



**Peralta Community College District
District Technology Committee Minutes**

***November 5, 2021
10:30 a.m. – 12:00 p.m.
Via Microsoft Team***

***Antoine Mehoulley, Chief Technology & Information System – Chair
Matthew Goldstein, President of Senate COA – Co-Chair***

COUNCIL MEMBERSHIP

Balamurali Sampathraj <i>College of Alameda IT Rep (COA)</i>	Rupinder Bhatia <i>Director of College IT Services (Laney)</i>
Nathan Pellegrin <i>Director of Research and Planning (Merritt)</i>	Mark Swiencicki <i>PFT Rep</i>
Didem Ekici <i>Distance Ed Rep (District)</i>	Vincent Koo <i>Berkeley City College IT Rep (BCC)</i>
Patricia Rom <i>IT Rep (Merritt)</i>	Natalia Fedorova <i>PCS Rep</i>
Joseph Bay <i>Classified SEIU 1021 Rep (District)</i>	Mazin Saeed <i>ASBCC Rep</i>
Adil Ahmed <i>Finance Rep (District)</i>	Violeta de Leon <i>Note-taker NON-VOTING MEMBER (District)</i>

Total Number of Members: 13

Amount Needed for Quorum: 7

In attendance:

1. Antoine Mehoulley
2. Rupinder Bhatia
3. Patricia Rom
4. Natalia Fedorova
5. Nathan Pellegrin
6. Vincent Koo
7. Balamurali Sampathraj
8. Joseph Bay
9. Mark Swiencicki
10. Violeta de Leon – Note-taker **NON-VOTING MEMBER** (District)

Absent: Matthew Goldstein, Adil Ahmed, Didem Ekici and Mazin Saeed

Guest: N/A

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			10:35 a.m.	A quorum was recognized	
B. Adoption of the Agenda			One item was added to the agenda: 1. Discussion on IT/email security	Motion 1 st by Bhatia, 2 nd by Swiencicki Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The minutes for October 1 st , 2021 were reviewed.	Motion 1 st by Bay, 2 nd by Pellegrin Motion passed One abstain	Approved minutes will be posted on the PBIM website
D. Public Comment			N/A		
E. Committee/Council Reports (2 minutes each)			Berkeley City College Koo reports: <ul style="list-style-type: none">BCC Tech Committee met on Thursday, 11/4. Focus was on HyFlex instruction. Committee is interested in guidelines, standards, and support from District and DTC.Measure G requests for IT orders for computer labs were approved, submitted, and		

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I. Standing Items					
			<p>dispatched. Apple is fulfilling the order and shipping items. Expecting receipt in 2-3 weeks.</p> <ul style="list-style-type: none"> • Measure G request for AV upgrades is in progress. Formal bids were received and reviewed. Board approval is pending for December Board meeting. Implementation would be moved further into Spring 2022. • BCC IT replaced security camera monitoring workstation by front entrance. Worked with vendor to create user accounts. Gained access to surveillance system. Identified multiple out-of-service cameras. Working with District IT on the current District-wide Security Camera Refresh Project. • Continue to deploy replacement laptops to faculty and staff as part of the computer refresh project. • Continue to update desktop computers to prepare for staff and faculty to return to campus. • Coordinate with District IT to deploy new check printer at the Cashier's Office. 		

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I. Standing Items					
			<ul style="list-style-type: none"> Working with Library to explore software product to upgrade GoPrint to allow for BYOD printing. Print card dispenser may be upgraded to accept credit card payments. 		
			College of Alameda Sampathraj reports: <ul style="list-style-type: none"> Focusing on return to campus efforts. Upgrading computers as needed. Working on NCLA building. Smart classroom installation for NCLA in progress. Supporting district IT initiatives including the video security camera project. Upgrading ADAM lab on NCLA. Completed ASTI move to D building from A building. 		
			Laney College Bhatia: report pending:		

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I. Standing Items					
			Merritt College Rom: report pending:		
			Distance Education No report.		
			Department of Marketing, Communication & Public Relations Mark Johnson informed: <ul style="list-style-type: none"> Safe Peralta update. We continue to update https://safe.peralta.edu/ nearly every day. Recent updates include updated protocols for student and employee COVID exposures which are posted on the "For Faculty & Staff" page at https://safe.peralta.edu/covid19-faculty-and-staff-resources . We are also posting the campus and district announcements about COVID exposures which appear in the "Latest Updates" section of the home page. Emergency communications. Campus Shield can be used for emergency communications so 		

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			<p>Marketing will be collaborating with IT and Public Safety office to scope out how that will work. We also use SMS Zap integration with HubSpot for sending text messages when there are emergencies.</p> <ul style="list-style-type: none"> • Peralta website redesign. The new district website on the Hubspot content management system is ready for major testing. Mark requested feedback from this committee on recommended timing for launch. A tentative option discussed would be to "soft launch" by putting the new site up at www.peralta.edu right after Thanksgiving with a "hard launch" in January 2022 (or later if needed). With a soft launch, the new website would become publicly available, but the current website would continue to operate at web.peralta.edu. At the hard launch, we would redirect the old domain at web.peralta.edu to the new site at www.peralta.edu so the current Word Press site would no longer be available. Please feel 		

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I. Standing Items					
			free to explore the work-in-progress of the new website at https://6398505.hs-sites.com/new-homepage .		
			Office of Institutional Research - Department of Academic Affairs and Student Success No report.		
I. Carried-Over and New Items					
Vote to adopt 2021-2022 Committee Goals			Vote for the recommended Goals DTC Membership 2021-2022 <u>Committee Goals:</u> Goal 1 - Incident Response Team (Security Information) Goal 2 - Matrix - Prioritization of Technology Master Plan Goal 3 - College and District Responsibilities Delineation Review Goal 4 - PeopleSoft Update Phase 2	Motion 1 st by Bhatia, 2 nd . by Pellegrin Motion passed One abstain	

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I. Standing Items					
College and District Responsibilities Delineation Review			<p>Mehouelley informed: Chancellor Jackson and the ACCJC representatives have been requesting that PCCD complete the Functional Map. This document is not a one-time document; it will be a living document.</p> <p>The Peralta Community College District Functional map (enclosed) was developed to show the delineation of functions between the district and colleges. The purpose of this document is to clarify shared responsibilities, authority, and functions in the district and colleges and to reference guiding Policies and Procedures related to those tasks.</p>	<p>Motion 1st by Swiencicki, 2nd. by Bay. Motion passed. One abstain.</p>	
Incident Response Team (Security Information)			<p>Mehouelley informed: The Incident Response Team is working with ASCIP Insurance Company to collaborate on a draft for the Peralta Cyber Incident Response Plan Workbook (enclosed). Insurance companies required an incident response plan as a condition of their policy. Training and simulations will be key components of the plan.</p> <p>Bhatia suggested that the positions responsible for identified functions be added to the check list.</p>		Mehouelley encouraged to read the plan to vote at the next DTC meeting.

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			Koo suggested the incident response plan include how colleges should handle an emergency when an incident occurs at an individual site and report to the District.		
Discussion on IT/email security			<p>Bhatia suggested that the IT Department and all district staff need training to avoid email spam, phishing and other activity that could lead to accounts being compromised.</p> <p>Mehouelley agreed with Bathia, and stated that IT has already started taking action on some issues.</p>		
Matrix – Prioritization of Technology Master Plan					Mehouelley encouraged colleges to work on the Matrix- Prioritization (enclosed) and present the draft at the next DTC meeting.

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I. Standing Items					
PeopleSoft Updates Phase II	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	<p>Mehouelley informed:</p> <ul style="list-style-type: none"> • Huron Consulting Services finished the final report regarding PeopleSoft Phase II assessment. • Planning with the RFP on how to deploy the trainings District-Wide with Brian Slaughter, Purchasing Director. • Modified FIN and HCM go-live date to March 31, 2022. • Mehouelley encouraged attendance at the Board meeting on November 9 where he will give a presentation regarding PeopleSoft Updates Phase II, if you still have concern or questions. • Lisa Cook is leading ESOL efforts by helping students to do their English assessment within Campus Solution. • Vaccination Record module in Campus Solution is now live. 		

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I. Standing Items					
IT Services updates			<p>Daniel Park, District Telecommunication System, made a presentation regarding IT Services updates (presentation attached):</p> <ul style="list-style-type: none"> • District Wide Network Infrastructure Refresh • Zoom Cloud Phones for Merritt Student Services & District Academic Affairs • Merritt College Cellular Booster Project • District Wide Security Cameras Refresh • NetApp Storage Upgrade • MFA for Administrators/Managers 		
II. Adjournment			12:03 p.m.		
III. Next meeting			December 3 rd , 2021		



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PCCD District Functional Map

9/23/2021

The Peralta Community College District Function map was developed to show the delineation of functions between the district and both colleges. The purpose of this document is to clarify shared responsibilities, authority, and functions in the District and Colleges and to reference guiding Policies and Procedures related to those tasks. Where applicable, relevant Board Policies (BP) and Administrative Procedures (AP) are listed with each function. These listings are meant to serve as a quick reference and are not comprehensive to each function. Responsible District and College positions are listed for each function.

Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
Accreditation (BP 3200/ AP 3200) Accreditation Standards are cited in various BPs/APs)	<ul style="list-style-type: none"> Act as liaison between colleges and district for accreditation functions and issues Address accreditation standards related to centralized district functions Construct data and evidence on district operations relevant to the standards Coordinate with college reports Provide reporting (ACCJC Action Letters, College Reports, and relevant accreditation updates) to the Board <p>Chief of Staff VC of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> Coordinate and facilitate ongoing accreditation functions, including training Act as primary points of contact for ACCJC College Produce reports and evidence for colleges Align reporting with District components Distribute reports, action letters and relevant accreditation updates to participatory governance groups Ensure all required ACCJC letters and documents are posted on the College website <p>Presidents College Accreditation Liaison Officers</p>	
Admissions, Records, and Registration (BP/AP 5010) APs 5011, 5012, 5013, 5017, 5020, 5030,	<ul style="list-style-type: none"> Maintain online application (CCC Apply) and automated process Set registration rosters and related schedules Establish <i>Priority Registration</i> Implement State defined enrollment limitations & student challenge processes (for example high school, 	<ul style="list-style-type: none"> Maintain college registration processes and services, Maintain student records Designate and/or change priority registration for categorical programs and special populations Review external reporting (MIS, NSC, IPEDS) for accuracy related to 	<ul style="list-style-type: none"> Gap: Lack of Registrars on campuses and the District Gap: Residency requirements missing some criteria that other nearby districts include



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5040,5050 BP/AP 5052 BP/AP 5055 APs 5140, 5150, 5300	<ul style="list-style-type: none">international and military students)• Provide transcripts electronically and in print• Provide annual training and updates to college A&R staff on State regulations, Board Policies, and the implementation of Administrative Procedures• Lead all A&R People Soft functionality projects to improve the student experience• Serve as centralized registrar• Ensure regulation compliance• Spearhead and coordinate responses to annual internal audits of A&R items• Maintain and monitor storage of student records (i.e. Grades, attendance records etc.)• Gather enrollment data• Evaluate applications eligibility for admission (e.g., review for fraud, complements and accuracy• Code and process applications according to established policies and procedures• Update & maintain Districtwide forms• Process student requests for legacy records• Process batch enrollment for OUSD and some specialized programs• Establish the Academic Calendar• Ensure compliance with BP/APs and CA Ed Code on related academic matters including	<ul style="list-style-type: none">student data/records• Process student request for initial transcript evaluation• Evaluate, award and post student degrees and certificates for credit and non-credit programs• Assess the student requests for enrollment• Collect and process rosters• Collaborate with Instruction and Division Deans to collect missing rosters, and documentation required for student requests• Process residency and AB540 requests, and communicate with Financial Aid & Bursar when status has been updated• Communicate student status with appropriate college bodies• Evaluate incoming transcripts to apply to student records• Process dual enrollment admissions forms• Provide training for enrollment functions• Provide verification of enrollment <p>Vice President of Student Services (Coordinate with Deans of Enrollment)</p>	



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	<ul style="list-style-type: none"> Curriculum Course/Program Development Contract Education Grading Instructional Agreements <p>Service</p> <ul style="list-style-type: none"> Vice Chancellor of Academic Affairs and Student Success 		
Adult Education BP/AP 5010 AP 5011	<ul style="list-style-type: none"> Represent regional Adult Education consortium (Lead Representative) Coordinate with all member districts (K-12s and Colleges) and partner agencies Assist all consortium members in planning of courses and programs aligned with state requirements and pathways Oversee consortium-level budgets and distribution Submit reports to state for consortium (student data and fiscal) Provide not-for-credit Adult Education offerings through district's contract training program Provide funding opportunities for college Transition Liaisons and other mutually agreed upon projects District leads development of consortium annual plan and submits it on NOVA <p>Executive Director Adult Education</p> <ul style="list-style-type: none"> Report Adult Education data 	<ul style="list-style-type: none"> College PLANS and delivers instructional services related to Adult Education, including courses that provide pathways to PCCD colleges College plans and manages college-level budget to meet goals of the college plan for Adult Education Provide student data and budget information to District for state reporting Provide matriculation support to students, including concurrent enrollment for Adult School students. Cultivate and foster the development of community partnerships Evaluate need for non-credit courses for adult education and develop courses as needed Provide GED support for students Determine unit loads for students Coordinate student services and support, including counseling and SAS 	<p>Info from Laura Espino, Laney adult ed project manager:</p> <p>Added to map Add to 4th bullet in college column so it reads:</p> <ul style="list-style-type: none"> Provide matriculation support to students, including concurrent enrollment for Adult School students. <p>Add new bullet in college column:</p> <ul style="list-style-type: none"> Coordinate student services and support, including counseling and SAS <p>Feedback from BCC</p> <ul style="list-style-type: none"> Inaccuracy: CORRECTED College PLANS and delivers instructional services Inaccuracy: CORRECTED College plans and manages college-level budget to meet goals of the college plan MISSING FUNCTION



