



## District Functions

- Admissions, Records, and Registration
- Adult Basic Education Consortium
- Articulation
- Budget Development
- Budget Services
  - Accounting
  - Capital Outlay Project Administration
  - Payroll
  - Purchasing
- Child Development Centers
- Connected Learning
- Contract Training (Not for Credit)
- Foundation
- Grant and External Fund Development
- Human Resources
- Information Technology
  - Communication Tools, Help Desk, and Web Services
  - Data Management
  - Technology Development and Planning
  - Technology Services and Applications
  - Video Conferencing/Lecture Capture
- Institutional Effectiveness/Enrollment Management
- Institutional Research
- Marketing
- Perkins IV/CTEA (Career and Technical Education Act, formerly VTEA)
- Risk Management
- Strategic Planning
- Transcript Evaluation
- Westside Institute of Technology (WIT)
- Workforce/Economic Development

## College Functions

- Academic Support – Supplemental Instruction & Tutoring
- Accreditation
- After School Program
- Athletics
- Auxiliary Services
  - Bookstore
  - Food Services
  - Residence Halls
- Basic Skills/ESL (English as a Second Language)
- Career Technical Education
- Catalog Development
- Community Education (Not for Credit/Avocational)
- Contract Education (For Credit)
- Curriculum Development
- Facilities Planning
- Farm of the Future
- Instructional Services
- International Student Services
- Library/Learning Resources
  - Library
  - Media Services/Audio Visual
- Maintenance/Transportation
- Program Development and Review
- Schedule Development
- Staffing (Prioritization, Allocation, and Placement of Staff at Appropriate Locations)
- Strategic and Educational Master Planning
- Student Learning Outcomes (SLOs)
- Student Life – Clubs
- Student Services
  - CalWORKs
  - DSPS (Disabled Students Program & Services)
  - EOPS (Extended Opportunities Program & Services)
  - Financial Aid
  - Student Development
  - Student Equity
  - Student Outreach
  - Student Success & Support Program
  - Upward Bound

## SUMMARY OF FUNCTIONS

### Academic Support – Supplemental Instruction and Tutoring

College function

- ✓ Recruit, hire, place, and evaluate supplemental instruction leaders and tutors
- ✓ Coordinate academic support professional development opportunities for tutors, leaders, and faculty
- ✓ Coordinate staffing and scheduling for academic support centers
- ✓ Arrange for tutoring to satisfy special staffing request or circumstances
- ✓ Track and report on student usage of supplemental instruction and tutoring opportunities

|              |  |
|--------------|--|
| WHC Coalinga | Stephanie Droker, Vice President of Educational Services |
| WHC Lemoore  | James Preston, Dean of Educational Services              |

### Accreditation

College function with support from District Office

- ✓ Coordinate and facilitate ongoing accreditation functions

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
| WHC Coalinga    | Carole Goldsmith, President<br>Stephanie Droker, Vice President of Educational Services  |
| WHC Lemoore     | Kristin Clark, President<br>Dave Bolt, Vice President of Educational Services  |

### Admissions, Records, and Registration

District function with staff assigned at each college

- ✓ Maintain online application and automated process. Colleges handle exceptions.
- ✓ Maintain and monitor storage of student records (i.e. grades, attendance records etc.)
- ✓ Set registration schedule; maintain registration services; monitor registration process

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar<br>Maria Lourenco, Academic Services Manager/Articulation Officer |
| WHC Coalinga    | Juana Tapia, Student Services Technician II   |
| WHC Lemoore     | Joel Ruble, Dean of Student Services  |

### Adult Basic Education Consortium

District function in coordination with colleges

- ✓ Liaison for all member districts (K-12s and Colleges) and partner agencies
- ✓ Lead Representative for consortium
- ✓ Oversee budgets and distribution

|                 |   |
|-----------------|---|
| District Office | David Castillo, Director of Special Grant Programs  |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services<br>Robert Pimentel, Associate Dean of Educational Services |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services   |

|   |   |
|---|---|
| <b>After School Program</b>   |   |
| College function  |   |
| <ul style="list-style-type: none"> <li>✓ Plan, coordinate, and implement academic and enrichment activities</li> <li>✓ Provide a safe and positive environment for children</li> <li>✓ Promote social and emotional growth as well as good health and nutritional habits</li> </ul> |   |
| WHC Coalinga  | Robert Pimentel, Associate Dean of Educational Services                             |
| WHC Lemoore   | Oscar Villarreal, Director of Upward Bound Math and Science & After School Programs |

|   |   |
|---|---|
| <b>Articulation</b>   |   |
| District function in coordination with colleges   |   |
| <ul style="list-style-type: none"> <li>✓ Assist in development of faculty-approved articulation agreements</li> <li>✓ Maintain various articulation web sites (ASSIST, Oscar, C-ID)</li> <li>✓ Review and confirm accuracy of curriculum pertaining to transferability</li> </ul> |   |
| District Office   | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar   |
| WHC Coalinga  | Maria Lourenco, Academic Services Manager/Articulation Officer<br>Stephanie Droker, Vice President of Educational Services  |
| WHC Lemoore   | Sandy McGlothlin, Vice President of Student Services<br>Dave Bolt, Vice President of Educational Services<br>Sylvia Dorsey-Robinson, Vice President of Student Services |

