



RSCCD Functions/Mapping of Responsibilities August 28, 2013

This is NOT a comprehensive document of functions/mapping of responsibilities for the Rancho Santiago Community College District. It encompasses only those functions that require a clear distinction between the District and the colleges. Functions that exist solely at the District or at the colleges are not included.

Area 1: Instructional Programs			
Function	District	Santa Ana College	Santiago Canyon College
Program/course development	<ul style="list-style-type: none"> Board of Trustees has final approval of all new program/course curriculums. The District provides supporting research necessary to develop new programs such as labor market analysis and demographics of the community. Contract education may be offered by the District if the colleges decline the opportunity. 	<ul style="list-style-type: none"> Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process. 	<ul style="list-style-type: none"> Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process.
Course scheduling	<ul style="list-style-type: none"> The District, in consultation with the colleges, has responsibility to negotiate the instructional calendar with the faculty association. Those negotiations ultimately impact the scheduling process for the majority of classes. 	<ul style="list-style-type: none"> The college is responsible for developing a schedule of classes that reflect the needs of most students. It is the responsibility of the college CIO, vice presidents, division deans, department chairs, with guidance from the Enrollment Management Committee, to develop a schedule of classes that meets the FTES goals of the college/district in a productive and efficient manner. 	<ul style="list-style-type: none"> The college is responsible for developing a schedule of classes that reflect the needs of most students. It is the responsibility of the college CIO, vice presidents, division deans, department chairs, with guidance from the Enrollment Management Committee, to develop a schedule of classes that meets the FTES goals of the college/district in a productive and efficient manner.
Program review	<ul style="list-style-type: none"> The district research department provides research data and guidance that is necessary for program review. 	<ul style="list-style-type: none"> The college, primarily through the Institutional Effectiveness and Assessment Committee and Academic Senate, develops the program review model. The program review model and the review model process are reviewed on a cyclical basis for effectiveness. Each program is reviewed annually with capstone review quadrennially. The results of program review lead to appropriate changes within the program to improve student learning outcomes and achievement. These results inform resource allocation. 	<ul style="list-style-type: none"> The college, primarily through the Educational Master Planning Committee, with guidance from the Office of Institutional Effectiveness and Outcome Assessment and oversight by Academic Senate, develops the program review model and facilitates the program review process. The program review model and the review model process are reviewed on a cyclical basis for effectiveness. Each program is reviewed every three years. The results of program review lead to appropriate changes within the program to improve student learning outcomes and achievement. These results inform resource allocation.

RSCCD Functions/Mapping of Responsibilities

Area 2: Student Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Admissions</p> <ul style="list-style-type: none"> • Contribute enrollment information for the comprehensive enrollment management reports. • Ensure compliance with relevant sections of the Education Code and Title 5. • Ensure application and student enrollment data is complete, correct, determine residency, and enforce CAP status, MIS Data Element accuracy. • Oversee implementation of state and local academic policies as related to enrollment services processing and infrastructure monitoring. 	<ul style="list-style-type: none"> • Contribute enrollment information for the comprehensive enrollment management reports. • Ensure compliance with relevant sections of the Education Code and Title 5. • Ensure application and student enrollment data is complete, correct, determine residency, and enforce CAP status, MIS Data Element accuracy. • Oversee implementation of state and local academic policies as related to enrollment services processing and infrastructure monitoring. 	<ul style="list-style-type: none"> • Manage all student records, evaluations of transcript grades, petitions and waivers, including imaging and storage. • Oversee and/or process grade changes, Admissions and Grade petitions, probation and dismissals. • Manage and maintain faculty records, rosters, attendance and grade reporting which includes imaging and storage. • Oversee the academic standing process and loss of enrollment priority per the Student Success & Support Act. • Review record retention policies on an annual basis and archive student records accordingly. • Evaluate academic records and issue diplomas, degrees and certificates of completion. • Prepare graduation reports for Board approval. • Evaluate and certify student eligibility for athletes and veterans. • Process subpoenas and judicial court orders for copies of students' academic records. 	<ul style="list-style-type: none"> • Provides the management, evaluation, scanning, imaging, and achieving student academic records. • Manage evaluations of all "in-house" and incoming transcripts from other institutions for course enrollment, financial aid, graduation, and transfer purposes. • Maintain auditable admissions, attendance, and transcript files. • Oversee the academic standing process and loss of enrollment priority per the Student Success & Support Act. • Review record retention policies on an annual basis and archive student records accordingly. • Evaluate academic records and issue diplomas, degrees and certificates of completion. • Prepare graduation reports for Board approval. • Evaluate and certify student eligibility for athletes and veterans. • Process subpoenas and judicial court orders for copies of students' academic records.
<p>Records</p> <ul style="list-style-type: none"> • The Risk Management Department reviews legal sufficiency of subpoenas and judicial orders for student records. 	<ul style="list-style-type: none"> • Manage all student records, evaluations of transcript grades, petitions and waivers, including imaging and storage. • Oversee and/or process grade changes, Admissions and Grade petitions, probation and dismissals. • Manage and maintain faculty records, rosters, attendance and grade reporting which includes imaging and storage. • Oversee the academic standing process and loss of enrollment priority per the Student Success & Support Act. • Review record retention policies on an annual basis and archive student records accordingly. • Evaluate academic records and issue diplomas, degrees and certificates of completion. • Prepare graduation reports for Board approval. • Evaluate and certify student eligibility for athletes and veterans. • Process subpoenas and judicial court orders for copies of students' academic records. 	<ul style="list-style-type: none"> • Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester each year. 	<ul style="list-style-type: none"> • Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester each year.
<p>Outreach</p>	<ul style="list-style-type: none"> • Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester each year. 	<ul style="list-style-type: none"> • Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester each year. 	<ul style="list-style-type: none"> • Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester each year.

Area 2: Student Services

Function	District	Santa Ana College	Santiago Canyon College
International Students		<ul style="list-style-type: none"> • Maintain the infrastructure for an International student program. • Annually update the International Student Business Plan. • Provide orientation, insurance and program services for International students. 	<ul style="list-style-type: none"> • Maintain the infrastructure for an International student program. • Annually update the International Student Business Plan. • Provide orientation, insurance and program services for International students.
Financial Aid	<ul style="list-style-type: none"> • Accounting completes a portion of the FISAP and MIS reports, manages program accounts, mails disbursements, performs monthly reconciliation with IFAS, invoices and recovers overpayments and over-awards to students, balances monthly expenditures with Student Placement, manages the Perkins portfolio and handles fraud and forgery issues. • ITS generates checks for disbursements, runs numerous financial aid reports, and provides technical support in creating new required types of reports and interfaces with the mainframe on Datatel and PowerFails. 	<ul style="list-style-type: none"> • Process financial aid applications and corrections, performing needed analysis to derive an EFC. • Perform verifications and analyze tax returns. • Implement state and federal assistance programs. • Complete FISAP report for submission to the Department of Education. • Process all BOGWs. • Conduct workshops and exit counseling for student loans. • Process FFELP loans through lenders and guarantee agencies, prepare loan checks for disbursement and reconcile at appropriate intervals. • Calculate and process Title IV refunds and over-award repayments. • Use professional judgment for special circumstances and dependency overrides. • Coordinate processes and conduct in-services with Accounting, Student Business Office, Cashier's Office, Admissions, Bookstore, Student Activities, Academic Counselors, Faculty, EOPS, Placement, Outreach, Scholarships, and the Computer Center. • Retrieve FAFSA applicants from Central Processor, notify students with required documents and transmit corrections to electronic ISIR records. • Manage the Web Grant system for Cal Grants B and C. • Create the Disbursement Schedule, Award Policy, Student Budget, SAP policy and maintain the Policy and Procedure Manual. • Manage the program funds associated with the awarding of financial aid. Complete the FISAP, COD, MIS reports and reconciles all funds. Coordinate the enrollment file, SSCR, Clearing House and GPA verification transmittal with ITS. • Maintain all required financial aid records associated with program reviews and audits, including MIS reports (which 	<ul style="list-style-type: none"> • Process Financial Aid applications and corrections, performing needed analysis to derive an EFC. • Perform verifications and analyze tax returns. • Implement state and federal assistance programs. • Complete FISAP report for submission to the Department of Education. • Process all BOGWs. • Conduct workshops and exit counseling for student loans. • Process FFELP loans through lenders and guarantee agencies, prepare loan checks for disbursement and reconcile at appropriate intervals. • Calculate and process Title IV refunds and over-award repayments. • Use professional judgment for special circumstances and dependency overrides. • Coordinate processes and conduct in-services with Accounting, Student Business Office, Cashier's Office, Admissions, Bookstore, Student Activities, Academic Counselors, Faculty, EOPS, Placement, Outreach, Scholarships, and the Computer Center. • Retrieve FAFSA applicants from the Central Processor, notify students with required documents and transmit corrections to electronic ISIR records. • Manage the Web Grant system for Cal Grants B and C. • Create the Disbursement Schedule, Award Policy, Student Budget, SAP policy and maintain the Policy and Procedure Manual. • Manage the program funds associated with the awarding of financial aid. Complete the FISAP, COD, MIS reports and reconciles all funds. Coordinate the enrollment file, SSCR, Clearing House and GPA verification transmittal with ITS. • Maintain all required financial aid records associated with program reviews and audits, including MIS reports (which

