

RSCCD Functions/Mapping of Responsibilities, 2024

Area 1: Student Services			
Function	District	Santa Ana College	Santiago Canyon College
Admissions	<ul style="list-style-type: none"> Contribute enrollment information for the comprehensive enrollment management reports. 	<ul style="list-style-type: none"> Provide oversight for enrollment data used in-state reporting: MIS and 320. Maintains accuracy of data for MIS reporting. Maintain auditable applications, registration, and attendance and apportionment files for the annual audit review. Ensure compliance with relevant sections of the Education Code and Title 5. Review and suggest updates to Board Policies and Administrative Regulations. 	<ul style="list-style-type: none"> Provide oversight for enrollment data used in-state reporting: MIS and 320. Maintains accuracy of data for MIS reporting. Maintain auditable applications, registration, attendance and apportionment files for the annual audit review. Ensure compliance with relevant sections of the Education Code and Title 5. Review and suggest updates to Board Policies and Administrative Regulations.
Outreach	<ul style="list-style-type: none"> Public Affairs/Publications coordinates marketing activities and media outreach. Matchmake between businesses and colleges. 	<ul style="list-style-type: none"> Coordinates and provides outreach services to prospective students, parents and community Collaborate with high school partners and facilitate the successful transition of incoming first year students. Support recruitment, and onboarding of new students. Collaborate with Admissions, Counseling, Financial Aid, Assessment, and other programs offered at SAC to provide enrollment and matriculation services prior to the fall and spring semesters. 	<ul style="list-style-type: none"> Coordinates and provides outreach services to prospective students, parents and community Collaborate with high school partners and facilitate the successful transition of incoming first year students. Support recruitment, and onboarding of new students. Collaborate with Admissions, Counseling, Financial Aid, Assessment, and other programs offered at SAC to provide enrollment and matriculation services prior to the fall and spring semesters.
International Students	<ul style="list-style-type: none"> Public Affairs/Publications supports marketing activities and media outreach. 	<ul style="list-style-type: none"> Maintain the infrastructure for an international student program. Provides strategic recruitment of students and ensures academic and personal support leading to retention and program completion. Provide orientation, insurance and academic and support services for international students. Ensure compliance with immigration procedures, SEVIS, and U.S. Department of Homeland Security Annually update the International Student Strategic Plan. 	<ul style="list-style-type: none"> Maintain the infrastructure for an international student program. Provides strategic recruitment of students and ensures academic and personal support leading to retention and program completion. Provide orientation, insurance and academic and support services for international students. Ensure compliance with immigration procedures, SEVIS, and U.S. Department of Homeland Security Annually update the International Student Strategic Plan.

Area 1: Student Services

Function	District	Santa Ana College	Santiago Canyon College
Records	<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 transcripts, petitions and waivers, including imaging and storage. Oversee and/or process grade changes, Admissions, Grade, and Graduation 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 confirmation of degrees and certificates awarded for Board approval. Process subpoenas and judicial court orders for copies of students' academic records. 	<ul style="list-style-type: none"> Manage all student records, evaluations of transcripts, petitions and waivers, including imaging and storage. Oversee and/or process grade changes, Admissions, Grade, and Graduation 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 confirmation of degrees and certificates awarded for Board approval. Process subpoenas and judicial court orders for copies of students' academic records.
Health Services	<ul style="list-style-type: none"> Human Resources monitors TB testing requirements for faculty, staff and volunteers. Risk Management reviews student, visitor and staff injury reports. Risk Management refers employees who are included in the district's Bloodborne Pathogens Program and who elect to receive the Hepatitis-B vaccine to the Health Center to receive their shots. Risk Management pays for the cost of the vaccine. 	<ul style="list-style-type: none"> Provide ambulatory care services to credit and non-credit students. Partner with the Orange County Health Care Agency 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. Provide Mental Health Services. 	<ul style="list-style-type: none"> Provide ambulatory care services to credit and non-credit students. Partner with the Orange County Health Care Agency 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. Provide Mental Health Services.

