancellor, Finance and Facilities • District Director, Fiscal Affairs
Bursar	• Processes all refunds to students. • Processes 1098T IRS reports and sends to students annually • Collects student optional fees (e.g., lab fees) • Writes off student receivables • Submits student receivables to the Chancellor's Office (i.e., COTOP) • Processes and disperses scholarship funds to students according to funding agency requirements • Manages campus auxiliary accounts (e.g., fundraising accounts) • Balances student payments daily with bank and post in general ledger	• Processes all refunds to students. • Processes 1098T IRS reports and sends to students annually • Collects student optional fees (e.g., lab fees) • Writes off student receivables • Submits student receivables to the Chancellor's Office (i.e., COTOP) • Processes and disperses scholarship funds to students according to funding agency requirements • Manages campus auxiliary accounts (e.g., fundraising accounts) • Balances student payments daily with bank and post in general ledger	• Maintains integrations with third party vendors for online payments **Responsible Parties:** • District Director, Enterprise IT Applications Support and Development

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Bursar Cont'd.	• Processes payments to vendors from college bursar accounts • Manages the vault to provide cash for college functions (e.g., fundraising activities, admissions & registration) • Manages third-party payments, including preparing invoices and processing and collecting payments (e.g., Workers Compensation, Department of Rehabilitation, Veterans Administration, etc.) • Monitors and handles all banking transactions for the college and its organizations (e.g., checking account, credit card accounts, CDs) • Pays bookstore vendor and reconcile their accounts with the District • Researches interest rates to ensure best investment opportunities • Applies earned interest to cover operational expenses • Processes monthly charge backs to the appropriate District fund (e.g., payroll, travel expenses, etc.) • Processes use and sales tax to the State quarterly • Completes internal audit process to ensure proper documentation and use of funds for allowable expenses • Works with the District to complete year-end closing processes • Manages the District-allocated hospitality account for Cypress and NOCE • Processes and reports Rideshare (AQMD) information (e.g., annual survey) and provides incentives for employee participation **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	• Processes payments to vendors from college bursar accounts • Manages the vault to provide cash for college functions (e.g., fundraising activities, admissions & registration) • Manages third-party payments, including preparing invoices and processing and collecting payments (e.g., Workers Compensation, Department of Rehabilitation, Veterans Administration, etc.) • Monitors and handles all banking transactions for the college and its organizations (e.g., checking account, credit card accounts, CDs) • Pays bookstore vendor and reconcile their accounts with the District • Researches interest rates to ensure best investment opportunities • Applies earned interest to cover operational expenses • Processes monthly charge backs to the appropriate District fund (e.g., payroll, travel expenses, etc.) • Processes use and sales tax to the State quarterly • Completes internal audit process to ensure proper documentation and use of funds for allowable expenses • Works with the District to complete year-end closing processes • Manages the District-allocated hospitality account for Fullerton and the District • Processes and reports Rideshare (AQMD) information (e.g., annual survey) and provides incentives for employee participation **Responsible Parties:** • Vice President, Administrative Services • Manager, Campus Accounting	

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Campus Safety	• Monitors crime reports and directs patrol activities • Conducts crime prevention and awareness programs • Identifies and corrects safety hazards • Monitors and maintains fire, life safety, and intrusion alarm systems • Responds to incidents and emergencies • Documents incidents and daily activities • Maintains lost and found property • Patrols campus • Enforces parking regulations and directs traffic • Provides security coverage for special events • Prepares and maintains an emergency preparedness plan • Conducts emergency drills and training • Conducts threat assessments to identify potentially violent individuals • Maintains current state and federal license requirements • Issues public annual security reports in compliance with the Jeanne Clery Act • Coordinates with local law enforcement agencies to track and share crime data and to outline responsibilities for crimes occurring on campus per the Kristen Smart Act **Responsible Parties:** • Vice President, Administrative Services • Director, Campus Safety	• Monitors crime reports and directs patrol activities • Conducts crime prevention and awareness programs • Identifies and corrects safety hazards • Monitors and maintains fire, life safety, and intrusion alarm systems • Responds to incidents and emergencies • Documents incidents and daily activities • Maintains lost and found property • Patrols campus • Enforces parking regulations and directs traffic • Provides security coverage for special events • Prepares and maintains an emergency preparedness plan • Conducts emergency drills and training • Conducts threat assessments to identify potentially violent individuals • Maintains current state and federal license requirements • Issues public annual security reports in compliance with the Jeanne Clery Act • Coordinates with local law enforcement agencies to track and share crime data and to outline responsibilities for crimes occurring on campus per the Kristen Smart Act **Responsible Parties:** • Vice President, Student Services • Director, Campus Safety	• Provides and maintains third party integrations with Emergency Alert (SMS) system with vendor **Responsible Parties:** • District Director, Enterprise IT Applications Support and Development

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Capital Projects	• Leads the administration, organization and integration of facility planning activities for the improvement, renovation, modernization, replacement and construction of campus facilities, equipment, systems, and buildings in support of the District's Strategic Plan, Master Plans, and other goals and objectives • Oversees all aspects of capital projects, from inception and planning through construction completion • Prepares RFPs (Request for Proposal), review of proposals, and recommendation for award prepared for board approval • Develops and oversees project scopes, schedules, and budgets • Prepares and negotiates all vendor contracts • Reviews and processes to District all vendor invoicing • Oversees all project-related vendors including but not limited to design professionals, contractors, and other service providers for all capital outlay improvements • Maintains multiple source project funding allocations and budgets • Oversees and prepares for submission any construction grant applications to the State • Drafts all Board Agenda Item documents • Drafts all Notices to Proceed and Notice of Completions for major projects; reviews draft from purchasing on minor projects for NTP and NOC documents • Assists in reporting status updates and providing responses on state funded projects	• Leads the administration, organization and integration of facility planning activities for the improvement, renovation, modernization, replacement and construction of campus facilities, equipment, systems, and buildings in support of the District's Strategic Plan, Master Plans, and other goals and objectives • Oversees all aspects of capital projects, from inception and planning through construction completion • Prepares RFPs (Request for Proposal), review of proposals, and recommendation for award prepared for board approval • Develops and oversees project scopes, schedules, and budgets • Prepares and negotiates all vendor contracts • Reviews and processes to District all vendor invoicing • Oversees all project-related vendors including but not limited to design professionals, contractors, and other service providers for all capital outlay improvements • Maintains multiple source project funding allocations and budgets • Oversees and prepares for submission any construction grant applications to the State • Drafts all Board Agenda Item documents • Drafts all Notices to Proceed and Notice of Completions for major projects; reviews draft from purchasing on minor projects for NTP and NOC documents • Assists in reporting status updates and providing responses on state funded projects	• Master Planning requirements • Coordination of the 5 Year Construction Plan, Space Inventory, and Scheduled Maintenance Plan • Monitors compliance with procurement guidelines. • Manages various phases of construction contracts • Issues Notices to Proceed, Purchase Orders, and Notices of Completion. • Maintains and reconciles project audits • Prepares and submits reimbursement claims to state and other agencies • Responds and compiles requests for information for federal, state, and local agencies regarding projects • Maintains Fixed Assets Inventory System and prepares reports for auditors and insurance carriers **Responsible Parties:** • Vice Chancellor, Finance & Facilities • District Director, Facilities Management