Area 2: Student Services

Function	District	Santa Ana College	Santiago Canyon College
<ul style="list-style-type: none"> • are developed in conjunction with ITS), and enrollment and graduation reports (for submission to the FA Clearinghouse). • Prepare and submit periodic reports to public agencies. • Monitor and comply with Federal and state financial aid regulations and Title IV regulations such as Gainful Employment 		<ul style="list-style-type: none"> • are developed in conjunction with ITS), and enrollment and graduation reports (for submission to the FA Clearinghouse). • Prepare and submit periodic reports to public agencies. • Monitor and comply with Federal and state financial aid regulations and Title IV regulations such as Gainful Employment 	<ul style="list-style-type: none"> • Provide a wide range of ambulatory care services to students. • Administer TB skin testing (Ed Code) requirements for faculty and staff. • Partner with the Orange County Health Care Agency OCHCA to ensure appropriate notification to OCHCA Epidemiology for on campus TB exposures including testing, student notification and quarantine. • Provide assessment of student, visitor and staff injuries, submit incident reports and document injury report. • Refer injuries as appropriate to workers' compensation providers or Student Insurance • Comply with CA State mandated reporting of disease and conditions listed on Confidential Morbidity Report • Co-sponsor campus-wide health events, e.g., blood drives.
<ul style="list-style-type: none"> • Monitor TB testing requirements for faculty and staff. • Receive and review student, visitor and staff injury reports. 		<ul style="list-style-type: none"> • Provide a wide range of ambulatory care services to students. • Administer TB skin testing (Ed Code) requirements for faculty and staff. • Partner with the Orange County Health Care Agency OCHCA to ensure appropriate notification to OCHCA Epidemiology for on campus TB exposures including staff testing, student notification and quarantine. • Provide assessment of student, visitor and staff injuries, submit incident reports and document injury report. • Refer injuries as appropriate to workers' compensation providers or Student Insurance • Comply with CA State mandated reporting of disease and conditions listed on Confidential Morbidity Report • Co-sponsor campus-wide health events, e.g., blood drives 	<ul style="list-style-type: none"> • Provide information on economic development programs to community services for inclusion in program materials.
<ul style="list-style-type: none"> • Provide information on economic development programs to community services for inclusion in program materials. 		<ul style="list-style-type: none"> • Provide a fee-based, self-supporting, not-for-credit program of educational and recreational class offerings designed to complement the college's credit and non-credit course offerings curriculums. • Maintain coordination between sister college programs. • Develop plan for on-going assessment of community needs at both colleges service area. • Serve as a marketing tool for entry into college credit and non-credit programs. 	<ul style="list-style-type: none"> • Provide a fee-based, self-supporting, not-for-credit program of educational and recreational class offerings designed to complement the college's credit and non-credit course offerings curriculums. • Maintain coordination between sister college programs. • Develop plan for on-going assessment of community needs at both colleges service area. • Serve as a marketing tool for entry into college credit and non-credit programs.
<ul style="list-style-type: none"> • Provide opportunities for student input on participatory governance committees. • Provide an advisory vote for a student on Board of Trustees. • Receive regular reports from the colleges' ASG presidents at Board of Trustees meetings. 	<ul style="list-style-type: none"> • Collaborate with campus community to implement leadership programs focusing on intellectual, social and leadership development. • Provide advisory role to student clubs and organizations through the Inter-Club council. • Promote district wide efforts to encourage voter registration. 	<ul style="list-style-type: none"> • Collaborate with campus community to implement leadership programs focusing on intellectual, social and leadership development. • Provide advisory role to student clubs and organizations through the Inter-Club council. • Promote district wide efforts to encourage voter registration. 	<ul style="list-style-type: none"> • Collaborate with campus community to implement leadership programs focusing on intellectual, social and leadership development. • Provide advisory role to student clubs and organizations through the Inter-Club council. • Promote district wide efforts to encourage voter registration

Student Life and Leadership

Community Services

Health Services

Area 3: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
Human Resources	<ul style="list-style-type: none"> • Advertise/recruit positions. • Maintain applicant tracking system. • Review minimum qualifications/equivalency determinations. • Train EEO Monitors, monitor screening committee membership and orient screening committee. • Conduct prescreening process to include testing, completeness of application, and review diversity of the pool of applicants. • Review committees' screening criteria and interview questions. • Schedule interviews and communicate status of candidacy to applicants. • Make employment offers and determine salary placement • Process applicant for employment. • Conduct new employee orientation. • Investigate complaints of illegal discrimination and sexual harassment • Manage disputed claims for Unemployment Insurance benefits • Maintain all official personnel files and records • Monitor all employee assignments for compliance with relevant contractual provisions, statutes and regulations • Manage employee separation including resignations, retirements and disability leaves. • Board of Trustees approves recommended candidate. 	<ul style="list-style-type: none"> • Submit personnel requisition to initiate hiring. • Formulate selection committee in accordance with hiring procedures. • Establish selection criteria/interview questions. • Conduct paper screening, interviews, and reference checks. • Recommend finalists. • Select candidate. • Submit status change to human resources to hire. 	<ul style="list-style-type: none"> • Submit personnel requisition to initiate hiring. • Formulate selection committee in accordance with hiring procedures. • Establish selection criteria/interview questions. • Conduct paper screening, interviews, and reference checks. • Recommend finalists. • Select candidate. • Submit status change to human resources to hire.
Employer-Employee Relations	<ul style="list-style-type: none"> • Conduct negotiations on successor agreements or re-openers with individual unions. • Develop and sunshine bargaining proposals • Administer union contracts • Advise and support managers on issues related to employee evaluation, grievances and discipline 	<ul style="list-style-type: none"> • Administer union contracts in accordance with the agreements. • Facilitate intra-college communication, especially on single college or single site issues. • Provide information about staff recognitions and achievements. 	<ul style="list-style-type: none"> • Administer union contracts in accordance with the agreements. • Facilitate intra-college communication, especially on single college or single site issues. • Provide information about staff recognitions and achievements.

Area 3: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
<p>Risk Management</p>	<ul style="list-style-type: none"> • Oversee the District's workers' compensation program. • Liaison between insurance provider/district/employee. • Administer property/liability and student insurance program. • Maintain the OSHA Report and submit annually. • Administer claims filed against the District. • Investigate and adjust student complaints regarding regulatory issues such as Title IX and Section 504 • Review and interpret legal contracts related to district operations. • Provide, review and analyze certificates of insurance for district functions and outside vendors. • Accept, review, and coordinate response to subpoenas for records. • Monitor incident reports to insure district safety issues are addressed and corrected if needed. • Monitor driving records of any employee and/or student who drives on behalf of the District. • Handle replacement of lost or stolen district-owned items. • Assist departments with review of contractual insurance requirements, hold harmless and indemnification requirements • Administer the District's AED program • Conduct ergonomic evaluations of employee workstations • Develop, implement, and maintain procedures, guidelines and/or training programs to ensure federal and state compliance in Environmental Health and Occupational Safety • Hazardous Materials Management, Hazardous Waste Management, Laboratory Safety, and other programs necessary to ensure a safe and healthful environment for faculty, staff, students, and visitors. • Develop web-based communication systems for dissemination of environmental health, safety and emergency preparedness information • Support and advice College Safety Committees and College Emergency Preparedness committees • Serve as the District Office recycling coordinator 	<ul style="list-style-type: none"> • Evaluate, review and update the Student Insurance Plan. • Conduct employee ergonomic evaluations. • Evaluate, design, and advise departments on implementation of guidelines on appropriate student conduct and field trip safety that strategically limit liability. • Perform and coordinate facilities inspection programs to ensure that hazards are identified and corrected. • Serve as the District's liaison with CAL/OSHA and other regulatory compliance inspectors and participate in inspections of the campuses. • Provide training and technical expertise to faculty, staff, and administration in areas of safety, environmental health and emergency services. 	<ul style="list-style-type: none"> • Evaluate, review and update the Student Insurance Plan. • Conduct employee ergonomic evaluations. • Evaluate, design, and advise departments on implementation of guidelines on appropriate student conduct and field trip safety that strategically limit district liability. • Perform and coordinate facilities inspection programs to ensure that hazards are identified and corrected. • Serve as the District's liaison with CAL/OSHA and other regulatory compliance inspectors and participate in inspections of the campuses. • Provide training and technical expertise to faculty, staff, and administration in areas of safety, environmental health and emergency services.

Area 3: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
Benefits	<ul style="list-style-type: none"> • Accept, process and maintain all employee documentation pertaining to employee and retiree health and welfare benefits. • Conduct new hire orientations as it pertains to benefits. • Provide educational programs pertaining to retirement and health and welfare. • Serve as liaison between employees, broker, and insurance carrier regarding insurance related problems. • Coordinate Joint Benefits Committee meetings. • Manage COBRA notices. 	<ul style="list-style-type: none"> • Facilitate benefit enrollment meetings • Refer questions regarding benefits to the appropriate district staff. 	<ul style="list-style-type: none"> • Facilitate benefit enrollment meetings • Refer questions regarding benefits to the appropriate district staff.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santago Canyon College
<p>Bookstores</p> <ul style="list-style-type: none"> Initiate capital projects and building improvements to enhance and expand existing facilities in response to the expanding needs of the District. 	<ul style="list-style-type: none"> Provide the necessary educational tools to serve and benefit the students, faculty and staff at all college locations including textbooks, course supplies and office supplies. Initiate and coordinate with faculty and other personnel the acquisition of textbooks, supplies and special related material required for instructional programs. Conduct year-round buy back of used books. Purchase supplies and emblematic clothing and soft goods to meet the needs of all students and the college community. Order announcements and graduation attire for all graduates, faculty and staff participating in commencement. Maintain accounts receivable records as they pertain to bookstore for special student programs including EOPS book grants, Department of Rehabilitation vouchers, scholarships, Veterans Administration and other student support programs established by the Associated Student Government. Operate convenience store and continue to expand express services to other college sites and centers. Develop and place vending machines in remote locations to provide school supplies and testing supplies 	<ul style="list-style-type: none"> Provide the necessary educational tools to serve and benefit the students, faculty and staff at all college locations including textbooks, course supplies and office supplies. Initiate and coordinate with faculty and other personnel the acquisition of textbooks, supplies and special related material required for instructional programs. Conduct year-round buy back of used books. Purchase supplies and emblematic clothing and soft goods to meet the needs of all students and the college community. Order announcements and graduation attire for all graduates, faculty and staff participating in commencement. Maintain accounts receivable records as they pertain to bookstore for special student programs including EOPS book grants, Department of Rehabilitation vouchers, scholarships, Veterans Administration and other student support programs established by the Associated Student Government. Operate convenience store and continue to expand express services to other college sites and centers. Develop and place vending machines in remote locations to provide school supplies and testing supplies 	<ul style="list-style-type: none"> Provide the necessary educational tools to serve and benefit the students, faculty and staff at all college locations including textbooks, course supplies and office supplies. Initiate and coordinate with faculty and other personnel the acquisition of textbooks, supplies and special related material required for instructional programs. Conduct year-round buy back of used books. Purchase supplies and emblematic clothing and soft goods to meet the needs of all students and the college community. Order announcements and graduation attire for all graduates, faculty and staff participating in commencement. Maintain accounts receivable records as they pertain to bookstore for special student programs including EOPS book grants, Department of Rehabilitation vouchers, scholarships, Veterans Administration and other student support programs established by the Associated Student Government. Operate convenience store and continue to expand express services to other college sites and centers. Develop and place vending machines in remote locations to provide school supplies and testing supplies
<p>Food Services</p> <ul style="list-style-type: none"> Provide contract management of campus dining and catering services, vending services (beverage and snack), and general support services to the District Office, colleges, sites, centers and child development centers. 	<ul style="list-style-type: none"> Provide contract management of campus dining and catering services, vending services (beverage and snack), and general support services to the District Office, colleges, sites, centers and child development centers. 	<ul style="list-style-type: none"> Provide a food service delivery system to meet college needs for students, faculty and staff including catering for district and college sponsored meetings, events, activities and programs and special services to accommodate community and student sponsored events. Receive suggestions and complaints from students and staff. 	<ul style="list-style-type: none"> Receive suggestions and complaints from students and staff.
<p>Cashier's Offices</p> <ul style="list-style-type: none"> Maintain internal controls and fraud prevention systems for cashiering locations. 	<ul style="list-style-type: none"> Maintain internal controls and fraud prevention systems for cashiering locations. 	<ul style="list-style-type: none"> Collect fees and process refunds for registration fees, parking, health, student ID, material fees, non-resident tuition and enrollment fees. Review, maintain and correct student registration accounts as they relate to student registration and enrollment. Process photo IDs and collect fees for student, staff and faculty identification cards, including continuing education sites and centers. Serve as accounts receivable and billing for student tuition and scholarships including: Veterans, Active Military, 	<ul style="list-style-type: none"> Collect fees and process refunds for registration fees, parking, health, student ID, material fees, non-resident tuition and enrollment fees. Review, maintain and correct student registration accounts as they relate to student registration and enrollment. Process photo IDs and collect fees for student, staff and faculty identification cards, including continuing education sites and centers. Serve as accounts receivable and billing for student tuition and scholarships including: Veterans, Active Military,