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	<ul style="list-style-type: none"> Analyze Adult Education data Determine and coordinate unit loads across district <p>Associate Vice Chancellor Institutional Research</p>	<p>Vice President of Instruction</p> <p>(Coordinate with Dean of Career Education, Transitional Liaisons, Associate Dean for Student Success)</p>	<p>ADDED: District leads the development of consortium annual plan and submits it on NOVA</p> <ul style="list-style-type: none"> MISSING FUNCTION: ADDED: College develops and submits its annual plan to meet consortium goals
<p>Board Policy and Administrative Procedure</p> <p>BP 2410/AP 2410</p>	<ul style="list-style-type: none"> Initiate CCLC BP/AP updates Provide historical, key background and sample language for updates Review and distribute language for draft and final policies and procedures <p>Chancellor Designee</p> <ul style="list-style-type: none"> Initiate Board Policy and Administrative procedure in response to regulations and procedures necessary for operating the District Distribute policy for review among districtwide constituent groups <p>Chancellor's Cabinet Members by assigned Area (e.g., VC HR chapter 7)</p> <ul style="list-style-type: none"> Forward final language for Board Policy to the Board for approval Determine final language for Administrative Procedure with appropriate input Approve Administrative Procedures and forward final language to board <p>Chancellor</p>	<ul style="list-style-type: none"> Initiate Draft Board Policy or Administrative procedure by subject matter experts in response to issues and gaps Distribute policy and procedure drafts to appropriate constituent groups within the colleges Provide user feedback to the Chancellors Cabinet <p>President</p>	



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Capital Outlay Administration (Chapter 6 Business and Fiscal Affairs BPs/APs)	<ul style="list-style-type: none"> Prioritize construction requests from district and colleges Work closely with contractors, architects, and other service providers Oversee Program Manager (AECOM) for bond construction Oversee Bond Measures coordinating with AECOM's mediator role and on-ground construction (Kitchell, Swinerton, Robelon) Manage various phases of construction contracts Coordinate progress/completion documents Issue <i>Notices to Proceed</i>, and <i>Notices of Completion</i> Provide completion reporting on construction to be uploaded to fixed asset Maintain multiple source project funding allocations and budgets Create requisitions for contractors and professional services Maintain and reconcile project audits on a semiannual basis Prepare and submit reimbursement claims to state and other agencies Compile requests for information for federal, state, and local agencies regarding projects. <p>Vice Chancellor of District General Services</p> <ul style="list-style-type: none"> Maintain Fixed Assets Inventory System 	<ul style="list-style-type: none"> Tag fixed assets using the same convention as the District Office Track asset location and status <p>Vice President of Administrative Services</p>	<ul style="list-style-type: none"> Need someone dedicated full time from Finance to support the DGS Better communication with the colleges Need more staff to administer programs (support staff to project managers and administration) Scheduled maintenance provides limited funding to accomplish services Need DGS internal legal services Revise contract approval process and path (this is costing money and is not timely) throughout the whole process including legal review and finance and re-evaluate approval tree. Align DGS re-organization and budget implications with the District-wide planning and organization structure DGS would like to propose a new structure for SLBEs SLBE Board Policy is needed Need to discuss and



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	<p>and prepare reports for auditors and insurance carriers.</p> <ul style="list-style-type: none"> Reviews expenditures to ensure alignment with regulations Reports final financial reports (such as Parcel Tax) Review deliverables and report fixed asset including reporting agenda entry into system <p>VC Finance and Administrative Services</p> <ul style="list-style-type: none"> Implement and maintain PeopleSoft capital assets module Train staff on use of PeopleSoft capital assets module <p>Chief Technology Information Officer</p>		<p>plan/restructure for sustainability e.g. align sustainability standards with the maintenance ramifications</p> <ul style="list-style-type: none"> Consider Board Policy on sustainability planning Gap: lack of connection of purchasing within capital improvement projects (I.e. Measure G) Gap: lack of clarity of roles between DGS/AECOM/Colleges Gap: lack of clear process regarding COP administration and communication of the process. Gap: lack of connection and collaboration between DGS and Fiscal Services Recommendation: Identify a lead person at the District to clarify Measure G expenditure process and make it tight and effective. District leadership works with Colleges' VPASs to make this process work effectively.
Career Education and Strong Workforce	<ul style="list-style-type: none"> Plan and develop high-level District strategies and guiding 	<ul style="list-style-type: none"> Manage CTE certificate and degree programs that focus on training 	<p>GAP: Lack of connection and coordination between Fiscal</p>



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Development (BP/AP 4020, AP 4102, AP 4235, BP/AP 4400)	<p>principles to meet district and regional workforce and career technical education needs</p> <ul style="list-style-type: none"> • Link the colleges with the local and county agencies, community-based organizations, industries, and regional employers to forge partnerships in support of career education programs. • Enable college CTE faculty to develop innovative programs to prepare students for the high demand, high-wage jobs in the region. • Align goals with the colleges in developing and implementing strategies to achieve college and district goals related to career and economic and workforce development education in support of the district and college missions. • Co-chair the districtwide Career Education and Strong Workforce Program---- meetings to foster collaboration and ensure regulatory compliance. • Plan, develop and manage Strong Workforce Program Regional Shares funds allocated for the District Office to administer the program. • Allocate Strong Workforce Program and Perkins funding to the colleges based on the CE FTES. • Provide the colleges budget reports for expenditure tracking and monitoring. 	<p>students for employment requiring specialized knowledge in a trade or manual skill</p> <ul style="list-style-type: none"> • Review and revise, every 2 years, existing programs to meet industry needs • Work with employer advisory committees and other regional entities • Promote career technical education programs to communities, high schools, and special populations • Plan, develop, and maintain the college's compliance with appropriate state and federal regulations related to career technical programs • Develop and enhance training programs designed to serve local workforce needs • Represent college on district, local, regional, and state workforce committees • Develop narrative and budget reports related to various state and federal initiatives and categorical funding such as the Strong Workforce Program (SWP), Perkins and other CE related funding sources • Develop strategies and guiding principles to meet current and future workforce and career technical education needs of the college and the region (with guidance from the college) 	<p>services and Academic and Student Affairs.</p> <p>GAP: Lack of leadership at the District level who is knowledgeable of Career Education (including regulations, fiscal management, grant information and management, as well as how best to support the college's CE and grant management processes.</p> <p>GAP: Lack of qualified personnel in the Fiscal Services who can facilitate the grant fiscal management with confidence and competence to work with the colleges including navigation of NOVA.</p> <p>GAP: Lack of leadership at the District level to be the liaison with regional partners including BACCC. Lack communication back to colleges.</p> <p>GAP: Disconnect between State and Federal original funds dissemination to the District (SWP funds and Perkins) do not match the amount distributed to the colleges (I.e. Amount in</p>



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	<ul style="list-style-type: none">• Ensure compliance of various state and federal initiative and program requirements including the District's Gainful Employment.• Ensure timely submission of reports through the NOVA and other reporting portals.• Review, approve and certify narrative and budget reports submitted by the colleges related to various state initiatives and categorical funding such as the Strong Workforce Program and Perkins.• Submit appropriate data to the State Chancellor's Office for CTE students as required for MIS Reporting.• Represent the District at the Bay Area Community College Consortium responsible for developing regional framework, coordination, collaboration, promoting and planning career and technical education and workforce and economic development in the Bay Area region.• Train CTE staff and faculty on required ERP related documents and uploading appropriate required reporting <p>Director of Academic Affairs</p>	<ul style="list-style-type: none">• Create and submit Perkins application and Strong Workforce Plans based on funds allocated.• Plan, develop and manage Strong Workforce Program local and regional funds allocated to the college and administer the program• Ensure the college maintains compliance with appropriate state and federal regulations and initiatives related to career technical programs, such as Gainful Employment, SWP, Perkins and other CE grants, including timely submission of reports through the NOVA reporting portal• Ensure strategies for achieving college and program goals related to career and economic and workforce development education in support of the college mission• Facilitate development of innovative programs to prepare students for the high demand, high-wage jobs in the region• Link CE faculty to local and county agencies, community-based organizations, industries, and regional employers to forge partnerships in support of career education programs.• Ensure college CE programs maintain and engage industry advisory boards as per AP4102• Participate in the districtwide Career	<p>PeopleSoft does not match the original allocation from the State or Federal)</p> <p>Recommendations:</p> <ul style="list-style-type: none">• Identify a strong leader at the District level who can communicate and partnership with BACCC, state and other high-level partners.• Identify a qualified personnel at the Fiscal Services level to ensure that the disseminated funds from the funding source entities are a) received correctly mat the district fiscal b) disseminate to the colleges correctly, and accurately with proper communication as to how much and where they are parked. (currently there is a gap)• Have a clearly identified Grant-related shared timeline fir the district annually which includes report, fiscal check, and other key activities



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		<p>Education and Strong Workforce Program---- meetings to foster collaboration and ensure regulatory compliance</p> <ul style="list-style-type: none"> Serve as the college representative for the Bay Area Community College Consortium (BACCC) responsible for developing regional framework, coordination, collaboration, promoting and planning career and technical education and workforce and economic development in the Bay Area region <p>Deans of Career Technical Education</p>	<p>associated with CE grants.</p> <ul style="list-style-type: none"> Create an organized and clear process of grant management for the 4 colleges so that we stop correcting what's not right but to produce plans/report/fiscal report that are correct to submit to the relevant funding source or grant funders
<p>Catalog Development Various BPs and APs provide information that is cited in the college catalogs.</p>	<ul style="list-style-type: none"> Coordinate timeline for Catalog Development Provide colleges with updates from all required district areas for "district wrap around" <p>Vice Chancellor of Academic Affairs and Student Services</p> <ul style="list-style-type: none"> Assist with formatting and publish college catalogs (web and/or print) Verify accuracy of public information <p>Executive Director of Marketing, Communication and Public Relations</p>	<ul style="list-style-type: none"> Revise and update college catalog on an annual basis Ensure production and timely release of college catalogs and addenda Ensure accuracy of catalog course and program listings against Chancellor's Office Curriculum Inventory (COCI) and student information system Ensure accuracy of student services information <p>Vice President of Instruction Vice President of Student Services</p>	<ul style="list-style-type: none">
<p>Child Care Centers (Laney and Merritt College)</p>	<ul style="list-style-type: none"> Provide high quality early care and education Provide early intervention for children with special needs Enhance family capacity by providing 	<ul style="list-style-type: none"> Maintenance and facilities for Child Development Center facilities at campus sites. <p>Director of Maintenance and Operations</p>	<ul style="list-style-type: none">



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	services and education for parents <ul style="list-style-type: none"> • Provide best practices in early education • Support early education educators throughout the district. • Maintain accreditation of Child Development Centers with state and other agencies • Ensure grant reporting is timely and sustained Director of Child Care Centers Center		
Curriculum Review and Approval (BP/AP 4020, AP 4022, BP/AP 4025, BP/AP 4100, AP 4105, BP/AP 4260, AP 4229)	<ul style="list-style-type: none"> • Co-chair district wide CIPD (Council on Instruction, Planning, and Development) meetings • Ensure compliance in proposed new and updated curriculum • Ensure the BOT reviews all curriculum updates • Provide all new, revised, and deleted courses and programs from each of the four colleges for action by the district CIPD. • Submit all course and program proposals and discontinuances to the Board of Trustees for review and action. • Make recommendations on districtwide matters pertaining to curriculum and instruction to the Board of Trustees and the District Mission. • Ensure federal financial aid eligibility of programs • Ensure that each course to be offered by any of the PCCD colleges (except community service classes) shall be 	<ul style="list-style-type: none"> • Identify community curriculum needs • Work with instructors to develop curriculum for community education classes • Support marketing of community education classes • Ensure that all curriculum, courses, and programs, are in alignment with the CCCCCO guidelines, Title 5, and Education code. Vice President of Instruction	<ul style="list-style-type: none"> • GAP: CIPD became a battle-filled for 4 colleges rather than collaborative one to serve our students. • Needed Function: Consider CIPD that functions as a collaborative entity to advance student access and equity, not to shut down certain programs in fear of losing one's enrollment. • CORRECTED As far as I am aware, Curriculum Review (Curriculum Committee) has nothing to do with development or promotion of class schedules • CORRECTED As far as I am aware, Curriculum Review (Curriculum Committee) has nothing to do with facilitating registration of students or