Area 1: Student Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Financial Aid</p>	<ul style="list-style-type: none"> Accounting manages program budget, wire disbursements, performs monthly reconciliations report overpayments to DOE and over-awards to students, balances monthly expenditures with Student Placement, ITS provides technical support in creating new required types of reports and interfaces. Submit MIS reports to the state. Provide general IT support. 	<ul style="list-style-type: none"> Process financial aid applications and corrections; perform needed analysis to derive an EFC (Expected Family Contribution) to process awarding of aid. Perform verifications and analyze tax returns. Implement state and federal assistance programs. Complete FISAP and submit to Department of Education. Process all CCPG (formerly known as BOGW) fee waivers. Perform direct loan and other reconciliation at appropriate intervals. Calculate and process Title IV refunds and over-award repayments. Use professional judgment for special circumstances and dependency overrides. Retrieve FAFSA applicants from Central Processor, notify students with required documents and transmit corrections to electronic ISIR records. Manage the Web Grant system for all Cal Grants. Create Disbursement Schedule, Award Policy, Student Budget, SAP (Satisfactory Academic Progress) policy and maintain the Policy and Procedure Manual. Manage the program funds associated with the awarding of financial aid. Complete the FISAP, MIS and other reports and reconciles all funds. Submit GPA verification to the State. Maintain financial aid records associated with program reviews and audits. Prepare and submit periodic reports to public agencies. Monitor and comply with federal and state financial aid regulations and Title IV regulations. Work with ITS to account for MIS projections and assist with error reviews and cleanup. 	<ul style="list-style-type: none"> Process Financial Aid applications and corrections; perform needed analysis to derive an EFC (Expected Family Contribution) to process awarding of aid. Perform verifications and analyze tax returns. Implement state and federal assistance programs. Complete FISAP and submit to Department of Education. Process all College Promise Waivers. Conduct workshops and exit counseling for student loans. Process FDLP (Federal Direct Loan Procurement) loans, prepare loan 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. 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 all Cal Grants. Create Disbursement Schedule, Award Policy, Student Budget, SAP (Satisfactory Academic Progress) 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 financial aid records associated with program reviews and audits (MIS, enrollment and graduation). Prepare and submit periodic reports to public agencies. Monitor and comply with federal and state financial aid regulations and Title IV regulations.

Area 1: Student Services

Function	District	Santa Ana College	Santiago Canyon College
Student Life and Leadership	<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. • Organize events and provides voter awareness education and information to support student's engagement in civic life and motivate students to vote. • Adjudicate violations of Standards of Student Conduct. • Support the Associated Student Government in the organization and facilitation of campus-wide student activities. • Works to ensure the college campus is free from discrimination and harassment by providing policy evaluation, preventative education, and investigations. (Civil Rights/Title IX) 	<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 efforts to encourage voter registration.
Community Services	<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.
Basic Needs		<ul style="list-style-type: none"> • Provide holistic resources to alleviate challenges to students' basic needs. • Connect students with vital government resources to alleviate food insecurity. • Offers professional attire to empower students as they transition into the workforce. • Provide students and their families with access to nutritious sustenance to fuel their academics. • Provide students with ongoing, personalized support to access and navigate resources to address their specific needs and goals. • Ease the unforeseen financial burdens that hinder students' degree completion and well-being due to unexpected life events. 	

RSCCD Functions/Mapping of Responsibilities

Area 2: Human Resources			
Function	District	Santa Ana College	Santiago Canyon College
Human Resources	<ul style="list-style-type: none"> • Manage employee recruitment activities and oversee selection processes. • Review minimum qualifications/equivalency determinations for all assignments. • Train EEO Monitors, monitor screening committee membership, applicant pool diversity, orient screening committee, review screening criteria and interview questions. • Make employment offers and determine salary placement. • Process applicant for employment. • Conduct new employee orientations. • Investigate complaints of alleged Civil Rights, Title IX or workplace policy violations • Manage Unemployment Insurance claims. • Maintain official personnel files and records. • Monitor all employee assignments for compliance with relevant contractual provisions, statutes and regulations. • Manage assignment, classification, compensation, leaves, reasonable accommodations requests, transfer, layoff, discipline and separation. • Submit personnel actions for Board of Trustees approval. • Coordinate the Faculty Institute for new faculty. • Coordinate the orientation for new classified employees. • ADA – Manage the interactive process for reasonable accommodations. • Ensure compliance with statutory responsibilities within Board policies and procedures. 	<ul style="list-style-type: none"> • Submit personnel requisition to initiate hiring. • Formulate screening committee using hiring procedures. • Establish screening criteria/interview questions. • Conduct paper screening, interviews, and reference checks. • Recommend finalist. • Select candidate. • Submit status change to human resources to hire. • Manage evaluation process as outlined in the contracts and submit required documentation. • Recommend employee contract placement based on evaluation outcomes. • Establish and maintain faculty equivalencies. 	<ul style="list-style-type: none"> • Submit personnel requisition to initiate hiring. • Formulate selection committee using 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. • Manage evaluation process as outlined in the contracts and submit required documentation. • Recommend employee contract placement based on evaluation outcomes. • Establish and maintain faculty equivalencies.