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
		<p>Department of Rehabilitation, Journalism, EOPS, Employment Development Department, PSI Business Seminars, Fire Academy, Criminal Justice Academy and Apprenticeship programs.</p> <ul style="list-style-type: none"> • Set up and maintain deferred tuition payments and audit billing for non-resident tuition and fees. • Disburse gas cards and bus passes for special projects. • Direct phone and counter support for inquiries related to registration, administrative holds and billings. • Collect funds for returned checks (Clearing, Bookstore, Community Education and Diversified Funds). • Maintain student information system in coordination with ITS. • Apply financial aid awards to student accounts and process remaining balances as credit balance and create refund vouchers to be processed by district Accounts Payable. • In coordination with Financial Aid and the bookstores, invoice the FALink program and fees. 	<p>Department of Rehabilitation, Journalism, EOPS, Employment Development Department, PSI Business Seminars, Fire Academy, Criminal Justice Academy and Apprenticeship programs.</p> <ul style="list-style-type: none"> • Set up and maintain deferred tuition payments and audit billing for non-resident tuition and fees. • Disburse gas cards and bus passes for special projects. • Direct phone and counter support for inquiries related to registration, administrative holds and billings. • Collect funds for returned checks (Clearing, Bookstore, Community Education and Diversified Funds). • Maintain student information system in coordination with ITS. • Apply financial aid awards to student accounts and process remaining balances as credit balance and create refund vouchers to be processed by district Accounts Payable. • In coordination with Financial Aid and the bookstores, invoice the FALink program and fees.
<p>Student Business Office</p>	<ul style="list-style-type: none"> • Ensure compliance with accounting and documentation standards to control receipt and disbursement of funds. • Confers and meets with associated student government, faculty and administration in the development of budgets under the auspices of Auxiliary Services and provides financial guidance relevant to expenditures and budget administration. • Confers and coordinates with VP's of Administrative Services at each college, the Assistant Vice Chancellor of Fiscal Services and the independent external auditors. 	<ul style="list-style-type: none"> • Serve as Accounts Payable department for Auxiliary Funds (Associated Students, Community Education, Diversified Agency, Diversified Trust and Student Representation Fund). • Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. • Collect and process deposits for all funds, issue receipts and classify accounts for input in Datatel Accounting system. • Reconcile bank accounts for Associated Students, Community Ed, Diversified Agency, Diversified Trust and Bookstore Funds. • Manage Golden State Scholarships and 529 College Savings Plans • Disburse Financial Aid hold checks and reissue special program checks including AmeriCorps, Golden State Scholarship and Chaffey grant checks. • Sell faculty and staff parking permits, gate and elevator cards. • Collect non-registration fees: lab breakage, library fines, testing, Continuing Education Division fees, custodial supplies, lost keys, ELA and Planetarium income. • Collect, reconcile and monitor daily parking dispenser and parking citation revenue. 	<ul style="list-style-type: none"> • Serve as Accounts Payable department for Auxiliary Funds (Associated Students, Community Education, Diversified Agency, Diversified Trust and Student Representation Fund). • Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. • Collect and process deposits for all funds, issue receipts and classify accounts for input in Datatel Accounting system. • Reconcile bank accounts for Associated Students, Community Ed, Diversified Agency, Diversified Trust and Bookstore Funds. • Manage Golden State Scholarships and 529 College Savings Plans • Disburse Financial Aid hold checks and reissue special program checks including AmeriCorps, Golden State Scholarship and Chaffey grant checks. • Sell faculty and staff parking permits, gate and elevator cards. • Collect non-registration fees: lab breakage, library fines, testing, Continuing Education Division fees, custodial supplies, lost keys, ELA and Planetarium income. • Collect, reconcile and monitor daily parking dispenser and parking citation revenue.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Sanjago Canyon College
<p>Contracts</p> <ul style="list-style-type: none"> • Coordinate with the Risk Manager and the Director of Purchasing to ensure timely and comprehensive handling of contractual matters. • Maintain the central repository of contracts for all district operations, colleges and offsite educational operations. • Maintain at the District Office appropriate case files and records for contracts from the District, colleges and offsite educational operations. 	<ul style="list-style-type: none"> • Provide specifications required by the college that should be included in the contract. • Assess the product or service provided to determine if it is in compliance with the requirements specified in the contract. • Utilize the contract checklist provided by the District, prepare all contracts and associated documents required for submission to the Board of Trustees for approval. 	<ul style="list-style-type: none"> • Coordinate with District Safety and Security regarding the maintenance and servicing of parking meter dispensers, ordering of supplies and procurement of new equipment and upgrades as needed. • Sell discounted amusement tickets: movie theatres, amusement parks and other entertainment along with reconciliation and payment of sales/invoices. • Maintain and update the secure RSCCD employee intranet online ticket store. • Prepare and disburse change funds for college events and fundraisers. • Maintain and file monthly/quarterly sales and use tax for Auxiliary Funds. • Process payments for International Student Programs (application and activity fees). • Distribute and interpret financial statements and reports to departments quarterly. • Perform accounting functions for a variety of assigned accounts and monitors expenditures and other account activities while ensuring compliance with District procedures. • Oversee and manage remote surveillance systems for retail and cash operations. 	<ul style="list-style-type: none"> • Provide specifications required by the college that should be included in the contract. • Assess the product or service provided to determine if it is in compliance with the requirements specified in the contract. • Utilize the contract checklist provided by the District, prepare all contracts and associated documents required for submission to the Board of Trustees for approval.
<p>Foundations</p> <ul style="list-style-type: none"> • Conduct programs and activities that support the District's economic development programs. 	<ul style="list-style-type: none"> • Provide comprehensive program of educational philanthropy for the college and provide staff support to a volunteer board of directors. • Implement fundraising activities that serve as revenue generating opportunities for specific college needs including: scholarships, capital campaigns, college endowments, annual giving opportunities, special events, planned gifts, corporate 	<ul style="list-style-type: none"> • Provide comprehensive program of educational philanthropy for the college and provide staff support to a volunteer board of directors. • Implement fundraising activities that serve as revenue generating opportunities for specific college needs including: scholarships, capital campaigns, college endowments, annual giving opportunities, special events, planned gifts, corporate endowments, annual giving opportunities, special events, 	