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9/23/2021

Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email payment for courses.
	<p>reported/approved by the State Chancellor's Office before the course is offered</p> <ul style="list-style-type: none"> Review and request updates to PCCD APs as it relates to curriculum matter. Oversee Peralta's Uniform Course Numbering (UCN) system Provide guidelines for college-to-college consultation requirements for curriculum development Ensure uniform implementation of Curriculum management system platforms to ensure consistent reporting via MIS system, ASSIST and others. Provide curricular related training to faculty and administrations as needed Establish guidelines for effective course delivery, such as term for course proposals, distance education, credit and clock hour consistency, and credit for prior learning, etc Provide annual training to college curriculum committee leads to discuss pressing curriculum updates and Ed code updates Provide colleges and the Office of Human Resources with district wide discipline lists to comply with minimum qualifications requirements <p>Vice Chancellor of Academic Affairs and Student Services</p>		
Data Management	District Information Technology Department Infrastructure Technology	Instructional Technology <ul style="list-style-type: none"> Implement projects approved by 	<ul style="list-style-type: none"> Gap: Adequate and ongoing PeopleSoft training needed to



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
PeopleSoft ERP, Canvas Office365, password resets, and Helpdesk Counseling appointments (SARS) BI Tools CurriQunet Library Resources Maxient Conduct Manager Terradotta, Campus Logic Connect Ed Handshake Credit for Prior Learning Peralta Apprenticeship AIM - Accessible Information Management	<ul style="list-style-type: none"> • Prepare RFP's for large IT projects • Prepare documents for Board Approval • Maintain Enterprise Resource Planning System in conjunction with designated Team Leads/Product Experts • Protect the data and maintain the security (Data Custodian) • Process for security on data sent to offsite companies, externally hosted • Facilitate systems that connect/share data with ERP. • Evaluate the security of external applications. • Provide data access for institutional research department • Maintain and update district servers • Download and securely transmits data pulled daily and sent to third party hosted software applications (e.g. Medica) • Develop policy on use of 3rd party hosted- data <p>Chief Technology Officer</p> <p>Business Technology</p> <ul style="list-style-type: none"> • Monitor and maintain data integrity through business rules • Provide consistency and external data reporting • Maintaining a relevant data dictionary 	<p>the District/Board</p> <ul style="list-style-type: none"> • Enter correct data • Validate/check data and report • Technical support for reports on specific topics such as enrollment, program review (analysts) • Test PeopleSoft modules to support functional implementation of updates <p>Vice President of Administrative Services</p> <p>Local IT Department (not distributed the same on each college – sometimes siloed in other areas like a lab, library, business/accounting dept. etc)</p> <p>Institutional Research (varies at colleges) Financial Aid Directors</p>	<p>maximize the capabilities of the software modules</p> <ul style="list-style-type: none"> • Gap: Varied levels of access to data in PeopleSoft for campus researchers • GAP: Lack of equity-based data dashboard • GAP: Organization of current BI tool and Power BI to be reorganized so that the data access is easy and straight forward (no manipulation of data by the users) - requests have been made in the past



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none"> Develop and provide operational reports for college and District staff. Maintains access of the data. <p>VC Finance & Administrative Service Director of Fiscal Services & Financial Aid Vice Chancellor of Human Resources Vice Chancellor of Academic Affairs & Student Success Associate Vice Chancellor Institutional Research</p>		
Distance Education (AP 4105)	<ul style="list-style-type: none"> Facilitate communication and collaboration among the colleges and statewide initiatives, for example the CVC-OEI. Establish and maintain DE project timelines and priorities for the purpose of assuring related activities comply with established standards, consortium requirements, regulations, policies, and procedures. Collaborate and provide updates to district wide committees (DAASSC, DAS, DTC...) Coordinate and support Peralta Online Equity Initiative. Directs the development and implementation of CVC-OEI student exchange program. Collaborate with the IT and District Technology Committee to collaborate on designing new technology for student success. Collaborate with college leadership to 	<ul style="list-style-type: none"> Ensure courses are correctly identified as approved for delivery through distance education in COCI and in local course data. Collaborate with Distance Education Coordinators in development of and the offering of professional development opportunities for faculty. Collect and send IT issues to Director of Academic Affairs Provide support and instruction on using LMS to students Primary role for participation in the statewide initiative of CVC-OEI. Manages college level DE projects. Provides leadership and guidance of the Distance Education (DE) program, including federal and state guidelines. Represent the college on local and district DE Committees, the statewide 	<ul style="list-style-type: none">



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<p>assemble and maintain a current District list of AP4105 compliance.</p> <ul style="list-style-type: none">Coordinates and directs educational planning activities and professional development to monitor and evaluate programs that meet District and faculty needs and enhance the educational effectiveness of online class offerings.Develop district DE plan that aligns with college DE plans and lead the projects to achieve the goals determined by the District DE Plan.Develop and provide technical resources for the district's LMS and the district help desk.Ensure the effective use of LMS through report generation, course building process, design, security, external tool integration and maintenance.Provide 24/7 help desk support to students and faculty.Usher agreements for related educational technology and faculty training contracts and assess LTI services.Provide training and resources on LTIs (external tools) and educational technology.Obtain, manage, and assess all LTI contracts and services.Develop tools, resources, and training related to district-wide teaching and learning technologies.	<p>Distance Education Coordinator Organization (DECO), and local POCR team.</p> <ul style="list-style-type: none">Collaborate with instructional designers and POCR Leads.Collaborate with college and district Professional Development.Work on the projects and establish workgroups to accomplish the DE goals in collaboration with the other college DE coordinators.Update and maintain College DE websites.Collaborate with college wide committees including the college academic senate, student services, curriculum committee and professional development. <p>Vice President of Instruction</p>	



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none"> Report any gaps or IT issues to CTO Director of Academic Affairs 		
Dual Enrollment (AP 5010, AP 5011)	<ul style="list-style-type: none"> Provide district wide support to the colleges in developing career pathways and increase offerings of dual-enrollment courses at the charter and high schools Engage unified high school and charter districts to enter into an agreement (Memorandum of Understanding) to adopt the College and Career Access Pathways (CCAP), also known as dual-enrollment, at their schools Ensure faculty are fully supported to successfully teach dual enrollment courses at the high school locations (i.e., audio-visual equipment, laboratory access as needed, white board markers, etc.) Participate at various city-wide tables or meetings in support of the dual enrollment programs. Assist the colleges in promoting programs to industries and employers. Encourage our partners' employees who are subject-matter experts and meet the minimum qualifications or equivalencies to teach college courses by joining our qualified Adjunct Faculty pool Recommend and provide appropriate professional development training for dual enrollment faculty in coordination with the Professional Development 	<ul style="list-style-type: none"> Engage faculty to work with their high school counterparts in developing career pathways and identifying courses that can be offered for dual enrollment Evaluate requests from the high schools and determine dual enrollment courses offered each semester. Schedule courses and assign qualified faculty members to teach the courses. Coordinate and maintain partnerships with feeder high schools, instructors, counselors, Instructional deans, Student Services staff to support admission for special admit, dual enrolled and batch enrolled students Coordinate on the onboarding process of dual-enrolled students, (i.e., High School, Adult School) Provide marketing and outreach to promote programs to various community partners and organizations. Identify and provide appropriate professional development training for faculty. <p>Vice Presidents of Student Services Vice Presidents of Instruction</p>	<ul style="list-style-type: none"> Gap: Lack of easier way for students to enroll electronically Gap; Dual enrollment instructors report to their deans and should be supported by their deans to successfully teach dual enrollment courses, not the district. . This is campus-level work. GAP: Colleges should provide comprehensive support for dual enrollment students including tutoring, counseling (completion of SEP), to ensure their success and encourage further engagement at the college. GAP: District and college should support and track matriculation and completion of dual enrollment students for certificates, AA, BA and gainful employment GAP: College dean should attend course agreement meetings with faculty and high school leads to ensure that faculty is well set up in accordance with the PFT



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email contract
	Committee at each college		
	Director of Academic Affairs		
Facilities/ Maintenance and Operations (BPs/APs 6340, 6500 6600)	<ul style="list-style-type: none"> • Prioritize repair requests • Prioritize and complete projects and repairs on the colleges sites • Adopt and enforce district-wide uniform standards for facility safety (water, HVAC) • Create and post signage at colleges (e.g. Covid safety signs etc.) • Maintain grounds • Communicate with the Director of Facilities and Operations or Facility Coordinators and Vice Presidents of Administrative Services at colleges • Perform journey-level work operating, maintaining, and repairing HVAC, plumbing, pool equipment electrical maintenance, door hardware, locks, and key coding. • Specialized assessments of facilities and equipment (HVAC, water, etc) • Supply safety and compliance materials for facilities as needed (water, HVAC, and ADA) 	<ul style="list-style-type: none"> • Direct custodial staff to clean facilities (facility director or facility coordinators) • Submit work orders for repairs to DGS • Maintain health and safety standards in classrooms • Submit requests for project needs 	<ul style="list-style-type: none"> • Re-visit facility use agreements • Develop policy on facility use (e.g. evaluating long-term agreements – DGS responsibility- versus temporary uses – college responsibility) • Reconsider leasing and sub-leasing agreements and maintenance of the facilities • When facilities are leased or rented out for income there needs to be a charge-back for maintenance • Develop a structure or annual report so that colleges understand the cost of maintenance services provided by DGS • Create uniform efforts for facilities across the district (district-wide initiatives should be run by DGS) • AP: Serious shortage of engineers to repair issues. Having them directed from the district means there is not effective oversight of their daily work on the campus.
	Vice Presidents of Administrative Services		
	Vice Chancellor of District General Services		



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
			<ul style="list-style-type: none"> This area needs serious consideration, how much of these functions would benefit from moving from the district to the college. Gap: workorder system not used and tracking information not public. Gap: Role of the district in communicating with the colleges about facilities repairs and updates. Gap: Ongoing training for facilities management, water management, HVAC management operations. Recommendation: Implementation / Utilization of customer resource management system to track all work orders/requests and maintain maintenance logs of when associated services and repairs have been performed
Financial Aid (BP 5130 AP 5130)	<ul style="list-style-type: none"> Update annual global packaging rules, associated run controls, pop-updates and job set queries within PeopleSoft Test all functions of PeopleSoft financial aid administration upon version and patch updates Runs Financial Aid authorization process to create transmission of Common 	<ul style="list-style-type: none"> Submit COD reports to the District Office Award, package and disburse Financial Aid to students Oversees and monitors Satisfactory Academic Progress Provides calculations for unmet need Intake and award Federal Direct Loan 	<p>Jennifer Ma's comments in red jenniferma@peralta.edu</p> <p>Add to District Function</p> <ul style="list-style-type: none"> Run end of term Satisfactory Academic Progress (SAP) status. Run end of term CCPG



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<p>Origination and Disbursement (COD) files</p> <ul style="list-style-type: none"> • Draws down funds reported from COD reports submitted by colleges • Post all financial aid activity to student accounts • Run refund disbursement process for student accounts • Transfers funds and files to 3rd Party Administrator (Bank Mobile) for disbursement to students • Download student ISIRs and CalSIRs used for packaging and verification • Apply and maintain any system waiver requirements/exceptions as stipulated by DOE, CCPG, BOGG, etc. • Reconcile return of funds to DOE from 3rd party administrator and to the State of California as needed • Assist with fraud and forgery issues in collaboration with other offices • Perform cyclical reconciliation in coordination with colleges • Maintain accounts according to federal and state cash management regulations • Perform monthly and annual reconciliation of financial aid disbursements • Maintain and utilize District Information Technology (IT) to ensure efficient Financial Aid administration • Manage Financial Aid types and related budgets 	<p>applications</p> <ul style="list-style-type: none"> • Coordinates with A & R to verify drop dates • Ensure R2T4 calculations are completed on time and based on student enrollment data • Review, approve or deny student appeals • Verification intake of student files as they pertain to State and Federal Regulations • Responsible for oversight and monitoring of Financial Aid resources • Conduct InReach and Outreach Financial Aid workshops and Financial Literacy Programs • Direct Ongoing training of employees to ensure compliance with Title IV and state regulations • Submit annual FISAP and other reports to DOE • Verify MIS data for District submission • Track Title IV recipients and reconcile title IV funds with student awards • Document Monthly Direct Loan reconciliation in collaboration with the district • Conduct reconciliation of Title IV funds <p>Vice Presidents of Student Services (In Collaboration with Directors of Financial Aid, College Business Office)</p>	<p>Academic Standards.</p> <ul style="list-style-type: none"> • Coordinate annual audit review. • Monitor and address Stale Dated Checks. <p><u>Add to College Function</u></p> <ul style="list-style-type: none"> • Complete and submit all federal and state reports, such as FISAP, BFAP). • Document Monthly reconciliation in collaboration with the district for all federal and state programs (e.g. Direct Loans, Pell, SEOG, SSCG, FWS, Cal Grant). • Collaborate with district office on financial aid annual system setup in PeopleSoft. • Report Cal Grant payments to state agency (CSAC via WebGrants). • Maintain Program Participation Agreement and institutional Title IV eligibility. • Maintain Cal Grant Institutional Participation Agreement. • Develop and maintain institutional policy and procedures to comply with federal and state regulations.



