



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
 - Data Management
 - Help Desk
 - Technology Development and Planning
 - Technology Services and Applications
 - Video Conferencing/Classroom Technology
- Institutional Effectiveness/Enrollment Management
- Institutional Research
- Marketing
- Risk Management
- Strategic Planning
- Transcript Evaluation
- Web Services
- 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
- Perkins IV/CTEA (Career and Technical Education Act, formerly VTEA)
- 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
 - CalWORKss
 - DSPS (Disabled Students Program & Services)
 - EOPS (Extended Opportunities Program & Services)
 - Financial Aid
 - Student Development
 - Student Equity
 - Student Outreach
 - Student Support & Success Program
 - Upward Bound
 - Veterans Services (VA Benefits)

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	Executive Vice President
WHC Lemoore	Vice President of Educational Services

Accreditation

College function with support from District Office

- ✓ Coordinate and facilitate ongoing accreditation functions

District Office	Director of Accreditation, Research, Institutional Effectiveness, and Planning
WHC Coalinga	President Executive Vice President
WHC Lemoore	President 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	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar Academic Services Manager/Articulation Officer
WHC Coalinga	Executive Vice President Associate Dean of Student Services
WHC Lemoore	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	Director of Special Grants
WHC Coalinga	Executive Vice President Associate Dean of Educational Services
WHC Lemoore	Dean of Educational Services

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

Articulation	
District function in coordination with colleges	
<ul style="list-style-type: none"> ✓ Assist in development of faculty-approved articulation agreements ✓ Maintain various articulation web sites (ASSIST, Oscar, C-ID) ✓ Review and confirm accuracy of curriculum pertaining to transferability 	
District Office	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar
WHC Coalinga	Academic Services Manager/Articulation Officer
WHC Lemoore	Executive Vice President
	Associate Dean of Educational Services
	Vice President of Educational Services
	Vice President of Student Services

Athletics	
College function	
<ul style="list-style-type: none"> ✓ Intercollegiate athletic sports 	
WHC Coalinga	Associate Dean of Athletics
WHC Lemoore	Associate Dean of Athletics and Kinesiology

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

Auxiliary Services – Food Services	
College function	
<ul style="list-style-type: none"> ✓ Offers variety of meals, beverages, and snacks to students and employees ✓ Provides customer service ✓ Ensures required safety/sanitation procedures are followed 	
WHC Coalinga	Associate Dean of Student Services
	Food Service Manager
WHC Lemoore	President

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	Associate Dean of Student Services Director of Residential Living
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Basic Skills/ESL (English as a Second Language)

College function

- ✓ Assess and implement curriculum changes
- ✓ 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

District Office	Vice Chancellor of Educational Services and Workforce Development
WHC Coalinga	Associate Dean of Educational Services
WHC Lemoore	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	Chancellor Deputy Chancellor
WHC Coalinga	President
WHC Lemoore	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 with budget lookup and report training for Ellucian Colleague
- ✓ 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	Deputy Chancellor Associate Vice Chancellor Business Services Budget Services Supervisor
WHC Coalinga	Executive Vice President
WHC Lemoore	Vice President of Educational Services 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	Deputy Chancellor Budget Services Supervisor
WHC Coalinga	President Director of Maintenance and Operations
WHC Lemoore	President 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	Deputy Chancellor
WHC Coalinga	Executive Vice President
WHC Lemoore	Vice President of Educational Services Vice President of Student Services

Budget Services – Purchasing

District function in coordination with colleges <ul style="list-style-type: none"> ✓ Oversees and monitors purchasing throughout the district ✓ Processes all requisitions and purchase orders ✓ Communicates with employees and vendors regarding purchases ✓ Provide staff with Ellucian Colleague 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 WHC Coalinga WHC Lemoore	Deputy Chancellor Budget Services Supervisor Accounting Services Supervisor Executive Vice President Vice President of Educational Services Vice President of Student Services

Career Technical Education College function with support from District Office <ul style="list-style-type: none"> ✓ 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 WHC Coalinga WHC Lemoore	Vice Chancellor of Educational Services and Workforce Development Dean of Career Technical Education Dean of Career Technical Education