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
		<p>contributions, outreach to special targeted groups, and development of community centered fund-raising opportunities.</p> <ul style="list-style-type: none"> • Monitor the foundation’s investment portfolio, gift receipting and tracking process, donor recognition programs, and compliance with state and federal audit regulations. 	<p>planned gifts, corporate contributions, outreach to special targeted groups, and development of community centered fund-raising opportunities.</p> <ul style="list-style-type: none"> • Monitor the foundation’s investment portfolio, gift receipting and tracking process, donor recognition programs, and compliance with state and federal audit regulations.
<p>Facilities Planning and District Support Services</p>	<ul style="list-style-type: none"> • Develop and submit the District’s Five Year Construction Plan pursuant to State Education Code. • Oversee and coordinate the planning of all major capital outlay projects within the District including implementation of the District’s local bonds. • Define need, develop scope of work and provide a budget for all state-funded Scheduled Maintenance and Hazardous Materials projects as well as locally-funded Facility Modification projects. • Provide facility planning expertise to colleges, as requested. • Coordinate the screening and hiring recommendations for architects, engineers, space planners, and environmental consultants. • Provide technical assistance and support for the planning and development of all facility projects within the District. • Keep abreast and up-to-date on major facility planning issues and provide input to constituent groups regarding development of facilities to meet the long term needs of students and modern educational delivery systems. • Act as liaison in the planning and development of facilities with various state and local governmental agencies having responsibility for planning, construction, regulatory compliance, and environmental review. • Develop and update architectural standards for facility development. • Negotiate and review all leases of property and facilities. • Develop bid specifications, bid awards, construction, and implementation of major construction and 	<ul style="list-style-type: none"> • Serve as district liaison on college committees dealing with facility planning and development. • Facilitate input, revisions, and updates of the college’s Facility Master Plan. • Provide technical expertise to faculty, staff and administration in the planning of facilities to meet the educational needs of the community. • Develop college facilities master plan based on the requirements specified in the educational master plan. • The Administrative Services Department serves as the liaison between college divisions and departments and the district staff in the development and implementation of major facilities projects. • Review the facilities inventory and submits changes to the district staff. • Maintain, manage and continue to upgrade the building automation systems as funding and technology becomes available. Systems shall be designed and installed to provide support while maximizing efficient use of energy. 	<ul style="list-style-type: none"> • Serve as district liaison on college committees dealing with facility planning and development. • Facilitate input, revisions, and updates of the college’s Facility Master Plan. • Provide technical expertise to faculty, staff, and administration in the planning of facilities to meet the educational needs of the community. • Develop college facilities master plan based on the requirements specified in the educational master plan. • The Administrative Services Department serves as the liaison between college divisions and departments and the district staff in the development and implementation of major facilities projects. • Review the facilities inventory and submits changes to the district staff. • Maintain, manage and continue to upgrade the building automation systems as funding and technology becomes available. Systems shall be designed and installed to provide support while maximizing efficient use of energy.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santago Canyon College
<ul style="list-style-type: none"> • Do long-range planning to maximize efficient use of facilities for all district sites. • Maintain all documentation relating to district facilities. This includes keeping blueprints; bid and construction documents organized and available for use; transition to an automation system of CAD drawings; and setting standards for work performed by future architects and engineers. • Apply and maintain all operational permits required by state, local or national regulations. • Develop and update building and construction specifications, as well as establish and monitor facility standards for new construction and remodel projects. • Provide technical assistance to the District on matters that relate to building maintenance, grounds or custodial service. 	<ul style="list-style-type: none"> • Coordinate facility operation for the District Office including custodial services, grounds, building maintenance, and miscellaneous service contract providers. 	<ul style="list-style-type: none"> • Conduct on-going and direct responsibility for maintenance and operation of facilities. • Issue all building, furniture, and equipment keys and maintaining an inventory of all keys distributed. • Repair and maintain college landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways and roadways within the college. 	<ul style="list-style-type: none"> • Conduct on-going and direct responsibility for maintenance and operation of facilities. • Issue all building, furniture, and equipment keys and maintaining an inventory of all keys distributed. • Repair and maintain college landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways and roadways within the college.
<ul style="list-style-type: none"> • Facilities and Grounds Maintenance 	<ul style="list-style-type: none"> • Devise the annual budget assumptions for review and discussion with the Budget Allocation & Planning Review Committee. Ensure that the recommended assumptions are taken to the Board of Trustees for approval. • Provide campuses with their annual allocations. Serve as a liaison with the District Enrollment Management Committee in determining Full-Time Equivalent Students (FTES) targets. • Prepare and coordinate information for the Budget Allocation & Planning Review Committee. • Coordinate budget preparation and augmentations with the Resource Development department for 	<ul style="list-style-type: none"> • Allocate college funds to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget. • Consolidate and submit annual college budget request to the District. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college fund. 	<ul style="list-style-type: none"> • Allocate college funds to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget. • Consolidate and submit annual college budget request to the District. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college fund.
<ul style="list-style-type: none"> • Budget 	<ul style="list-style-type: none"> • Allocate college funds to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget. • Consolidate and submit annual college budget request to the District. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college fund. 	<ul style="list-style-type: none"> • Allocate college funds to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget. • Consolidate and submit annual college budget request to the District. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college fund. 	<ul style="list-style-type: none"> • Allocate college funds to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget. • Consolidate and submit annual college budget request to the District. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college fund.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<p>categorical programs.</p> <ul style="list-style-type: none"> • Coordinate budget preparation and funds availability with the Facilities department for the bonds and capital outlay budgets. • Revise the budget throughout the year as needed. • Prepare the Tentative and Adopted Budget books and present them to the Board of Trustees. • Produce monthly revenue and expenditure year-to-date projection reports. • Produce monthly financial budget comparison reports. • Prepare forecasts and cost estimations for collective bargaining purposes. • Monitor and provide backfill for classified vacancies when requested. • Comply with external reporting requirements. 		
Fiscal Services	<ul style="list-style-type: none"> • Act as a resource to campus and district personnel for any fiscal issues. • Prepare quarterly financial and investment reports for submission to the Board of Trustees. • Monitor cash balances to assure liquidity and diversify funds for better market yield when appropriate. • Prepare monthly cash flow statements for the General Fund. • Ensure all financial reports are completed accurately and filed timely. • Serve as the co-chair of the District Enrollment Reporting Committee. Provide financial information and forecasts as necessary. • Monitor arbitrage calculations for bond proceeds. • Provide for bi-annual actuarial studies on workers' compensation, property and liability, and retiree benefits obligations. • Prepare and submit annual continuing disclosure documents for bond issuances. • Prepare monthly bond expenditures and percentage of completion reports. 	<ul style="list-style-type: none"> • Manage expenditure timelines so that products and services are received within the same fiscal year they are budgeted. 	<ul style="list-style-type: none"> • Manage expenditure timelines so that products and services are received within the same fiscal year they are budgeted.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santago Canyon College
<ul style="list-style-type: none"> • Act as a liaison on the Board Facilities Committee. • Prepare and coordinate information for the Bond Oversight Committee. • Ensure all district accounts and funds undergo an annual independent audit. Follow-up and resolve any related audit issues. • Present the audit reports to the Board Fiscal & Audit Review Committee. • Monitor federal, state, and local law changes and revise our practices and procedures as necessary to comply with the applicable provisions. • Prepare financial reports and forecasts as requested. • Maintain the Fiscal Services section of the District's website. 	<ul style="list-style-type: none"> • Serve as resource to all district employees regarding accounting issues. • Develop manuals and provide training to end-users on the accounting system. • Interact with program directors, federal, state and local program agencies and external auditors on compliance and audit issues. • Prepare internal reports for the Board of Trustees and other district users. • Prepare quarterly and annual financial reports for submission to the State System Office and Orange County Department of Education. • Prepare Comprehensive Annual Financial Report as required by and in accordance with the Governmental Accounting Standards Board and generally accepted accounting principles. • Perform reconciliation procedures for district activities with the Orange County Department of Education and all district bank accounts. • Maintain Chart of Accounts, general ledger, subsidiary ledgers and special journals. • Receive and allocate district revenues from local, state and federal sources. • Process budgets, verify and monitor expenditures to ensure compliance with all regulations. 	<ul style="list-style-type: none"> • Maintain student financial aid records. • Inform District when a service or product has been received from a vendor affirming that it meets requirements. 	<ul style="list-style-type: none"> • Maintain student financial aid records. • Inform District when a service or product has been received from a vendor affirming that it meets requirements.
<p>Accounting</p>			

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> • Prepare categorical program financial reports. • Prepare and submit the Miscellaneous Income Tax forms (1099). • Provide capital asset summary and support schedules based on established capitalization and depreciation policies in conformity with generally accepted accounting principles. Assure the capital asset subsidiary ledger is in agreement with the general ledger control accounts. • Receive and record collections from students and employees. • Process financial aid transcripts. • Manage and collect Perkins Loan funds and grant over-awards. • Disburse student financial aid payments. • Maintain student financial aid subsidiary ledgers. • Provide support, bookkeeping services and financial reporting to the District Foundation. • Keep updated and adapt to changes in accounting regulations. 		
Payroll	<ul style="list-style-type: none"> • Serve as a resource to all district employees regarding payroll issues. • Collect, prepare and process timely and accurate payroll, payroll taxes and retirement information for all district employees, including retroactive payments, contract changes, and corrections. • Analyze Human Resources, Risk Management and other source documents to ensure proper payments, taxation and withholding to employees. • Maintain records of employee voluntary deductions and remittances. • Balance and process accruals and usage of all leave types (sick, vacation, etc.) verifying compliance with education code requirements and union agreements. • Assure payroll compliance with federal and state regulations and district policies and procedures. • Audit, reconcile and file annual, quarterly, and monthly reports to federal and state agencies 	<ul style="list-style-type: none"> • Prepare time sheets for all hourly staff, including student assistants and submit them to district Payroll for processing. 	<ul style="list-style-type: none"> • Prepare time sheets for all hourly staff, including student assistants and submit them to district Payroll for processing.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<ul style="list-style-type: none"> • Process and reconcile employee insurance benefit forms, DE43 forms, etc. • payments for full-time employees, domestic partners, retirees and COBRA. • Participate in new hire orientation workshops. • Partner and oversee third party administration for 403B and 457 plans. • Assist departments with calculating budget cost of new positions. • Keep updated and adapt to changes in accounting, tax and retirement law regulations. • Prepare and update the Payroll Procedures Manual. • Prepare and provide necessary schedules, documentation and files to internal/external auditors. 	<ul style="list-style-type: none"> • Process for payment the general obligations of the District in accordance with current state and federal laws, education code, district policies and procedures and audit practices. • Ensure the accuracy, completeness and appropriateness of payments made to outside vendors for goods and services and to staff for expense reimbursements. • Process payments to students for grants, tuition refunds, stipends and other reimbursements. • Disseminate, explain and interpret district, state and federal regulations related to accounts payable functions. Implement new district policies and procedures resulting from new legislation. • Maintain effective relationships with vendors through timely and accurate payment and respond to inquiries. • Monitor timing of payments in order to take discounts, maintain satisfactory credit ratings and avoid or minimize interest expense and penalties due to late payments. • Establish and maintain vendor records and archiving of files in accordance with county, local and state requirements and IRS regulations. 	<ul style="list-style-type: none"> • Notify District Accounting that a product or service has satisfactorily been received and that payment can be made. 	<ul style="list-style-type: none"> • Notify District Accounting that a product or service has satisfactorily been received and that payment can be made.
<p>Accounts Payable</p>			

