VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
OPERATIONAL / FUNCTIONAL MAPPING TABLE

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
Academic Senates		
Decentralized	Moorpark College	Academic Senate President
	Oxnard College	Academic Senate President
	Ventura College	Academic Senate President
Admissions, Records & Registration		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Athletics		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Bookstores		
Decentralized at Colleges with support from District Administrative Center	Moorpark College	Vice President, Business Services
	Oxnard College	Vice President, Business Services
	Ventura College District Administrative Center	Vice President, Business Services Director, General Services
Catalog & Schedule Development		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Career Technical Programs		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President

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[1] No hierarchy is implied for **decentralized** functions by the order in which the service providers are listed on this table. Functions not listed on this chart should be assumed to be decentralized.

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
Child Development Centers		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Classified Senates		
Decentralized	Moorpark College	Classified Senate President
	Oxnard College	Classified Senate President
	Ventura College	Classified Senate President
Contract Administration/Labor Relations		
Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Vice Chancellor, Human Resources Director, Human Resources Operations
	Moorpark College	College President, Deans/Managers
	Oxnard College	College President, Deans/Managers
	Ventura College	College President, Deans/Managers
Curriculum & Program Development		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Economic & Workforce Development		
Centralized	District Administrative Center[2] (housed at Ventura College)	Chancellor Directors
Employee Benefit Administration		
Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Vice Chancellor, Human Resources Director, Human Resources Operations
	Moorpark College	Vice President, Business Services
	Oxnard College	Vice President, Business Services
	Ventura College	Vice President, Business Services
Employee Relations		
Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Vice Chancellor, Human Resources Director, Human Resources Operations
	Moorpark College	College President, Deans/Managers
	Oxnard College	College President, Deans/Managers

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[2] Housed at Ventura College

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
	Ventura College	College President, Deans/Managers
Facilities		
• Measure "S" Bond Projects: Centralized	District Administrative Center	Chancellor Measure "S" Consultant Vice Chancellor, Business and Administrative Services
• Local Projects: Decentralized	Moorpark College Oxnard College Ventura College	Vice President, Business Services Vice President, Business Services Vice President, Business Services
Financial Aid		
Decentralized at Colleges with support from District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Executive Vice President Vice President, Business Services Executive Vice President Vice Chancellor, Business and Administrative Services
Fiscal Oversight		
• Accounting: Centralized	District Administrative Center	Director, Fiscal Services
• Fiscal Reporting: Centralized	District Administrative Center	Director, Fiscal Services Vice Chancellor, Business and Administrative Services
Grants Administration		
Decentralized at Colleges with support from the District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Vice President, Business Services/ Executive Vice President Vice President, Business Services/ Executive Vice President Vice President, Business Services/ Executive Vice President Director, Fiscal Services
Information Technology		
Centralized at District Administrative Center in coordination with Colleges	District Administrative Center Moorpark College Oxnard College Ventura College	Associate Vice Chancellor, Information Technology
• Banner and related Systems	District Administrative Center	Associate Vice Chancellor, Information

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
Centralized at District Administrative Center with input from the Colleges		Technology
• Website Content: Decentralized	Moorpark College Oxnard College Ventura College District Administrative Center	Departmental Responsibility Departmental Responsibility Departmental Responsibility Departmental Responsibility
• Online Instruction & Support Services: Decentralized at Colleges with support from District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Executive Vice President Instructional Technologist Executive Vice President Instructional Technologist Executive Vice President Instructional Technologist Associate Vice Chancellor, Information Technology
• Internet & Email Services: Centralized	District Administrative Center	Associate Vice Chancellor, Information Technology
• Video Conferencing/Interactive TV: Decentralized at Colleges with support from District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Supervisor, Technology Support Services Supervisor, Technology Support Services Supervisor, Technology Support Services Associate Vice Chancellor, Information Technology
• Network Management: Centralized at District Administrative Center with input from the Colleges	District Administrative Center Moorpark College Oxnard College Ventura College	Associate Vice Chancellor, Information Technology
• Help Desk Services: Centralized at District Administrative Center with input from the Colleges	District Administrative Center Moorpark College Oxnard College	Associate Vice Chancellor, Information Technology Supervisor, Technology Support Services/ Instructional Technologist Supervisor, Technology Support Services/