Area 2: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
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 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. • Provide professional development opportunities. 	<ul style="list-style-type: none"> • Administer 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. • Provide professional development opportunities.
Risk Management	<ul style="list-style-type: none"> • Administer property/liability, workers' compensation, student insurance and other insurance programs. • Administer claims filed against the District. • Provide certificates of insurance for district functions and contractual requirements. • 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. • Review insurance requirements, hold harmless and indemnification requirements of vendors and 3rd parties. • Administer the District's AED program. • Conduct ergonomic evaluations of employee workstations. • Provide guidelines and/or training programs to ensure compliance with Environmental Health and Occupational Safety, Hazardous Materials Management, Hazardous Waste Management, Laboratory Safety, and other regulatory requirements. • Support safety and emergency preparedness activities at the colleges. • Maintain vehicle inventory for insurance purposes. 	<ul style="list-style-type: none"> • Monitor and ensure appropriate forms are completed by staff and students as it relates to attending college-related activities and/or use of vehicles. • 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"> • Monitor and ensure appropriate forms are completed by staff and students as it relates to attending college-related activities and/or use of vehicles. • 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.

Area 2: Human Resources

Function	District	Santa Ana College	Santiago Canyon College
Benefits	<ul style="list-style-type: none"> • Maintain documentation on employee and retiree benefits. • Oversee annual Open-Enrollment process including benefit system testing, programming and customization. • Conduct benefit orientation meetings. • Provide educational programs on retirement, health and welfare. • Serve as liaison between employees, retirees, benefits broker and insurance carriers regarding insurance related issues. • Collects and records Cobra and retiree health payments for submission to Accounting Dept. • Coordinate Joint Benefits Committee meetings. • Manage COBRA notices. • Support campuses in times of crisis with EAP services. • Provides ADHOC benefit-related reporting to benefits broker and RSCCD departments upon request. • Processes employee and dependent life insurance claims. • Provides Payroll Dept. with employee benefit deductions and adjustments. • Works with benefit vendors to insure data integrity of employee, Cobra and retiree enrollment. • Audits and insures Medicare-eligible retiree enrollment. • Distributes new hire employee benefit material. • Coordinates benefit enrollment appointments for new hires. • Enforce health insurance court orders. • Ensures collection of dependent verification meets carrier requirements. 		