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none">• Submit MIS data to the State Chancellor's Office• District contact for audit engagement activities• Create and disseminate regularly scheduled reports for college reconciliation of anomalies due to failed authorization, failed disbursement, and failed packaging• Collaborate on data collection and reporting of annual FISAP reports• Maintain in collaboration with colleges documented procedures and training for district wide financial aid administration• Maintain in collaboration with colleges an annual student financial aid handbook and related resources• Lead annual collaboration efforts on annual business system set up criteria (including testing)• Work with internal auditor on review of district efficiencies and practices• Review and support with SIS issues related to Campus Logic• Create and maintain a designated communication stream for district wide financial aid administration matters• Maintain packaging rules related to external awards (non-global), used for		<ul style="list-style-type: none">• Perform annual audit reviews/fieldwork.• Manage BFAP and campus-based budgets and expenditures. <p>BCC input</p> <ul style="list-style-type: none">• Gap: Lack of key FA personnel at the district (FA Analysts and Director)• Gap: Lack of consistency of practices throughout the campuses among FA staff



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	exceptional student aid (e.g., HEERF) Director of Fiscal Services & Financial Aid		
Grant Management (BP/AP 3280)	<ul style="list-style-type: none"> Ensure CA Ed Code and Federal compliance in spending and reporting Provide support in college submission of Federal Grants Track grant reporting and send reminders for completion to colleges Maintain compliance for all district Academic Affairs and Student Services grants to include all budget related and reporting requirements Track and report spending to ensure all funds are utilized Monitors and approves reporting for Nova CE projects Responsible for fiscal data collection Vice Chancellor of Academic Affairs and Student Services	<ul style="list-style-type: none"> Adhere to Education Code and district policy and procedures Adhere to District's Grants Infrastructure (guidelines, policies, and procedures). Collaborate with the faculty in the various programs to identify needs for supplemental funding through grants or other initiatives. Prospect for grant funding opportunities that meet guidelines including RFA's disseminated by the District. Vice Presidents of Instruction Vice Presidents of Student Services	<ul style="list-style-type: none"> Gap: Lack of grants management infrastructure at district and college levels to coordinate from interest to final reporting. Also see section of "Career Education and Strong Workforce Program"
Health Services (BP 5200/ AP 5200) COVID has impacted this and policy	<ul style="list-style-type: none"> Develop, oversee, and direct the Health Services Initiative Project in alignment with appropriate mandated regulations to ensure compliance in accordance with the District mission, goals, and policies; include broad-based constituent input Develop annual Health Services budget Construct a work plan with the college leadership; Deans, VPs to coordinate Health Services on each campus Develop the scope and direction of clinical services in consultation with the community partners; maintain currency in 	<ul style="list-style-type: none"> Monitor clinical practice according to Health Services, College and District policies, as well as county, state and federal regulations, and licensures Monitor and coordinate activity of all staff assigned to health services Provide direct services in mental and physical health services Participate on college safety committees, or in District and State Health services activities Monitor college health services budget 	<ul style="list-style-type: none"> Gap: Disconnect between mental health providers, District Coordinator and campus leads



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<p>contracts and MOUs</p> <ul style="list-style-type: none"> Address day to day operational concerns and monitor clinical services delivery for safety and efficacy Ensure that the federal rules of HIPAA confidentially mandates are adhered to and in compliance Conduct annual research to provide comprehensive data for unit plans and forecasting services Provide education and consultation to faculty, staff, and administrators with concerns about student mental and physical health <p>Vice Chancellor of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> Ensure compliance and quality of care in the clinical practice setting Provide campus crisis and intervention services Prepare reports, surveys, evaluation of services Maintain and store confidential health records <p>Vice President of Student Services</p>	
Human Resources (Chapter 7, Human Resources BPs/APs)	<ul style="list-style-type: none"> Provide employee relations support including performance evaluations, discipline, labor negotiations, grievance management etc. Coordinate and manage recruitment and selection Administer and enforce collective bargaining agreements Benefits administration including health benefits, leave accruals, worker's compensation, etc. Plan and coordinate employee orientations and functions Employee training and development Oversee Risk Management Function that administers: ADA reasonable accommodation process, workers' 	<ul style="list-style-type: none"> Performance evaluations Implement improvement plans for corrective actions Assure compliance with collective bargaining agreements Participate in recruitment and selection Facilitate employee training and development related to employment and legal requirements <p>College Administration</p>	<ul style="list-style-type: none"> GAP Need: Greater support for accountability with employees in the form of FRISK training for management, etc.



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	compensation, general liability insurance program, CalOSHA and OSHA employee health and safety, etc. <ul style="list-style-type: none"> • Provide human resource information system management • Create and maintain employee records • Maintain a record of all employee evaluation completion and due dates Vice Chancellor of Human Resources		
Initiatives Vision for Success Guided Pathways: For equity advancement and student success (AP 4235)	<ul style="list-style-type: none"> • Interpret statewide initiatives and policies to promote and leverage integration in the colleges AB 705 <ul style="list-style-type: none"> • Provide district wide data and analysis • Ensure district wide compliance on mandates • Standardize policies and procedures • Install PS customizations to accommodate student flow of information Noncredit <ul style="list-style-type: none"> • Create process for enrollment • Provide training on required attendance reporting • Install LTIs to aid hourly attendance accuracy • Integrate transcript display into existing credit transcripts Credit for Prior Learning (CPL)	Guided Pathways <ul style="list-style-type: none"> • Monitoring/reporting Guided Pathways efforts to integrate equity-strategies, increase student success • Plan, monitor, and report on the use of GP categorical funds to the state. • Integrating implementation through collaboration across college departments (e.g. instruction and student services, financial aid) • In alignment with the Vision for Success, the PCCD Strategic priorities, the colleges implement Guided Pathways structure as a foundation for student success. • Providing authentic, specific support for students in these paths • Assessment of these specific initiative efforts • Institutionalize the initiatives and strategies • Ensure pathways are created that 	Missing college role on GP: ADDED Plan, monitor, and report on the use of GP categorical funds to the state.



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none"> Create district wide implementation plan Develop display for transcript records Coordinate district side discipline meetings Track district wide data and provide analysis <p>Vice Chancellor of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> accommodate part-time students Integrate the Guided Pathways essential practices into the strategic goals of the college Establish and maintain an engaging Areas of Interest webpage Identify funding to further the pathway work after Guided Pathways funding is exhausted <p>AB 705</p> <ul style="list-style-type: none"> Implement AB 705 for Math, English, and ESOL as part of the Pathways and Equity advancing focus Develop and implement curricular changes to meet the state mandate. Work with math, English, and ESOL faculty to continuously improve student outcomes Coordinate with IT for program updates to allow enrollment without pre-requisite completion <p>Credit for Prior Learning</p> <ul style="list-style-type: none"> Implement CPL courses and student support <p>Noncredit</p> <ul style="list-style-type: none"> Colleges develop NC/CDCP as appropriate including CE focus to 	



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PCCD District Functional Map

9/23/2021

Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
		<p>enhance pathways from adult schools, community-based organizations, high schools, and other partner organizations</p> <p>Vice President of Instruction Vice President of Student Services</p>	
<p>Institutional Research (BP 3225, BP 3250, BP 5300, AP 3225, AP 3250, AP 5300)</p>	<ul style="list-style-type: none"> • Provide data to colleges on information and research to support (e.g. Strategic plan, EMP, SEM, Facility and Technology Plans) • Shepherd input from participatory governance related to goals and planning for the district • Provide data and evidence to inform priorities and goals for all planning documents for the district • Implement district-wide plans • Provide the district and colleges with information and research to support planning, assessment, accreditation, policy formation, and decision-making • Provide leadership in organizing research and planning of key state and district initiatives (e.g., California Promise, Guided Pathways, Integrated Planning, and AB 705). • Provide IPEDS data to colleges • Coordinate with colleges on the submission of key state and federal reports (e.g., CCFS 320, MIS, SCFF, IPEDS, Project Success). 	<ul style="list-style-type: none"> • Create college-level planning, assessment, accreditation, policy formation, and decision-making. • Shepherd input from participatory governance related to goals and planning for college • Provide data and evidence to inform priorities and goals for all planning documents for college • Evaluating the goals as in institutional effectiveness • Align college-planning with district planning, priorities, and goals • Validate MIS data, 320 data, SCFF data, IPEDS data entry, bond reports • Implement plans at college level (*Directors) • Manage website – Dashboards, Accreditation, Guided Pathways • Chair Participatory Governance Committees as Institutional Effectiveness (such as when developing institution-set standards) 	<ul style="list-style-type: none"> • Gap- functional analyst to bridge with IT to map data and liaison between IT and someone who understands the system and allow IR to access data • GAP - orient and train (particularly new people) on the backbone – basic training for everyone at Peralta in PeopleSoft (HR function) • GAP- describe and understand institutional effectiveness and the responsible party • Issues – review job descriptions, roles, and expectations among the colleges; asymmetry makes unclear boundaries • Issues – leadership



Draft 2



PCCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none"> Develop and maintain Oracle BI dashboard reports and PBI reports. Provide data for Program and Annual Reviews Designs, maintains, manipulates, and queries specialized databases and information systems to support research. Collaborates with IT, Financial Aid, Admissions and Records, Finance, and Human Resources to ensure maintenance of data research, data warehouse systems, assist in developing data and report quality assurance processes and procedures. Collaborates with HR, Financial Aid, Student Finance, Curriculum and Admission and Record for data validation. * Develop and monitor external research request policies and protocols Integrate and maintain Data Warehouse Develop Official IRB process Report Citizens Oversight Committee for bond measures <p>*Note: This is a cross-reference for data validation provided by other district depts like Student Finance, Finance, Financial Aid, and HR and it should also be documented as their functions in their perspective sections in this document. Enrollment data and tax reports require subject matter experts to initiate reports</p>	<ul style="list-style-type: none"> Assess progress on Institutional-Set Standards and Stretch Goals and reports figures on ACCJC Annual Report. Generate college-level student data queries and reports such as enrollment and contact lists Develop, administers, analyze and report surveys Direct and Complete/Support Admin in charge Comprehensive Program Review and Annual Program Updates (template design, training, committee work, provide college-specific data, consolidate resource requests) Prepare and deliver planning retreats Provide campus requirements and user community feedback on research data elements in Data Warehouse Provide college end-user support for data systems Initiate, plan, evaluate and produce required reports for all college level initiatives and grants. Contribute to and implement IRB process Prepare of planning and reports for Citizens Oversight Committee for bond measures Review and manage college-level external research requests. Serve as point of contact for college-level data requests 	<p>roles for planning are still unclear – due to understaffing</p> <ul style="list-style-type: none"> Issue – clarify website responsibilities GAP- access to data for Bond reporting is an issue



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	Associate Vice Chancellor for Planning & Institutional Research	<ul style="list-style-type: none"> Ensure local processes conform to district data quality standards Align local data with district-wide definitions Define local roles and access rules in alignment with district-wide standards. Develop data and process standards to ensure proper documentation of accreditation requirements Support learning communities to analyze outcome data for continuous improvement and innovation Provides training on utilization of data sources for addressing program planning needs Keeps the College and administration informed of research communications or studies pertaining to state, district, or College policies <p>Director of College Research and Planning, Senior Research and Planning Analyst, Research and Systems Technology Analyst</p>	
International Students (AP 4026, 5012,5020, 5030, 5055)	<ul style="list-style-type: none"> Acts as a liaison between state and federal agencies such as DSH, USCIS, SEVP, DoS, etc Create, maintain, and update technologies specific to the international student program Ensure international student compliance for F-1 international students Directly recruit international students (internationally and domestically) and identify potential agency partnerships 	<ul style="list-style-type: none"> Provide support and instruction for international students as requested and upon demand <p>Vice President of Instruction Vice President of Student Services</p>	<ul style="list-style-type: none"> Gap: Lack of connection between International Services Office and campuses GAP/Recommendation: (Fiscal Services and International Student Program):FTES colleges generate to serve international



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PCCD District Functional Map

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	<ul style="list-style-type: none">• Provide admissions, orientations, advising, counseling, activities, workshops, and other services for F-1 international students• Oversee and manage Study Abroad programs• Act as a liaison between the colleges and district as it relates to international students and study abroad programming• Identify and coordinate international contract education opportunities• Review and update policies such as tuition fees, health insurance, study abroad processes, etc <p>Director of International Education Vice Chancellor of Academic Affairs and Student Success</p>		<p>students are supporting 100% of the operation of the international student program.</p> <ul style="list-style-type: none">• Consider share % of FTES generated funds to be shared with the colleges.
Legal Contracts (See BP 6100 6340, 6345, AP 6100, 6340, 6345, 6350)	<ul style="list-style-type: none">• Contracts for the District are currently monitored through the Contract Tracking System (CTS). The CTS system is currently monitored by the Legal Coordinator. Peralta does not currently have an internal General Counsel.• The CTS system is an IT Ticketing system. It was implemented as a temporary solution until PeopleSoft 9.2 is fully implemented. <p>Currently there is only one legal employee who reports directly to the Chief of Staff.</p> <ul style="list-style-type: none">• Upload contracts into the CTS	<ul style="list-style-type: none">• Colleges upload contracts into the CTS System• Respond to any questions presented by the legal team• Route contracts for final signatures once closed out in the CTS System. <p>Vice Presidents of Administrative Services</p>	<ul style="list-style-type: none">• Gap: Need distinction between contracts for goods and services versus contracts for accepting funds for college operations



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PCCD District Functional Map