|   |  |
|---|--|
| <b>Athletics</b>  |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Intercollegiate athletic sports</li> </ul> |  |
| WHC Coalinga  | Mark Arce, PE/Health Instructor/Basketball Coach/Director of Athletics |
| WHC Lemoore   | Allen Fortune, Psychology Instructor/Director of Athletics             |

|  |  |
|--|--|
| <b>Auxiliary Services – Bookstore</b>  |  |
| College function with support from District Office   |  |
| <ul style="list-style-type: none"> <li>✓ Operated by Follett Higher Education Group</li> <li>✓ Works closely with college and district staff</li> <li>✓ Provides services to students in regard to books and other instructional materials and supplies</li> </ul> |  |
| District Office  | Ken Stoppenbrink, Deputy Chancellor                      |
| WHC Coalinga   | Stephanie Droker, Vice President of Educational Services |
| WHC Lemoore  | Dave Bolt, Vice President of Educational Services        |

|   |  |
|---|--|
| <b>Auxiliary Services – Food Services</b>   |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Offers variety of meals, beverages, and snacks to students and employees</li> <li>✓ Provides customer service</li> <li>✓ Ensures required safety/sanitation procedures are followed</li> </ul> |  |
| WHC Coalinga  | Mark Gritton, Associate Dean of Student Services<br>Jay Darnell, Food Services Manager |
| WHC Lemoore   | Kristin Clark, President<br>Debbie Christy, Food Service Cook                          |

**Auxiliary Services – Residence Halls**

## College function

- ✓ Manages residential living in the 121-bed Gordon Hall for men and the 56-bed Ivans Hall for women

|              |   |
|--------------|---|
| WHC Coalinga | Mark Gritton, Associate Dean of Student Services<br>Alex Villalobos, Director of Residential Living |
|--------------|---|

**Basic Skills/ESL (English as a Second Language)**

## College function

- ✓ Assess and implement curriculum changes when warranted with review by District Curriculum Committee
  - ✓ Schedule Courses for face-to-face sections and online where appropriate
  - ✓ Develop and assess Student Learning Outcomes for courses and program
  - ✓ Assess success and completion rates and implement changes if needed
  - ✓ Coordinate basic skills professional development opportunities for faculty
  - ✓ Plan, develop, implement, and maintain the college's compliance with the Basic Skills Initiative grant
  - ✓ Review data and disseminate findings as it relates to students enrolled in basic skills courses
  - ✓ Work in conjunction with basic skills faculty members to develop an intervention plan for students
- \* Basic Skills/ESL will undergo a comprehensive review in 2013-2014

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development |
| WHC Coalinga    | Robert Pimentel, Associate Dean of Educational Services                            |
| WHC Lemoore     | James Preston, Dean of Educational Services  |

**Budget Development**

## District function in coordination with colleges

- ✓ Provides criteria and institutional guidelines for financial planning and budgeting
- ✓ Complies with statutory deadlines for tentative and adopted budget planning and approval
- ✓ Provides current resource allocation
- ✓ Preparation of college and district budget worksheets
- ✓ Development of annual tentative and adopted budget documents for Board of Trustees review and approval
- ✓ Coordination with colleges on budget planning cycle

|                 |  |
|-----------------|--|
| District Office | Frank Gornick, Chancellor<br>Ken Stoppenbrink, Deputy Chancellor |
| WHC Coalinga    | Carole Goldsmith, President                                      |
| WHC Lemoore     | Kristin Clark, President   |

**Budget Services – Accounting**

District function in coordination with colleges

- ✓ Processes all accounts payable and accounts receivable transactions
- ✓ Reconciles accounts
- ✓ Processes reimbursement claims and travel requests
- ✓ Prepares financial statements
- ✓ Oversees the disbursement and account maintenance of financial aid
- ✓ Assists in managing grant accounting
- ✓ District insurance management handling (worker's compensation; health and welfare; property; liability and crime; and student and athlete insurance program)
- ✓ Provide staff Datatel budget lookup and report training
- ✓ Audit and process budget transfer requests
- ✓ Audit and process personnel budget change forms
- ✓ Maintain Fixed Assets Inventory System and prepare reports for auditors and insurance carriers

|                 |   |
|-----------------|---|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Tammy Weatherman, Associate Vice Chancellor of Business Services   |
| WHC Coalinga    | Debbie Gore, Budget Services Supervisor<br>Sandy McGlothlin, Vice President of Student Services   |
| WHC Lemoore     | Stephanie Droker, Vice President of Educational Services<br>Dave Bolt, Vice President of Educational Services<br>Sylvia Dorsey-Robinson, Vice President of Student Services |

**Budget Services – Capital Outlay Project Administration**

District function in coordination with colleges

- ✓ Management of various phases of construction contracts
- ✓ Maintain multiple source project funding allocations and budgets
- ✓ Issue Notices to Proceed, Purchase Orders, and Notices of Completion
- ✓ Work closely with contractors, architects, and other service providers
- ✓ Maintain and reconcile project audits
- ✓ Preparation and submittal of reimbursement claims to state and other agencies
- ✓ Respond and compile requests for information for federal, state, and local agencies regarding projects

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Debbie Gore, Budget Services Supervisor       |
| WHC Coalinga    | Carole Goldsmith, President<br>Shaun Bailey, Director of Maintenance and Operations  |
| WHC Lemoore     | Kristin Clark, President<br>Johnathan Bernal, Director of Maintenance and Operations |