RSCCD Functions/Mapping of Responsibilities

Area 3: Fiscal & Administrative Services			
Function	District	Santa Ana College	Santiago Canyon College
Accounting	<ul style="list-style-type: none"> • Interact with program directors, government agencies and external auditors on compliance and audit issues. • Prepare internal reports for Board of Trustees & users. • Prepare financial reports for submission to the State 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. • Prepare categorical program financial reports. • Provide capital asset summary & support schedules based on established capitalization and depreciation policies in conformity with generally accepted accounting principles. • Disburse financial aid payments and maintain ledgers. • Provide support, bookkeeping services and financial reporting to the District Foundation. 	<ul style="list-style-type: none"> • Interact with program directors, government agencies and external auditors on compliance and audit issues. • Prepare internal reports for Board of Trustees & users. • Prepare financial reports for submission to Cabinet, Participatory Governance Committees and District Fiscal Services. • Prepare Comprehensive Annual Financial Report as required by and in accordance with the Governmental Accounting Standards Board and generally accepted accounting principles. • Review and submit to District Fiscal Services Chart of Accounts requests. • Manage college general ledgers, subsidiary ledgers and special journals including SAC Foundation and Auxiliary Services. • Allocate district revenues from local, state and federal sources. • Process budgets, verify and monitor expenditures to ensure compliance with all regulations. • Prepare categorical program financial reports. • Provide capital asset summary for college based on established capitalization and depreciation policies in conformity with generally accepted accounting principles. • Provide support, bookkeeping services and financial reporting to the SAC Foundation. • Ensure campus departments follow District guidelines and policies for Business and Fiscal Services transactions. • Maintain federal and state grant records. 	<ul style="list-style-type: none"> • Maintain student financial aid records. • Responsible for ensuring product or service rendered by an outside party is received and in working order before authorizing payment. • Maintain all federal and state grant records.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
Accounts Payable	<ul style="list-style-type: none"> • Process for payment the general obligations in accordance with state and federal laws, education code, district policies/ procedures and audit practices. • Ensure the accuracy, completeness and appropriateness of payments made to outside vendors and to staff for expense reimbursements. • Process payments to students for grants, tuition refunds, stipends and other reimbursements. • Disseminate and interpret district, state and federal regulations related to accounts payable functions. • Maintain relationships with vendors through timely and accurate payment and respond to inquiries. • Monitor timing of payments to take discounts, maintain satisfactory credit ratings and avoid or minimize interest expense and penalties. • Establish and maintain vendor records and archiving of files in accordance with county, local and state requirements and IRS regulations. • Prepare and provide necessary schedules, documentation and files to internal/external auditors. • Maintain effective relationships with the OC Department of Education personnel and departments. • Coordinate accounts payable activities with the Purchasing, warehouse and receiving departments. • Prepare, remit, reconcile and file reports to federal and state agencies (1042, 1042-S and DE542). • Prepare and file miscellaneous income tax forms. • Perform Taxpayer Identification Number (TIN) matching of 1099 payee information against IRS records to avoid B-Notices, decrease backup withholding & penalty, and reduce errors. 	<ul style="list-style-type: none"> • Process for payment the general obligations in accordance with state and federal laws, education code, district policies/procedures and audit practices for SAC Foundation and Auxiliary Services. • Ensure the accuracy, completeness and appropriateness of payments made to outside vendors and to staff for expense reimbursements for SAC Foundation and Auxiliary Services. • Process payments to students for Foundation scholarships and awards. • Disseminate and interpret district, state and federal regulations related to accounts payable functions for SAC Foundation and Auxiliary Services. • Responsible for ensuring product or service rendered by an outside party is received and in working order before authorizing payment. • Maintain relationships with vendors through timely and accurate payment and respond to inquiries for SAC Foundation and Auxiliary Services. • Establish and maintain vendor records and archiving of files in accordance with county, local and state requirements and IRS regulations for SAC Foundation and Auxiliary Services. • Prepare and provide necessary schedules, documentation and files to internal/external auditors for SAC Foundation and Auxiliary Services. • Prepare and file miscellaneous income tax forms for SAC Foundation and Auxiliary Services. • Provide 1099 statements to SAC Foundation vendors. 	<ul style="list-style-type: none"> • Notifies district accounting that the product or service has satisfactorily been received and that payment for that product or service can be made.
Bookstores		<ul style="list-style-type: none"> • Provide educational tools to serve students, faculty and staff including textbooks, course supplies and office supplies. • Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction. 	<ul style="list-style-type: none"> • Provide educational tools to serve the students, faculty and staff including textbooks, course supplies and office supplies. • Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
		<ul style="list-style-type: none"> • Conduct year-round buy back of used books. • Purchase supplies and emblematic clothing and soft goods to meet the needs of students and the college community. • Order announcements and graduation attire. • Maintain bookstore accounts receivable records for special programs (EOPS, Department of Rehabilitation, Scholarships, Veterans and Associated Student Government). • Operate and maintain convenience store and vending machines. 	<ul style="list-style-type: none"> • Conduct year-round buy back of used books. • Purchase supplies and emblematic clothing and soft goods to meet the needs of students and the college community. • Order announcements and graduation attire. • Maintain bookstore accounts receivable records for special programs (EOPS, Department of Rehabilitation, Scholarships, Veterans and Associated Student Government). • Operate and maintain the Hawk's Perch café. • Place vending machines in remote locations to provide school supplies and testing supplies. • Initiate capital projects and building improvements to enhance and expand existing facilities in response to the expanding needs of the campus.