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Capital Projects Cont'd.	• Recommends completed building designs to the Board of Trustees • Sets procedures and guidelines for bids and procurement • Creates template contracts and bid form documents • Prepares all formal bid documentation for issuance by Purchasing • Prepares and issues all capital outlay related solicitation of quotes or informal bids to potential bidders • Reviews bid submissions and verifies to make recommendations on bid awards • Attends and participates in all job walks for formal bids • Reviews all RFQs prepared by Purchasing and reviews all SOQs submitted by vendors • Develops and updates campus design and safety standards **Responsible Parties:** • Vice President, Administrative Services • Campus Capital Projects Manager	• Recommends completed building designs to the Board of Trustees • Sets procedures and guidelines for bids and procurement • Creates template contracts and bid form documents • Prepares all formal bid documentation for issuance by Purchasing • Prepares and issues all capital outlay related solicitation of quotes or informal bids to potential bidders • Reviews bid submissions and verifies to make recommendations on bid awards • Attends and participates in all job walks for formal bids • Reviews all RFQs prepared by Purchasing and reviews all SOQs submitted by vendors • Develops and updates campus design and safety standards **Responsible Parties:** • Vice President, Administrative Services • Campus Capital Projects Manager	

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Catalog	• Creates, reviews, revises, and approves Cypress College Catalog • Ensures catalog meets state and federal education codes and accreditation requirements **Responsible Parties:** • Vice President, Instruction	• Creates, reviews, revises, and approves Fullerton Catalog • Ensures catalog meets state and federal education codes and accreditation requirements **Responsible Parties:** • Vice President, Instruction	• Coordinates timeline for catalog development • Revises and updates college catalog on an annual basis • Ensures timely release of college catalogs and addenda • Ensures accuracy of catalog course and program listings against Chancellor's Office Curriculum Inventory (COCI) and student information system • Publishes college catalog and catalog addenda • Reviews and maintains reporting for catalog MIS elements • Provides integrations with catalog and curriculum tools **Responsible Parties:** • Vice Chancellor, Education Services and Technology (District CIO) • District Director, Enterprise IT Applications Support and Development • District Director, Research, Planning and Data Management
Computing Support	• Maintains employee and campus computers and technologies • Resolves all networking, academic, and administrative computing issues for all Cypress students and employees • Provides computers and other related hardware and software to employees and students • Provides technology training • Provides AV and computing support for on-campus events • Creates a college technology plan	• Maintains employee and campus computers and technologies • Resolves all networking, academic, and administrative computing issues for all Fullerton students and employees • Provides computers and other related hardware and software to employees and students • Provides technology training • Provides AV and computing support for on-campus events • Creates a college technology plan	• Provides staff and student assistance with Banner, Office365, MyGateway, password resets, MFA, and general technology issues • Provides Level 1 and 2 support for student and staff assistance with Banner, Office365, MyGateway, password resets, MFA and general technology issues • Operates the districtwide IS Helpdesk for networking, academic, administrative computing, and security issues • Maintains third party integrations to support IAM and onboarding

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Computing Support Cont'd.	• Manages and maintains campus communications infrastructure and technology, including VOIP telephony, email, and digital signage • Manages and maintains the Technology Services & Academic Computing Help Desk and collaborates with the District IS Helpdesk to assess issues with integrated systems and ensure resolution by appropriate district or campus IT service staff **Responsible Parties:** • Director, Academic Computing Technology	• Manages and maintains campus communications infrastructure and technology, including VOIP telephony, email, and digital signage • Manages and maintains the Academic Computing Technologies Help Desk and collaborates with the District IS Helpdesk to assess issues with integrated systems and ensure resolution by appropriate district or campus IT service staff **Responsible Parties:** • Vice President, Administrative Services • Director, Academic Computing Technology	• Provides user/technology support for district staff including purchasing and distribution of equipment, maintaining AV technologies, network and telephony resources • Provides support and training for district wide initiatives • Maintains district distribution groups and communication resources (Teams, Jabber, Email) **Responsible Parties:** • District Director, Enterprise IT Applications Support and Development
Curriculum Development	• Develops course curriculum and submits Course Outlines of Record (COR) to the District, Board of Trustees, and Chancellor's Office for approval • Reviews CORs as per Title 5 requirements and submits them to the District, Board of Trustees, and Chancellor's Office for approval • Deactivates courses and programs • Ensures course and program SLOs are aligned to each other • Identify courses that fulfill AA GE requirements • Reports course and program data to the Chancellor's Office Curriculum Inventory (COCI) system • Coordinates with the Orange County Regional Consortium on Career Technical courses and programs **Responsible Parties:** • Vice President, Instruction • Curriculum Committee • Curriculum Specialist	• Develops course curriculum and submits Course Outlines of Record (COR) to the District, Board of Trustees, and Chancellor's Office for approval • Reviews CORs as per Title 5 requirements and submits to the District, Board of Trustees, and Chancellor's Office for approval • Deactivates courses and programs • Ensures course and program SLOs are aligned to each other • Identify courses that fulfill AA GE requirements • Reports course and program data to the Chancellor's Office Curriculum Inventory (COCI) system • Coordinates with the Orange County Regional Consortium on Career Technical courses and programs **Responsible Parties:** • Vice President, Instruction • Curriculum Committee • Curriculum Specialist	• Advises on policies, procedures, and processes related to curriculum and educational planning • Coordinates curriculum approval at the District level • Maintains degree audit system in alignment with approved programs of study • Supports and provides subject matter expertise in curriculum maintenance in electronic systems (e.g., Banner, DegreeWorks, etc) • Coordinates and collaborates with campus A&R and curriculum committees and departments to manage changes to Banner curriculum records • Establishes guidelines for program expansion or discontinuance through BP/AP 4021 on Program Viability **Responsible Parties:** • Board of Trustees • Vice Chancellor, Educational Services and Technology (District CIO) • District Director, Enterprise IT Applications Support and Development • District Director, Research, Planning and Data Management