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> • Prepare and provide necessary schedules, documentation and files to internal/external auditors. • Maintain effective relationships with the Orange County Department of Education personnel and departments. • Coordinate accounts payable activities with the Purchasing Department. • Prepare, remit, reconcile and file reports to federal and state agencies. 		
<p>Enrollment Management</p>	<ul style="list-style-type: none"> • Work closely with campus personnel to identify external influences impacting enrollment and elicit strategies for enrollment growth. • Prepare and obtain certification for the apportionment attendance reports (CCFS-320) and the apprenticeship attendance reports (CCFS-323). • Develop analysis, historical performance trends, and projections compared to the annual targets. • Assure that the methods of collecting attendance and reporting comply with the education code, regulations, advisories and related publications. • Oversee the adequacy of record retention to support the audit trail. • Improve the system’s data extraction reports and efficiency in reporting information. • Oversee the system conversion for attendance gathering. • Coordinate completion and submission of the Lifetime Learning Credit and Hope Scholarship forms (1098-T). • Present and discuss Full-Time Equivalent Students (FTES) projections and trends to the District Enrollment Management Committee. • Prepare documents and reports as required or requested by State agencies or district personnel working in collaboration with campus personnel. • PAGR uses data to modify PR and advertising strategies to support enrollment growth and student retention. 	<ul style="list-style-type: none"> • Identify needed revisions to the college projections and collaborate on the suggested changes. • Provide guidance relative to new and revised education code sections and regulations; assure adequacy of record retention to support the audit trail. • Assure that the methods of collecting attendance and reporting comply with the education code, regulations, advisories and related publications. • Improve the system’s data extraction reports and efficiency in reporting information. 	<ul style="list-style-type: none"> • Identify needed revisions to the college projections and collaborate on the suggested changes. • Provide guidance relative to new and revised education code sections and regulations; assure adequacy of record retention to support the audit trail. • Assure that the methods of collecting attendance and reporting comply with the education code, regulations, advisories and related publications. • Improve the system’s data extraction reports and efficiency in reporting information.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<p>ITS - Academic Support</p> <ul style="list-style-type: none"> • Provide site-licensed operating system and business application software supported by Application systems • Provide technical expertise of hardware/software specifications and approve purchases to ensure they meet district standards • Provide desktop, mobile device, wireless connectivity support for campus students and employees. • Develop system and maintain inventory of hardware and software • Provide low level technical assistance to employees and coordinate and communicate college needs with Networking, Application Development, and Web Development. • Support Technical needs of classroom instruction 	<ul style="list-style-type: none"> • Maintain the Ellucian Enterprise Resource System (Core Data, Student Systems, Financial Systems, Human Resources / Payroll) serving: • Support Ellucian third party vendor applications • Apply and maintain Ellucian and third party delivered updates • Ensure data availability, quality and consistency by provide for ease of access and analysis • Develop ERP and third party enhancements and customizations for usability, planning and budgeting • Develop and maintain web services for students and faculty via the Ellucian product, WebAdvisor • Comply with mandated State MIS and Federal reporting • Provide support to Research department's reporting needs. • Migrating system applications hosted in older servers to newer servers with more current versions of 	<ul style="list-style-type: none"> • Provide training for faculty on using equipment and software • Purchase/upgrade instructional software and equipment for faculty • Fund technical training(s) for district technician(s) on unique instructional software/hardware • Provide technical assistance to faculty, staff, and students on an as-needed basis • Work with Media Systems department to support classrooms and online instruction. • Procure and maintain academic servers. • Purchase miscellaneous IT supplies, such as toner cartridges for hardware. 	<ul style="list-style-type: none"> • Provide training for faculty on using equipment and software • Purchase/upgrade instructional software and equipment for faculty • Responsible for funding technical training(s) for district technician(s) on unique instructional software/hardware • Provide technical assistance to faculty, staff, and students on an as-needed basis • Work with Media Systems department to support classrooms and online instruction. • Procure and maintain academic servers • Purchase miscellaneous IT supplies, such as toner cartridges for hardware.
<p>ITS - Application Systems</p>	<ul style="list-style-type: none"> • Review and update college/department specific parameters for reporting. • Supply assistance for web services, such as Blackboard. 	<ul style="list-style-type: none"> • Review and update college/department specific parameters for reporting. • Supply assistance for web services, such as Blackboard. 	<ul style="list-style-type: none"> • Review and update college/department specific parameters for reporting. • Supply assistance for web services, such as Blackboard.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> operating systems and database engines Support Black Board Course Management Systems 		
ITS - Network Administration	<ul style="list-style-type: none"> Procure and maintain virtual and physical servers for academic and administrative needs. Design, implement and maintain the Wide Area Network including physical infrastructure and core network equipment Design, implement and maintain the Local Area Network including the physical infrastructure and building network equipment. Design, implement and maintain the Wireless Network. Develop mechanisms to manage network growth and internet bandwidth usage Develop mechanisms for safe and reliable network, e.g. firewalls, antivirus, intrusion systems Responsible for backups of enterprise and departmental systems Design, implement, and maintain the Voice Over Internet Protocol (VOIP) phone system Responsible for the email services, and products related to email such as spam prevention. Provide secure remote access to our network for staff and faculty Design, implement, maintain Video Surveillance System. 	<ul style="list-style-type: none"> College Help Desk receives all college related technology problems. Academic Support reassigns or works with the ITS network team to resolve the issue. Identify network issues and collaborate with network administration for resolutions. (Examples are network switches, infrastructure cable, wireless access, Blackboard, bandwidth, and phone matters) Identify technology expansion requirements with college staff. Relate needs to the ITS network administration to determine solutions. Maintain communication with district ITS staff to meet the needs of the colleges related to new buildings, staffing issues and vendor support. 	<ul style="list-style-type: none"> College Help Desk receives all college related technology problems. Academic Support reassigns or works with the ITS network team to resolve the issue. Identify network issues and collaborate with network administration for resolutions. (Examples are network switches, infrastructure cable, wireless access, Blackboard, bandwidth, and phone matters) Identify technology expansion requirements with college staff. Relate needs to the ITS network administration to determine solutions. Maintain communication with district ITS staff to meet the needs of the colleges related to new buildings, staffing issues and vendor support.
Website	<ul style="list-style-type: none"> Provide evolving user-friendly websites that promote District, Colleges and Continuing Education Centers. Facilitate District, Colleges, and Continuing Education Centers services online for the community, faculty, staff, students, prospective students and media. Web content management responsibilities for the district web site are a collaborative effort of PAGR, ITS and the content publishers PAGR collaborates with ITS on any recommended functional or design changes of the district web site. 	<ul style="list-style-type: none"> Maintain content through a collaborative effort of the college web committees and educational and service departments. Provide content for the areas college staff maintain and update. Provide support in designing new web pages. Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community. 	<ul style="list-style-type: none"> Maintain content through a collaborative effort of the college web committees and educational and service departments. Provide content for the areas college staff maintain and update. Provide support in designing new web pages. Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Intranet</p> <ul style="list-style-type: none"> • Create a vibrant employee Intranet with updated and relevant information, news and initiatives that allows for two-way communication as appropriate • Provide an online presence for administration, faculty and staff to access to district policies, handbooks, reports, forms and directories. 	<ul style="list-style-type: none"> • Evaluate the adequacy of the internal control structures of the District. • Assess compliance with written policies and procedures. • Investigate reported occurrences of waste and fraud, and recommend controls to prevent or detect them. • Conduct audits, reviews and examinations of activities and transactions throughout the District. • Assist management in evaluating district financial activity. • Assist in internal investigations by documenting, compiling, analyzing and maintaining custody of evidence. • Review systems established to ensure compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations. • Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information. • Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. • Review and appraise the economy and efficiency with which resources are employed. • Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned. 	<ul style="list-style-type: none"> • Work with the District to and maintain content of employee intranet. 	<ul style="list-style-type: none"> • Contribute to and maintain content of employee intranet.
<p>Internal Auditor</p>	<ul style="list-style-type: none"> • Evaluate the adequacy of the internal control structures of the District. • Assess compliance with written policies and procedures. • Investigate reported occurrences of waste and fraud, and recommend controls to prevent or detect them. • Conduct audits, reviews and examinations of activities and transactions throughout the District. • Assist management in evaluating district financial activity. • Assist in internal investigations by documenting, compiling, analyzing and maintaining custody of evidence. • Review systems established to ensure compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations. • Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information. • Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. • Review and appraise the economy and efficiency with which resources are employed. • Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned. 	<ul style="list-style-type: none"> • Review current operations to determine if they are in compliance with board policy and administrative regulations. • Work with the District to implement all corrective action recommended by internal or external audit. 	<ul style="list-style-type: none"> • Review current operations to determine if they are in compliance with board policy and administrative regulations. • Work with the District to implement all corrective action recommended by internal or external audit.
<p>Purchasing</p>	<ul style="list-style-type: none"> • Assure compliance with federal, state, district rules and regulations. • Execute procurement of all merchandise and services required by the District, in accordance with the appropriate government regulations and board policy. 	<ul style="list-style-type: none"> • Prepare purchase requisitions identifying the specific product or service required and forwards to district Purchasing to prepare purchase orders. 	<ul style="list-style-type: none"> • Prepare purchase requisitions identifying the specific product or service required and forwards them district Purchasing to prepare purchase orders.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> • Manage competitive quotation and bid process, and use cooperative purchasing when feasible. • Prepare, evaluate, analyze and recommend awards of bids for maintenance service contracts, equipment and supplies. • Maintain contractor insurance and bonding certificates. • Maintain database and control of maintenance and service contracts, independent contractors/consultants, leases and rental of property and facilities. • Execute service contracts, and manage services for maintenance agreements which are centralized. (Copiers, hardware/software maintenance, elevators, parking lot sweeping, landscape, etc.) • Provide training for the online requisitioning system and maintain training manuals. • Maintain the Record Retention & Destruction Board Policy. • Prepare annual contract renewals, obtain new pricing, update database and distribute renewal list to departments for budget purposes. • Maintain database of qualified contractors; includes checking the status of contractor's licenses. • Provide bi-annual newsletters to be used as a communication tool to address current issues as well as a reminder of best practices. • Monitors our participation with State of California in the travel program, i.e. air travel, car rental, fuel etc. • Coordinates meetings between district staff, contractors and/or vendors for space planning of furniture items, AV equipment, etc. • Maintains office supplies online ordering system, i.e. product review reports (spending, item categories), active/inactive users, custom core list, etc. 		
<p>Warehouse & Inventory Control</p>	<ul style="list-style-type: none"> • Ensure shipments of received supplies and equipment are correct, undamaged and delivered to departments and sites. 	<ul style="list-style-type: none"> • Maintain a nominal amount of furniture and equipment which is intended for re-use at the college. Identify other surplus furniture and equipment to be sent to the district 	<ul style="list-style-type: none"> • Maintain a nominal amount of furniture and equipment which is intended for re-use at the college. Identify other surplus furniture and equipment to be sent to the district