Budgeting	<ul style="list-style-type: none"> • Formulate annual budget assumptions for review and discussion at Fiscal Resources Committee (FRC) and recommendations to the Chancellor for Board's approval. • Establish the revenue budgets and regular personnel expenditure budgets. Provide campuses with their remaining ongoing and one-time carryover allocations. • Prepare and coordinate information for the FRC. • Coordinate budget preparation and augmentations with the Resource Development for categorical programs/ grants. • Coordinate budget preparation and funds availability with Facilities for the bonds and capital outlay budgets. • Monitor and revise the budget, as needed. • Prepare the Tentative and Adopted Budget books and present them to the Board of Trustees. • Produce monthly revenue and expenditure projections. • Produce monthly financial budget comparison reports. • Prepare forecasts and cost estimations for collective bargaining purposes. • Monitor and provide backfill for classified vacancies. • Comply with external reporting requirements. 	<ul style="list-style-type: none"> • From appropriated revenues in the Budget Allocation Model, allocate college budget to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget and for the management of its total allocated budget. • Consolidate and submit annual college budget request to the District. • Monitor and revise the budget as needed. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college budget. 	<ul style="list-style-type: none"> • From appropriated revenues in the Budget Allocation Model, allocate college budget to departments, disciplines and programs. • Produce monthly financial report comparing actual expenditures to budget and for the management of its total allocated budget. • Consolidate and submit annual college budget request to the District. • Monitor and revise the budget as needed. • Initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college budget.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
Cashier's Offices	<ul style="list-style-type: none"> The Districts Internal Auditor periodically reviews these operations at the campuses to ensure these operations operate within conformance of all District Policies and Regulations, applicable laws and Auditing Standards. 	<ul style="list-style-type: none"> Collect enrollment fees and process refunds for registration, parking, health, IDs, materials and non-resident tuition. Maintain student accounts as they relate to student registration and enrollment. Process photo IDs and collect fees. Process billing for student tuition and scholarships (Veterans, Active Military, Department of Rehabilitation, Journalism, EOPS, Employment Development Department, PSI Business Seminars, Fire Academy, and Criminal Justice Academy). Setup 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 for all Auxiliary Funds. Apply financial aid awards to student accounts and process remaining balances as a credit balance. Coordinate the OCTA/SAC partnership program including encoding ID cards for bus ridership services, coding students for mobile AP usage, maintain and college the transportation fee. College monies across campus and online for the student Pay for Print program and process all refunds and supply requests. 	<ul style="list-style-type: none"> Collect enrollment fees and process refunds for registration, parking, health, IDs, material fees, non-resident tuition. Maintain student accounts as they relate to student registration and enrollment. Process photo IDs and collect fees. Process billing for student tuition and scholarships (Veterans, Active Military, Department of Rehabilitation, EOPS, Employment Development Department, and Apprenticeship programs). Setup and maintain deferred tuition payments and audit billing for non-resident tuition and fees. Disburse gas cards for special projects. Direct phone and counter support for inquiries related to registration, administrative holds and billings. Collect funds for returned checks. Collect and process deposits for all funds, issue receipts and classify accounts for input in Colleague Accounting system. Collect and deposit all daily parking permit revenue. Sell discounted movie theatres, amusement parks and other entertainment tickets and reconcile invoices. Apply financial aid awards to student accounts and process remaining balances as a credit balance. Maintain internal controls and fraud prevention systems for cashiering locations.
Contracts and Agreements	<ul style="list-style-type: none"> Use the Contracts Review Checklist for District contracts to ensure appropriate terms and conditions are included. Determine the need for legal advice on contract issues. Serve as liaison between the District and outside legal counsel on contractual issues. Maintain appropriate case files and records for contracts. 	<ul style="list-style-type: none"> Review contracts to ensure appropriate terms and conditions are included. Assess the product/ service provided to determine if it is in compliance with the requirements specified in the contract. Maintain at the college appropriate case files and records for contracts from the colleges. 	<ul style="list-style-type: none"> Review contracts to ensure appropriate terms and conditions are included. Assess the product or service provided to determine if it is in compliance with the requirements specified in the contract. Maintain at the college appropriate case files and records for contracts from the colleges.
Facilities and Grounds Maintenance	<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"> Coordinate facility operations for SAC, CEC, CJA (except custodial services) and DMC including custodial services, grounds, building maintenance, automation systems 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.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon 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 landscaping, including all plants, trees, irrigation systems, parking lots, walkways and roadways for SAC, CEC, CJA and DMC. 	<ul style="list-style-type: none"> • Repair and maintain landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways and roadways within the college.