**Budget Services – Payroll**

District function in coordination with colleges

- ✓ Processes payroll for all college and district employees
- ✓ Prepares monthly, quarterly, and annual federal, state, and district reports
- ✓ Monitors and adjusts employee wages

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Suzanne Rockwell, Payroll Coordinator                                     |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services<br>Stephanie Droker, Vice President of Educational Services |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services<br>Sylvia Dorsey-Robinson, Vice President of Student Services  |

**Budget Services – Purchasing**

District function in coordination with colleges

- ✓ Oversees and monitors purchasing throughout the district
- ✓ Processes all requisitions and purchase orders
- ✓ Communicates with employees and vendors regarding purchases
- ✓ Provide staff with Datatel purchasing training
- ✓ Preparation of RFQ (Request for Quote) and RFP (Request for Proposal) processes
- ✓ Review contracts for basic legal requirements and review with legal as needed
- ✓ Preparation of bid tally and recommendations for Board of Trustees review and approval

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Debbie Gore, Budget Services Supervisor<br>Thelma Trevino, Accounting Services Supervisor |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services<br>Stephanie Droker, Vice President of Educational Services                 |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services<br>Sylvia Dorsey-Robinson, Vice President of Student Services                  |

**Career Technical Education**

College function with support from District Office

- ✓ Manage vocational certificate and degree programs that focus on training students for employment that requires specialized knowledge in a trade or manual skill
- ✓ Review and revise, as necessary, 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
- ✓ Manage district and college VTEA contracts
- ✓ Plan, develop, and maintain the college's compliance with appropriate state and federal regulations related to career technical programs

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development |
| WHC Coalinga    | Robert Pimentel, Associate Dean of Educational Services                            |
| WHC Lemoore     | James Preston, Dean of Educational Services  |

**Catalog Development**

College function with support from District Office

- ✓ Catalog production is administration lead with input from deans, counselors, faculty, and staff
- ✓ Production of a clear and accurate two year catalog with timely revisions
- ✓ Production of catalog addenda as needed

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar<br>Maria Lourenco, Academic Services Manager/Articulation Officer |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services<br>Sandy McGlothlin, Vice President of Student Services  |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services   |



|  |   |
|--|---|
| <b>Child Development Centers</b><br>District function in coordination with colleges <ul style="list-style-type: none"> <li>✓ Provide high quality early care and education</li> <li>✓ Provide early intervention for children with special needs</li> <li>✓ Enhance family capacity by providing services and education for parents</li> <li>✓ Provide best practices in early education</li> <li>✓ Support early education educators throughout the district</li> </ul> |   |
| District Office  | Conne Cleveland, Director of Child Development Centers<br>Juanita Alvarado, State Preschool Supervisor (Avenal)<br>Virginia Cruz, Child Development Center Site Supervisor (San Joaquin)<br>Anna Gonzales, Child Development Center Site Supervisor (Firebaugh)<br>Patty Gonzalez, Child Development Center Site Supervisor (Avenal)<br>Anabel Iniguez, State Preschool Supervisor (Huron)<br>Nancy Jeffcoach, Child Development Center Site Supervisor (Lemoore)<br>Lorri Redding, Child Development Center Site Supervisor (Coalinga) |

|   |   |
|---|---|
| <b>Community Education (Not for Credit/Avocational)</b><br>College function with support from District Office <ul style="list-style-type: none"> <li>✓ Identify community needs</li> <li>✓ Develop and promote fall, spring, and summer schedule for community education classes</li> <li>✓ Work with instructors to develop curriculum for community education classes</li> <li>✓ Support marketing of community education classes</li> <li>✓ Facilitate registration of students and payment for courses</li> </ul> |   |
| WHC Coalinga  | Robert Pimentel, Associate Dean of Educational Services |
| WHC Lemoore   | James Preston, Dean of Educational Services             |

|  |   |
|--|---|
| <b>Connected Learning</b><br>District function in coordination with colleges <ul style="list-style-type: none"> <li>✓ Oversight of district distance education strategic plan</li> <li>✓ Faculty, staff, and student support and training with learning management system (LMS) and other technologies/software</li> <li>✓ Creation and support of classroom technology standards</li> <li>✓ Title V grant oversight and compliance</li> </ul> |   |
| District Office  | Richard Wu, Associate Vice Chancellor of Connected Learning |
| WHC Coalinga   | Stephanie Droker, Vice President of Educational Services    |
| WHC Lemoore  | Dave Bolt, Vice President of Educational Services           |

|   |   |
|---|---|
| <b>Contract Education (For Credit)</b><br>College function with support from District Office <ul style="list-style-type: none"> <li>✓ Development of contractual agreements (i.e. MOU) for educational credit will primarily rely on District staff for its development and negotiated agreement</li> <li>✓ All instructional and student services support of the MOU for college credit will be college-based</li> <li>✓ Ensure adherence to minimum qualifications for faculty</li> </ul> |   |
| District Office   | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development                                  |
| WHC Coalinga  | Stephanie Droker, Vice President of Educational Services<br>Robert Pimentel, Associate Dean of Educational Services |
| WHC Lemoore   | Dave Bolt, Vice President of Educational Services   |