Catalog Development College function with support from District Office <ul style="list-style-type: none"> ✓ Catalog production is administration lead with input from deans, counselors, faculty, and staff ✓ Production of a clear and accurate one-year catalog with timely revisions ✓ Production of catalog addenda as needed 	
District Office WHC Coalinga WHC Lemoore	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar Academic Services Manager/Articulation Officer Executive Vice President Vice President of Educational Services

Child Development Centers District function in coordination with colleges <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 services and education for parents ✓ Provide best practices in early education ✓ Support early education educators throughout the district 	
District Office	Director of Child Development Centers Child Development Center Site Supervisors State Preschool Supervisors

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

Connected Learning District function in coordination with colleges <ul style="list-style-type: none"> ✓ Oversight of district distance education strategic plan ✓ Faculty, staff, and student support and training with learning management system (LMS) and other technologies/software ✓ Creation and support of classroom technology standards 	
District Office	Executive Associate Vice Chancellor of Connected Learning
WHC Coalinga	Executive Vice President
WHC Lemoore	Associate Dean of Educational Services Vice President of Educational Services

Contract Education (For Credit) College function with support from District Office <ul style="list-style-type: none"> ✓ Development of contractual agreements (i.e. MOU) for educational credit will primarily rely on District staff for its development and negotiated agreement ✓ All instructional and student services support of the MOU for college credit will be college-based ✓ Ensure adherence to minimum qualifications for faculty 	
District Office	Vice Chancellor of Educational Services and Workforce Development
WHC Coalinga	Executive Vice President
WHC Lemoore	Associate Dean of Educational Services 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	Director of Special Grants
WHC Coalinga	Associate Dean of Educational Services
WHC Lemoore	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	Vice Chancellor of Educational Services and Workforce Development
WHC Coalinga	Executive Vice President Faculty Curriculum Committee Chair
WHC Lemoore	Vice President of Educational Services Faculty 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	Chancellor gkkworks - District Architects
WHC Coalinga	President
WHC Lemoore	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	President Director of the Farm of the Future
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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	Chancellor Executive Director of West Hills Community College Foundation
WHC Coalinga	President
WHC Lemoore	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	Vice Chancellor of Educational Services and Workforce Development Director of Grants
WHC Coalinga	President
WHC Lemoore	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	Director of Human Resources
WHC Coalinga	President
WHC Lemoore	President

Information Technology – Help Desk

District function in coordination with colleges	
<ul style="list-style-type: none"> ✓ Student and staff assistance with Office365, MyWestHills, password resets, and general technology issues 	
District Office	Associate Vice Chancellor of Educational Services and Information Technology
WHC Coalinga	Executive Vice President Associate Dean of Student Services
WHC Lemoore	Vice President of Student Services

Information Technology – Data Management	
District function; service and support issues coordinated with colleges	
<ul style="list-style-type: none"> ✓ Maintain Enterprise Resource Planning System (Ellucian 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	Associate Vice Chancellor of Educational Services and Information Technology Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar Director of Information Systems
WHC Coalinga	Executive Vice President Associate Dean of Student Services Associate Dean of Educational Services
WHC Lemoore	Vice President of Student Services Vice President of Educational Services

Information Technology – Technology Development and Planning	
District function; service and support issues coordinated with colleges	
<ul style="list-style-type: none"> ✓ Oversight of District Strategic Plan for information technology 	
District Office	Associate Vice Chancellor of Educational Services and Information Technology
WHC Coalinga	President
WHC Lemoore	President

Information Technology – Technology Services and Applications	
District function; service and support issues coordinated with colleges	
<ul style="list-style-type: none"> ✓ 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	Associate Vice Chancellor of Educational Services and Information Technology
WHC Coalinga	Executive Vice President
WHC Lemoore	President Vice President of Student Services

Information Technology – Video Conferencing/Classroom Technology

District function; service and support issues coordinated with colleges <ul style="list-style-type: none"> ✓ 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	Associate Vice Chancellor of Educational Services and Information Technology
WHC Coalinga	Executive Vice President Media Services Specialist
WHC Lemoore	Vice President of Educational Services Media Services Specialist

Enrollment Management District function in coordination with colleges <ul style="list-style-type: none"> ✓ Provides a comprehensive process to achieve and maintain optimum recruitment, retention, and graduation rates of students ✓ Ensures compliance with District, state, and federal policies, rules, and regulations ✓ Works with the Information Technology department to maintain accurate student and course records 	
District Office	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar
WHC Coalinga	President Executive Vice President
WHC Lemoore	President Vice President of Educational Services