<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/coordinate the planning of capital outlay projects. • 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. • Coordinate screening/hiring for architects, engineers, space planners, and environmental consultants. • Provide technical assistance and support for the planning and development of all facility projects. • Keep abreast and up-to-date on major facility planning issues and provide input regarding the development of facilities to meet long term needs and modern educational delivery systems. • Liaison in the planning and development of facilities with planning, construction, regulatory compliance, and environmental review agencies. • Develop and update architectural standards for facility development. • Negotiate and review property and facilities leases. • Develop bid specifications, bid awards, construction, and implementation of major construction and renovation. • Do long-range planning to maximize efficient use of facilities for all district sites. • Maintain all documentation relating to facilities (blueprints; bid and construction documents; transition to an automation system of CADD drawings; and setting 	<ul style="list-style-type: none"> • Provide technical assistance and support for SAC, CEC, CJA, and DMC. • Maintain operational permits required by state, local or national regulations. • Provide technical assistance on matters that relate to building maintenance, grounds and custodial services. • Responsible for writing Solicitation of Quotes, job walks, and creating Field Service Agreements for SAC, CEC, CJA, and DMC, • Serve as liaison on District 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. • 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 space inventory and submits changes to the district staff. • Responsible for investigating and approving Facilities Modification Requests according to BP/AR 6601, for SAC, CEC, CJA and DMC. • Responsible for responding to emergency calls/requests for SAC, CEC, CJA and DMC. • 	<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 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<p>standards for work performed).</p> <ul style="list-style-type: none"> • Apply and maintain all operational permits required by state, local or national regulations. • Develop and update building and construction specifications, and monitor facility standards for new construction and remodel projects. • Provide technical assistance on matters that relate to building maintenance, grounds or custodial service. 		
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 Board of Trustees. • Monitor cash balances to assure liquidity and diversify funds for better market yield when appropriate. • Prepare monthly cash flow statements for General Fund. • Ensure all financial reports are completed accurately and filed timely. • 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 reports. • Prepare and coordinate information for the Bond Oversight Committee. • Ensure all district accounts and funds undergo annual independent audit. Follow-up and resolve audit issues. • Present the audit reports to the Board Fiscal & Audit Review Committee. • Monitor federal, state, and local law changes and revise practices and procedures as necessary for compliance. • Prepare financial reports and forecasts as requested. 	<ul style="list-style-type: none"> • Responsible for informing the District when a service or product has been received from a vendor and that it meets requirements. This contributes to the timeliness of payment to the vendor. • Accountable for the timeliness of expenditures so that products and services are received the same fiscal year they are booked. 	<ul style="list-style-type: none"> • Responsible for informing the District when a service or product has been received from a vendor and that it meets requirements. This contributes to the timeliness of payment to the vendor. • Accountable for the timeliness of expenditures so that products and services are received the same fiscal year they are booked
Food Services		<ul style="list-style-type: none"> • Provide food service to meet needs of students, faculty/staff including catering for sponsored events. • Receive suggestions and complaints from students and staff. 	<ul style="list-style-type: none"> • Provide grab and go food options to meet the needs of students, faculty/staff. • Receive suggestions and complaints from students and staff.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Auxiliary Services</p>	<ul style="list-style-type: none"> The District Internal Auditor periodically reviews these operations at the campuses to ensure these operations operate within conformance of all District Policies and Regulations, applicable laws and Auditing Standards. 	<ul style="list-style-type: none"> Serve as Accounts Payable for Auxiliary Funds. Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. Collect & process deposits for all funds, issue receipts and classify accounts for input in Accounting system. Disburse Financial Aid hold checks and reissue special program checks including AmeriCorps, Golden State Scholarship and Chaffey grant checks. Process, sales and track parking permits for staff, students, and visitors. Manage Golden State Scholarships and 529 College Savings Plans. Reconcile bank accounts for all Auxiliary Funds. 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. Coordinate with District Safety regarding the maintenance and servicing of parking meter dispensers, ordering of supplies and procurement of new equipment and upgrades. Sell discounted movie theatres, amusement parks and other entertainment tickets and reconcile invoices. Maintain and update the secure RSCCD employee intranet online ticket store. Disburse change funds for college events and fundraisers. Maintain and file monthly/quarterly sales and use tax. Manage and maintain International Student Program application fees in coordination with third party vendor. Process all international wires for the International Student Program. Distribute & interpret financial statements to departments. Perform accounting functions for a variety of assigned accounts and monitors expenditures. Oversee and manage remote surveillance systems for 	<ul style="list-style-type: none"> Serve as Accounts Payable for Auxiliary Funds. Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. Reconcile bank accounts for all Auxiliary Funds. Manage 529 College Savings Plans. Reconcile and monitor daily parking dispenser and parking citation revenue. Maintain and update the secure RSCCD employee intranet online ticket store. Maintain and file monthly/quarterly sales and use tax. Process payments for International Student Program. Distribute & interpret financial statements to departments. Perform accounting functions for a variety of assigned accounts and monitors expenditures. Perform monthly cash counts of Cashiers and Bookstore safes. Issue, track and reconcile advances for student organizations and departments. Respond to all student inquiries regarding annual 1098-T tax forms. Research student records to verify eligibility and reprint forms as requested. Oversee and issue disbursements to officials through the RefPay system for the SCC Athletic Department. Prepare docket monthly (Purchase Orders and Supplemental Listing) for Board review and approval. Prepare sales and income analysis for various projects located in the Auxiliary accounts (parking citations, meter money, Student Life & Leadership Fee, Student Rep Fee and ELP). Ensure compliance with accounting and documentation standards for cash handling, 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 provide financial guidance relevant to the expenditures and

