

Chapter 8

GCCCD District Services Vision, Mission and Priorities

The GCCCD District Services divisions provide leadership in business services, human resources, communications, and research and planning. Every employee is devoted to providing quality services supporting the essential programs and services that provide an excellent education for our students.

District Service Operations is composed of three divisions:

- ◆ **Business Services** consists of five departments:
 - Accounting and Payroll
 - Business and Fiscal Services
 - Facilities, Planning, Development, and Maintenance
 - Public Safety
 - Purchasing, Contracts, and Warehouse

- ◆ **Human Resources** consists of two departments:
 - Employment Benefits and Services
 - Employee and Labor Relations

- ◆ **Technology, Research & Planning** consists of two departments:
 - Information Systems
 - Research, Planning, & Institutional Effectiveness

In addition, District Services is also the home of the following:

The Chancellor and Governing Board Office provides administrative support to the Chancellor in assisting the Governing Board in its role as policymaker and community representative. The office serves as a resource to, and acts as liaison between, the Governing Board and faculty, administration, staff, students and community.

The Advancement and Communications Office coordinates the district's external relations in the areas of advancement, fundraising, media, and community relations. The office also develops district public information plans and strategies, and serves as a principal contact for media representatives.



District Services Vision and Mission

Vision: Leadership that enables and supports educational excellence.

Mission: To provide leadership, facilitation, and support of districtwide educational, fiscal, facilities, and human resource services that meet student, college, and community needs.

District Services Long-Term Priorities and Action Steps

A. Student Access

Improve physical access by developing transportation options that are communicated effectively to students, employees and community members

A.1 Provide operational support during all of the times that classes are in session (including evenings, Fridays and/or weekends) to improve access for working individuals

A.2 Improve physical access by developing transportation options that are communicated effectively to students, employees and community members

A.3 Implement technology systems that enhance student access to registration, matriculation services, financial aid, payments, and student educational planning

A.4 Automate and streamline processing for registration priorities that align with district goals

A.5 Support College outreach efforts with districtwide information

B. Learning and Student Success

B.1 Develop and implement technology applications that enable students to obtain course materials and academic support services online

B.2 Develop a districtwide student educational planning system that is accessible to students and counselors

B.3 Coordinate with the Colleges to partner with local high school districts to expand access to adult education and basic skills preparation

C. Value and Support of Employees

C.1 Develop a comprehensive Human Resources Plan that addresses the following key needs:

C.1.1 Promote GCCCD's commitment to diversity, equity, and inclusion

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- C.1.2 Ensure staffing levels meet student needs
- C.1.3 Attract, recruit, and retain diverse, highly qualified employees
- C.1.4 Develop and implement a robust on-boarding process that includes orientation and mentoring for new employees

- C.2 Coordinate development of individualized professional development plans for all employees that support their career development
- C.3 Provide an employee health and wellness program that enhances employee access to health and exercise facilities
- C.4 Support a culture of innovation by rewarding new approaches and improvements in all areas of the institution

D. Economic and Community Development



- D.1 Analyze the workforce training needs of the community and make that information available to College planners
- D.2 Provide operational leadership to collaboration with business, educational institutions, and community workforce development organizations to create an East County Workforce Solutions and Training Center
- D.3 Support the development of more community partnerships to enhance vocational training
- D.4 Support College collaboration with business and industry to provide business education and entrepreneurial training within the context of a business setting
- D.5 Market programs, facilities, events, and capabilities to community development organizations and potential partners

E. Fiscal and Physical Resources

- E.1 Coordinate development of sustainability initiatives that make GCCCD a regional leader in responsible and accountable stewardship of all resources
 - E.1.1 Integrate cost-effective, green practices for facility, landscape, and infrastructure into all facilities planning and operations
 - E.1.2 Minimize use of water, energy, gasoline and other natural resources
 - E.1.3 Use technology to promote resource conservation
- E.2 Update and implement a comprehensive Technology Plan that supports all administrative operations of the District
- E.3 Identify and secure new sources of revenue to augment traditional funding to advance strategic priorities
 - E.3.1 Coordinate and support grants development for district priorities and College programs and services
 - E.3.2 Enhance districtwide advancement and fundraising to address mission and priorities
 - E.3.3 Leverage partnerships with business, industry, education, government, and community-based organizations
 - E.3.4 Support the development of a robust revenue stream derived from facility rentals, and other innovative practices

Integrate cost-effective, green practices for facility, landscape, and infrastructure into all facilities planning and operations