

## Chabot-Las Positas Community College District Task Map – Summary of Functions

The CLPCCD Task Map contains the Summary of Functions for District and College functions that are enumerated into three categories: centralized functions where the district has primary responsibility, de-centralized functions where the colleges have primary responsibility, and shared functions where both district and colleges have equal responsibility. The accreditation standard for each specific function is provided in parentheses.

1. THE FOLLOWING ARE “CENTRALIZED” CLPCCD DISTRICT FUNCTIONS (DISTRICT IS PRIMARY):

- A. HUMAN RESOURCES (III A – Human Resources)
  - a. COLLECTIVE BARGAINING
  - b. WORKERS’ COMPENSATION, HEALTH AND WELFARE
- B. MAINTENANCE AND OPERATIONS (III B – Physical Resources)
- C. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
  - a. TECHNOLOGY SERVICES AND APPLICATIONS – BANNER AND OTHER INTEGRATED THIRD PARTY SYSTEMS, APPLICATION DEVELOPMENT, DATABASE ADMINISTRATION
  - b. INFORMATION ACCESS AND REPORTING
  - c. INTERNET/EMAIL SERVICES
  - d. VIDEO CONFERENCING
  - e. TELECOMMUNICATIONS
  - f. NETWORK MANAGEMENT
  - g. HELP DESK SERVICES
  - h. TECHNOLOGY DEVELOPMENT AND PLANNING
  - i. SERVER MANAGEMENT

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- j. BACK-UP AND RECOVERY
  - k. DESKTOP SUPPORT
  - l. CLASSROOM AND COMPUTER LAB SUPPORT
  - m. MEDIA SERVICES/AUDIO VISUAL
- D. BUSINESS SERVICES (III D – Financial Resources)
- a. ACCOUNTING
  - b. PAYROLL (COMPENSATION)
  - c. PURCHASING
- E. FINANCE (III D – Financial Resources)
- a. ECONOMIC ANALYSIS
  - b. CASH FLOW ANALYSIS
- F. RISK MANAGEMENT (III D – Financial Resources)
- a. GENERAL LIABILITY
2. **THE FOLLOWING ARE “DE-CENTRALIZED” CLPCCD COLLEGE FUNCTIONS FOR BOTH CHABOT AND LAS POSITAS COLLEGES (COLLEGE IS PRIMARY):**
- A. ACADEMIC SERVICES (II A – Instructional Programs)
  - B. ADMISSIONS, RECORDS, & REGISTRATION (II B – Student Support Services)
  - C. ATHLETICS (II A – Instructional Programs)
  - D. AUXILIARY SERVICES (II B – Student Support Services)
    - a. BOOKSTORE
    - b. FOOD SERVICES
    - c. STUDENT GOVERNMENT
  - E. CATALOG/SCHEDULE DEVELOPMENT (II A – Instructional Programs)
  - F. CHILD DEVELOPMENT SERVICES (II A – Instructional Programs)
  - G. DSPS - DISABLED STUDENTS PROGRAM AND SERVICES (II B – Student Support Services)
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- H. EOPS - EXTENDED OPPORTUNITIES PROGRAM AND SERVICES (II B – Student Support Services)
  - I. FINANCIAL AID (II B – Student Support Services)
  - J. FOUNDATION (STD?)
  - K. GRAPHIC DESIGN/DUPLICATING (II B – Student Support Services)
  - L. INSTRUCTION (II A – Instructional Programs)
    - a. CURRICULUM DEVELOPMENT
  - M. LIBRARY/LEARNING RESOURCES (II C – Library and Learning Support Services)
    - a. LIBRARY
    - b. TUTORING
  - N. ONLINE INSTRUCTION/SERVICES – BLACKBOARD (II A – Instructional Programs)
  - O. PROGRAM DEVELOPMENT AND REVIEW (II A – Instructional Programs)
    - a. PROGRAM DEVELOPMENT
    - b. PROGRAM REVIEW
  - P. RESEARCH (II B – Student Support Services)
  - Q. STUDENT LEARNING OUTCOMES (II A – Instructional Programs)
  - R. STUDENT SERVICES (II B – Student Support Services)
  - S. TELEVISION STUDIO (II A – Instructional Programs)
  - T. VOCATIONAL PROGRAMS (II A – Instructional Programs)
  - U. VTEA (II A – Instructional Programs)
- 3. THE FOLLOWING ARE “SHARED” CLPCCD FUNCTIONS BY DISTRICT AND BOTH COLLEGES (SHARED BY ALL):**
- A. BUDGET DEVELOPMENT (III D – Financial Resources)
  - B. FACILITIES PLANNING AND CONSTRUCTION - COLLEGE COMMITTEES AND DISTRICT-WIDE COMMITTEE (III B – Physical Resources)
  - C. GRANT DEVELOPMENT (III D – Financial Resources)
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- D. HUMAN RESOURCES (III A – Human Resources)
  - a. PRIORITIZING, ALLOCATION, AND PLACEMENT OF STAFF AT APPROPRIATE LOCATION
- E. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
  - a. WEBSITE SERVICES (WEBMASTER FOR EACH COLLEGE AND DISTRICT)
- F. MARKETING (CURRENTLY AT COLLEGES, PREVIOUSLY DISTRICT PIO) – (STD?)
- G. TRAINING
  - a. STAFF DEVELOPMENT (III A – Human Resources)
  - b. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
- H. WORKFORCE/ECONOMIC DEVELOPMENT (II A – Instructional Programs)