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Cybersecurity & Risk Management	• Collaborates with the District to ensure campus technology needs of the College related to integrated net working functions (e.g., Fortimanager for Firewalls, Security Operations Center, Clearpass Wireless Networking Access Control, InfoBlox for DNS, etc.) • Provides secure remote access to Cypress network and various virtualized instructional, and administrative resources • Collaborates with District IS on recommended functional or design changes of the district and college technology infrastructure and resources • Develops mechanisms for safe and reliable network (e.g., firewalls, antivirus, endpoint monitoring, intrusion systems **Responsible Parties:** • Vice President of Administrative Services • Director of Academic Computing Technology	• Collaborates with the District to ensure campus technology needs of the College related to integrated net working functions (e.g., Fortimanager for Firewalls, Security Operations Center, Clearpass Wireless Networking Access Control, InfoBlox for DNS, etc.) • Provides secure remote access to Fullerton network and various virtualized instructional, and administrative resources • Collaborates with District IS on recommended functional or design changes of the district and college technology infrastructure and resources • Develops mechanisms for safe and reliable network (e.g., firewalls, antivirus, endpoint monitoring, intrusion systems **Responsible Parties:** • Vice President of Administrative Services • Director of Academic Computing Technology	• Coordinates security efforts across the District to ensure adherence to standards and policy. • Monitors and maintains partnership with 24/7 SOC monitoring vendor • Conducts ediscovery and security audits of all district technology resources • Collaborates with campus IT to ensure consistent policy and procedure for Identity Management, Security and Compliance • Sets Business Continuity and Disaster Recovery plans regarding IT Infrastructure. • Monitors and audits campus compliance of standards and policy • Monitors and maintains policy and procedure for management of SDWAN and WAN resources (firewalls, endpoint security) • Implements information security standards for district technology resources. • Establishes and enforces district policies for acceptable use of district technology resources. • Oversees cybersecurity awareness training for employees including regular audits of security risks (phishing, pen testing, conditional access) • Identifies and implements new technologies to improve district security posture. **Responsible Parties:** • Vice Chancellor, Educational Services and Technology • District Director, Enterprise IT Applications Support and Development

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Degrees and Certificates	• Certifies and awards degrees and certificates • Evaluates and applies other college coursework, credit by exam, and credit for prior learning • Evaluates and posts IGETC/CSU certification awards • Counsels students in identifying an educational pathway and developing an educational plan **Responsible Parties:** • Vice President, Student Services • Director, Admissions & Records/Registrar • Dean, Counseling & Student Development	• Certifies and awards degrees and certificates • Evaluates and applies other college coursework, credit by exam, and credit for prior learning • Evaluates and posts IGETC/CSU certification awards • Counsels students in identifying an educational pathway and developing an educational plan **Responsible Parties:** • Vice President, Student Services • Dean, Enrollment Services • Dean, Counseling & Student Development	• Maintains ed planning and degree audit system for all institutions and students in the District **Responsible Parties:** • Vice Chancellor, Educational Services and Technology • District Director, Enterprise IT Applications Support and Development
Distance Education	• Provides LMS and LTI professional development and support for faculty • Ensures compliance with Title V accessibility and regular and substantive interaction requirements • Provides technical and learning support to distance education students • Ensures compliance with DE regulations and policies (e.g., RSI) • Maintains LMS, including app and LTI integrations • Obtains, manages and assesses all LTI contracts and services • Creates and implements DE Plan • Coordinates participation in the CVC **Responsible Parties:** • Vice President, Instruction • Dean, Library/LRC • Distance Education Faculty Coordinator • Distance Education Manager	• Provides LMS and LTI professional development and support for faculty • Ensures compliance with Title V accessibility and regular and substantive interaction requirements • Provides technical and learning support to distance education students • Ensures compliance with DE regulations and policies (e.g., RSI) • Maintains LMS, including app and LTI integrations • Obtains, manages and assesses all LTI contracts and services • Creates and implements DE Plan • Coordinates participation in the CVC **Responsible Parties:** • Vice President, Instruction • Director, Distance Education	• Maintains ERP/LMS integration for all campuses in the District • Supports and provides integrations for third party vendors **Responsible Parties:** • Vice Chancellor, Educational Services and Technology • District Director, Enterprise IT Applications Support and Development

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External Contracts	• Initiates contracts with vendors • Reviews and approves contracts under $5,000 • Overseas procurement and purchasing • Enters and approves purchase requisitions • Communicates with employees and vendors regarding purchases • Maintains communication and relationships with vendors **Responsible Parties:** • Vice President, Administrative Services	• Initiates contracts with vendors • Reviews and approves contracts under $5,000 • Overseas procurement and purchasing • Enters and approves purchase requisitions • Communicates with employees and vendors regarding purchases • Maintains communication and relationships with vendors **Responsible Parties:** • Vice President, Administrative Services	• Oversees and monitors purchasing throughout the district • Set purchasing procedures and guidelines (III.D.5) • Processes all requisitions and purchase orders • Communicates with employees and vendors regarding purchases • Provide staff with Ellucian Banner purchasing training • Preparation of RFQ (Request for Quote) and RFP (Request for Proposal) processes • Review contracts for basic legal requirements and review with legal as needed (III.D.16) **Responsible Parties:** • Vice Chancellor, Finance and Facilities • District Director, Purchasing
Financial Aid	• Monitor federal and state policy changes and regulations • Establishes procedures for intake and processing of student applications • Advises students and prospective students concerning the financial aid programs and the completion of forms and applications, special requirements, restrictions, and support documents • Administers Title IV financial aid programs (Direct Loans, Pell Grant, FSEOG, Return to Title IV, Work Study) • Calculate, disburse, and reconcile federal and state FA programs and report data to USDOE and California Student Aid Commission • Oversees disbursement and account maintenance of financial aid funds	• Monitor federal and state policy changes and regulations • Establishes procedures for intake and processing of student applications • Advises students and prospective students concerning the financial aid programs and the completion of forms and applications, special requirements, restrictions, and support documents • Administers Title IV financial aid programs (Direct Loans, Pell Grant, FSEOG, Return to Title IV, Work Study) • Calculate, disburse, and reconcile federal and state FA programs and report data to USDOE and California Student Aid Commission • Oversees disbursement and account maintenance of financial aid funds	