**Contract Training (Not for Credit)**

District function in coordination with colleges

- ✓ Provide customized training, testing, and assessment services for business and industry on a fee for service basis
- ✓ Maintain the central repository of contracts for all district operations, colleges, and offsite educational operations
- ✓ Provide technical assistance to college personnel with regard to contract form, contract process, and the necessity for outside legal counsel
- ✓ Determine the need for legal advice on contract issues
- ✓ Serve as liaison between the District and outside legal counsel on contractual issues
- ✓ Notify the Board of Trustees of contract education offerings

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development<br>David Castillo, Director of Special Grant Programs |
| WHC Coalinga    | Robert Pimentel, Associate Dean of Educational Services  |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services  |

**Curriculum Development**

College function with support from District Office

- ✓ Adhere to Education Code and district policy
- ✓ Provide guidance during Curriculum Committee meetings
- ✓ Report curriculum updates to the District Office and to the state Chancellor's Office
- ✓ Maintain an up-to-date curriculum inventory
- ✓ Articulation

|                 |   |
|-----------------|---|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development  |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services<br>Staci Mosher, Psychology Instructor/Softball Coach/Curriculum Committee Chair |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services<br>Vera Kennedy, Sociology Instructor/Curriculum Committee Chair                        |

**Facilities Planning**

College function with support from District Office

- ✓ Work with district architect to plan future facilities and campus master plan
- ✓ Approve completed building designs for construction
- ✓ Approve technology and furniture installation for new facilities
- ✓ Plan scheduled maintenance priorities
- ✓ Approval remodel for efficiency designs

|                 |  |
|-----------------|--|
| District Office | Frank Gornick, Chancellor<br>AP Architects |
| WHC Coalinga    | Carole Goldsmith, President                |
| WHC Lemoore     | Kristin Clark, President                   |



**Farm of the Future**

## College function

- ✓ Prepare students with knowledge and skillsets to be successful in agriculture related careers
- ✓ Provide a solid foundational base for students choosing baccalaureate majors at four-year colleges
- ✓ Maintain a student-centered approach in the offering of nationally recognized certifications
- ✓ Maintain collaborative partnerships with food, fiber, and natural resource partners
- ✓ Provide internships and supervised agricultural experiences, and incorporate technology into agriculture curriculum

|              |   |
|--------------|---|
| WHC Coalinga | Carole Goldsmith, President<br>Clint Cowden, Director of Farm of the Future |
|--------------|---|

**Foundation**

## District function in coordination with colleges

- ✓ Coordinates district fundraising events and assists the colleges with fundraising events
- ✓ Serves as the fiscal agent for district and college fundraising activities and provides processing services for funds that are spent
- ✓ Administers scholarship funds

|                 |  |
|-----------------|--|
| District Office | Frank Gornick, Chancellor<br>Frances Squire, Executive Director of West Hills Community College Foundation |
| WHC Coalinga    | Carole Goldsmith, President  |
| WHC Lemoore     | Kristin Clark, President   |

**Grant and External Fund Development**

## District function in coordination with colleges

- ✓ Responsible for identifying external funding opportunities and securing grant or contract funds to support and expand college academic and student support services and improve infrastructure support through acquisition of capital and equipment funds
- ✓ Responsible for developing funding requests, working with college personnel on service and equipment needs, handling follow up negotiations or provision of required information for funding
- ✓ Provide consultation and assistance throughout the entire grant writing process
- ✓ Serves as the primary contact with federal, state, and local funding sources
- ✓ Prepares final application packages with college input
- ✓ Serves as single submission site for all funding proposals

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development<br>Anita Wright, Director of Grants |
| WHC Coalinga    | Carole Goldsmith, President  |
| WHC Lemoore     | Kristin Clark, President   |

**Human Resources**

## District function in coordination with colleges

- ✓ Employee relations including performance evaluations, discipline, collective bargaining, etc.
- ✓ Recruitment and selection
- ✓ Benefits administration including health benefits, leave accruals, worker's compensation, etc.
- ✓ Plan and coordinate employee orientations, functions, and trainings

|                 |  |
|-----------------|--|
| District Office | Becky Cazares, Director of Human Resources<br>Richard Aguilar, Human Resources Analyst<br>Kimberlee Davis, Human Resources Analyst |
| WHC Coalinga    | Carole Goldsmith, President  |
| WHC Lemoore     | Kristin Clark, President   |

**Information Technology – Communication Tools, Help Desk, and Web Services**

District function in coordination with colleges

- ✓ Student and staff assistance with the Learning Management System (LMS), email, MyWestHills, password resets, and general technology issues
- ✓ Plans, develops, coordinates, and maintains the information , architecture, and technical foundation of the district’s internet and MyWestHills portal sites
- ✓ Creates and manages policies, governance, and procedures to ensure high quality and appropriateness of web content, consistent display, access, and security

|                 |  |
|-----------------|--|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology<br>Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar<br>Carlos Posadas, Web Administrator |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services   |
| WHC Lemoore     | Sylvia Dorsey-Robinson, Vice President of Student Services   |

**Information Technology – Data Management**

District function; service and support issues coordinated with colleges

- ✓ Maintain Enterprise Resource Planning System (Datatel Colleague)
- ✓ Monitor and maintain data integrity and consistency
- ✓ Support and develop secondary data storage and reporting services
- ✓ Develop and provide operational reports for district staff
- ✓ Provide data for institutional research department
- ✓ MIS Reporting

|                 |   |
|-----------------|---|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology<br>Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services<br>Stephanie Droker, Vice President of Educational Services  |
| WHC Lemoore     | Sylvia Dorsey-Robinson, Vice President of Student Services<br>Dave Bolt, Vice President of Educational Services   |

