**CLPCCD Task Map – Summary of Functions**

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

1. **THE FOLLOWING ARE “CENTRALIZED” CLPCCD DISTRICT FUNCTIONS (DISTRICT IS PRIMARY):**
2. HUMAN RESOURCES (III A – Human Resources)
   1. COLLECTIVE BARGAINING
   2. WORKERS’ COMPENSATION, HEALTH AND WELFARE
3. MAINTEANCE AND OPERATIONS (III B – Physical Resources)
4. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
   1. TECHNOLOGY SERVICES AND APPLICATIONS – BANNER AND OTHER INTEGRATED THIRD PARTY SYSTEMS, APPLICATION DEVELOPMENT, DATABASE ADMINISTRATION
   2. INFORMATION ACCESS AND REPORTING
   3. INTERNET/EMAIL SERVICES
   4. VIDEO CONFERENCING
   5. TELECOMMUNICATIONS
   6. NETWORK MANAGEMENT
   7. HELP DESK SERVICES
   8. TECHNOLOGY DEVELOPMENT AND PLANNING
   9. SERVER MANAGEMENT
   10. BACK-UP AND RECOVERY
   11. DESKTOP SUPPORT
   12. CLASSROOM AND COMPUTER LAB SUPPORT
   13. MEDIA SERVICES/AUDIO VISUAL
5. BUSINESS SERVICES (III D – Financial Resources)
   1. ACCOUNTING
   2. PAYROLL (COMPENSATION)
   3. PURCHASING
6. FINANCE (III D – Financial Resources)
   1. ECONOMIC ANALYSIS
   2. CASH FLOW ANALYSIS
7. RISK MANAGEMENT (III D – Financial Resources)
   1. GENERAL LIABILITY
8. **THE FOLLOWING ARE “DE-CENTRALIZED” CLPCCD COLLEGE FUNCTIONS FOR BOTH CHABOT AND LAS POSITAS COLLEGES (COLLEGE IS PRIMARY):**
9. ACADEMIC SERVICES (II A – Instructional Programs)
10. ADMISSIONS, RECORDS, & REGISTRATION (II C – Student Support Services)
11. ATHLETICS (II A – Instructional Programs)
12. AUXILIARY SERVICES (II C – Student Support Services)
    1. BOOKSTORE
    2. FOOD SERVICES
    3. STUDENT GOVERNMENT
13. CATALOG/SCHEDULE DEVELOPMENT (II A – Instructional Programs)
14. CHILD DEVELOPMENT SERVICES (II A – Instructional Programs)
15. DSPS -DISABLED STUDENTS PROGRAM AND SERVICES (II C – Student Support Services)
16. EOPS -EXTENDED OPPORTUNITIES PROGRAM AND SERVICES (II C – Student Support Services)
17. FINANCIAL AID (II C – Student Support Services)
18. FOUNDATION (III, IV)
19. GRAPHIC DESIGN/DUPLICATING (II C – Student Support Services)
20. INSTRUCTION (II A – Instructional Programs)
    1. CURRICULUM DEVELOPMENT
21. LIBRARY/LEARNING RESOURCES (II B – Library and Learning Support Services)
    1. LIBRARY
    2. TUTORING
22. ONLINE INSTRUCTION/SERVICES (II A – Instructional Programs)
23. PROGRAM DEVELOPMENT AND REVIEW (II A – Instructional Programs)
    1. PROGRAM DEVELOPMENT
    2. PROGRAM REVIEW
24. RESEARCH (I B – Assuring Academic Quality and Institutional Effectiveness)
25. STUDENT LEARNING OUTCOMES (II A – Instructional Programs)
26. STUDENT SERVICES (II C – Student Support Services)
27. TELEVISION STUDIO (II A – Instructional Programs)
28. VOCATIONAL PROGRAMS (II A – Instructional Programs)
29. VTEA (II A – Instructional Programs)
30. **THE FOLLOWING ARE “SHARED” CLPCCD FUNCTIONS BY DISTRICT AND BOTH COLLEGES (SHARED BY ALL):**
31. BUDGET DEVELOPMENT (III D – Financial Resources)
32. FACILITIES PLANNING AND CONSTRUCTION -COLLEGE COMMITTEES AND DISTRICT-WIDE COMMITTEE (III B – Physical Resources)
33. GRANT DEVELOPMENT (III D – Financial Resources)
    1. Development and writing of the grant (Done at the Colleges)
    2. Grant Fiscal Management and Audit Control (Done by District)
34. HUMAN RESOURCES (III A – Human Resources)
    1. PRIORITIZING, ALLOCATION, AND PLACMENT OF STAFF AT APPROPRIATE LOCATION
35. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
36. WEBSITE SERVICES (WEBMASTER FOR EACH COLLEGE AND DISTRICT)
37. MARKETING/PUBLIC and GOVERNMENT RELATIONS (I C – Institutional Integrity)
38. PROFESSIONAL DEVELOPMENT/TRAINING
    1. STAFF DEVELOPMENT (III A – Human Resources)
39. INFORMATION TECHNOLOGY (IIIC – Technology Resources)
40. WORKFORCE/ECONOMIC DEVELOPMENT (II A – Instructional Programs)