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Financial Aid Cont'd.	• Monitors program fund accounts to ensure students are not awarded more than their allocation • Ensure College's use of funds complies with state and federal regulations • Create, maintain, and verify student records to ensure compliance with provisions of federal and state FA programs • Reviews and verifies student files including disqualification and probationary determination (Satisfactory Academic Progress) • Facilitate implementation of appropriate processes and procedures • Prepare FA public information • Interview students to evaluate their needs and to Determine student eligibility • Completes internal, state and federal audit reports • Develops, implements and evaluates default aversion strategies on assigned specialty areas • Works with loan servicers and other auxiliary service providers to remedy delinquent accounts and promote default management awareness • Maintain, access, import and export financial aid data (e.g., ISIRs and Cal ISIRs in Banner and CampusLogic) • Authorize FA awards through a combination of loans, grants, and work-study based on individual needs and applicable laws and regulations • Maintain and update FA systems, such as Q less (queuing), Job X (FWS), Student Forms (CampusLogic), Ocelot (FATV), and Mongoose Cadence	• Monitors program fund accounts to ensure students are not awarded more than their allocation • Ensure College's use of funds complies with state and federal regulations • Create, maintain, and verify student records to ensure compliance with provisions of federal and state FA programs • Reviews and verifies student files including disqualification and pro bationary determination (Satisfactory Academic Progress) • Facilitate implementation of appropriate processes and procedures • Prepare FA public information • Interview students to evaluate their needs and to Determine student eligibility • Completes internal, state and federal audit reports • Develops, implements and evaluates default aversion strategies on as signed specialty areas • Works with loan servicers and other auxiliary service providers to remedy delinquent accounts and promote default management awareness • Maintain, access, import and export financial aid data (e.g., ISIRs and Cal ISIRs in Banner and CampusLogic) • Authorize FA awards through a combination of loans, grants, and work-study based on individual needs and applicable laws and regulations • Maintain and update FA systems, such as Q less (queuing), Job X (FWS), Student Forms (CampusLogic), Ocelot (FATV), and Mongoose Cadence	• Conducts draw downs and corrections with Department of Education • Ensures compliance with Federal and State Regulations on handling of funds. • Adheres to disbursement regulations and timelines • Maintains relationships with county offices to ensure support for compliance **Responsible Parties:** • District Director, Fiscal Services

Function	Cypress College	Fullerton College	NOCCCD
Financial Aid Cont'd.	**Responsible Parties:** • Vice President of Student Services • Director, Admissions & Records/Registrar • Director of Financial Aid	**Responsible Parties:** • Vice President of Student Services • Dean of Enrollment Services • Director of Financial Aid	
Foundation	• Supports fundraising and programmatic activities to benefit students per the Master Agreement between the Cypress College Foundation, the College, and NOCCCD • Collaborates with the Cypress College Foundation as they provide scholarships, emergency assistance, and support other campus programs • Provides the Foundation with the necessary college infrastructure to operate the non-profit organization • Encourages the College to support and participate in Foundation fund raising activities **Responsible Parties:** • President • Executive Director, Foundation & Community Relations	• Supports fundraising and programmatic activities to benefit students per the Master Agreement between Friends of Fullerton College Foundation, the College, and NOCCCD • Collaborates with the Friends of Fullerton College Foundation as they provide scholarships, emergency assistance, and support other campus programs • Provides the Foundation with the necessary college infrastructure to operate the non-profit organization • Encourages the College to support and participate in Foundation fund raising activities **Responsible Parties:** • President • Executive Director, Friends of Fullerton College	• Supports all fundraising and reporting for District Foundation • Coordinates audit contracts **Responsible Parties:** • Vice Chancellor, Finance and Facilities • District Director, Public and Governmental Affairs
Grants	• Identifies external funding opportunities in collaboration with District Grants Office • Collaborates with District grants office to create funding requests • Reviews final application packages and provides input • Manages and implements grant programs and activities • Provides the District with programmatic and budget report information for submission to grantors	• Identifies external funding opportunities in collaboration with District Grants Office • Collaborates with District grants office to create funding requests • Reviews final application packages and provides input • Manages and implements grant programs and activities • Provides the District with programmatic and budget report information for submission to grantors	• Serves as the primary point of contact for all grants funding (federal, state, and local) • Identifies external funding opportunities and secures grant or contract funds to support and expand college academic and student support services and improve infrastructure support through acquisition of capital and equipment funds

Function	Cypress College	Fullerton College	NOCCCD
Grants Cont'd.	• Develops and submits Annual Performance Reports (APRs) • Complies with applicable laws, regulations, District policies and procedures, and sponsor guidelines • Develops College-level Perkins and Strong Workforce Program (SWP) plans (programmatic and spending) • Collects and administers student surveys for gathering MIS data for Perkins and SWP eligible courses/students **Responsible Parties:** • President • Vice President, Administrative Services • Assigned Project Director/Principal Investigator (PI) • Dean, Career Technical Education	• Develops and submits Annual Performance Reports (APRs) • Complies with applicable laws, regulations, District policies and procedures, and sponsor guidelines • Develops College-level Perkins and Strong Workforce Program (SWP) plans (programmatic and spending) • Collects and administers student surveys for gathering MIS data for Perkins and SWP eligible courses/students **Responsible Parties:** • President • Vice President, Administrative Services • Assigned Project Director/Principal Investigator (PI) • Dean, Business and CIS • Dean, Technology and Engineering	• Develops funding requests, working with college personnel on service and equipment needs, handling follow up negotiations or provision of required information for funding • Provides consultation and assistance throughout the entire grant writing process • Prepares and submits final application packages with college input • Serves as single submission site for all funding proposals • Oversees awarded grants, including budgets, programmatic compliance, and Annual Performance Reports (APRs) • Supports the writing and submission of quarterly reports • Reviews APRs prior to submission by program director • Invoices CCCCO and Foundation grants • Ensures compliance with applicable laws, regulations, district policies and procedures, and sponsor guidelines • Manages District and College CTEA (Perkins/VTEA) and Strong Workforce Program (SWP) contracts • Develops district-level Perkins and SWP plans and coordinates and approves college plans **Responsible Parties:** • Vice Chancellor, Educational Services and Technology (District CIO) • District Director, Grants

Function	Cypress College	Fullerton College	NOCCCD
Hiring	• Identifies adjunct faculty staffing needs and advertises positions if necessary • Initiates request to advertise classified staff positions and interview lateral applicants when applicable • Forms hiring or search committees in compliance with hiring policies and Title 5 • Develops or reviews job announcements • Identifies and advertises to diverse networks or pools or applicants. • Creates hiring materials (e.g., interview questions, performance tests, etc.) and evaluation criteria • Evaluates applicants and identifies interview candidates • Schedules and conducts interviews • Reviews electronic references of classified staff finalists • Identifies finalists and selects applicants for hire • Makes contingent offers • Recommends full-time faculty finalists to Board for employment • Submits adjunct faculty hires' documentation to HR to initiate the hiring process • Submits personnel change forms to HR for classified staff hires **Responsible Parties:** • President • Vice Presidents • Deans and Managers	• Identifies adjunct faculty staffing needs and advertises positions if necessary • Initiates request to advertise classified staff positions and interview lateral applicants when applicable • Forms hiring or search committees in compliance with hiring policies and Title 5 • Develops or reviews job announcements • Identifies and advertises to diverse networks or pools or applicants • Creates hiring materials (e.g., interview questions, performance tests, etc.) and evaluation criteria • Evaluates applicants and identifies interview candidates • Schedules and conducts interviews • Reviews electronic references of classified staff finalists • Identifies finalists and selects applicants for hire • Makes contingent offers • Recommends full-time faculty finalists to Board for employment • Submits adjunct faculty hires' documentation to HR to initiate the hiring process • Submits personnel change forms to HR for classified staff hires **Responsible Parties:** • President • Vice Presidents • Deans and Managers	• Manages the complete lifecycle of hiring • Develops and implements strategies to support and promote DEIA in the hiring lifecycle • Develops and implements talent sourcing strategies to support District-wide recruitment and retention • Develops and provides inclusive hiring/EEO trainings • Develops and provides talent acquisition search committee resources and hiring tools • Consults with hiring managers/departments on staffing trends, DEIA, hiring needs and options, and organizational development • Ensures the hiring process is followed and complies with EEO/anti-discrimination laws • Manages the applicant tracking system • Ensures applicants are evaluated to meet job description and State minimum qualifications and other requirements per Title 5, Education Code, and District policies/procedures • Manages and implements the equivalency process for faculty hiring • Reviews hiring policies and procedures periodically and makes revisions as needed • Provides salary placement • Implements retention best practices and conducts exit interviews to identify concerns or opportunities **Responsible Parties:** • Vice Chancellor, Human Resources • Associate Vice Chancellor, Human Resources • District Manager, Human Resources