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santago Canyon College
<ul style="list-style-type: none"> • Coordinate with District warehouse to address furniture or equipment needs. • Complete a Furniture and Equipment transfer Request form whenever furniture or equipment is moved from one location to another or sent to surplus. 	<ul style="list-style-type: none"> • Coordinate with District warehouse to address furniture or equipment needs. • Complete a Furniture and Equipment transfer Request form whenever furniture or equipment is moved from one location to another or sent to surplus. 	<ul style="list-style-type: none"> • Make arrangements for the return of items to vendors. • Follow-up on non-delivery or late delivery of orders. • Deliver surplus property from surplus storage site to requestor. • Maintain moveable equipment inventory (fixed assets), upgrades or equipment, deletions and transfer of equipment. • Prepare inventory reports and reconcile inventory additions against the general ledger. • Tag all inventoriable equipment, including federally funded items. • Coordinate public auction of surplus property and make arrangements for disposal of remaining items. • Maintain district records and when requested, coordinate the delivery and return of record to Schick Storage facility. • Witness the secure destruction of district records that have reached the end of their retention period. 	<ul style="list-style-type: none"> • Provide mail services to all sites. • Prepare mail for delivery to post office. • Sort incoming U.S. mail and distribute to departments and sites. • Sort packages from U.S. post office, UPS, Fed Ex, etc. • Send and receive tax correspondence. • Maintain department and faculty mailboxes.
<ul style="list-style-type: none"> • Each college and continuing education center maintains a mailroom for U.S. mail, outside deliveries and intra-district mail. • Each college and continuing education center prepares mail and packages for pick up by the district mail service, delivery companies and the U.S. Postal Service. 	<ul style="list-style-type: none"> • Each college and continuing education center maintains a mailroom for U.S. mail, outside deliveries and intra-district mail. • Each college and continuing education center prepares mail and packages for pick up by the district mail service, delivery companies and the U.S. Postal Service. 	<ul style="list-style-type: none"> • Monitor scheduling of District Safety Officers to ensure adequate and appropriate security coverage exists at all sites and for special events • Advise and lead efforts to install state-of-the-art security surveillance systems in strategic locations within district property and various campus locations. • Coordinate response to serious incidents and emergencies • Respond to changes in the environment at and around our facilities by recommending policy changes relating to safety and security • Facilitate, coordinate and conduct training activities 	<p>Mail Services</p>
<ul style="list-style-type: none"> • Monitor crime reports and direct increased patrol activities. • Conduct crime prevention and awareness programs, including alert bulletins, awareness presentations to staff and student groups, safety posters, and email reminders. • Work with Administrative Services staff and Maintenance and Operations Department to identify and correct safety hazards. • Monitor fire and life safety alarm systems, and intrusion alarms systems to ensure proper functioning and to ensure timely response to activated alarms. • Respond to criminal incidents and other emergencies rapidly and appropriately. 	<ul style="list-style-type: none"> • Monitor crime reports and direct increased patrol activities. • Conduct crime prevention and awareness programs, including alert bulletins, awareness presentations to staff and student groups, safety posters, and email reminders. • Work with Administrative Services staff and Maintenance and Operations Department to identify and correct safety hazards. • Monitor fire and life safety alarm systems, and intrusion alarms systems to ensure proper functioning and to ensure timely response to activated alarms. • Respond to criminal incidents and other emergencies rapidly and appropriately. 	<ul style="list-style-type: none"> • Monitor crime reports and direct increased patrol activities. • Conduct crime prevention and awareness programs, including alert bulletins, awareness presentations to staff and student groups, safety posters, and email reminders. • Work with Administrative Services staff and Maintenance and Operations Department to identify and correct safety hazards. • Monitor fire and life safety alarm systems, and intrusion alarms systems to ensure proper functioning and to ensure timely response to activated alarms. • Respond to criminal incidents and other emergencies rapidly and appropriately. 	<p>Safety & Security</p>

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<p>for district safety staff</p> <ul style="list-style-type: none"> • Conduct safety and security surveys • Review and update department policies and procedures • Provide training support for district safety officers at all sites • Maintain accurate crime statistics and ensure they are reported to the District and college communities and to the federal Department of Education • Advise district and site administrators on safety and security concerns, and provide updated information regarding significant incidents • Provide technical expertise to administration, staff, faculty regarding possible solutions to safety and security problems • Participate in shared governance discussions at colleges, sites, and centers • Perform payroll and purchasing recordkeeping functions for district safety and security department • Support and advise College Safety Committees and College Emergency Preparedness committees • Liaison with local law enforcement agencies to ensure cooperation and coordination with department • Support and advise College Safety Committees and College Emergency Preparedness committees • Assist PAGR with internal and external communication during times of crisis. 	<ul style="list-style-type: none"> • Maintain accurate documents about incidents and daily activities. • Maintain effective Lost and Found Property procedures. • Work closely with other departments in handling student disciplinary problems. • Patrol campuses effectively to deter crime and to be available to provide assistance, information and safety and security related services to students, staff and guests. • Enforce parking regulations and direct traffic on campus. • Provide security coverage for special events. • Working with the Administrative Services Department, prepare and maintain an emergency preparedness plan for each site. • Conduct emergency drills • Participate in Threat Assessment Team's efforts to identify potentially violent individuals 	<ul style="list-style-type: none"> • Maintain accurate documents about incidents and daily activities. • Maintain effective Lost and Found Property procedures. • Work closely with other departments in handling student disciplinary problems. • Patrol campuses effectively to deter crime and to be available to provide assistance, information and safety and security related services to students, staff and guests. • Enforce parking regulations and direct traffic on campus. • Provide security coverage for special events. • Working with the Administrative Services Department, prepare and maintain an emergency preparedness plan for each site. • Conduct emergency drills • Participate in Threat Assessment Team's efforts to identify potentially violent individuals
<p>College Advancement</p>	<ul style="list-style-type: none"> • Board of Trustees is apprised of all college advancement activities 	<ul style="list-style-type: none"> • Responsible for overall development and implementation of a philanthropic master plan to generate community goodwill and financial support for the college. • Develop and monitor college fundraising activities in close collaboration with college foundation. • Direct college alumni activities and serve as community liaison. • Develop and oversee student-centered programs and events that generate revenue for college and student needs • Solicit and disburse funds for scholarships and other program needs. 	<ul style="list-style-type: none"> • Responsible for the overall development and maintenance of programs that generate community goodwill and financial support for the college. • Develop and monitor college fundraising activities in close collaboration with college foundation. • Direct college alumni activities and serve as community liaison. • Develop and oversee student-centered programs and events that generate revenue for college and student needs • Solicit and disburse funds for scholarships and other program needs.

Area 4: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Transportation</p> <ul style="list-style-type: none"> • Review driving records and maintain vehicle inventory for insurance purposes. 		<ul style="list-style-type: none"> • Responsible for maintaining vehicles assigned to the college. This would include passenger vehicles, trucks, vans, and all utility carts. Administrative Services is also responsible for the assignment of owned or leased vehicles as well as arranging for all rental vehicles including those used for athletic teams and class field trips. 	<ul style="list-style-type: none"> • Responsible for maintaining vehicles assigned to the college. This would include passenger vehicles, trucks, vans, and all utility carts. Administrative Services is also responsible for the assignment of owned or leased vehicles as well as arranging for all rental vehicles including those used for athletic teams and class field trips.
<p>Facilities Usage</p> <ul style="list-style-type: none"> • Board of Trustees establishes policies related to facilities use. 		<ul style="list-style-type: none"> • Handle all requests from external groups who request usage of college facilities. 	<ul style="list-style-type: none"> • Handle all requests from external groups who request usage of college facilities.

Area 5: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Policies	<ul style="list-style-type: none"> Oversee and coordinate revision and development of new board policies and administrative regulations with appropriate staff. Provide liaison with CCLC policy subscription service Answer questions regarding RSCCD Board Policies and Administrative Regulations. 	<ul style="list-style-type: none"> Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested. Identify needed revisions, as appropriate. Ensure faculty and staff awareness of Board Policies and Administrative Regulations. Ensure compliance with Board Policies and Administrative Regulations. 	<ul style="list-style-type: none"> Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested. Identify needed revisions, as appropriate. Ensure faculty and staff awareness of Board Policies and Administrative Regulations. Ensure compliance with Board Policies and Administrative Regulations.
Planning	<ul style="list-style-type: none"> Maintain and update RSCCD Planning Design Manual, Comprehensive Master Plan, and Strategic Plan Manage annual assessment and revision of District planning processes to ensure continuous quality improvement Provide external and internal environmental scanning information for planning. Provide planning assistance to colleges, as requested. 	<ul style="list-style-type: none"> Provide feedback in the evaluation and modification of the district mission. Regularly review and update, when necessary, the college mission. Aid in the development and implementation of RSCCD Strategic Plans and Goals. Develop unique planning processes which utilize RSCCD Goals as the basis for site planning. Maintain short term planning portfolios at the department level. These plans inform the program review process. Conduct environmental scans to facilitate the development of an Educational Master Plan and its resulting goals. Ensure that outcomes assessment data and student achievement data drive the planning and resource allocation process at the college. Facilitate an institution-wide dialogue about outcomes assessment data and student achievement data through long term (EMP), near term (Program Review) and short term (DPPs) planning documents. Establish and monitor institution-set standards of achievement which are utilized to provide a benchmark for student performance and inform the planning process. Evaluate college planning process and progresses towards goals. Provide feedback to Chancellor and Board regarding progress towards goals and review of goals. Develop, communicate and update the Educational Master Plan and Strategic Plan resulting goals as the basis for resource allocation within the institution. 	<ul style="list-style-type: none"> Provide feedback in the evaluation and modification of the district mission. Regularly review and update, when necessary, the college mission. Aid in the development and implementation of RSCCD Strategic Plans and Goals. Develop unique planning processes which utilize RSCCD Goals as the basis for site planning. Maintain short term planning portfolios at the department level. These plans inform the program review process. Conduct environmental scans to facilitate the development of an Educational Master Plan and its resulting goals. Ensure that outcomes assessment data and student achievement data drive the planning and resource allocation process at the college. Facilitate an institution-wide dialogue about outcomes assessment data and student achievement data through long term (EMP), near term (Program Review) and short term (DPPs) planning documents. Establish and monitor institution-set standards of achievement which are utilized to provide a benchmark for student performance and inform the planning process. Evaluate college planning process and progresses towards goals. Provide feedback to Chancellor and Board regarding progress towards goals and review of goals. Develop, communicate and update a long-term Educational Master Plan and resulting goals as the basis for resource allocation within the institution.

