

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## District Assembly Executive Committee

9/25/2017

### EDCT ORGANIZATIONAL CHART ANALYSIS

#### Central Support Unit (25% Categorical- and 75% General-Funded)

Consolidated administrative support unit for EDCT, ERCD and KVCR operations formed to monitor and provide oversight of District general fund support of KVCR, accountability for FNX grant funding, and grant- and contract-funded EDCT and ERCD operations. Administrative support functions include budget, contracts, procurement, human resources and facilities.

#### [A] Department of Economic, Resource & Community Development (100% Categorical-Funded)

The objectives for creation of this department are to (a) generate grant funding revenues from expanded sources of county, state and federal funding sources related to educational initiatives, and economic, workforce and community development; (b) develop strategic partnerships with city governments, county agencies, community- and faith-based organizations, regional planning agencies and administrative districts, business and industry associations, and labor organizations in support of competitive grant initiatives; (c) coordinate Service Area environmental scanning and District economic impact studies in support of grants and internal strategic planning; and (d) acquire, implement and administer Workforce Innovation & Opportunity Act (WIOA)-funded grant contracts and projects.

Functional Area	Purpose
<b>(1) Office of Grants &amp; Resource Development</b>	<ul style="list-style-type: none"> <li>Research County, State, Federal and Foundation grant funding cycles and develop and maintain Grant Funding Calendar</li> <li>Coordinate project priorities of Priority Area Consultants to pursue major grant funding for Districtwide initiatives</li> <li>Coordinate with College stakeholders in the pursuit of Districtwide grant partnerships through joint analysis of Program Reviews and Educational Master Plans for alignment of unfunded priorities with available grant funding</li> <li>Assist with post-grant award planning, implementation and administration of projects, as necessary.</li> </ul>
<b>(2) Office of Special Projects</b>	<ul style="list-style-type: none"> <li>Leads and coordinates division strategic planning and program reviews</li> <li>Maintains environmental scanning and economic impact studies</li> <li>Develops regional strategic partnerships in support of competitive grant initiatives</li> <li>Conducts planning forums with regional stakeholders in support of internal strategic planning and districtwide grant project support</li> <li>Engages in partnership development with WIOA agencies, and acquires, implements and administers WIOA-funded grant contracts and projects.</li> <li>Administers the AmeriCorps*VISTA program and supervises project volunteers in the implementation and coordination of regional community and economic development projects</li> </ul>
<b>(3) Office of Deputy Sector Navigator (DSN) – ICT/Digital Media</b>	<ul style="list-style-type: none"> <li>CCCCO-funded, Inland Empire/Desert Regional Consortia (IE/DRC) support position and Sector Initiative position based with SBCCD</li> <li>Provides technical assistance to Consortia colleges in Information Communications Technologies (ICT) and Digital Media program planning, development, enhancement, and diversification.</li> </ul>

**[B] Department of Economic Development & Corporate Training (100% Categorical-Funded)**

The objectives of this department are to maintain the traditional operations of EDCT, which includes (a) administration of not-for-credit, Contract Education-based professional development training, technical training, and upgrade skills training for private companies in regional, high-growth and emerging technologies industry sectors; (b) participation in the leadership of the IE/DRC, specifically in the areas of Strong Workforce Program 40% regional planning, and coordination of regional Sector Initiatives; (c) administration and service delivery of Contract Education-based training programs funded by County, State, and Federal agencies, and Industry organizations and associations; and (d) assistance to the District colleges in meeting Enrollment Management targets.