Function	Cypress College	Fullerton College	NOCCCD
Human Resources	• Administers contracts in accordance with the agreements • Responds to and communicates grievances to Vice Chancellor of HR as appropriate • Recognizes faculty, staff, and manager achievements • Sponsors activities and events at the College that show appreciation for employees • Implements evaluation process as outlined in the contracts and submit required documentation • Develops recommendations for improvement plans as needed • Determines the process for departmental assessment of faculty equivalency applications • Keeps records and ensures compliance in hiring student workers on an F1 Visa **Responsible Parties:** • President • Vice Presidents • Deans and Managers	• Administers contracts in accordance with the agreements • Responds to and communicates grievances to Vice Chancellor of HR as appropriate • Recognizes faculty, staff, and manager achievements • Sponsors activities and events at the College that show appreciation for employees • Implements evaluation process as outlined in the contracts and submit required documentation • Develops recommendations for improvement plans as needed • Determines the process for departmental assessment of faculty equivalency applications • Keeps records and ensures compliance in hiring student workers on an F1 Visa **Responsible Parties:** • President • Vice Presidents • Deans and Managers	• Advises the Executive Staff and Board of Trustees on human resources related matters • Develops and implements strategic planning and direction • Assists with employee relations including consultation and resolution, discipline, etc. • Administers and enforces collective bargaining agreements, human resources policies, grievances, unfair labor practices, etc. • Maintains employee records • Manages and administers benefits and leaves in compliance with District policies, State and Federal regulations, including health benefits, leave accruals, worker's compensation, etc. • Provides communication and customer service regarding District benefits for current and retired employees • Audits and processes personnel change forms • Provides consultation services, support, and data management related to employee information, such as salaries, tenure, evaluations, sabbaticals, retirements, and employee contracts • Evaluates and manages the HRIS, including employee data, employee records, and workforce information • Maintains position management • Develops, implements, and manages compensation and classification structures

Function	Cypress College	Fullerton College	NOCCCD
Human Resources Cont'd.			• Develops new job classifications and revises current job classifications in accordance with collective bargaining agreements, if applicable • Administers the classification review process for Classified, Confidential, and Management employees • Provides year-end budget support • Develops and maintains workforce analytics and state/federal reporting (MIS/IPEDS) • Develops and manages the onboarding and retention processes and strategies • Develops, implements, and maintains faculty and staff evaluation instruments, processes and information, as outlined in the contracts **Responsible Parties:** • Vice Chancellor, Human Resources • Associate Vice Chancellor, Human Resources • District Manager, Human Resources

Function	Cypress College	Fullerton College	NOCCCD
Institutional Effectiveness	• Leads and coordinates the College's planning and review processes in alignment with the College mission, values, and strategic directions • Leads and coordinates the development of the College's Strategic Plan, including setting College priorities, assessment of outcomes, and resource allocation • Ensures integration of all levels of College planning, from Strategic Plan to college plans (e.g., Guided Pathways, SEAP) and department-level (e.g., Program Review) **Responsible Parties:** • President • Director, Institutional Research & Planning	• Leads and coordinates the College's planning and review processes in alignment with the College mission, values, and strategic directions • Leads and coordinates the development of the College's Strategic Plan, including setting College priorities, assessment of outcomes, and resource allocation • Ensures integration of all levels of College planning, from Strategic Plan to college plans (e.g., Guided Pathways, SEAP) and department-level (e.g., Program Review) **Responsible Parties:** • President • Director, Institutional Research & Planning	• Assesses the effectiveness of district administrative units and departments through surveys, KPIs, and Administrative Review • Works in collaboration with the colleges to ensure accuracy and complete state and federal data reporting requirements • Provides research and reports on student and employee data to support districtwide planning and decision-making • Leads the district's strategic planning process and aligns with the colleges' strategic planning • Supports the colleges' strategic planning processes • Develops a broad-based, comprehensive, systematic, and integrated system of strategic and educational master plans • Implements and evaluates progress on the District strategic and educational master plans. • Develops methods for achieving the strategic directions • Integrates plans into the district's annual planning processes • Supports college outcomes assessment through analysis and data collection when requested Program Review • Conducts program review for centralized district functions **Responsible Parties:** • Chancellor • Vice Chancellor, Educational Services and Technology • District Director, Research, Planning and Data Management

Function	Cypress College	Fullerton College	NOCCCD
Instruction	• Delivers courses and programs leading to certificates and degrees • Evaluates instructors • Implements state-level policies and initiatives (e.g., AB705, Guided Pathways) • Develops schedule based on student needs and faculty input • Enters and maintains course schedule in ERP • Assigns courses to faculty and monitors faculty workloads • Proposes study abroad programs **Responsible Parties:** • Vice President, Instruction • Deans • Department Coordinators • Faculty	• Delivers courses and programs leading to certificates and degrees • Evaluates instructors • Implements state-level policies and initiatives (e.g., AB705, Guided Pathways) • Develops schedule based on student needs and faculty input • Enters and maintains course schedule in ERP • Assigns courses to faculty and monitors faculty workloads • Proposes study abroad programs • Evaluates study abroad proposals and recommends study abroad programs to the District • Coordinates, schedules, monitors, and evaluates study abroad programs **Responsible Parties:** • Vice President, Instruction • Deans • Department Coordinators • Faculty	• Maintains academic calendar based on negotiated term dates • Maintains course schedule integrations with third party vendors • Provides reporting and diagnostic tools for course/schedule maintenance • Approves study abroad programs **Responsible Parties:** • Vice Chancellor, Educational Services and Technology (District CIO) • Vice Chancellor, Human Resources • District Director, Enterprise IT Applications Support and Development • District Director, Research, Planning and Data Management
IT Infrastructure	• Maintains email services and products related to email, such as spam prevention • Develops mechanisms for safe and reliable network (e.g., firewalls, antivirus, intrusion systems) • Oversees backups of enterprise and departmental systems • Designs, implements, and maintains the Voice Over Internet Protocol (VOIP) phone system • Designs, implements and maintains the Wide Area Network, including physical infrastructure and core network equipment	• Maintains email services and products related to email, such as spam prevention • Develops mechanisms for safe and reliable network (e.g., firewalls, antivirus, intrusion systems) • Oversees backups of enterprise and departmental systems • Designs, implements, and maintains the Voice Over Internet Protocol (VOIP) phone system • Designs, implements and maintains the Wide Area Network, including physical infrastructure and core network equipment	• Maintains Enterprise Resource Planning System (Ellucian Banner) in conjunction with designated Banner Team Leads/Product Experts • Monitors and maintains information systems integrity and consistency • Develops and maintains supporting applications and localizations for ERP • Supports and develops secondary data storage and reporting services • Develops and provides operational reports for district staff • Supports data and reporting infrastructure for institutional research department