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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none">SystemRespond to questions presented by legal team.Route contracts for final signatures once closed out in the CTS System. <p>Vice Chancellor of District General Services</p>		
Marketing, Communication and Public Relations	<ul style="list-style-type: none">Provide the marketing & communication platform for email to students, employees, and community members (currently HubSpot).Send email to students at all four colleges regarding special situations and emergencies (e.g. COVID testing policy, earthquake, air quality, power shutdowns, etc.)Provide the platform for SMS texting to students, employees, and community members (currently SMS Zap, integrated with HubSpot). Messages provided by Colleges are sent by district staff.Host, develop content and design District-branded websites including www.peralta.edu; https://safe.peralta.edu; https://build.peralta.edu; and https://gems.peralta.edu.Provide technical support for the colleges' WordPress websitesManage district-branded social media accounts.Produce district-wide advertising and promotions.	<p>Provide the content and use the system for emailing students.</p> <p>Provide the content for SMS texting to students.</p> <p>Host, develop content, and design of the college-branded websites.</p> <p>Manage college-branded social media accounts</p> <p>Produce college-branded advertising and promotions</p> <p>President</p>	



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Function	District Role	College Role	Feedback – identify inaccuracies, gaps or missing functions. Suggest needed functions and responsible parties and provide a contact email
	<ul style="list-style-type: none"> Assist colleges with college-branded advertising upon request. Provide District “talking points” for College-level communication with employees, students, and community members Assist with formatting and publish college catalogs (web and/or print) Verify accuracy of public information <p>Executive Director of Marketing, Public Relations & Communications</p>		
Payroll – Finance & Administration Chapter 6 Business and Finance BPs/APs	<ul style="list-style-type: none"> Create an integrated budget/financial calendar with all the budget outgoes (payroll deadline/dates, related report obligations such as Parcel Tax report) Automate updates and messaging Identify gaps in system control and reports that can be used for part-time budget/position control (push out status report) Validate, in collaboration with the colleges, part-time allocation from the District to the Colleges prior to distribution Produce finance dashboards for directing projections Resolve issues with PeopleSoft and ePAFS when hiring and budgets should provide information to create internal controls Enhance visibility through training for 	<ul style="list-style-type: none"> Align appropriate payroll with Budget cycle and budget development – Position control, validate budget source, percent, and available funding Clarify part-time workers and position control with budget source Solicit campus feedback from user groups on payroll processes. Field pay questions (i.e., submission of timesheets or workload) Schedule monthly timesheet deadlines Notify payroll of overpayment or underpayment Submit charge detail in the term workload (increase, decrease, late add, or cancel) assignment – part time faculty. Notify and ensure that staff are trained and competent <p>Vice President of Administrative Services</p>	<ul style="list-style-type: none"> Issue: the 5 pay periods makes it impossible to pay many part-time faculty accurately in the first check. It causes lots of problems and extra work on both the college and the district. Gap: need processes clearly written down so everyone knows timelines and responsibilities on these MANY issues Gap in General Finance operation: Budget development process – accurate and timely budget allocation to correct budget strings at each college. *Gap in ePAFs connected to Program 9 budget strings which causes deficits in fund



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	<p>admin to transfer funding from unfilled positions/release to part-time line items and create full accounting of resources (apply process consistently)</p> <ul style="list-style-type: none"> Identify proactive reporting areas to help stay within budgets Processes payroll from source documents provided by the campus Processes authorized payline updates to ProRata program for part time faculty Prepares monthly, quarterly, and annual federal, state, and district reports Runs and distributes ProRata program extract reports for part time faculty pay; Academic Affairs load the office hour before the extract for both spring and fall terms Monitors and adjusts employee wages Processes full in-house payroll, tax processing, deduction processing, net pay distribution (i.e. check printing, distribution of paychecks, direct deposit funding, etc.) Process pay adjustments, pay reconciliations, retro-active pay Respond to employee inquires – various in nature, some involve the college, and many do not (i.e., tax, deduction, garnishments, direct deposit, etc.) Replace lost paychecks and stale dated paychecks Plans and organizes payroll dates and flow for incoming, as well as outgoing 	<ul style="list-style-type: none"> Submit revised timesheets or revised faculty workload Submit approved source documents: classified and student worker timesheets, classified overtime on LARs, stipend timesheets for part time faculty and corresponding ePAFS. Submit ProRata program updates for part time faculty Review reports for accuracy: courses for each instructor, start & end dates, along with other relevant data and makes corrections in term workload and submits changes to Payroll for capture or possible adjustment Send banked load requests to the Chancellor for approval using right of assignment Create a report on faculty banked load Review/validate colleges' PT allocation with the District prior to distribution Review quarterly analysis of Part-time expenditures <p>Vice President of Instruction Vice President of Student Services</p>	<p>1 and necessitates end of term/year transfers.</p> <ul style="list-style-type: none"> GAP: PT faculty allocation to colleges are inadequate. Validation of the PT fund allocation is not in place. District's calculation of the PT faculty allocation needs to be transparent, consistent and clear. Colleges are accused of "overspending" but not enough funds are allocated from the beginning. (I.e. BCC receives 55 FT faculty backfill amount where we have 67 FT faculty: error with roughly \$450 – 500k not provided) GAP: PT faculty office hours, back-fill for sabbatical, banking and other categories are unclear as to how it is calculated. Needs transparency and consistency across colleges from the Fiscal Services/Payroll. GAP: Lack of coordination and collaboration between Academic and Student Affairs and Fiscal services regarding Parcel Tax report. GAP: Lack of clarity of Parcel Tax use expectations by the District. Does the district



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	<p>activities (i.e., monthly schedules, fiscal year deadlines)</p> <ul style="list-style-type: none">• Run PFT equated hours monthly report• Reconcile and attempt to collect overpayments. The Campus will decrease a workload or cancel a class after it has already been paid to the employee which will trigger this collection process.• Payroll tracks required payline activity per term, necessary to prevent overpayments. The ProRata program is flawed and in need of some program fixes. Until then, manual intervention has been the work-around. This process is very time consuming and detailed.• Train college personnel on payroll processes <p>VC of Finance and Administrative Services</p>		<p>direct the usage (in the past per the former chancellor) or do the colleges have the decision-making power to do what's right as part of the fiscal responsibility of the colleges? (meeting the regulation of Parcel Tax)</p> <ul style="list-style-type: none">• GAP/Recommendation: (Fiscal Services and International Student Program): FTES colleges generate to serve international students are supporting 100% of the operation of the international student program. Consider share % of FTES generated funds to be shared with the colleges. <p>Recommendation:</p> <ul style="list-style-type: none">• District makes clear of consistent calculation of PT faculty allocation during the budget development period for the subsequent year to the colleges.• Provide clear direction through orientation/training to the colleges regarding PT office hour, sabbatical, banking and other backfill needs/calculations/allocation



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			during the budget development process for the subsequent year
Peralta Foundation (BP/AP 3600)	<ul style="list-style-type: none"> Coordinates district fundraising and approve fundraising events Provides accounting services for funds that are raised and/or spent from fundraising activities and Foundation programs Administers scholarship funds Coordinates donor communication Oversee and approve donor recognition across District and colleges <p>Chancellor Executive Director of the Peralta Foundation</p>	<ul style="list-style-type: none"> Executes fundraising events according to approved plan Implement programs and initiatives that are funded through the Foundation Report to District Foundation Office on use and impact of donor funds Colleges award scholarships and select student applicants in collaboration with Foundation Implement donor recognition on campus Update the Foundation on donor contacts and communications <p>President</p>	<ul style="list-style-type: none"> Gap: Greater coordination needed for fundraising efforts with Peralta Foundation, District, and campuses Recommendation: Develop closer collaboration with the Peralta Foundation and partner on programs and initiatives
Planning and Budget Integration Model (BP 6250 need 6200/ AP 6250 need 6200) (BP/AP 3250, 6300)	<ul style="list-style-type: none"> Organize planning meetings Integrate district and college mission, vision, and goals into planning Provide all updated plans <p>Chief of Staff</p> <ul style="list-style-type: none"> Identify and articulate priorities and goals for all planning documents Implement district-wide plans Provide the district and colleges with information and research to support planning, assessment, accreditation, policy formation, and decision-making 	<ul style="list-style-type: none"> Colleges conduct program review, program planning, and resource allocation processes. Colleges lead the planning on items listed in BP 3250 	<p>Comments from the Institutional Effectiveness Committee:</p> <p>Notes: Calling this a “model” is strange, it actually is a committee not a model.</p> <p>In district column, the chief of staff does not</p>



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	Associate Vice Chancellor for Planning & Institutional Research		<p>identify all priorities, this needs to be done collectively with input from the colleges.</p> <p>Gap: Where does the college give input on planning?</p> <p>Gap: Very unclear on how the plans feed into each other, they all seem to be done in vacuums.</p> <p>Missing from college column:ADDED</p> <ul style="list-style-type: none">Colleges conduct program review, program planning, and resource allocation processes.Colleges lead the planning on items listed in BP 3250Gap: Lack of clarity on how this model connects to campus committees



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Professional Development (BP 7160, No AP)	<ul style="list-style-type: none"> Plan and coordinate district-wide PD Flex Days, twice a year. Curate and share PD opportunities including trainings, workshops, resources, etc. Provide support for college PD Committees. Support, review, and approve PD-based faculty column advancement requests. Organize and maintain records related to faculty participation in Professional Development Activities. <p>Staff Development Coordinator Vice Chancellor of Academic Affairs and Student Success</p>	<ul style="list-style-type: none"> Plan and coordinate College PD Flex Days, four times per year. Organize, curate, and promote College PD opportunities throughout the year. Promote, review, and recommend college Sabbatical Leaves each year. Establish and maintain college Professional Development Committees according to contract, <p>College Professional Development Committees</p>	<ul style="list-style-type: none"> Gap: Lack of Districtwide professional development coordination for Classified professionals. GAP Need: A mechanism to provide professional development funds and coordination to faculty and classified professionals on the campuses and district
Purchasing (BP 6330/AP 6330) (BP 6430/AP 6340) (BP 6345/AP 6345)	<ul style="list-style-type: none"> Plan, organize, coordinate, direct and evaluate a variety of purchasing services for the District including contract administration, development and coordination of the District's construction bids, and projects of Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE), and train, supervise and evaluate the performance of purchasing staff. Direct the purchase, inventory control and storage of District equipment, services, supplies and material according to 	<ul style="list-style-type: none"> Develop and manage budgets for purchasing college items and services Entry and approval of purchase requisitions Communicates with employees and vendors regarding purchases Approves budget transfers, budget journals, vouchers, and requisitions Receives and documents goods at the campus Ensures adequate funds are available for purchasing Obtain bids, proposals, quotes for purchase requisition back-up 	<ul style="list-style-type: none"> DGS would like to propose a new structure for SLBEs SLBE Board Policy is needed Need to discuss and plan/restructure for sustainability Need to discuss and plan/restructure for sustainability e.g. align sustainability standards with the maintenance ramifications Consider Board Policy on sustainability planning Gap: Lack of clarity around



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	<p>established guidelines and legal requirements; ensures contractors meet the terms and conditions of contracts as agreed.</p> <ul style="list-style-type: none"> • Submit all purchases over \$50,000 to Trustees for approval. • Audit Calcard for compliance and adherence to AP 6330 • Review all purchasing every 60 days (BP6330) • Identify source funding for all contract extensions within the approved Annual Budget • Assess the impact of repurposing funds from originally approved budget line. • Ensure goods and services necessary for the operation of the District are obtained at competitive prices • Issue contracts and purchase orders goods, services, and supplies • Issue formal bids for contracts, goods, and services over \$92,600 and for construction contracts over \$200,000. • Analyze bids, request for qualifications (RPQ), request for quotes (RFQ) and request for proposals (RFP) from qualified contractors. <p>VC of Finance and Administrative Services</p> <ul style="list-style-type: none"> • Ensure goods and services necessary for capital outlay, maintenance and operations and related DGS support 	<ul style="list-style-type: none"> • Review ICC before forwarding to district • Monitor Cal Cards • Ensure financial controls and guidelines are followed (e.g. CAPs and limitations) • Train staff on financial guidelines for purchasing • Initiate contract review process • Develop RFP and review for construction and public bidding • Transmit department needs and specifications for purchasing • Upload and track purchase requisitions <p>Vice President of Administrative Services</p>	<p>the process, communication and timely payments.</p> <ul style="list-style-type: none"> • Gap: Lack of clarity of admin oversight of funding source for purchases using bond, categorical, grant dollars. • Gap: Lack of clarity on AECOM role for DGS related purchases. <p>(Fiscal Management)</p> <ul style="list-style-type: none"> • Gap: Lack of coordination and collaboration of district and Colleges' functions • Gap: Lack of support & services, as well as communication to colleges regarding RFP, bids, and other key district-wide processes. No consistent and current written procedure dissemination <p>Recommendation:</p> <ul style="list-style-type: none"> • District Fiscal services provides an annual training/orientation to the colleges re: a) new process if any, b) process clarification, and other key policy and processes. Provides annual timeline of key submission