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
		<p>retail and cash operations.</p> <ul style="list-style-type: none"> • In coordination with Associated Student Government, manage Student Life funding and ensure best accounting practices and procedures are followed in accordance with the Fiscal Crisis Management Association Team recommendations. • Manage SAC and CEC student club and athletic accounts. • Perform monthly cash counts of cashiers' student business office and bookstore safes. • Prepare docket monthly (purchase orders and supplemental listing) for Board review and approval. • Prepare sales and income analysis for various projects located in the Auxiliary accounts (parking citations, meter money, Student Life & Leadership Fee, Student Rep Fee. • Ensure compliance with accounting and documentation standards for cash handling, receipt and disbursement of funds. 	<p>budget administration.</p> <ul style="list-style-type: none"> • Process International Wire Transfers for the International Student Program overseas consultants. • Confers and coordinates with the VP of Administrative Services and the Vice Chancellor of Fiscal Services and the internal and external auditors.
<p>Electronic Financial System Management</p>	<ul style="list-style-type: none"> • Assess current processes, procedures and reporting needs including process mapping. • Record level security classes for various roles and assign employees to appropriate roles. • Determine approvers for all departments and assign users to appropriate departments and approvers. • Update chart of accounts, including account components, subcomponents and account strings. • Work with ITS to add new users into the system with appropriate security classes. • Work with ITS to develop reports to accommodate end-users and external reporting requirements. • Determine customization, third party software and other needs in addition to the standard Colleague system. • Test system including various scenarios, module to module and live simulation testing. Identify and resolve problems that arise. • Train end-users in the new financial system, including purchase requisition, general ledger/budget, approvals and introduction and navigation training. 	<ul style="list-style-type: none"> • Provide input for reporting and training needs. 	<ul style="list-style-type: none"> • Provide input for reporting and training needs.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
Facilities Usage	<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.
Internal Auditing	<ul style="list-style-type: none"> Evaluate adequacy of internal control structures. Assess compliance with written policies/procedures. Investigate reported occurrences of waste and fraud, and recommend controls to prevent or detect them. Conduct audits, reviews and examinations of District activities and transactions. Assist in internal investigations by documenting, compiling, analyzing and maintaining evidence. Review systems established to ensure compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations. Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. Review and appraise the efficiency of resources usage. Review operations or programs to ascertain whether results are consistent with established objectives. 	<ul style="list-style-type: none"> Review and evaluate current operations to ensure compliance with board policy and administrative regulations. Implement corrective action recommended by audit. 	<ul style="list-style-type: none"> Review and evaluate current operations to ensure compliance with board policy and administrative regulations. Implement all corrective action recommended by audit.
Mail Services	<ul style="list-style-type: none"> Provide mail services to all sites. Prepare mail for delivery to post office. Sort incoming mail/packages for distribution. Send and receive fax 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 and intra-district deliveries. 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 and intra-district deliveries. 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.
Payroll	<ul style="list-style-type: none"> 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 withholdings. Process and 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. 	<ul style="list-style-type: none"> Prepare time sheets for all hourly staff, including student assistants, utilized by the college and submit them to district Payroll for processing. Submit completed paper and electronic absence forms to payroll for processing. 	<ul style="list-style-type: none"> Prepare time sheets for all hourly staff, including student assistants, utilized by the college and submit them to district Payroll for processing. Submit completed paper and electronic absence forms to payroll for processing.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> 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 including, W-2 forms, W-2C forms, 1099 forms, 941 forms, DE43 forms, etc. Process and reconcile employee insurance benefit payments for full-time employees, domestic partners, retirees and COBRA. Oversee third party administration of 403B & 457 plans. Assist departments to calculate budget for new positions. Keep updated with changes in accounting, tax and retirement law regulations. Prepare/update the Payroll and Desk Procedures Manuals. Prepare and provide necessary schedules, documentation and files to internal/external auditors. 		
Purchasing	<ul style="list-style-type: none"> Execute procurement of merchandise and services, in accordance with appropriate regulations and policy. Manage competitive quotation and bid process. Prepare, evaluate, analyze and recommend awards of bids for maintenance service contracts. Maintain contractor insurance & bonding certificates. Maintain database and control of maintenance and service contracts, independent contractors, leases and rental of property and facilities. Execute service contracts, and manage services for maintenance agreements which are centralized. Provide training for online requisitioning system and maintain training manuals. 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. 	<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 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> Monitors our participation with State of California in travel program, i.e. air travel, car rental, fuel etc. Maintains office supplies online ordering system, i.e. product review reports, active/inactive users, custom core. 		
Safety & Security	<ul style="list-style-type: none"> Scheduling of officers to ensure adequate coverage. Advise and lead efforts to install security surveillance systems in strategic locations within district property. Coordinate response to serious incidents/emergencies. Respond to changes in the environment by recommending policy changes relating to safety and security. Facilitate, coordinate and conduct training for safety staff. Review and update department policies/procedures. Provide training support for all district safety officers. Maintain accurate crime statistics and ensure they are reported to the 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 staff and faculty for possible solutions to safety and security problems. Support and advise College Safety Committees and College Emergency Preparedness committees. Liaison with local law enforcement agencies to ensure cooperation and coordination. 	<ul style="list-style-type: none"> Monitor crime reports and direct patrol activities. Conduct crime prevention and awareness programs (alert bulletins, presentations, posters, and email reminders). Work with Administrative Services and Maintenance and Operations 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 emergencies. Maintain accurate documents of incidents and daily activities. Maintain effective Lost and Found Property procedures. Work closely with other departments in handling student disciplinary problems. Patrol campuses to deter crime and be available to provide assistance, information and security services. Enforce parking regulations and direct traffic. Provide security coverage for special events. Work with college Administrative Services to prepare and maintain an emergency preparedness plan at site. Conduct emergency drills. Participate in Threat Assessment Team's efforts to identify potentially violent individuals. 	<ul style="list-style-type: none"> Monitor crime reports and direct patrol activities. Conduct crime prevention and awareness programs (alert bulletins, presentations, posters, and email reminders). Work with Administrative Services and Maintenance and Operations 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. Maintain accurate documents of incidents and daily activities. Maintain effective Lost and Found Property procedures. Work closely with other departments in handling student disciplinary problems. Patrol campuses to deter crime and be available to provide assistance, information and security services. Enforce parking regulations and direct traffic. Provide security coverage for special events. Work with college Administrative Services to prepare and maintain an emergency preparedness plan at site. Conduct emergency drills. Participate in Threat Assessment Team's efforts to identify potentially violent individuals.
Warehouse & Inventory Control	<ul style="list-style-type: none"> Ensure shipments of received supplies and equipment are correct, undamaged and delivered to departments. Make arrangements for the return of items to vendors. Follow-up on non-delivery or late delivery of orders. Deliver surplus property from storage to requestor. 	<ul style="list-style-type: none"> Maintain a nominal amount of furniture and equipment which is intended for re-use at the college. Identify surplus furniture and equipment to be sent to the district Warehouse. Coordinate with District warehouse to address furniture or equipment needs. 	<ul style="list-style-type: none"> Maintain a nominal amount of furniture and equipment which is intended for re-use at the college. Identify surplus furniture and equipment to be sent to the district Warehouse. Coordinate with District warehouse to address furniture or equipment needs.