Function	Cypress College	Fullerton College	NOCCCD
IT Infrastructure Cont'd.	• Designs, implements and maintains the Wireless Network • Develops mechanisms to manage network growth and Internet band width usage • Designs, implements and maintains the Local Area Network, including the physical infrastructure and building network equipment • Implements, manages, and maintains applications and infrastructure for user access to systems (e.g., Office365, Zoom, Teams, VOIP) • Manages and maintains campus digital signage • Ensures security of all systems-related data **Responsible Parties:** • Director, Academic Computing Technology	• Designs, implements and maintains the Wireless Network • Develops mechanisms to manage network growth and Internet band width usage • Designs, implements and maintains the Local Area Network, including the physical infrastructure and building network equipment • Implements, manages, and maintains applications and infrastructure for user access to systems (e.g., Office365, Zoom, Teams, VOIP) • Manages and maintains campus digital signage • Ensures security of all systems-related data **Responsible Parties:** • Director, Academic Computing Technology	• Supports California MIS reporting • Oversees District Strategic Plan for Information Technology • Leads District Technology Committee (DTC) and Implementation Committee (TIC) • Makes recommendations to DCC and Chancellor's Staff through DTC • Maintenances voice, video, and data networks; central computing servers and other data center systems; approval and purchase of all computers and peripheral hardware • Maintains and develops cloud infrastructure and resources • Administers mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications • Coordinates systems that connect/share data with ERP (DegreeWorks, OnBase, etc) • Administers user access to mission critical business applications • Maintains district's web-based communication tools, internet, and myGateway portal sites. • Maintains district SSO platform including onboarding and MFA • Develops and enforces district standards for data integrity **Responsible Parties:** • Vice Chancellor, Educational Services and Technology • District Director, Enterprise IT Applications Support and Development • District Director, Research, Planning and Data Management • District Technology Committee

Function	Cypress College	Fullerton College	NOCCCD
Library Services	• Provides comprehensive library services and materials to students, faculty, and the community • Develops and curates an inclusive and diverse collection that supports the curriculum and the information needs of the campus community • Ensures the library services, materials, and collections meet regulatory and accreditation standards • Provides instructional support at the reference and help desks, virtually and in-person, and through library instruction sessions **Responsible Parties:** • Vice President, Instruction • Dean, Library/LRC	• Provides comprehensive library services and materials to students, faculty, and the community • Develops and curates an inclusive and diverse collection that supports the curriculum and the information needs of the campus community • Ensures the library services, materials, and collections meet regulatory and accreditation standards • Provides instructional support at the reference and help desks, virtually and in-person, and through library instruction sessions **Responsible Parties:** • Vice President, Instruction • Dean, Library/Learning Resources, Instructional Support Programs & Services	
Maintenance & Operations	• Conducts maintenance, service, and repair for safe operation of facilities and equipment • Provides keys upon request and ensures proper and secure operation of locks on campus • Performs cleaning services to ensure campus facilities remain clean, safe, and operational • Upkeeps grounds and landscaping • Maintains athletic fields in accordance with industry practices • Catalogs and maintains inventory of fixed assets in coordination with District Office **Responsible Parties:** • Vice President, Administrative Services • Director, Physical Plant & Facilities	• Conducts maintenance, service, and repair for safe operation of facilities and equipment • Provides keys upon request and ensures proper and secure operation of locks on campus • Performs cleaning services to ensure campus facilities remain clean, safe, and operational • Upkeeps grounds and landscaping • Maintains athletic fields in accordance with industry practices • Catalogs and maintains inventory of fixed assets in coordination with District Office **Responsible Parties:** • Vice President, Administrative Services • Director, Physical Plant & Facilities	• Provides environmental and safety training • Ensures adherence to standards, policies, and industry compliance **Responsible Parties:** • Vice Chancellor, Finance and Facilities

Function	Cypress College	Fullerton College	NOCCCD
Payroll	• Produces and maintains records of timesheets • Approves employee timesheets **Responsible Parties:** • Deans and Managers	• Produces and maintains records of timesheets • Approves employee timesheets **Responsible Parties:** • Deans and Managers	• Completes PERS/STRS Reporting • Processes payroll for all college and district employees • Prepares monthly, quarterly, and annual federal, state, and district reports • Monitors and adjusts employee wages • Pays payroll taxes • Maintains system for time keeping and leave reporting **Responsible Parties:** • District Director, Fiscal Affairs • Manager, Payroll Services
Professional Development	• Identifies and provides professional learning that focuses on the needs of CC faculty, classified professionals, managers, and students • Evaluates and approves funding requests for all employees to participate in professional development • Organizes Flex Day program • Offers professional learning for adjunct faculty • Provides orientation for all new full-time faculty • Works with District Professional Development to support District PD events; such as, Adjunct Orientation, Leadership & Mentoring workshops, sponsored District speakers, and District-wide Strategic Conversation **Responsible Parties:** • Professional Development Faculty Chairs • Classified Senate	• Identifies and provides professional learning that focuses on the needs of FC faculty, classified professionals, managers, and students • Evaluates and approves funding requests for all employees to participate in professional development • Organizes Flex Day program • Offers professional learning for adjunct faculty • Provides orientation for all new full-time faculty • Works with District Professional Development to support District PD events; such as, Adjunct Orientation, Leadership & Mentoring workshops, sponsored District speakers, and District-wide Strategic Conversation **Responsible Parties:** • Dean, Library/Learning Resources, Instructional Support Programs & Services • Professional Learning Coordinator	• Provides leadership for the District-wide Professional Development Programs with consultation and collaboration with District-wide Professional Development Committee • Identifies gaps and anticipates professional development needs for all employees based on the District's Strategic Directions, Objectives, and Goals • Conducts surveys and summarizes data • Designs, plans, implements, and establishes training programs, goals, and objectives • Administers Learning Management Systems (LMS) and offers thousands of online trainings • Communicates with CCCCO in reference to professional development grants and needs, as appropriate • Collaborates with District Services departments and provides job related trainings