Institutional Research/Institutional Effectiveness District function in coordination with colleges <ul style="list-style-type: none"> ✓ Develops and carries out the district's Strategic Research Agenda ✓ Provides data and analysis to college and district office executives charged with developing and implementing policy ✓ Leads the district's strategic planning process and supports the college's strategic planning processes ✓ Provides analytical consultation and assistance to administrative and academic units, as well as to district and college committees ✓ Works with the Information Technology and Enrollment Management departments to develop and maintain accurate, comprehensive databases to support planning and management decision making 	
District Office	Director of Accreditation, Research, Institutional Effectiveness, and Planning
WHC Coalinga	President Executive Vice President
WHC Lemoore	President Vice President of Educational Services

Instructional Services College function <ul style="list-style-type: none"> ✓ Lead instruction ✓ Faculty evaluations ✓ Scheduling 	
WHC Coalinga	Executive Vice President
WHC Lemoore	Vice President of Educational Services

International Student Services

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

Library/Learning Resources – Library	
College function	
<ul style="list-style-type: none"> ✓ Supervision and coordination of faculty librarian and learning resource center personnel. ✓ Develop and advocate for budget allocation to improve and make current the library resources available to students and staff ✓ Management of electronic resources, including facilitating new purchases for the library and learning resources. ✓ Facilities development planning to ensure an up to date and modern library 	
WHC Coalinga	Executive Vice President Librarian
WHC Lemoore	Vice President of Educational Services Librarian

Library/Learning Resources – Media Services/Audio Visual	
College function with support from District Office	
<ul style="list-style-type: none"> ✓ Maintains classroom instructional technology ✓ Provides computers to teaching staff as requested ✓ Provides media services for non-instructional events 	
District Office	Associate Vice Chancellor of Educational Services and Information Technology
WHC Coalinga	Executive Vice President Media Services Specialist
WHC Lemoore	Vice President of Educational Services Media Services Specialist

Maintenance/Operations

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	Deputy Chancellor gkkworks - District Architects
WHC Coalinga	Director of Maintenance and Operations
WHC Lemoore	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	Director of Marketing/Public Information Officer
WHC Coalinga	President
WHC Lemoore	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	Director of Grants
WHC Coalinga	Dean of Career and Technical Education
WHC Lemoore	Dean of Career and Technical Education

Program Development and Review College function with approval and support from District Office <ul style="list-style-type: none"> ✓ 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	Chancellor
WHC Coalinga	President Executive Vice President Associate Dean of Student Services Associate Dean of Educational Services
WHC Lemoore	President Vice President of Educational Services Vice President of Student Services

Risk Management District function in coordination with colleges <ul style="list-style-type: none"> ✓ 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	Deputy Chancellor Director of Human Resources Budget Services Supervisor
WHC Coalinga	President Director of Maintenance and Operations
WHC Lemoore	President Director of Maintenance and Operations

Schedule Development College function with support from District Office <ul style="list-style-type: none"> ✓ 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	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar Academic Services Manager/Articulation Officer
WHC Coalinga	Executive Vice President
WHC Lemoore	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	
<ul style="list-style-type: none"> ✓ Use resource allocation model in coordination with executive team ✓ Assist in the review and analysis of departmental needs 	
District Office	Chancellor
WHC Coalinga	President
WHC Lemoore	President

Strategic Planning	
District function in coordination with colleges	
<ul style="list-style-type: none"> ✓ 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	Chancellor
	Deputy Chancellor
	Director of Accreditation, Research, Institutional Effectiveness, and Planning
WHC Coalinga	President
WHC Lemoore	President

Strategic and Educational Master Planning	
College function initiated by colleges and supported by District Office	
<ul style="list-style-type: none"> ✓ Develops college strategic and educational master plans in alignment 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	Chancellor
WHC Coalinga	President
WHC Lemoore	President

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	Executive Vice President Associate Dean of Student Services Director of Residential Living and Student Activities Associate Dean of North District Center, Firebaugh
WHC Lemoore	Dean of Student Services