**Information Technology – Technology Development and Planning**

District function; service and support issues coordinated with colleges

- ✓ Oversight of District Strategic Plan for information technology

|                 |  |
|-----------------|--|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology |
| WHC Coalinga    | Carole Goldsmith, President  |
| WHC Lemoore     | Kristin Clark, President   |

**Information Technology – Technology Services and Applications**

District function; service and support issues coordinated with colleges

- ✓ Infrastructure and maintenance including voice, video, and data networks; central computing servers and other data center systems; approval and purchase of all computers and peripheral hardware
- ✓ Administration of mission critical business applications including enterprise resource planning (ERP) systems and other peripheral applications
- ✓ End user technical services including maintenance, repairs, installations, upgrades, etc.

|                 |  |
|-----------------|--|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services   |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services  |

**Information Technology – Video Conferencing/Lecture Capture**

District function; service and support issues coordinated with colleges

- ✓ Sets standards for video conferencing equipment, both in classrooms and conference rooms
- ✓ Responsible for equipment installation, programming, and maintenance
- ✓ Training for faculty and staff on the appropriate use of the equipment

|                 |   |
|-----------------|---|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology  |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services  |
| WHC Lemoore     | Migel Cazares, Media Services Specialist<br>Dave Bolt, Vice President of Educational Services<br>Scott Young, Media Services Specialist |

**Institutional Effectiveness/Enrollment Management**

District function in coordination with colleges

- ✓ Provides a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students
- ✓ Provides leadership in and supports the district's strategic planning process
- ✓ Ensures compliance with District, state, and federal policies, rules, and regulations
- ✓ Works with the technology services department to develop and maintain accurate, comprehensive databases to support planning and data-informed strategies

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
| WHC Coalinga    | Carole Goldsmith, President<br>Stephanie Droker, Vice President of Educational Services                   |
| WHC Lemoore     | Kristin Clark, President<br>Dave Bolt, Vice President of Educational Services                             |

|   |   |
|---|---|
| <b>Institutional Research</b>   |   |
| District function in coordination with colleges   |   |
| <ul style="list-style-type: none"> <li>✓ Provides information to college and district office executives charged with developing and implementing policy</li> <li>✓ Leads the district's strategic planning process and supports the college's strategic planning processes</li> <li>✓ Provides analytical consultation and assistance to administrative and academic units, as well as to district and college committees</li> <li>✓ Works with the Academic and Information Systems department to develop and maintain accurate, comprehensive databases to support planning and management decision making</li> </ul> |   |
| District Office   | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar                                 |
| WHC Coalinga  | Kyle Crider, Research Analyst<br>Carole Goldsmith, President  |
| WHC Lemoore   | Stephanie Droker, Vice President of Educational Services<br>Kristin Clark, President<br>Dave Bolt, Vice President of Educational Services |

|   |  |
|---|--|
| <b>Instructional Services</b>   |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Lead instruction</li> <li>✓ Faculty evaluations</li> <li>✓ Scheduling</li> </ul> |  |
| WHC Coalinga  | Stephanie Droker, Vice President of Educational Services |
| WHC Lemoore   | Dave Bolt, Vice President of Educational Services        |

|   |  |
|---|--|
| <b>International Student Services</b>   |  |
| College function with District support  |  |
| <ul style="list-style-type: none"> <li>✓ Coordinate international student outreach and admission oversight</li> <li>✓ Ensure student and institutional compliance of all federal regulations regarding international student policy guidelines</li> </ul> |  |
| District Office   | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar (Principal Designated School Official (PDSO) for the District) |
| WHC Coalinga  | Sandy McGlothlin, Vice President of Student Services<br>Daniel Tamayo, Director of International Student Services  |

|   |  |
|---|--|
| <b>Library/Learning Resources – Library</b>   |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Supervision and coordination of faculty librarian and learning resource center personnel.</li> <li>✓ Develop and advocate for budget allocation to improve and make current the library resources available to students and staff</li> <li>✓ Management of electronic resources, including facilitating new purchases for the library and learning resources.</li> <li>✓ Facilities development planning to ensure an up to date and modern library</li> </ul> |  |
| WHC Coalinga  | Stephanie Droker, Vice President of Educational Services<br>Matt Magnuson, Librarian   |
| WHC Lemoore   | Migel Cazares, Media Services Specialist<br>Dave Bolt, Vice President of Educational Services<br>Ron Oxford, Librarian<br>Scott Young, Media Services Specialist |

**Library/Learning Resources – Media Services/Audio Visual**

College function with support from District Office

- ✓ Maintains classroom instructional technology
- ✓ Provides computers to teaching staff as requested
- ✓ Provides media services for non-instructional events

|                 |   |
|-----------------|---|
| District Office | Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology  |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services  |
| WHC Lemoore     | Migel Cazares, Media Services Specialist<br>Dave Bolt, Vice President of Educational Services<br>Scott Young, Media Services Specialist |