Function	Cypress College	Fullerton College	NOCCCD
Professional Development Cont'd.			• Offers and manages mandated training required by state law, e.g., SB1343, FERPA, etc. • Collaborates and consults with unions and senates to identify, seek feedback for career development training to their constituent groups • Provides and manages Districtwide Professional Development Calendar • Provides New Employee Orientations to all employee groups, which includes a variety of employee relations, labor relations, management, and compliance training • Provides bi-annual Adjunct faculty training • Provides one-year career growth programs that include the Leadership Academy, Classified Professionals Training Academy, and Management Development Programs, and Mentorship Program. • Provides productivity tools and training for a variety of topics. • Provides managers a platform to learn from each other and share best practices across the District • Facilitates training to increase knowledge and awareness of equal employment opportunity, cultural competency, and diversity issues. • Provides training and resources for using district systems (Banner ERP, DegreeWorks, etc) • Provides support and training for IT infrastructure projects • Provides user training for HRIS systems (Banner, EPAFs, PeopleAdmin) and processes (Hiring)

Function	Cypress College	Fullerton College	NOCCCD
Professional Development Cont'd.			**Responsible Parties:** • District Director, Professional Development • Vice Chancellor, Human Resources • District Director, Enterprise IT Applications Support and Development
Public Information & Communication	• Shapes and safeguards the college's image including brand development • Supports the President with executive communication • Creates and distributes communication to the neighboring community/communities regarding successes and outcomes • Communicates with the media, internal community, and general public regarding timely and important events • Maintains the college website, including sharing outcomes and success data, programs, completion, stories about student and alumni success • Produces marketing communication to promote individual programs • Produces written and video student communication to increase and motivate enrollment • Produces promotional materials to support enrollment • Manages social media to promote enrollment, build community, and enhance the college's image • Produces the college's annual report/community report and corresponding materials for the annual report to the Board of Trustees	• Shapes and safeguards the college's image including brand development • Supports the President with executive communication • Creates and distributes communication to the neighboring community/communities regarding successes and outcomes. • Communicates with the media, internal community, and general public regarding timely and important events • Maintains the college website, including sharing outcomes and success data, programs, completion, stories about student and alumni success • Produces marketing communication to promote individual programs. • Produces written and video student communication to increase and motivate enrollment • Produces promotional materials to support enrollment • Manages social media to promote enrollment, build community, and enhance the college's image • Produces the college's annual report/community report and corresponding materials for the annual report to the Board of Trustees • Provides Identity Guide and Style Guide to enhance and coordinate college publications	• Serves as the chief brand officer ensuring that the District's brand identity, logo, visual design, and editorial voice, are well executed on the District's website, social media channels, print materials, advertisements, and public events • Coordinates Emergency Planning materials and crisis communications, including managing the RAVE SMS system • Acts as District Spokesperson for media relations and crisis communications • Manages digital communication platforms, including NOCCCD.edu and District-wide social media accounts • Oversees visual communications for District, including managing Graphic Designers, coordinating photo library, and arranging video shoots • Manages District-wide community outreach and awareness • Provides vision and leadership for the District's strategic communication, positioning, and marketing initiatives in a wide variety of communication channels • Leads the process to develop and disseminate key District messages through a variety of channels, including news media, public and media relations, and digital and print materials

Function	Cypress College	Fullerton College	NOCCCD
Public Information & Communication Cont'd.	• Provides Identity Guide and Style Guide to enhance and coordinate college publications **Responsible Parties:** • President • Director, Campus Communications	**Responsible Parties:** • President • Director, Campus Communications	• Prepares executive-level communications, such as key speeches, letters, memos and/or reports • Monitor web traffic and analytics and maintain search engine optimization • Oversees and manages District-wide legislative advocacy and initiatives • Coordination of the North Orange County Community College District Foundation scholarships **Responsible Parties:** • District Director, Public and Governmental Affairs/Public Information Officer
Research & Data	• Provides research and administrative support for the college's accreditation processes • Coordinates, reports, and presents on student achievement data, including institution-set standards, student equity data, Student Success Metrics, Guided Pathways • Works in collaboration with the District to ensure accuracy and complete state and federal data reporting requirements **Responsible Parties:** • Director, Institutional Research & Planning	• Provides research and administrative support for the college's accreditation processes • Coordinates, reports, and presents on student achievement data, including institution-set standards, student equity data, Student Success Metrics, Guided Pathways • Works in collaboration with the District to ensure accuracy and complete state and federal data reporting requirements **Responsible Parties:** • Director, Institutional Research & Planning	• Develops and carries out the district's Strategic Research Agenda • Oversees California MIS reporting • Provides data and analysis to college and district office executives charged with developing and implementing policy • Provides analytical consultation and assistance to administrative and academic units, as well as to district committees • Works with the Information Technology, Admissions and Records, and instructional departments to develop and maintain accurate, comprehensive databases to support planning and management decision making • Serves as central point of contact for survey development and deployment **Responsible Parties:** • IPEDS Keyholder • District Director, Research, Planning and Data Management

Function	Cypress College	Fullerton College	NOCCCD
Shared Governance	• Ensures that the College's shared governance committees have representation from administrators, faculty, staff, and students • Conducts elections for Board of Trustees' student member • Develops and articulates recommendations to the Chancellor • Advocates for the College at the District level and with the Board of Trustees • Fills the College-related membership roles on District Governance (e.g., District Consultation Council) and Organizational (e.g., Budget Officers) Groups to ensure College representation **Responsible Parties:** • President • Academic Senate • Associated Students • CSEA and AdFac	• Ensures that the College's shared governance committees have representation from administrators, faculty, staff, and students • Conducts elections for Board of Trustees' student member • Develops and articulates recommendations to the Chancellor • Advocates for the College at the District level and with the Board of Trustees • Fills the College-related membership roles on District Governance (e.g., District Consultation Council) and Organizational (e.g., Budget Officers) Groups to ensure College representation **Responsible Parties:** • President • Academic Senate • Associated Students • CSEA and AdFac	• Oversees District wide collegial governance, planning and decision making • Coordinates all Board policies and administrative procedures creation and updates • Ensures consistent representation by all stakeholders in governance, planning and decision-making **Responsible Parties:** • Chancellor
Student Conduct	• Develops procedures that ensure Standards of Student Conduct and Discipline (BP 5500) are in effect • Maintains student discipline records in accordance with AP 5500 • Removes students from classes (instructors) or facilities (administrators) when necessary and for good cause • Advises students of disciplinary actions and reasons • Recommends further disciplinary action if needed • Suspends a student when necessary and for good cause and provides the student with a written notice	• Develops procedures that ensure Standards of Student Conduct and Discipline (BP 5500) are in effect • Maintains student discipline records in accordance with AP 5500 • Removes students from classes (instructors) or facilities (administrators) when necessary and for good cause • Advises students of disciplinary actions and reasons • Recommends further disciplinary action if needed • Suspends a student when necessary and for good cause and provides the student with a written notice	