<b>Functional Area</b>	<b>Purpose</b>
<b>(1) Office of Corporate Training &amp; Professional Development</b>	<ul style="list-style-type: none"><li>• Design, development and delivery of Contract Education-based professional development, technical and upgrade skills training for Incumbent Workers from companies engaged in high-growth and emerging-technology sectors</li><li>• Training funded by grants and contracts from the CA Employer Training Panel (ETP), CA Manufacturers Training Council (CMTC), Industry-Driven Regional Collaborative (IDRC), Metropolitan Water District (MWD), and USDOL-ETA Trade Adjustment Act (TAA).</li></ul>
<b>(2) Office of Special Projects</b>	<ul style="list-style-type: none"><li>• Maintains EDCT training program eligibility with the CA Employment Development Department (EDD) Eligible Training Provider Listing (ETPL)</li><li>• Administers job training contracts funded by IDRC, Regional WIOA-funded Governor's Slingshot Initiative, San Bernardino County CalWORKs Vocational Education &amp; Training Services (VETS) Program, and the CA EDD Logistics &amp; Advanced Manufacturing Training Program</li><li>• Planning and coordinating with Crafton Hills College Fire Technology faculty and administrators in the CHC-EDCT partnership to (a) re-establish the Crafton Instructional Services Agreement (ISA) Initiative with 10+ regional fire departments for Credit-Based Contract Education, and (b) Planning and development of the Crafton Wildlands Fire Technology Program.</li></ul>
<b>(3) Office of Career Technical Education (CTE) Pathways</b>	<ul style="list-style-type: none"><li>• Administration of the regional, RAMP-UP grant partnership led by Victor Valley College, with key partners including San Bernardino County Unified School Districts and Community College Districts. RAMP-UP objectives include career pathway development from K12 to Community Colleges, with EDCT-specific roles being facilitation of grant activities between SBVC-CHC CTE Deans and USD CTE administrators and instructors</li><li>• Administration of K12-funded contracts for CTE- and STEM-related learning camps for K12 students</li></ul>
<b>(4) Office of Reemployment Programs</b>	<ul style="list-style-type: none"><li>• Administration of CA Department of Corrections &amp; Rehabilitation (CDCR) CalTrans Work Crew Project</li><li>• Administration of Multi-Craft Core Curriculum (MC3) Project with the Riverside-San Bernardino Counties Building &amp; Construction Trades Council (RSBC-BCTC) and the AFL-CIO National Building Trades Department</li><li>• Coordination with District college's Instruction &amp; Student Services Offices in Noncredit Workforce Readiness Credential (WRC) Promotion, Partner Agency Outreach, Student Registration, and Offsite Instructional Support Services as agreed upon between EDCT and the colleges.</li></ul>
<b>(5) Office of Compliance &amp; Administration</b>	<ul style="list-style-type: none"><li>• Program performance reporting, monitoring, and audits for CA Manufacturers Council, Trade Adjustment Act, CA Employment Development Department, Ed2Go, and other grant contract programs</li><li>• Schedule Management of Professional Development Center (PDC) and</li></ul>

	<p>Applied Technology Training Center (ATTC) Classrooms</p> <ul style="list-style-type: none"> <li>• Timesheet Management for professional experts and consultants</li> <li>• Invoice processing for grant contract payments for training deliverables</li> <li>• Certificate of Attendance printing for Contract Education program completers; signatures; recordkeeping; and delivery to contract companies, agencies, and incumbent workers.</li> </ul>
<p><b>(6) Office of Adult Education Block Grant</b></p>	<ul style="list-style-type: none"> <li>• District role(s) pending Inland Adult Education Block Grant Consortia and SBCCD strategic planning for FY2018-2019</li> </ul>
<p><b>[C] Department of Media &amp; Broadcast Systems: KVCR TV / Radio / FNX / Digital &amp; Foundation</b></p>	
<p>Merger with EDCT accomplished in July 2017 to ensure (a) KVCR upgrades and expansion are aligned with SBVC (Radio, TV, Film, other associated disciplines) and CHC (Commercial Music, Visual Arts, Technical Theatre, other associated disciplines) to develop the districtwide Empire Film &amp; Media Arts Academy; (b) accountability for General Fund support allocated to KVCR TV (PBS) and KVCR FM (NPR) operations; and (c) accountability for First Nations Experience (FNX) Channel grant funding awarded by The San Manuel Band of Mission Indians (SMBMI), which has previously awarded \$12 million to FNX, and is projected to award \$7.5 million for FY2018-2021.</p>	