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	<p>services are obtained at competitive prices</p> <ul style="list-style-type: none">• Facilitates planning services as it relates to new buildings and modernization of facilities• Prepare requisitions and specifications for processing informal purchase orders for items less than \$96,700 and for construction contracts over \$200,000• Prepare bids, request for qualifications (RPQ), request for quotes (RFQ) and request for proposals (RFP) from qualified contractors.• DGS reviews, interviews and recommends awarding the solicitation results based upon the solicitation criteria, assuring consistency with State and Board policies and requirements.• Prepares written recommendations (Board Agenda Item) for the Chancellor to present to the Board of Trustees.• Provide technical direction on procurement and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.• Facilitate planning sessions with District executives & staff, college faculty & staff members as it relates to facilities.• Responsible for the development of the District-wide Facilities Masterplan.• Facilitates vendor outreach efforts.• Interface with consultants and		<p>timeline and share PCCD staff who deals with these areas to the colleges.</p>




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	<p>contractors for District facilities.</p> <ul style="list-style-type: none">• Coordinate the implementation of SLBE and SELBE outreach efforts with local associations, organizations, and agencies (local and state) through identification of sources, dissemination of information and follow-up. Participates in related fairs, symposia, and other committee meetings.• Assist with SLBE/SELBE goal setting for construction projects, promoting District's policy and programs relating to equal opportunity and non-discrimination objectives.• Propose changes to and maintain policy and procedure manuals for DGS systems• Training of department personnel in the use of computerized systems and other equipment as necessary. <p>VC District General Services</p> <ul style="list-style-type: none">• Provide training on purchasing software in ERP to all staff <p>Chief Technology Officer</p> <ul style="list-style-type: none">• Issue Calcards for qualified business transactions for authorized employees with minor purchases and travel expenditures• Determine spending limits for purchasing authority and a dollar limit per purchase and a monthly dollar limit		



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Risk Management	<p>Chancellor or Designee</p> <ul style="list-style-type: none"> Procure and maintain liability, property and other appropriate insurance and self-insured programs Develop and implement systems, policies and procedures for the identification, collection, and analysis-of-risk related information. Educate and train the leadership, staff, and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program Lead, facilitate, and advise departments in designing risk management programs within their own departments Collect, evaluate, and maintain data concerning patient injuries, claims, worker's compensation, and other risk-related data Investigate and analyze root causes, patterns, or trends that could result in compensatory or sentinel events Help identify and implement corrective action where appropriate Serve as the organization's liaison to the insurance carrier Assist in processing summons and claims against the facility by working with the General Counsel to coordinate the investigation, processing, and defense of claims against the organization 	<ul style="list-style-type: none"> Submit claims along with all supporting documentation in a timely manner Attend trainings for specific business units Actively monitor and mitigate risk on campuses <p>Vice Presidents of Administrative Services</p>	<ul style="list-style-type: none"> Gap: Close the gap in communication between DGS and respective campuses. Increase the collaboration with the campuses on work orders Recommendation: Ensure the respective campus engineering team and VPAS are tuned in to capital improvement, repairs, maintenance and other work to mitigate potential risks



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PCCD District Functional Map

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Safety	Chief of Staff <ul style="list-style-type: none"> Contract with safety contractors Conduct safety checks Report to police and file reports regarding safety incidents Communicate with presidents about safety incidences at the college Report crimes that occur on campus (Clery Act and Title IX) Vice Chancellor of District General Services	<ul style="list-style-type: none"> Follow safety protocols Alert DGS of any incidences or safety concerns Supply safety materials for students and staff as needed Vice President of Administrative Services	<ul style="list-style-type: none"> Evaluate community-based safety/security program Incorporate a holistic safety program Create a health safety and security committee and meet regularly Assess whether the current approach to public safety is addressing the needs of the district Recommendation: Continue to work with 3rd party vendor and ensuring staff is consistent and trained on the dynamic operational procedures
Strategic Enrollment Management (BP 4226, 5010, 5011, 5052 5055 AP4226, 5010, 5011, 5012, 5013, 5015, 5020, 5052, 5050, 5070)	<ul style="list-style-type: none"> Collaborate with colleges to develop annual targets for FTES and FTEF Submit the CCFS-320 Report Update the District SEM Plan to include college SEM goals for district wide collaboration Report data and analytics to support Enrollment Management (IR dept) Ensure compliance with District, state, and federal policies, rules, and regulations Verify reports Provide information to the Board Align planning with colleges 	<ul style="list-style-type: none"> Develop and follow a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students Ensure compliance with District, state, and federal policies, rules, and regulations Collaborate with District to develop annual targets for FTES and FTEF Ensure strategic enrollment plans incorporate the Student-Centered Funding Formula Develop and maintain external partnerships 	<ul style="list-style-type: none"> GAP: Lack of easy access to data dashboard that can disaggregate student profiles by ethnicity, etc. GAP: Lack of easy access to flexible data dashboard that can let colleges project enrollment based on SCFF.



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	Associate Vice Chancellor for Planning & Institutional Research Vice Chancellor of Academic Affairs and Student Success	<ul style="list-style-type: none"> Validate CCFS-320 report data President	
Student Services (Chapter 5 Student Services BPs/APs)	<ul style="list-style-type: none"> Ensure BP/AP and CA Ed Code compliance on student admissions, enrollment, grades, record corrections, residency, and fees Support technological advancement and innovation in serving students at the colleges. Related to: <ul style="list-style-type: none"> Counseling Orientation Communication Categorical Programs Accessibility Discipline Develop partnerships that aid students Meet with Associated Student and Student Trustee leadership to support established goals Vice Chancellor of Academic Affairs and Student Services	<ul style="list-style-type: none"> Provide academic support such as tutoring & supplemental Instruction <ul style="list-style-type: none"> Recruit, hire and schedule tutors and SI leaders Track and report on student usage of services Direct and evaluate <i>Welcome Center</i> effectiveness Oversee Admissions & Records Strategize Outreach/Orientation - Targeted enrollment Oversee Financial Aid Manage, strategize, and evaluate effectiveness of Counseling Manage and train staff and faculty on Articulation Facilitate Student Life such as assisting in organizing and supporting student government and clubs Ensure Student Accessibility Services (SAS – aka DSPS) Manage and evaluate Extended Opportunities Programs & Services (EOPS/CARE) Ensure Wellness and Mental Health Services Facilitate Next Up (Foster Youth) Oversee and evaluate CalWORKs 	<ul style="list-style-type: none"> Gap: Lack of executive administrator for Student Services at the district level Lack of standardization of staffing for student services on different campuses Lack of support from District Finance due to limited staffing for student services in District finance



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		<ul style="list-style-type: none">Promote Student Equity (Sankofa/Umoja, Puente & FYE (First Year Experience)Oversee and facilitate services to Undocumented Community Resource Center, Veterans and Military Services, Student Basic NeedsFacilitate and evaluate Career & Transfer CenterConfirm Data for MIS Reporting Vice President of Student Services	
Technology Development and Planning	Infrastructure Technology <ul style="list-style-type: none">Set standards for video-conferencing equipment in classrooms and conference roomsEvaluate recommendations for Software and platformsIntegrate platforms with SIS, SSO, productivity toolsOversee District Strategic Plan for information technologyEvaluate and deploy requested Learning Tools Interoperability (LTI) e.g. allows services like Voice Thread to integrate with LMSConduct all setup and modifications to applicationsDecide on PeopleSoft platform changes requested through DTC and other committeesLead the District Technology Committee (DTC) with technology planning and	Instructional Technology <ul style="list-style-type: none">Recommend platforms and software via participatory governance for systems use and policiesCommunicate end-user feedback via participatory governanceInventory software and usage (e.g. zoom phone)Collaborate with other colleges to get better usage and coordination of software toolsInstall and implement...Recommend platforms and improvements based on faculty and student needs via College Technology Committee and college counsel for systems use and policies.Prioritize needs for the District Technology Committee for recommendation through Program Review and resource allocation.	



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	<ul style="list-style-type: none">recommends prioritiesCreate recommendations (as DTC District Technology Committee) to Planning Budget Committee (PBC) and to the Chancellor's Executive CabinetAlign with the College Technology Plans in creating and updating the Districtwide Technology PlanAutomatically generate permission listsAutomate forms for student services (45 forms but the next level is automating the process to guarantee timing and process consistency) Using e-forms – will require colleges to define and align forms <p>Chief Technology Officer</p> <p>Business Technology</p> <ul style="list-style-type: none">Identify missing processes that would bridge institutional gapsCreate solutions and address improvements in business processes, with District ITPropose new technology projects through the district and college participatory governance process.Evaluate and report in quarterly meetings on internal processing to IT e.g. cost centers and controlling transfer within budget fundsSuggested a subsidiary ledger for reconciliation of any other funding received (like the one we have for	<ul style="list-style-type: none">Vet technology requests through the appropriate participatory governance committees for transparency of recommendations to DTC.Contribute to and update the College Technology plan through the Technology planning committeeAlign to the timeline and support the District Master Technology planAssist departments to procure equipment for classroom useMaintain labs offices and classroom computer and A/V equipmentUpdate and issue laptops to employeesDispose of equipment as e-waste <p>Vice President of Instruction Vice President of Student Services Vice President of Administrative Services</p>	



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	student financial aid) <ul style="list-style-type: none"> Integrate and maintain platforms for online tutoring, online early alert, online counselling appointments (SARS) VC Finance & Administrative Service Interim Director of Fiscal Services & District Financial Aid Staff		
Technology Support Services and Applications PeopleSoft ERP Office365, password resets, and Helpdesk Counseling appointments (SARS) BI Tools CurriQunet Library Resources Maxient Conduct Manager Terradotta Campus Logic Connect Ed Handshake Credit for Prior Learning Peralta Apprenticeship AIM - Accessible Information Management	Infrastructure Technology <ul style="list-style-type: none"> Maintain, repair, install, and upgrade the infrastructure and data networks including the telephone network, the district servers, and Data Center. Administer mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications. Set the standards for video conferencing equipment, both in classrooms and conference rooms. Provide access for email Maintain the email systems Provide help desk services for LMS, SIS and other applications Develop and maintain resources on application use, policy, and procedures Conduct all setup and modifications to applications Provide technical support for students (helpdesk and phone support) Chief Technology Officer <ul style="list-style-type: none"> Provide the ERP business requirements to District IT. 	Instructional Technology <ul style="list-style-type: none"> Provide end user technical services including maintenance, repairs, installations, upgrades, etc. Carry out installation tasks Ensure maintenance of classroom technology equipment Provide computers to teaching staff as requested. Purchase, maintain and update, and secure College Servers (including active director servers for authentication and libraries) Provide helpdesk and in-person phone support to college community Provide ongoing technology training to employees on several software applications. Assess technology training and support Local College IT Department (not distributed the same on each college – sometimes siloed in other areas like a lab, library, business/accounting dept. etc – survey IT skills potential) <ul style="list-style-type: none"> Provide face-to-face sites where 	Add to college column: From IT Dept manager: ADDED <ul style="list-style-type: none"> Provide ongoing technology training to employees on several software applications. Assess technology training and support



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	<ul style="list-style-type: none">Establish the development of requirementsProvide oversight for design, and ensure quality and standards meet defined expectationsCreate and execute test plansDevelop and maintain manuals and SOPs for Business processesUpdate District IT concerning changes and requirements in student financial aid business processes <p>VC Finance and Administration Services</p> <ul style="list-style-type: none">Update and inform District IT about new applications or data required to comply with state or federal regulations regarding LMS, student services or instruction.Update District IT concerning changes and requirements in student financial aid <p>VC Academic Services and Student Success</p> <ul style="list-style-type: none">Update and inform District IT about Human Resources regulations or requirements <p>VC Human Resources</p>	<p>students can get assistance with SSO, LMS, online courses and other IT issues</p> <p>Vice President of Student Services Vice President of Administrative Services</p>	



PERALTA CYBER INCIDENT RESPONSE PLAN WORKBOOK

OCTOBER 2021

DRAFT



PERALTA CYBER INCIDENT RESPONSE TEAM CALL TREE

Incident Commander

Chancellor Jannett Jackson – (510) 466-7202 – jjackson@peralta.edu

Information Technology Staff

CTISO Antoine Mehoulley – (510) 587-7871 – amehoulley@peralta.edu
Senior Network Admin, Chi Au – (510) 816-0482 – chiau@peralta.edu
Database Admin, Teresa Chan – (510) 466-7234 – tchan@peralta.edu
Senior Network Admin, Jonathan Olkowski – (510) 466-7323 – jolkowski@peralta.edu
Senior Programmer, Chiran Adusumalli – (510) 466-7266 – cadusumalli@peralta.edu

Cyber Liability Insurance

ASCIP - 562-404-8028
Martin Ronquillo - ASCIP: 909-477-0474; 562-404-8029

Information Technology Vendors

True Tech Consultants – (949) 350-3526 – brandon@truetechconsultants.com
NetXperts – (925) 806-0800 – vgeisler@netxperts.com
Oracle Cloud Services Service Desk – 1 (800) 376-9079
Cisco Security – 1 (877) 228-7302
Microsoft Support – 1 (800) 642-7676



Below is a checklist that identifies the key elements of incident response.