Function	Cypress College	Fullerton College	NOCCCD
Student Conduct Cont'd.	• Reports suspensions to the Chancellor and to parents in the case of minors • Holds informal hearings if requested by the student and determines disciplinary action • Recommends expulsion to the Board of Trustees if necessary (President) • Notifies law enforcement in the event of an assault **Responsible Parties:** • Vice President, Student Services • Dean, Counseling & Student Developments • Director, Campus Safety	• Reports suspensions to the Chancellor and to parents in the case of minors • Holds informal hearings if requested by the student and determines disciplinary action • Recommends expulsion to the Board of Trustees if necessary (President) • Notifies law enforcement in the event of an assault **Responsible Parties:** • Vice President, Student Services • Dean, Student Support Services • Director, Campus Safety	
Student Life	• Advises and supports Associated Students • Advises and supports student clubs and organizations • Provides leadership programs for students • Provides campus ID cards for students • Provides a food pantry, housing assistance, transportation support and other basic needs services • Oversees OCTA College Pass Program at Fullerton College • Plans and holds student events and recognition programs • Plans and holds commencement **Responsible Parties:** • Vice President, Student Services • Dean, Student Support Services • Director, Admissions and Records • Director, Student Life and Leadership	• Advises and supports Associated Students • Advises and supports student clubs and organizations • Provides leadership programs for students • Provides campus ID cards for students • Provides a food pantry, housing assistance, transportation support and other basic needs services • Oversees OCTA College Pass Program at Fullerton College • Plans and holds student events and recognition programs • Plans and holds commencement **Responsible Parties:** • Vice President, Student Services • Dean, Student Support Services • Director, Student Life and Leadership	

Function	Cypress College	Fullerton College	NOCCCD
Student Support & Learning Support	• Develops accommodation plans to meet students' individual needs Facilities testing accommodations with faculty and students as needed • Provides alternate media and inclusive technology to meet students' needs • Partners with faculty and staff to create inclusive learning environments • Assists students with enhancing their study and learning skills • Provides tutoring, learning centers, study spaces and computer labs • Offers special programs for specific student populations • Guides and supports students in identifying and attaining career goals **Responsible Parties:** • Vice President, Instruction • Vice President, Student Services • Dean, Library/LRC • Dean, Counseling & Student Development • Dean, Student Support Services	• Develops accommodation plans to meet students' individual needs • Facilities testing accommodations with faculty and students as needed • Provides alternate media and inclusive technology to meet students' needs • Partners with faculty and staff to create inclusive learning environments • Assists students with enhancing their study and learning skills • Provides tutoring, learning centers, study spaces and computer labs • Offers special programs for specific student populations • Guides and supports students in identifying and attaining career goals **Responsible Parties:** • Vice President, Instruction • Vice President, Student Services • Dean of Library/Learning Resources, Instructional Support Programs & Services • Dean, Counseling & Student Development • Dean, Student Support Services	• xxxxxx

Function	Cypress College	Fullerton College	NOCCCD
Support for Diversity	• Promotes understanding and appreciation throughout the College for all aspects of diversity • Sponsors activities and events that celebrate diversity and bring about staff and student awareness • Provides a forum for discussion of issues of diversity and equity, including issues identified in various reports, including the Student Equity Plan, campus climate surveys, and student satisfaction • Recognizes outstanding efforts in support of Diversity and Inclusiveness **Responsible Parties:** • President • Director, Institutional Research & Planning • DEI Committee • Student Equity & Achievement Committee	• Promotes understanding and appreciation throughout the College for all aspects of diversity • Sponsors activities and events that celebrate diversity and bring about staff and student awareness • Provides a forum for discussion of issues of diversity and equity, including issues identified in various reports, including the Student Equity Plan, campus climate surveys, and student satisfaction • Recognizes outstanding efforts in support of Diversity and Inclusiveness **Responsible Parties:** • President • Director, Institutional Research & Planning • Campus Diversity Committee • Student Equity & Achievement Committee	• Manages and implements Districtwide DEIA professional development programs, including - faculty fellows, mentorship program, Pluralism, Inclusion, and Equity series, DEIA campaigns, Future Instructor Training Program • Chairs the EEO Advisory Council to promote cultural competency through shared governance • Strengthens the District's commitment to diversity, equity, inclusion, and anti-racism through education/ trainings, workshops, forums, and support of Faculty & Staff Associations (FSAs) • Develops, completes, and analyzes focus groups and employee surveys related to DEIA, campus climate and develop report based on findings • Participates at the State-wide level in revisions and implementation of laws and regulations related to EEO/bias in hiring, Title IX/sexual harassment • Manages and tracks complaints and performs investigations for Title IX discrimination, EEO, and sexual harassment • Completes the District Commitment to Diversity Report and the EEO Plan • Reviews and assesses hiring data to measure for adverse impact; develops and recommends strategies to mitigate bias and support the enhancement of a diverse workforce • Reviews and reports on student and employee DEIA data trends to assist in districtwide planning and policies • Establishes and implements strategies to increase the diversity of job applicant pools

Function	Cypress College	Fullerton College	NOCCCD
Support for Diversity Cont'd.			• Develops tools, resources, and training to educate employees and create a work environment that values DEIA **Responsible Parties:** • Diversity Compliance Officer • Chancellor • Vice Chancellor, Human Resources • District Manager, Human Resources • District Director, Research, Planning and Data Management
Workforce & Economic Development	• Manages CTE certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill • Reviews and revises, as necessary, existing programs to meet industry needs • Works with employer advisory committees and other regional entities • Promotes career technical education programs to communities, high schools, and special populations • Plans, develops, and maintains the college's compliance with appropriate state and federal regulations related to career technical programs • Develops and enhances training programs designed to serve local workforce needs • Represents college on district, local, regional, and state workforce committees, including the Centers of Excellence, the Orange County Regional Consortium, and Orange County Department of Education **Responsible Parties:** • Vice President, Instruction • Dean, Career Technical Education	• Manages CTE certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill • Reviews and revises, as necessary, existing programs to meet industry needs • Works with employer advisory committees and other regional entities • Promotes career technical education programs to communities, high schools, and special populations • Plans, develops, and maintains the college's compliance with appropriate state and federal regulations related to career technical programs • Develops and enhances training programs designed to serve local workforce needs • Represents college on district, local, regional, and state workforce committees, including the Centers of Excellence, the Orange County Regional Consortium, and Orange County Department of Education **Responsible Parties:** • Vice President, Instruction • Dean, Business and CIS • Dean, Technology and Engineering	• Plans and envisions how to meet current and future workforce and career technical education needs of the district and beyond • Creates partnerships with local businesses and industry personnel or organizations • Identifies and expands new and developing markets • Develops and implements strategies for achieving college and district goals and objectives related to career/occupational/workforce education • Receives and disseminates Perkins and SWP funds **Responsible Parties:** • Vice Chancellor, Educational Services and Technology (District CIO) • District Director, Grants