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
	Ventura College	Instructional Technologist Supervisor, Technology Support Services/ Instructional Technologist
• Desktop Support: Decentralized at Colleges with coordination from District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Supervisor, Technology Support Services Supervisor, Technology Support Services Supervisor, Technology Support Services Associate Vice Chancellor, Information Technology
• Classroom and Computer Lab Support: Decentralized at Colleges with technology coordination from District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	Supervisor, Technology Support Services Supervisor, Technology Support Services Supervisor, Technology Support Services Associate Vice Chancellor, Information Technology
Institutional Research		
Decentralized at Colleges in coordination with District Administrative Center for DataMart maintenance	Moorpark College Oxnard College Ventura College District Administrative Center	Institutional Researcher College President Institutional Researcher College President Institutional Researcher College President Associate Vice Chancellor, Information Technology
Instruction		
Decentralized	Moorpark College Oxnard College Ventura College	Executive Vice President Executive Vice President Executive Vice President
Legal Services		
Centralized	District Administrative Center	Vice Chancellor, Human Resources Vice Chancellor, Business and Administrative Services
Library & Learning Resources		
Decentralized at Colleges with technology	Moorpark College	Executive Vice President

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
coordination from District Administrative Center	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
	District Administrative Center	Associate Vice Chancellor, Information Technology
Planning		
• Districtwide Planning: Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Board of Trustees Chancellor Chancellor's Designee
• College Planning: Decentralized	Moorpark College Oxnard College Ventura College	College President College President College President
Police Services & College Safety		
• Student Safety: Centralized at District Administrative Center with support from Colleges	District Administrative Center[2]	Chief of Police
• Parking Enforcement: Centralized at District Administrative Center with support from Colleges	District Administrative Center[2]	Chief of Police
• Mandatory Reporting (DOJ/Clery): Centralized at District Administrative Center with support from Colleges	District Administrative Center[2]	Chief of Police
Program Development & Review		
• Program Development: Decentralized	Moorpark College	Executive Vice President Discipline Faculty
	Oxnard College	Executive Vice President Discipline Faculty
	Ventura College	Executive Vice President Discipline Faculty
• Program Review: Decentralized	Moorpark College Oxnard College Ventura College	Executive Vice President Executive Vice President Executive Vice President

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[2] Housed at Ventura College.

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
	District Administrative Center	Chancellor, Vice Chancellors
Prop. 39 Bond Oversight		
Centralized	District Administrative Center	Citizen's Oversight Committee Board of Trustees/Chancellor
Public Relations/Marketing Districtwide		
Centralized	District Administrative Center	Director, Administrative Relations
Purchasing & Contracts		
• Purchasing: Centralized	District Administrative Center	Director, General Services
• Contract Administration: Centralized	District Administrative Center	Director, General Services
Recruitment & Hiring		
Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Vice Chancellor, Human Resources Director of Employment Services/Personnel Commission
	Moorpark College	College President
	Oxnard College	College President
	Ventura College	College President
• Prioritizing, allocation and placement of staff at appropriate location: Decentralized function initiated by Colleges and supported by District Administrative Center	Moorpark College Oxnard College Ventura College District Administrative Center	College President College President College President Director, Human Resources Operations Director, of Employment Services/Personnel Commission
• Compensation and Payroll Coordination: Centralized	District Administrative Center	Vice Chancellor, Human Resources Vice Chancellor, Business and Administrative Services
Records Management & Human Resources Information Systems		
Centralized	District Administrative Center	Vice Chancellor, Human Resources
Risk Management		
• General Liability: Centralized	District Administrative Center	Director, General Services

FUNCTIONS	SERVICE PROVIDER(S)[1]	RESPONSIBLE PARTIES
Staff Training & Development		
• Districtwide Training: Centralized at District Administrative Center in coordination with Colleges	District Administrative Center	Vice Chancellor, Human Resources Director, Human Resources Operations
• Local Training: Decentralized	Moorpark College	Executive Vice President Vice President of Business Services
	Oxnard College	Executive Vice President Vice President of Business Services
	Ventura College	Executive Vice President Vice President of Business Services
Student Conduct & Discipline		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Student Government		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Student Learning Outcomes (Institutional, Program and Course/Service Level)		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Student Services		
Decentralized	Moorpark College	Executive Vice President
	Oxnard College	Executive Vice President
	Ventura College	Executive Vice President
Worker's Compensation, Health & Welfare		
Centralized	District Administrative Center	Vice Chancellor, Human Resources

This document will be assessed every two years by the District Consultation Council and Chancellor's Cabinet in consultation with District Administrative Center and College constituencies.

FYI

There are 10 different "terms" used throughout this document in the centralized/decentralized category.

They are:

Centralized
Decentralized

Centralized at District Administrative Center in coordination with Colleges
Centralized at District Administrative Center with input from the Colleges
Centralized at District Administrative Center with support from Colleges

Decentralized at Colleges in coordination with District Administrative Center for DataMart maintenance
Decentralized at Colleges with coordination from District Administrative Center
Decentralized at Colleges with support from District Administrative Center
Decentralized at Colleges with technology coordination from District Administrative Center
Decentralized function initiated by Colleges and supported by District Administrative Center