

## *LCTCS Organizational Structure and Functions*

The LCTCS is divided into eight offices or groups as follows:

- President's Office
- Academic Affairs
- Enrollment Management
- Operations (Information Technology, Facilities, Finance, and Human Resources)
- Public Affairs
- Internal Audit
- Workforce Policy
- Workforce Solutions (MEPOL)

Each office contributes to the Perkins grant requirements. The following are the major responsibilities of each group:

- The President's Office provides support via communication with Chancellors and innovative projects.
- Academic Affairs is responsible for data collection for Perkins reports and the alignment of CTE programs with workforce demands.
- Enrollment Management supports program enrollment growth for the colleges. This includes professional development providing innovative strategies to grow and retain enrollment.
- Operations houses sub-offices or divisions. These sub-offices/divisions include: Information Technology, Facilities, Finance, and Human Resources. The Finance and Administration staff are responsible for, among other things, overseeing the accounts payable and receivable functions at the State level as well as processing grant payments to eligible subrecipients, monitoring and managing the budget allocations for Perkins at the State level and monitoring the procurement and inventory processes at the State level.
- Public Affairs develops and implements marketing strategies to support Perkins supported programs.
- Internal Audit evaluates the LCTCS and the institution's internal control processes. The department's activities are inclusive of accounting processes, corporate governance, protecting against fraud, and organizational risk management, etc.
- Workforce Policy (External Affairs) leads the development of policies and procedures to support all programs at the LCTCS colleges. This includes, but is not limited to, Perkins V implementation.
- Workforce Solutions houses the MEPOL Program. It is designed so that small to medium-sized manufacturers are made aware of, and have access to, key industry technological advances, as well as industry specific and general training opportunities. In order to meet the objectives of the program, the MEPOL staff is tasked with building working relationships with manufacturers across the state. MEPOL works to assess the needs of the companies, as well as working with the manufacturers who have special training needs. If MEPOL staff is unable to provide for the request internally, it will be outsourced to a third-party company, via a contract, to be provided to the manufacturer. MEPOL is currently working on the establishment of Subrecipient Agreements (SRAs) with several community colleges within the LCTCS system to further the expansion of the work within the manufacturing community.