Area 5: Educational Services

Function	Resource	District	Economic and Workforce Development
<ul style="list-style-type: none"> • Define college approval process for seeking grant funding. Obtain college leadership approval for submission of grant proposals. • Plan and develop grant proposals. • Implement and manage grant-funded projects, including budgets. • Complete forms, including status change forms, budget change forms, transfer of expenditure forms, purchase requisitions, load sheets, and payroll sheets. • Complete non-financial progress, compliance, and final reports for funding agency. • Ensure compliance of project activities with funding agency. Cooperate with Resource Development and Accounting to ensure proper execution of grant project. • Share responsibility between college and District for liaison with funding agencies. 	<ul style="list-style-type: none"> • Define college approval process for seeking grant funding. Obtain college leadership approval for submission of grant proposals. • Plan and develop grant proposals. • Implement and manage grant-funded projects, including budgets. • Complete forms, including status change forms, budget change forms, transfer of expenditure forms, purchase requisitions, load sheets, and payroll sheets. • Complete non-financial progress, compliance, and final reports for funding agency. • Ensure compliance of project activities with funding agency. Cooperate with Resource Development and Accounting to ensure proper execution of grant project. • Share responsibility between college and District for liaison with funding agencies. 	<ul style="list-style-type: none"> • Provide research, coordination, writing and editorial support for planning and development of grant proposals. • Submit grant proposals to funding agencies. • Develop line-item expenditure budgets. • Take budgets, grant-related contracts, and subcontract agreements to docket. • Provide timely grant-related information to relevant departments and individuals. • Provide Grant Development and Management Handbooks on the Intranet. • Provide ongoing grant management assistance to grant-funded project staff. 	<ul style="list-style-type: none"> • Provide customized training, testing and assessment services for business and industry on a fee basis. • Maintain close liaison with district credit and non-credit sites as well as with community colleges statewide. • Develop and enhance training programs designed to serve local workforce needs. • Identify and expand new and developing markets. • Create partnerships. • Responsible for the operations/program, resource development, and promotion of the Corporate Training Institute • Strategic planning and system building for workforce development. • Serve as a resource for district and statewide community college system for training needs. • Deliver economic development services by contract. • Provide no-cost business consulting and low-cost training for existing small businesses and future entrepreneurs. • Conduct job market studies for potential, new and ongoing vocational programs.
<ul style="list-style-type: none"> • Coordinate career education and workforce development programs and services. • Represent college on district, local, regional and state workforce committees. • Develop and implement strategies for achieving college goals and objectives related to career/occupational/workforce education. • Provide leadership for marketing and outreach to high schools, special populations and community. • Collaborate with college departments to plan, develop and implement programs and partnerships with business and industry. • Plan, develop and maintain compliance with appropriate state and federal regulations and policies related to workforce development programs. • Research and prepare a variety of regular and special reports related to career education and workforce development programs. • Provide leadership and supervision for the articulation program with K-12/ROP. • Develop instructional contracts with business and industry. Work with Technical Advisory Committees to review and revise existing programs to meet industry needs. 	<ul style="list-style-type: none"> • Coordinate career education and workforce development programs and services. • Represent college on district, local, regional and state workforce committees. • Develop and implement strategies for achieving college goals and objectives related to career/occupational/workforce education. • Provide leadership for marketing and outreach to high schools, special populations and community. • Collaborate with college departments to plan, develop and implement programs and partnerships with business and industry. • Plan, develop and maintain compliance with appropriate state and federal regulations and policies related to workforce development programs. • Research and prepare a variety of regular and special reports related to career education and workforce development programs. • Provide leadership and supervision for the articulation program with K-12/ROP. • Develop instructional contracts with business and industry. Work with Technical Advisory Committees to review and 	<ul style="list-style-type: none"> • Provide research, coordination, writing and editorial support for planning and development of grant proposals. • Plan and develop grant proposals. • Implement and manage grant-funded projects, including budgets. • Complete forms, including status change forms, budget change forms, transfer of expenditure forms, purchase requisitions, load sheets, and payroll sheets. • Complete non-financial progress, compliance, and final reports for funding agency. • Ensure compliance of project activities with funding agency. Cooperate with Resource Development and Accounting to ensure proper execution of grant project. • Share responsibility between college and District for liaison with funding agencies. 	<ul style="list-style-type: none"> • Coordinate career education and workforce development programs and services. • Represent college on district, local, regional and state workforce committees. • Develop and implement strategies for achieving college goals and objectives related to career/occupational/workforce education. • Provide leadership for marketing and outreach to high schools, special populations and community. • Collaborate with college departments to plan, develop and implement programs and partnerships with business and industry. • Plan, develop and maintain compliance with appropriate state and federal regulations and policies related to workforce development programs. • Research and prepare a variety of regular and special reports related to career education and workforce development programs. • Provide leadership and supervision for the articulation program with K-12/ROP. • Develop instructional contracts with business and industry. Work with Technical Advisory Committees to review and revise existing programs to meet industry needs.

Area 5: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> Develop labor market surveys for occupational programs. Manage district VTEA contract. 	<p>revise existing programs to meet industry needs.</p> <ul style="list-style-type: none"> Seek out new training program and opportunities for economic development to meet industry needs. Market and promote opportunities for job training to community, high schools and special populations. 	<ul style="list-style-type: none"> Seek out new training program and expansion opportunities for economic development to meet industry needs. Market and promote opportunities for job training to community, high schools and special populations.
Research	<ul style="list-style-type: none"> Conduct and coordinate institutional research function for colleges and district. Complete some government mandated reporting (such as IPEDS, SRTK). Coordinate, monitor and report state performance measures. Design, conduct, and publish “regular” statistical studies (such as enrollment trends, graduates and persistence reports) to assist in RSCCD’s policy and program planning and development. Design, conduct, and publish “special” studies to meet departmental, institutional, community, and state/federally-mandated requirements. Coordinate, assist, guide, and/or support faculty, staff and other individuals conducting research activities. Coordinate college and district data collection requests from outside agencies. Validate assessment test course placement instruments used at the colleges. Respond to research needs in support of departmental activities and grant proposals. Administer surveys to students, staff and community members. Develop and maintain outside data sources. Maintain online data query tools for staff. 	<ul style="list-style-type: none"> Identify and request research, as needed. Provide input for the annual research agenda and prioritize research needs of the college. Conduct routine research to support college program needs, such as program monitoring. Assist in data gathering for research, as needed. Review report drafts, disseminate research findings, and use research results appropriately in planning and decision making. Use “research protocol” for requesting permission to conduct research for non-college-specific purposes. Develop, implement, manage, evaluate and improve cycles and processes for the collection, reporting, and analysis of outcomes assessment data at the institutional, program, service area and course levels. Actively disseminate research to support college-level strategic planning centered on student learning and success. 	<ul style="list-style-type: none"> Identify and request research, as needed. Provide input for the annual research agenda and prioritize research needs of the college. Conduct routine research to support college program needs, such as program monitoring. Assist in data gathering for research, as needed. Review report drafts, disseminate research findings, and use research results appropriately in planning and decision making. Use “research protocol” for requesting permission to conduct research for non-college-specific purposes. Develop, implement, manage, evaluate and improve cycles and processes for the collection, reporting, and analysis of outcomes assessment data at the institutional, program, service area and course levels. Actively disseminate research to support college-level strategic planning centered on student learning and success.

Area 5: Educational Services

Function	District	Santa Ana College	Santago Canyon College
<ul style="list-style-type: none"> • Provide oversight for operation of CDC's at all district sites. • Monitor regulations for operation of centers. • Monitor enrollments in relation to contract awards for state, federal and local funding. • Maintain all records and reporting requirements – personnel, financial, grant, state and federal. • Facilitate outreach/marketing plan for all centers. • Collaborate with other divisions/departments. • Supervise all child development staff at all centers. 	<ul style="list-style-type: none"> • Refer students for service at the centers. • Coordinate services for special classes of students such as CAIWOKKS. • Facilitate integration between Centers and the Human Development Instructional Departments. • Provide maintenance for physical environment. 	<ul style="list-style-type: none"> • Promote the economic development/job creation mission of the DMC by developing and participating in collaborative, integrated programs within the DMC, that prepare students for employment. • Promote and supervise college instructional programs that foster digital media in the region. • Provide student services for students attending instructional programs at the DMC. • Participate in the collaborative environment among faculty, staff, students, businesses and clients of the DMC. • Purchase and maintain instructional equipment. • Schedule and reserve two instructional conference rooms, three classrooms, and TV/video studio spaces. 	<ul style="list-style-type: none"> • Refer students for service at the centers. • Coordinate services for special classes of students such as CAIWOKKS. • Facilitate integration between Centers and the Human Development Instructional Departments. • Provide maintenance for physical environment.
<ul style="list-style-type: none"> • Incubate digital media companies that demonstrate the potential for high growth and the creation of livable-wage jobs. • Conduct needs assessments and provides services to help businesses achieve their goals. • Augment and enhance services through relationships and partnerships with other service providers • Monitor businesses to assure that agreed upon milestones are met and resources are used prudently and cost-effectively • Work with incubator companies and affiliate clients to establish their operations in the surrounding area. • Schedule and coordinate facilities maintenance and operations. • Manage the facility. Schedule and coordinate facilities maintenance and operations services. • Oversee DMC advisory group that assists in advocating the program and identifying qualified candidates for incubation. • Schedule and reserve incubator facilities 	<ul style="list-style-type: none"> • Incubate digital media companies that demonstrate the potential for high growth and the creation of livable-wage jobs. • Conduct needs assessments and provides services to help businesses achieve their goals. • Augment and enhance services through relationships and partnerships with other service providers • Monitor businesses to assure that agreed upon milestones are met and resources are used prudently and cost-effectively • Work with incubator companies and affiliate clients to establish their operations in the surrounding area. • Schedule and coordinate facilities maintenance and operations. • Manage the facility. Schedule and coordinate facilities maintenance and operations services. • Oversee DMC advisory group that assists in advocating the program and identifying qualified candidates for incubation. • Schedule and reserve incubator facilities 	<ul style="list-style-type: none"> • Incubate digital media companies that demonstrate the potential for high growth and the creation of livable-wage jobs. • Conduct needs assessments and provides services to help businesses achieve their goals. • Augment and enhance services through relationships and partnerships with other service providers • Monitor businesses to assure that agreed upon milestones are met and resources are used prudently and cost-effectively • Work with incubator companies and affiliate clients to establish their operations in the surrounding area. • Schedule and coordinate facilities maintenance and operations. • Manage the facility. Schedule and coordinate facilities maintenance and operations services. • Oversee DMC advisory group that assists in advocating the program and identifying qualified candidates for incubation. • Schedule and reserve incubator facilities 	<ul style="list-style-type: none"> • Incubate digital media companies that demonstrate the potential for high growth and the creation of livable-wage jobs. • Conduct needs assessments and provides services to help businesses achieve their goals. • Augment and enhance services through relationships and partnerships with other service providers • Monitor businesses to assure that agreed upon milestones are met and resources are used prudently and cost-effectively • Work with incubator companies and affiliate clients to establish their operations in the surrounding area. • Schedule and coordinate facilities maintenance and operations. • Manage the facility. Schedule and coordinate facilities maintenance and operations services. • Oversee DMC advisory group that assists in advocating the program and identifying qualified candidates for incubation. • Schedule and reserve incubator facilities