PCIRP Checklist

<p>」 Identify Determine if unusual activity or behavior is being observed or reported. If so, determine if this constitutes an actual security incident and potentially compromised systems. If an incident has occurred or is occurring, notify ASCIP.</p> <p>Cyber Hotline 909-477-0474 cyberclaims@ascip.org </p>
<p>」 Respond Activate the Peralta Cyber Incident Response Team (PCIRT); gather any necessary tools (forms, documentation, etc.)</p>
<p>」 Contain Isolate affected systems to prevent further damage. Perform system backups using the methodology defined by the incident response manager and/or legal counsel. Begin the process of documenting events and preserving evidence. (This step should occur in conjunction with Identify and Respond.)</p>
<p>」 Eradicate Find and eliminate the root cause (e.g., remove affected systems from production), engaging an IT forensics firm or specialist if necessary. (If seeking reimbursement, Trust members must receive written consent prior to incurring investigation costs.) Ensure that there is an effective validation process in place to confirm that the problem has been eradicated.</p>
<p>」 Recover Restore affected systems into the production environment. Document the process of bringing the impacted systems back online. Also, define and execute a process for monitoring the affected systems and documenting their performance.</p>
<p>」 Report Complete the Incident Response Form. For significant events, provide a summarized executive report to senior management. Report to regulatory agencies as required.</p>
<p>」 Summarize/Regroup/Discuss lessons learned If needed, create a summary report documenting key observations and takeaways.</p> <p>Once the incident has been resolved, conduct a debriefing and complete an after-action report. Discussion should include the following topics: Was the problem discovered in a timely fashion? Was the response appropriate and effective? Was enough information gathered and retained? How was the institution affected? Is the institution still vulnerable?</p> <p>Make process and policy changes as necessary.</p>



PERALTA CYBER INCIDENT RESPONSE FORM

Incident Information

District / Location:

NAME(S) / EMAIL(S) / PHONE(S):

Date / Time Reported:

Date / Time Discovered:

Origin of Incident

Where did the incident originate (phishing, system compromise, RDP, etc.)?

Assets Impacted

Workstations, servers, laptops, payroll, etc.

Exfiltration?

Is there a possibility there was an unauthorized transfer of data out of the system?

Description of Incident (include symptoms and names of those involved in the incident)

1. IDENTIFICATION
 - a. Note observations here, how discovered, when, etc.
2. RESPONSE
 - a. Was CIRT activated, and who was contacted, when?
3. CONTAINMENT
 - a. Removed from network?
 - b. Date/time:
 - c. Backup available?
4. ERADICATION
 - a. Has a third party been engaged to assist?
 - b. Process to remove?
 - c. Verification of removal:
5. RECOVERY
 - a. Date/time systems brought back online
 - b. Process and duration of monitoring/validating eradication
 - c. Incident reported to law enforcement?

Post-Incident: Root Cause Analysis, Resolution, and Lessons Learned

Consider additional staff training (specify); procedures to be reviewed/updated (specify); other (specify)



SUMMARY REPORT

[Attorney-Client Privileged Document]

Incident Name: _____

Report Author: _____

Report Date: _____

Executive Summary

Describe in up to three paragraphs your key observations and takeaways related to the incident(s). Outline the most significant courses of action taken to defend against the adversary when responding to the incident. (The remainder of the report should substantiate this summary.)

Adversary's Actions and Tactics (Who? What? Where? Why? How?)

Summarize in one paragraph the adversary's actions and tactics, as well as the effects of the incident on the victims. (Note: See Incident Response Form section, Incident Information.)

Lessons Learned

Can a lessons learned meeting be scheduled within two weeks after the incident has been resolved? The purpose of this meeting is to review the overall effectiveness of the response procedures.

Completed by:

Print name: _____

Signature: _____ Date/Time: _____



AFTER-ACTION REPORT

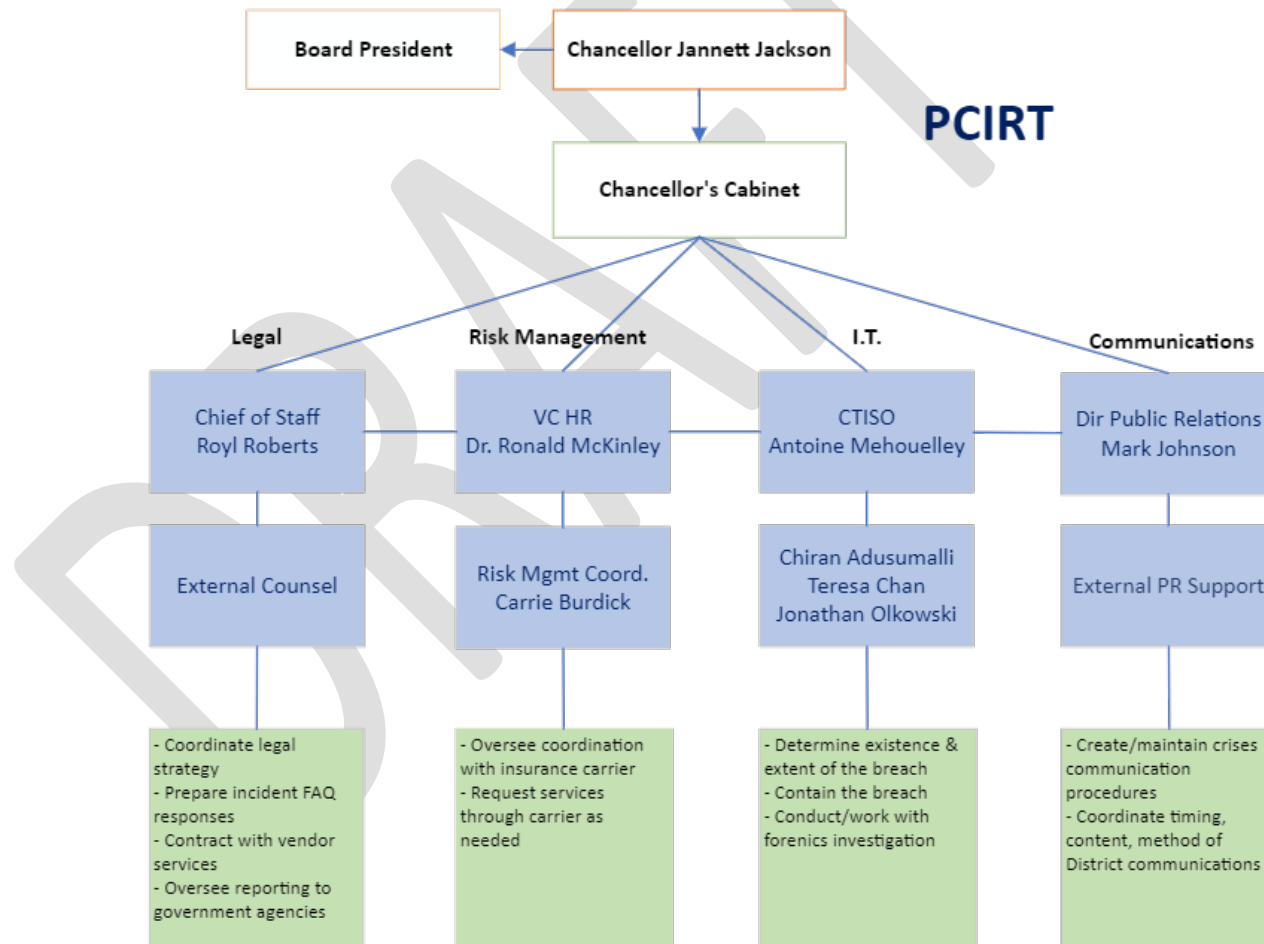
[Attorney-Client Privileged Document]

Corrective Action: As a result of the incident, and upon conferring with the Peralta Incident Response Team, the following revisions were made to the Peralta Cyber Incident Response Plan. (Please note the date these changes were made.)

Action Items: As a result of the incident, and upon conferring with the Peralta Incident Response Team, the following action items are in progress. Upon completion, they will be added to the Peralta Cyber Incident Response Plan. (Please note the estimated date when the changes will be ready for implementation.)



PERALTA CYBER INCIDENT RESPONSE TEAM ORGANIZATIONAL CHART



PERALTA COMMUNITY COLLEGE DISTRICT TECHNOLOGY MASTER PLAN MATRIX 2021-2026

Strategic Goal Theme: A. Advance Student Access, Equity, and Success							
Technology Plan Theme: A.1 Innovation and Automation							
Objective	Initiative	Responsible Party	How to Measure Result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
A.1.a Streamline processes to improve efficiency and expand system usage	A.1.a.1 Complete the full (phase I and II) upgrade of the PeopleSoft system.	<ul style="list-style-type: none">Chief Technology Officer (CTO)District Technology Committee	Phase I and II as outlined in agreement with Oracle are complete		Target Completion: Fall 2021/Oracle Consulting Services		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	A.1.a.2 Perform process mapping in the following areas- student journey: <ul style="list-style-type: none">OnboardingAdmissionsRegistrationFinancial AidOnline graduation petition Add employee: <ul style="list-style-type: none">PayrollSchedulingPurchasingHuman Resource Employee Reporting/Leave Balances, etc.	<ul style="list-style-type: none">CTOLead Manager for each designated areaFunctional Lead for each designated areaVP Academic Affairs and Student Services	Number of mappings completed		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: A. Advance Student Access, Equity, and Success						
Technology Plan Theme: A.1 Innovation and Automation						
Objective	Initiative	Responsible Party	How to Measure Result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
A.1.a Streamline processes to improve efficiency and expand system usage (continued)	A.1.a.3 Based on process mapping outcomes, implement process improvements which leverage current system capabilities and reduce or eliminate: <ul style="list-style-type: none"> • Paper processes • Manual processes • Duplicate data entry and storage 	<ul style="list-style-type: none"> • CTO • Lead Manager for each designated area • Functional Lead for each designated area 	Number of paper process, manual processes minimized and/or eliminated; duplicate data entry eliminated	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	A.1.a.4 Compile a list of all system customizations and work to reduce or eliminate them as systems are upgraded and provide new features in preparation for cloud migrations	<ul style="list-style-type: none"> • CTO • Lead Manager • Functional Leads for each designated area 	Customizations list completed	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: A. Advance Student Access, Equity, and Success							
Technology Plan Theme: A.1. Innovation and Automation							
Objective	Initiative	Responsible Party	How to Measure Result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
A.1.a Streamline processes to improve efficiency and expand system usage (continued)	A.1.a.5 Develop criteria for assessing customization requests for PeopleSoft, balancing user functional needs with capacity to manage updates and remain current.	<ul style="list-style-type: none">• CTO• Chancellor’s Cabinet	Minimized customizations and full utilization of upgraded Peoplesoft modules as delivered		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	A.1.a.6* Implement a Single Sign On user authentication platform for all student and employee-facing applications.	<ul style="list-style-type: none">• CTO• District Technology Committee	Only one set of credentials (user name + password) is required for students and staff.		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral) \$400,000		

Strategic Goal Theme: A. Advance Student Access, Equity, and Success						
Technology Plan Theme: A.1 Innovation and Automation						
Objective	Initiative	Responsible Party	How to Measure Result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
A.1.a Streamline processes to improve efficiency and expand system usage <i>(continued)</i>	A.1.a.7 Adopt a “mobile first” strategy to ensure equitable access for students and the community; mobile access to conduct student services actions: -Apply to the college -Review schedule of classes -Register/enroll for classes -Add/Drop a class -Pay fees -Address account holds -Check grades -Request transcripts -Text messaging	<ul style="list-style-type: none"> • CTO • District Technology Committee • VP Academic Affairs and Student Services 	Applications are mobile friendly and function across devices and browsers	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: A. Advance Student Access, Equity, and Success							
Technology Plan Theme: A.1 Innovation and Automation							
Objective	Initiative	Responsible Party	How to Measure Result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
A.1.b Assess website strategy as Peralta’s virtual front door	A.1.b.1 Conduct a full assessment of each college website and the district website focusing on content and navigation	• Director of Marketing and Communications	Assessment is complete		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	A.1.b.2 Develop a strategy to update the websites, including the possible use of a content management system	• Director of Marketing and Communications • College Management Lead	New websites are live		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
A.1.c Use data to make informed decision	A.1.c.1 Implement a business intelligence reporting solution focused on student equity and achievement, as well as enrollment management measures (e.g. PowerBI, Tableau, etc.)	• Institutional Effectiveness Office with relevant user groups • VP Academic Affairs and Student Services	Reporting tool is implemented with an agreed upon number of data gauges and visualizations		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: B. Engage and Leverage Partners Technology Plan Theme: B.1 Communication and Transfer of Information						
Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
B.1.a Use technology to leverage partnerships and share allowable student information	B.1.a.1 Develop a Districtwide database of current strategic partnerships; expand partnerships to include K-12 institutions, four-year colleges and universities, community-based organizations, local government and regional businesses and industries	<ul style="list-style-type: none"> • Vice Chancellor of Academic Affairs • Director of Marketing and Communications • College Vice Presidents 	Districtwide database of the of strategic partnerships developed and shared with the Peralta Colleges	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	B.1.a.2 Leverage and use statewide systems to share student information, as policies and procedures allow, with four-year institutions to expedite information sharing services (e.g. transcript exchange with transfer institutions, for concurrent enrollment; workforce apprenticeships, etc.)	<ul style="list-style-type: none"> • Vice Chancellor of Academic Affairs • CTO 	Evidence that as opportunities are available and agreements between institutions are reached, that students will be able to transmit documents electronically by following all “release of information” policies, procedures and practices consistently across the district	Target Completion Spring 2021		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: B. Engage and Leverage Partners