**Maintenance/Transportation**

College function with support from District Office

- ✓ Provides for secure, safe, clean, and well maintained facilities and grounds
- ✓ Sub-departments include facilities, maintenance, grounds, custodial, campus security, and transportation
- ✓ Planning and implementation of all new construction
- ✓ Monitor and oversee all phases of new construction
- ✓ Coordinates rental of facilities
- ✓ Ensures proper room setup for campus events
- ✓ Maintains and accurate billing system for facility rental fees
- ✓ Emergency repairs; health and safety issues
- ✓ Routine maintenance, ensuring that repairs are made in a timely manner
- ✓ Preventive maintenance (routing inspections and maintenance of existing equipment)
- ✓ Scheduled/deferred maintenance (long term plan for major repairs to facilities and equipment)
- ✓ Ensures all fleet vehicles are properly maintained
- ✓ Maintain proper mileage logs and request documents

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>AP Architects     |
| WHC Coalinga    | Shaun Bailey, Director of Maintenance and Operations     |
| WHC Lemoore     | Johnathan Bernal, Director of Maintenance and Operations |

**Marketing**

District function in coordination with colleges

- ✓ Creates community awareness of the district and colleges
- ✓ Creates marketing strategies for the district and colleges
- ✓ Provides digital media services and branding guidelines for the district and colleges
- ✓ Protect the West Hills brand by overseeing the development of all marketing materials at the district and college levels
- ✓ Handles internal and external communications for the district and colleges

|                 |   |
|-----------------|---|
| District Office | Amber Myrick, Director of Marketing, Communications, and Public Information |
| WHC Coalinga    | Carole Goldsmith, President   |
| WHC Lemoore     | Kristin Clark, President  |

**Perkins IV – CTEA (Career and Technical Education Act, Formerly VTEA)**

District function in coordination with colleges

- ✓ Manage district and college CTEA contracts
- ✓ Plan, develop, and maintain compliance with appropriate state and federal regulations related to career technical programs
- ✓ Routinely report student performance to California Community Colleges Chancellor's Office
- ✓ Convene local and regional stakeholder groups focusing on employers, students, and practitioners
- ✓ Budget responsibility and quarterly reports
- ✓ Responsible for CTEA surveys
- ✓ Implementation of CTEA plan

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development<br>Anita Wright, Director of Grants |
| WHC Coalinga    | Robert Pimentel, Associate Dean of Educational Services  |
| WHC Lemoore     | James Preston, Dean of Educational Services  |

**Program Development and Review**

College function with approval and support from District Office

- ✓ Identify needs for new instructional programs, expand current programs, or eliminate programs
- ✓ Work with institutional effectiveness and program review committee to create program review schedule for instructional, student services, and district program and review the submitted program reviews
- ✓ Provide workshops and support activities to help staff and faculty complete the program review process
- ✓ Coordinate with appropriate governance committees to take program reviews to the necessary committees

|                 |   |
|-----------------|---|
| District Office | Frank Gornick, Chancellor   |
| WHC Coalinga    | Carole Goldsmith, President<br>Stephanie Droker, Vice President of Educational Services<br>Sandy McGlothlin, Vice President of Student Services |
| WHC Lemoore     | Kristin Clark, President<br>Dave Bolt, Vice President of Educational Services<br>Sylvia Dorsey-Robinson, Vice President of Student Services     |

**Risk Management**

District function in coordination with colleges

- ✓ Work with all levels and departments of employees to initiate and maintain awareness of safety issues to provide a safe and healthy work and educational environment
- ✓ Plan, organize, and coordinate safety training sessions and workshops
- ✓ Prepare, review, update, evaluate, and distribute district IIPP and its required programs, policies, and procedures relating to safety and health issues.
- ✓ Maintain and serve as liaison with governmental agencies (local, state, and federal) on safety related issues
- ✓ Arrange for safety and health inspections and follow up to ensure corrective action is completed

|                 |  |
|-----------------|--|
| District Office | Ken Stoppenbrink, Deputy Chancellor<br>Becky Cazares, Director of Human Resources<br>Debbie Gore, Budget Services Supervisor |
| WHC Coalinga    | Carole Goldsmith, President<br>Shaun Bailey, Director of Maintenance and Operations  |
| WHC Lemoore     | Kristin Clark, President<br>Jonathan Bernal, Director of Maintenance and Operations  |



### Schedule Development

College function with support from District Office

- ✓ Schedule is developed based on student needs
- ✓ Schedule is developed based on input from faculty
- ✓ Courses are assigned to faculty
- ✓ Production of the course schedule allows students to matriculate in a timely fashion (offerings are coordinated over two years for program completion)
- ✓ Development of distance education class schedule

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
| WHC Coalinga    | Maria Lourenco, Academic Services Manager/Articulation Officer  |
| WHC Lemoore     | Stephanie Droker, Vice President of Educational Services  |
|                 | Sandy McGlothlin, Vice President of Student Services  |
|                 | Dave Bolt, Vice President of Educational Services   |

### Staffing (Prioritization, Allocation, and Placement of Staff at Appropriate Locations)

College function initiated by colleges and supported by District Office

- ✓ Use resource allocation model in coordination with executive team
- ✓ Assist in the review and analysis of departmental needs

|                 |                             |
|-----------------|-----------------------------|
| District Office | Frank Gornick, Chancellor   |
| WHC Coalinga    | Carole Goldsmith, President |
| WHC Lemoore     | Kristin Clark, President    |