Child Development Services & Centers

Digital Media Center (DMC)

Area 6: Governance

Function	District	Santa Ana College	Santiago Canyon College
Board of Trustees	<ul style="list-style-type: none"> Establish structure and create policies related to governance. 	<ul style="list-style-type: none"> Assure the implementation of all Board Policies and Administrative Regulations related to college functions and support their updating as appropriate to changes in policy and practice. Actively participate in Board of Trustees meetings and in other topical Board development presentations and workshops. 	<ul style="list-style-type: none"> Assure the implementation of all Board Policies and Administrative Regulations related to college functions and support their updating as appropriate to changes in policy and practice. Actively participate in Board of Trustees meetings and in other topical Board development presentations and workshops.
Academic Senates	<ul style="list-style-type: none"> Provide input directly to the Board on professional and academic matters. 	<ul style="list-style-type: none"> Academic Senate Presidents attend all Board meetings. Serve as representatives on college and district governance committees. Recommend to the Board annual approval of the college curriculum to include new, revised and/or deleted programs and courses. Maintain a relationship directly with the Board of Trustees per AB1725. 	<ul style="list-style-type: none"> Academic Senate Presidents attend all Board meetings. Appoint representatives to serve on college and district governance committees. Recommend to the Board annual approval of the college curriculum to include new, revised and/or deleted programs and courses. Maintain a relationship directly with the Board of Trustees per AB1725.
ASB/ASG	<ul style="list-style-type: none"> Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance. 	<ul style="list-style-type: none"> Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance. Coordinate programs and events for a diverse student body. Institute variety of programming for students focusing on social, intellectual and emotional development. Provide advisory assistance to student clubs via the ASB/ASG Inter-Club Council (ICC). Coordinate student body elections and Senator elections. Work with ASB/ASG President to select Executive Cabinet. Provide an environment where students can make recommendations to improve the college student experience. Coordinate the interview process for the selection of the Student Trustee. Edit ASB/ASG publications to ensure appropriateness of language and content. Oversees the allocated budget. Empower students to be proactive in their concerns/causes. Develop student leadership opportunities. Ensure adherence to high ethical standards. Provide resources for club advisors to effectively oversee the campus organizations. Participate in committees through participatory governance 	<ul style="list-style-type: none"> Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance. Coordinate programs and events for a diverse student body. Institute variety of programming for students focusing on social, intellectual and emotional development. Provide advisory assistance to student clubs via the ASB/ASG Inter-Club Council (ICC). Coordinate student body elections and Senator elections. Work with ASB/ASG President to select Executive Cabinet. Provide an environment where students can make recommendations to improve the college student experience. Coordinate the interview process for the selection of the Student Trustee. Edit ASB/ASG publications to ensure appropriateness of language and content. Oversee the allocated budget. Empower students to be proactive in their concerns/causes. Develop student leadership opportunities. Ensure adherence to high ethical standards. Provide resources for club advisors to effectively oversee the campus organizations. Participate in committees through participatory governance.

Area 7: Public Affairs & Publications

Function	District	Santa Ana College	Santiago Canyon College
<ul style="list-style-type: none"> • Share responsibility for community relations with the colleges. • Manage district-wide community relations responsibilities for the Chancellor • Assist the college presidents with communications strategies and participation community groups. 	<ul style="list-style-type: none"> • Facilitate communications with neighbors and neighborhood associations, seeking their counsel. • Represent the college to the community, providing them with timely information about matters of local interest and significance. • Support the college president with communication strategies and participation with neighborhood/homeowner association meetings and other appropriate community groups, gathering insights into current issues affecting the colleges and their operations. 	<ul style="list-style-type: none"> • Provide information about the impact of specific legislation on students, programs, and services to support the District's advocacy efforts. • Accompany Board members and/or Chancellor on key legislative visits and/or to participate in the annual legislative advocacy trips to Sacramento and Washington, D.C. • Share information, gleaned from key meetings and industry associations, about current and pending legislation to support the construction of public policy agendas for the District. 	<ul style="list-style-type: none"> • Facilitate communications with neighbors and neighborhood associations, seeking their counsel. • Represent the college to the community, providing them with timely information about matters of local interest and significance. • Support the college president with communication strategies and participation with neighborhood/homeowner association meetings and other appropriate community groups, gathering insights into current issues affecting the colleges and their operations.
<ul style="list-style-type: none"> • The Chancellor and his designees represent the colleges and their issues to elected and appoint representatives at all levels of government. • With counsel from the Board of Trustees, the Chancellor develops state and federal public policy agendas. • The Chancellor initiates strategic activities, supervises and directs contracted political consultants, and participates in legislative committees of county and state Chambers of Commerce, the Orange County Legislative Task Force, and the Orange County Business Council. 	<ul style="list-style-type: none"> • Manage requests for marketing assistance originating with college-located managers. • Identify marketing needs in consultation with departmental managers, ascertain budgets, develop appropriate messages and media, and then coordinate collateral production and advertisement placements. 	<ul style="list-style-type: none"> • Provide leadership to the District's Marketing Committee. • Collaborate with district and college departments on marketing strategies and provide professional assistance as needed. • Develop appropriate messages and media and coordinates collateral production and advertisement placements. 	<ul style="list-style-type: none"> • Manage requests for marketing assistance originating with college-located managers. • Identify marketing needs in consultation with departmental managers, ascertain budgets, develop appropriate messages and media, and then coordinate collateral production and advertisement placements.
<ul style="list-style-type: none"> • Provide information about the impact of specific legislation on students, programs, and services to support the District's advocacy efforts. • Accompany Board members and/or Chancellor on key legislative visits and/or to participate in the annual legislative advocacy trips to Sacramento and Washington, D.C. • Share information, gleaned from key meetings and industry associations, about current and pending legislation to support the construction of public policy agendas for the District. 	<ul style="list-style-type: none"> • Provide information about the impact of specific legislation on students, programs, and services to support the District's advocacy efforts. • Accompany Board members and/or Chancellor on key legislative visits and/or to participate in the annual legislative advocacy trips to Sacramento and Washington, D.C. • Share information, gleaned from key meetings and industry associations, about current and pending legislation to support the construction of public policy agendas for the District. 	<ul style="list-style-type: none"> • Provide leadership to the District's Marketing Committee. • Collaborate with district and college departments on marketing strategies and provide professional assistance as needed. • Develop appropriate messages and media and coordinates collateral production and advertisement placements. 	<ul style="list-style-type: none"> • Provide leadership to the District's Marketing Committee. • Collaborate with district and college departments on marketing strategies and provide professional assistance as needed. • Develop appropriate messages and media and coordinates collateral production and advertisement placements.

Area 7: Public Affairs & Publications

Function	District	Santa Ana College	Santiago Canyon College
Media Relations	<ul style="list-style-type: none"> • Recommend and implement strategies, tactics and channels for the release of newsworthy information. • Provide advice and support to the colleges regarding media relations issues. • Create media pitches that maximize positive exposure for the district, colleges and programs. • Serve as media spokespersons for the District. • Prepare staff for media interviews. 	<ul style="list-style-type: none"> • Determine the most appropriate strategies, tactics and channels for the release of newsworthy information. • Initiate coverage about college-oriented programs, services and events. • Serve as secondary media spokespersons for the campus; primary spokespersons include the president and other designated spokespersons on the campus. • Support the college presidents and other top leaders in preparation for media interviews. • Create and direct media relations strategies to position the colleges in the most favorable light. • Solicit story ideas from the college community. • Collaborate with the PAGR at the District on stories and issues that involve the college. • Interface with the PAGR on possible media strategies for college-related stories. 	<ul style="list-style-type: none"> • Determine the most appropriate strategies, tactics and channels for the release of newsworthy information. • Initiate coverage about college-oriented programs, services and events. • Serve as secondary media spokespersons for the campus; primary spokespersons include the president and other designated spokespersons on the campus. • Support the college presidents and other top leaders in preparation for media interviews. • Create and direct media relations strategies to position the colleges in the most favorable light. • Solicit story ideas from the college community. • Collaborate with the PAGR at the District on stories and issues that involve the college. • Interface with PAGR on possible media strategies for college-related stories.
Publications/Graphic Communication/Electronic Media	<ul style="list-style-type: none"> • Provide centralized reprographic services for administrative operations, public relations and marketing purposes. • Manage all solicitation of bids for outside printing services. • Maintain Graphics Standards for the district • Provide graphic design services for district and college • Manage web, intranet and social media content for district and college sites and ensure consistent branding and messaging • Assist content publishers in maintaining web pages for their respective departments. • Collaborate with ITS on any recommended functional or design changes of the district website. • Interface with college Sports Information Coordinator and dean and provide advice on key projects as needed. • Assist the Chancellor and College Presidents with internal communications efforts 	<ul style="list-style-type: none"> • Provide reprographic and offset print products for academic, administrative operations, public relations and marketing purposes. • College copy centers provide attended and self-service quick copy service. Printing or copy services requiring large quantities or special features (e.g., binding, special paper, etc.) are forwarded to district Publications. • College copy centers serve as a distribution point for district publications jobs. • The Sports Information Coordinators manage the media relations for intercollegiate athletic teams, college golf tournaments, Hall of Fame events, and all athletic-related events and recognitions. 	<ul style="list-style-type: none"> • Provide reprographic and offset print products for academic, administrative operations, public relations and marketing purposes. • College copy centers provide attended and self-service quick copy service. Printing or copy services requiring large quantities or special features (e.g., binding, special paper, etc.) are forwarded to district Publications. • College copy centers serve as a distribution point for district publications jobs.