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	Vice Chancellor of Educational Services and Workforce Development
WHC Coalinga	Executive Vice President Faculty SLO Coordinator
WHC Lemoore	Vice President of Educational Services Faculty SLO Coordinator

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	Associate Vice Chancellor, Enrollment Management & Institutional Effectiveness/Registrar
WHC Coalinga	Executive Vice President Associate Dean of Student Services Director of Residential Living and Student Activities
WHC Lemoore	Vice President of Student Services Dean of Student Services

Student Services – CalWORKs

College function

- ✓ Oversight of CalWORKs program
- ✓ Ensure recruitment and services are provided
- ✓ Budget and reporting responsibilities

WHC Coalinga	Executive Vice President Director of Title IV Programs
WHC Lemoore	Associate Dean of Categorical Programs

Student Services – DSPS (Disabled Students Program & Services)

College function

- ✓ Assess students to determine if they qualify for disability services
- ✓ Authorize necessary and appropriate accommodations
- ✓ Serve as liaison for students with disability between agencies
- ✓ Provide assistive technology
- ✓ Provide training for students and staff
- ✓ Ensure compliance with ADA and Section 504 of the Rehabilitation Act

WHC Coalinga	Executive Vice President DSPS Coordinator
WHC Lemoore	Associate Dean of Categorical Programs

Student Services – EOPS (Extended Opportunities Program & Services)

College function

- ✓ Provide over and above services to financially and educationally disadvantaged students
- ✓ Provide book grants to assist students
- ✓ CARE component serves single heads of household receiving public aid

WHC Coalinga	Executive Vice President Associate Dean of Student Services
WHC Lemoore	Associate Dean of Categorical Programs

Student Services – Financial Aid

College function with support from District Office

- ✓ Allocates financial aid disbursements
- ✓ Provides financial aid intake, needs analysis, and award processing
- ✓ Calculates unmet need
- ✓ Monitors satisfactory academic progress
- ✓ Monitors enrollment verification status at time of disbursement
- ✓ Provides loan counseling and award
- ✓ Title IV compliance

District Office	Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar Associate Vice Chancellor Business Services
WHC Coalinga	Director of Financial Aid
WHC Lemoore	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	Associate Dean of Student Services Director of Residential Living and Student Activities
WHC Lemoore	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	Associate Dean of Student Services
WHC Lemoore	Student Equity Coordinator

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	Executive Vice President Associate Dean of Student Services Associate Dean of North District Center, Firebaugh
WHC Lemoore	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	Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar
WHC Coalinga	Executive Vice President Associate Dean of Student Services
WHC Lemoore	Vice President of Student Services

Student Services – Upward Bound	
College function with support from District Office	
<ul style="list-style-type: none"> ✓ 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	Director of Title IV Programs
WHC Lemoore	Director of Upward Bound
	Director of Upward Bound Math and Science & After School Programs

Student Services – Veteran’s Services (VA Benefits)	
College function with support from District Office	
✓	
District Office	Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar
WHC Lemoore	Dean of Student Services

Transcript Evaluation	
District function in coordination with colleges	
<ul style="list-style-type: none"> ✓ 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	Associate Vice Chancellor of Enrollment Management and Institutional Effectiveness/Registrar
	Academic Services Manager/Articulation Officer
WHC Coalinga	Executive Vice President
WHC Lemoore	Vice President of Student Services

Web Services	
District function in coordination with colleges	
<ul style="list-style-type: none"> ✓ Coordinates with Information Technology to maintain and support technical foundation of the district’s web based communication tools, internet and myWestHills portal sites ✓ Creates and manages governance policies, procedures, access, and security to ensure high quality and appropriateness of web content aligned to District Marketing strategy. 	
District Office	Web Administrator
	Director of Marketing/Public Information Officer
WHC Coalinga	Executive Vice President
	Associate Dean of Student Services
WHC Lemoore	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	Vice Chancellor of Educational Services and Workforce Development
	Director of Special Grants
WHC Coalinga	Executive Vice President
	Dean of Career and Technical Education
WHC Lemoore	Vice President of Educational Services
	Dean of Career and Technical Education

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	Vice Chancellor of Educational Services and Workforce Development
WHC Coalinga	President
	Executive Vice President
	Dean of Career and Technical Education
WHC Lemoore	President
	Vice President of Educational Services
	Dean of Career and Technical Education