### Strategic Planning

District function in coordination with colleges

- ✓ Develops a broad-based, comprehensive, systematic, and integrated system of strategic and educational master plans
- ✓ Overall responsibility for implementation of the district strategic and educational master plan
- ✓ Develops methods for achieving the strategic directions
- ✓ Integrates plans into the district's annual planning processes

|                 |  |
|-----------------|--|
| District Office | Frank Gornick, Chancellor  |
|                 | Ken Stoppenbrink, Deputy Chancellor  |
|                 | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development |
| WHC Coalinga    | Carole Goldsmith, President  |
| WHC Lemoore     | Kristin Clark, President   |

### Strategic and Educational Master Planning

College function initiated by colleges and supported by District Office

- ✓ Develops college strategic and educational master plans in compliance with the district strategic plan
- ✓ Overall responsibility for implementation of the college strategic and educational master plan
- ✓ Develops methods for achieving the strategic directions
- ✓ Integrates plans into the college planning processes

|                 |                             |
|-----------------|-----------------------------|
| District Office | Frank Gornick, Chancellor   |
| WHC Coalinga    | Carole Goldsmith, President |
| WHC Lemoore     | Kristin Clark, President    |

**Student Learning Outcomes (SLOs)**

College function with support from District Office

- ✓ SLO Committee assists college faculty (by conducting workshops) in developing program and course SLOs on a set schedule
- ✓ SLO Committee tracks the SLO program and course assessments and changes
- ✓ SLO Committee evaluates the SLO process based on the Accrediting Commission for Community and Junior Colleges (ACCJC) rubric and college effectiveness
- ✓ SLO Committee chair completes the annual SLO report that is submitted to ACCJC

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development   |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services   |
| WHC Lemoore     | Arkady Hanjiev, Math Instructor/SLO Coordinator<br>Dave Bolt, Vice President of Educational Services<br>David Babb, Biology Instructor/SLO Coordinator |

**Student Life – Clubs**

College function

- ✓ Organize functional Student Government body
- ✓ Assist students in identifying student clubs that support the mission of the college
- ✓ Provide supervision and direction
- ✓ Advise members of student government and clubs
- ✓ Support students with creation and promotion of new clubs
- ✓ Encourage faculty involvement and participation in student-led activities and events
- ✓ Assist in the facilitation of cultural, social, and recreational activities for student clubs
- ✓ Ensure compliance with established procedures and policies
- ✓ Educate and train ASB officers and club officers on roles and responsibilities, effective meetings, and communication protocols
- ✓ Develop student engagement and leadership opportunities through a variety of methods
- ✓ Assist and oversee yearly ASB elections to ensure compliance with policies
- ✓ Make recommendations to improve student experience and success

|              |   |
|--------------|---|
| WHC Coalinga | Sandy McGlothlin, Vice President of Student Services<br>Mark Gritton, Associate Dean of Student Services<br>Alex Villalobos, Director of Residential Living and Student Activities<br>Bertha Felix-Mata, Director of North District Center, Firebaugh |
| WHC Lemoore  | Joel Ruble, Dean of Student Services  |

**Student Services**

College function with support from District Office

- ✓ Responsibilities include enrollment, articulation, assessment, counseling, matriculation, transfer activities, career center activities, recruitment, special programs, and student activities

|                 |  |
|-----------------|--|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar  |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services<br>Mark Gritton, Associate Dean of Student Services<br>Alex Villalobos, Director of Residential Living and Student Activities |
| WHC Lemoore     | Sylvia Dorsey-Robinson, Vice President of Student Services<br>Joel Ruble, Dean of Student Services   |

|  |  |
|--|--|
| <b>Student Services – CalWORKs</b>   |  |
| College function   |  |
| <ul style="list-style-type: none"> <li>✓ Oversight of CalWORKs program</li> <li>✓ Ensure recruitment and services are provided</li> <li>✓ Budget and reporting responsibilities</li> </ul> |  |
| WHC Coalinga   | Sandy McGlothlin, Vice President of Student Services |
|  | Raquel Rodriguez, Director of Title IV Projects      |
| WHC Lemoore  | Lataria Hall, Associate Dean of Categorical Programs |

|   |  |
|---|--|
| <b>Student Services – DSPS (Disabled Students Program &amp; Services)</b>   |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Assess students to determine if they qualify for disability services</li> <li>✓ Authorize necessary and appropriate accommodations</li> <li>✓ Serve as liaison for students with disability between agencies</li> <li>✓ Provide assistive technology</li> <li>✓ Provide training for students and staff</li> <li>✓ Ensure compliance with ADA and Section 504 of the Rehabilitation Act</li> </ul> |  |
| WHC Coalinga  | Sandy McGlothlin, Vice President of Student Services |
|   | Ann Jorgens, DSPS Coordinator                        |
| WHC Lemoore   | Lataria Hall, Associate Dean of Categorical Programs |

|   |  |
|---|--|
| <b>Student Services – EOPS (Extended Opportunities Program &amp; Services)</b>  |  |
| College function  |  |
| <ul style="list-style-type: none"> <li>✓ Provide over and above services to financially and educationally disadvantaged students</li> <li>✓ Provide book grants to assist students</li> <li>✓ CARE component serves single heads of household receiving public aid</li> </ul> |  |
| WHC Coalinga  | Sandy McGlothlin, Vice President of Student Services |
| WHC Lemoore   | Lataria Hall, Associate Dean of Categorical Programs |