Technology Plan Theme: B.1 Communication and Transfer of Information

Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
B.1.b Leverage IT academic programs at the colleges to supplement and grow IT staffing	B.1.b.1 Assess partnerships with IT programs across the colleges to build in-house internship opportunities in Cyber Security, Networking, Mobile App Development, and others that may be relevant.	<ul style="list-style-type: none"> • CTO • District Technology Committee • Academic Senate 	Number of student interns in IT	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: C. Build Programs of Distinction						
Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization						
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment
C.1.a Engage in comprehensive technology acquisition decision-making practices	C.1.a.1 Develop a clear technology acquisition process based on identified business needs and total cost of ownership including: <ul style="list-style-type: none"> •business requirements •level of effort •required customizations for the system to meet user needs •benefits •impact on students •impact on staffing •training plan •ability to integrate with existing systems •one-time and on-going costs •justification for not using existing systems/technology •an evaluation rubric which includes 	<ul style="list-style-type: none"> •CTO •District Technology Committee •Lead Manager •Functional Leads 	Written technology acquisition process developed		Target Completion	
					Staffing Needs	
					Budget Resources (One-time/Ongoing/neutral)	

Strategic Goal Theme: C. Build Programs of Distinction							
Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization							
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
	student/staff input, flexibility, accessibility, user interface, adaptability of the solution, need for customization, ease of maintenance and specific user needs criteria •other considerations determined by Peralta Colleges						
	C.1.a.2 Ensure that the technology acquisition process is vetted through the District governance mechanisms and then fully communicated districtwide	•CTO •District Technology Committee •Constituent Groups	Written technology acquisition process vetted and approved		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	C.1.a.3 Assess impact of new technology on teaching and learning to ensure quality control and proper change management	• CTO •District Technology Committee •Faculty Advisory Group	Feedback sought and received 3 to 6 months after implementation and ongoing as needed		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: C. Build Programs of Distinction						
Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization						
Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
C.1.b Develop and implement a hardware acquisition plan and refresh (replacement) policy based on equipment lifecycle standards	C.1.b.1* Bring to current and develop a comprehensive replacement cycle for employee and lab computers using a 5-year lifecycle resulting in 20% annual replacements.	<ul style="list-style-type: none"> •CTO •Campus IT •District Technology Committee 	Replacement cycle documented and list of users and labs requiring updates for upcoming five years identified	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral) \$705,000 to bring existing desktop, laptops, and printers to current		
	C.1.b.2* Develop and implement a comprehensive replacement cycle for servers, network devices (including wi-fi), Uninterruptible Power Supplies, and A/C units in MDF (Main Distribution Frame) and IDF (Intermediate Distribution Frame) rooms across all Peralta College sites.	<ul style="list-style-type: none"> • CTO • Campus IT 	Replacement cycle documents by type of device, lifecycle, and upcoming replacement year identified Hardware refreshed across all Peralta sites on schedule	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral) \$7,450,698		
C.1.c. Develop and Implement	C.1.c.1 Develop and implement written smart		Written standards developed	Target Completion		

Strategic Goal Theme: C. Build Programs of Distinction								
Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization								
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans	
Classroom Technology Standards for all classrooms to include, lecture, CTE, CTE demo labs and all labs classrooms	classroom standards that meet the current and future educational delivery needs of the Peralta Colleges.	• District Technology Committee			Staffing Needs			
					Budget Resources (One-time/Ongoing/neutral)			
	C.1.c.2 Develop inventory of existing classrooms identifying current technologies in place along with gap of items needs to meet the standards.	• Campus IT	List developed for every college site, including current technology within the space and what is still needed Smart classrooms delivered across all Peralta College sites		Target Completion			
					Staffing Needs			
					Budget Resources (One-time/Ongoing/neutral)			
	C.1.c.3 Maintain faculty technology resources spaces to allow for the recording of lectures and demonstrations	• Campus IT	Surveys indicate that faculty are satisfied with resources provided		Target Completion			
					Staffing Needs			
					Budget Resources (One-time/Ongoing/neutral)			
	C.1.d Develop and Implement Technology-	C.1.d.1* Install classroom emergency phones at necessary	• CTO • Campus IT	Installation is complete		Target Completion		
						Staffing Needs		

Strategic Goal Theme: C. Build Programs of Distinction

Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization

Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
enabled Measures Focused on Health and Safety	location (Aviation, 860 Atlantic, COA and Merritt)					
				Budget Resources (One-time/Ongoing/neutral) \$102,144 5-year software subscription and SMARTnet		
	C.1.d.2* Provide integrated emergency message broadcast/notification across all communication platforms (phone, sms, digital signage, etc.)	<ul style="list-style-type: none"> • CTO • Campus IT 	Unified digital messaging in place and tested at least quarterly	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral) \$133,750 Includes licensing, configuration, and 5-year support		
	C.1.d.3* Improve cell phone coverage across locations identified (Laney, Merritt, BCC)	<ul style="list-style-type: none"> • CTO • District Technology Committee 	Cell signal boosters are in place and result in improved cell coverage	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral) \$700,000		
	C.1.d.4* Refresh the security camera infrastructure currently in place, ensure	• CTO	73 identified security camera network switches in place and process	Target Completion		
				Staffing Needs		

Strategic Goal Theme: C. Build Programs of Distinction						
Technology Plan Theme: C.1 Technology Acquisition, Adoption, and Standardization						
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment
	continued refresh cycle, and upgrade to 10G Cenic circuits		for continued refresh documented		Budget Resources (One-time/Ongoing/neutral) \$1,976,112 Includes 5-year hardware support and upgrade to faster WAN	
C.1.e Centralize and Institutionalize Software Licenses	C.1.e.1 Provide consistent and ongoing funding for software, such as office-productivity suite, library system platform, distance education delivery platform, antivirus protection, website development and content management, and other agreed upon districtwide platforms.	<ul style="list-style-type: none"> Chancellor's Cabinet 	Automatic annual renewals in place with pre-designated ongoing centralized funding		Target Completion	
					Staffing Needs	
					Budget Resources (One-time/Ongoing/neutral) Ongoing software licenses are automatically renewed without major vetting by Cabinet and Board	

Strategic Goal Theme: C. Build Programs of Distinction							
Technology Plan Theme: C.2 Infrastructure and Cloud Computing							
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
C.2.a Prepare for sustainable technology investments	C.2.a.1 Assess feasibility and Return on Investment for Virtual Desktop Infrastructure, including considerations for: business continuity; impact to software licensing; and security/isolation of the network for instructional purposes	<ul style="list-style-type: none">• CTO• District Technology Committee• Campus IT	Feasibility assessment complete		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	C.2.a.2 Develop an implementation schedule, if cloud strategy deems feasible	<ul style="list-style-type: none">• CTO• District Technology Committee• Campus IT	Timeline and detailed schedule developed and approved through governance groups		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	C.2.a.3* Consider moving to a cloud-based telephone/voice backup system to better address the needs of students and staff and ensure business continuity.	<ul style="list-style-type: none">• CTO• District Technology Committee	Survey indicates improved delivery of telephone services		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: C. Build Programs of Distinction						
Technology Plan Theme: C.2 Infrastructure and Cloud Computing						
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/ Needed Resources	Outcome Assessment
					\$40,000 inclusive of 5-year support agreement	
C.2.b Develop and Implement Strong Network Security Protocols	C.2.b.1* Implement security and redundancy for local and remote services and access across all Peralta sites	<ul style="list-style-type: none"> • CTO • District Technology Committee • College IT 	Participate in and receive clean audit results from State Chancellor's Office Cyber Security Unit		Target Completion	
					Staffing Needs	
					Budget Resources (One-time/Ongoing/neutral) \$866,736	

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration

Technology Plan Theme: D.1 Clearly Define IT Governance and Implementation Protocols

Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
D.1.a Conduct technology Governance practices that include all constituent groups	D.1.a.1 Evaluate the effectiveness of strategic and operational decision-making groups and implement needed committee improvements	<ul style="list-style-type: none"> District Technology Committee 	Revised structure in place Satisfaction survey	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.1.a.2 Streamline and document the District and College IT collaboration and support models.	<ul style="list-style-type: none"> CTO District Technology Committee Chancellor's Cabinet 	Update functional map focusing on Standard IIIC	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.1.a.3 Develop a process to communicate technology decisions across the District on a regular basis.	<ul style="list-style-type: none"> District Technology Committee 	Process in place	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration							
Technology Plan Theme: D.1 Clearly Define IT Governance and Implementation Protocols							
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
D.1.b Institutionalize Technology Planning and Prioritization	D.1.b.1 Annually evaluate the Peralta Technology Strategic Plan and update as needed.	• District Technology Committee	Plan updated yearly, with accomplishments identified along with implications and reprioritization for the following year		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	D.1.b.2 Create a project prioritization process that is widely communicated for all IT project requests	• District Technology Committee and approval from Chancellor’s Cabinet	Prioritization process complete		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	D.1.b.3 Based on the developed prioritization process re-evaluate all in-progress and identified projects and prioritize them for completion	• District Technology Committee	Priority list developed		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration							
Technology Plan Theme: D.1 Clearly Define IT Governance and Implementation Protocols							
Objective	Initiative	Responsible Party	How to measure result or Evaluation		Target Completion/Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
D.1.c Use Project Management tools for project tracking and completion	D.1.c.1 Identify a project manager/coordinator for every technology project and select a project management tool for use in planning and tracking progress	• CTO	Individual identified to lead major project Project management tool identified and use to monitor progress		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	D.1.c.2 Conduct project management training for District and College staff	• CTO	Number of Project managers/staff trained		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	D.1.c.3 Modification to existing and development of new applications, must be done in tandem with a user groups, and include a functional champion to ensure specifications meet user needs and requirement	• Director of Institutional Technology • Functional Lead	User group and functional champion identified per major project		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		
	D.1.c.4 Communicate project status to the District Technology Committee on a regular basis	• Project Manager	Satisfaction survey		Target Completion		
					Staffing Needs		
					Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration

Technology Plan Theme: D.2 Employee Professional Development, Training and Support

Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
D.2.a Provide employee professional development and training encompassing all pertinent technology usage and information	D.2.a.1 Clearly define who is responsible for training initiatives	• Chancellor's Cabinet	Responsible persons identified	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.2.a.2 Develop in-house training expertise; cross-train important functions	• Staff identified by Chancellor's Cabinet	Trainers and training sessions identified	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.2.a.3 Solicit user feedback on training needs and emerging issues regularly and tailor offerings to identified needs	• Staff identified by Chancellor's Cabinet	Satisfaction surveys	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.2.a.4 Document a list of available software resources and the related function	• CTO	List of software resources developed	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration

Technology Plan Theme: D.2 Employee Professional Development, Training and Support

Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
D.2.a Provide employee professional development and training encompassing all pertinent technology usage and information (continued)	D.2.a.5 Provide training opportunities for IT staff that are needed to complete the current project list, initiatives in this technology plan and potential new technologies	<ul style="list-style-type: none"> • CTO • Lead Manager 	Number of training opportunities provided	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.2.a.6 As part of any project include a training plan as part of the proposal	<ul style="list-style-type: none"> • CTO • Lead manager in impacted area(s) 	Integration of training plan with acquisition process	Target Completion		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral)		
	D.2.a.7 With each new release of PeopleSoft and other major systems, provide training opportunities for staff to leverage the new features and functions	<ul style="list-style-type: none"> • CTO • All Vice Chancellors 	Number of training opportunities provided	Target Completion Ongoing software contractual service agreement		
				Staffing Needs		
				Budget Resources (One-time/Ongoing/neutral) Requires annual budgeting and dedicated funding		

Strategic Goal Theme: D. Strengthen, Accountability, Innovation and Collaboration						
Technology Plan Theme: D.2 Employee Professional Development, Training and Support						
Objective	Initiative	Responsible Party	How to measure result or Evaluation	Target Completion/ Needed Resources	Outcome Assessment	Implications to Existing/Future Plans
	D.2.a.8 Conduct cyber-security, privacy and security training for all employees on a regular and on-going basis including topics such as endpoint security, email security, common threats and other current topics	<ul style="list-style-type: none"> • CTO • HR 	Number of training opportunities provided	Target Completion Staffing Needs Budget Resources (One-time/Ongoing/neutral)		
D.2.b Support and promote innovation and experimentation with new technologies in order to remain agile, creative, and current	D.2.b.1 Develop incubation opportunities promoting experimentation with new technologies that deliver creative instructional and support services to students	<ul style="list-style-type: none"> • CTO • District Technology Committee • Academic Senate 	Number of incubation opportunities provided	Target Completion Staffing Needs Budget Resources (One-time/Ongoing/neutral)		

* See PCCD Information Technology Prioritized Request List in Appendix E



District I.T. Network Services - Projects

District Wide Network Infrastructure Refresh
Upgrade of core networking equipment and
Wi-Fi for District Office, BCC, & Laney

**Zoom Cloud Phones for Merritt Student
Services & District Academic Affairs**
Deployment of Zoom cloud phones for
Merritt Student Services & Academic Affairs

Merritt College Cellular Booster Project
Increase cellular reception of all major carriers
for the Merritt College campus

District Wide Security Cameras Refresh
New security cameras to be installed
throughout the District

NetApp Storage Upgrade
District data storage infrastructure upgrade

MFA for Administrators/Managers
Activation of Multi-Factor Authentication for
account access