|  |   |
|--|---|
| <b>Student Services – Financial Aid</b>  |   |
| College function with support from District Office   |   |
| <ul style="list-style-type: none"> <li>✓ Allocates financial aid disbursements</li> <li>✓ Provides financial aid intake, needs analysis, and award processing</li> <li>✓ Calculates unmet need</li> <li>✓ Monitors satisfactory academic progress</li> <li>✓ Monitors enrollment verification status at time of disbursement</li> <li>✓ Provides loan counseling and award</li> <li>✓ Title IV compliance</li> </ul> |   |
| District Office  | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
|  | Tammy Weatherman, Associate Vice Chancellor of Business Services  |
|  | John Wright, Applications Analyst   |
| WHC Coalinga   | Mary Mello, Director of Financial Aid   |
| WHC Lemoore  | Deborah Soria, Director of Financial Aid  |

**Student Services – Student Development**

College function

- ✓ Develops co-curricular activities to develop student experience
- ✓ Provides learning resources that build on classroom experience

|              |  |
|--------------|--|
| WHC Coalinga | Sandy McGlothlin, Vice President of Student Services |
| WHC Lemoore  | Joel Ruble, Dean of Student Services                 |

**Student Services – Student Equity**

College function

- ✓ Oversight of Student Equity Program
- ✓ Ensure collaboration between instruction and student services per the Student Equity Plan

|              |  |
|--------------|--|
| WHC Coalinga | Mark Gritton, Associate Dean of Student Services           |
| WHC Lemoore  | Sylvia Dorsey-Robinson, Vice President of Student Services |

**Student Services – Student Outreach**

College function

- ✓ Work with local high schools to provide outreach and on-boarding services
- ✓ Provides outreach services to local business partners and organizations to promote award and community engagement

|              |  |
|--------------|--|
| WHC Coalinga | Sandy McGlothlin, Vice President of Student Services       |
| WHC Lemoore  | Sylvia Dorsey-Robinson, Vice President of Student Services |

**Student Services – Student Success and Support Program (SSSP)**

College function with support from District Office

- ✓ Provide a process for admissions
- ✓ Provide placement assessment services
- ✓ Provide new student orientation
- ✓ Provide counseling and advising, including student and educational planning
- ✓ Provide academic follow up
- ✓ Provide coordination and training to student services staff for components related to matriculation
- ✓ Research and evaluation related to matriculation
- ✓ Monitoring prerequisites, co-requisites, and advisories

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services  |
| WHC Lemoore     | Sylvia Dorsey-Robinson, Vice President of Student Services  |

**Student Services – Upward Bound**

College function with support from District Office

- ✓ Management of Upward Bound Math & Science and Upward Bound Classic grants
- ✓ Provide outreach, support, and services to eligible high school students
- ✓ Manage residential summer component/program

|              |   |
|--------------|---|
| WHC Coalinga | Raquel Rodriguez, Director of Title IV Projects                                     |
| WHC Lemoore  | Nestor Lomeli, Director of Upward Bound   |
|              | Oscar Villarreal, Director of Upward Bound Math and Science & After School Programs |

**Transcript Evaluation**

District function in coordination with colleges

- ✓ Perform specialized duties regarding student academic records
- ✓ Assure student eligibility for academic degrees and certificates
- ✓ Assist with the interpretation, evaluation, and certifying of student records and transcripts
- ✓ Maintain and facilitate changes to support degree audit compliance college with catalogs, articulated and transfer course work

|                 |   |
|-----------------|---|
| District Office | Rita Grogan, Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar<br>Maria Lourenco, Academic Services Manager/Articulation Officer<br>Trista Haggard, Evaluation Coordinator |
| WHC Coalinga    | Sandy McGlothlin, Vice President of Student Services  |
| WHC Lemoore     | Sylvia Dorsey-Robinson, Vice President of Student Services  |

**Westside Institute of Technology (WIT)**

District function in coordination with colleges

- ✓ Contributes to the economic security of WHCCD service area workers, businesses, and communities by development of training and employment services
- ✓ Provide customized training, testing, and assessment services for business and industry on a fee for service basis
- ✓ Coordinate service offerings between credit and non-credit sites, as well as with community colleges region wide

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development<br>David Castillo, Director of Special Grant Programs |
| WHC Coalinga    | Stephanie Droker, Vice President of Educational Services<br>Robert Pimentel, Associate Dean of Educational Services                      |
| WHC Lemoore     | Dave Bolt, Vice President of Educational Services<br>James Preston, Dean of Educational Services   |

**Workforce/Economic Development**

District function in coordination with colleges

- ✓ Coordinate career and technical education and workforce development programs and services
- ✓ Represent college on district, local, regional, and state workforce committees
- ✓ Develop and enhance training programs designed to serve local workforce needs
- ✓ Create partnerships
- ✓ Identify and expand new and developing markets
- ✓ Develop and implement strategies for achieving college and district goals and objectives related to career/occupational/workforce education

|                 |  |
|-----------------|--|
| District Office | Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development   |
| WHC Coalinga    | Carole Goldsmith, President<br>Stephanie Droker, Vice President of Educational Services<br>Robert Pimentel, Associate Dean of Educational Services |
| WHC Lemoore     | Kristin Clark, President<br>Dave Bolt, Vice President of Educational Services<br>James Preston, Dean of Educational Services                       |