Area 3: Fiscal & Administrative Services

Function	District	Santa Ana College	Santiago Canyon College
	<ul style="list-style-type: none"> • Maintain moveable equipment inventory (fixed assets), upgrades of equipment, deletions and equipment transfer. • Prepare inventory reports and reconcile inventory additions against the general ledger. • Tag all inventorial equipment, federally funded items. • Coordinate public auction of surplus property and arrange for disposal of remaining items. • Maintain records and 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"> • 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"> • Complete a Furniture and Equipment transfer Request form whenever furniture or equipment is moved from one location to another or sent to surplus.

RSCCD Functions/Mapping of Responsibilities August 2024

Area 4: Educational Services			
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 developed and offered by the District if the colleges decline the opportunity. 	<ul style="list-style-type: none"> Program/course development is the primary responsibility of the college and faculty. All new, revised, and deleted programs/courses must follow 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. New vocational programs also go through a regional approval process. 	<ul style="list-style-type: none"> Program/course development is the primary responsibility of the college and faculty. All new, revised, and deleted programs/courses must follow 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. New vocational programs also go through a regional approval process.
Enrollment Management	<ul style="list-style-type: none"> Coordinate Enrollment Management planning and reporting activities between District and Colleges. Develop analysis, historical performance trends, and projections compared to the annual targets established by the colleges. Prepare documents and reports as required or requested by State agencies or district personnel working in collaboration with campus personnel. Prepare and obtain certification for the apportionment attendance reports (CCFS-320) and the apprenticeship attendance reports (CCFS-323) by Fiscal Services. 	<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. Coordinate the college portions of streamlining reporting and reducing the labor content; collaborate on system conversion related to attendance. Assure that the methods of collecting attendance and reporting comply with the education code, regulations, advisories and related publications. Develop and maintain an enrollment management plan. 	<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. Coordinate the college portions of streamlining reporting and reducing the labor content; collaborate on system conversion related to attendance. Assure that the methods of collecting attendance and reporting comply with the education code, regulations, advisories and related publications. Update and maintain the Enrollment Management Plan.
Course scheduling	<ul style="list-style-type: none"> The District, in consultation with the colleges, negotiates the instructional calendar with the faculty association. 	<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.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Board Policies and Administrative Regulations	<ul style="list-style-type: none"> • Manage the revision and development of new board policies and administrative regulations with appropriate staff. • Provide liaison with CCLC policy subscription service. 	<ul style="list-style-type: none"> • Provide advice and input relative to new and revised Board Policies and Administrative Regulations. • 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. • Identify needed revisions, as appropriate. • Ensure faculty and staff awareness of Board Policies and Administrative Regulations. • Ensure compliance with Board Policies and Administrative Regulations.
Integrated Planning & Resource Allocation	<ul style="list-style-type: none"> • Develop, implement, evaluate and refine the RSCCD's mission, RSCCD Comprehensive Master Plans, and RSCCD Strategic Plans. • Coordinate the completion of the strategic plans (monitoring of progress, completion of responses from district/colleges, and presentation to the Board). • Ensure district goals and strategic objectives align with colleges' mission, goals and strategic objectives. • Maintain and update RSCCD Planning Design Manual. • Coordinate the District Services Administrative unit planning process to ensure continuous quality improvement. • Provide planning assistance to colleges, as requested. 	<ul style="list-style-type: none"> • Collaborate in the development, implementation, evaluation and refinement of the RSCCD's mission, goals and comprehensive plans. • Utilizing RSCCD goals, develop, implement, evaluate and refine the college mission, comprehensive plans, and resulting institutional goals, which serve as the basis for resource allocation. • Ensure outcomes assessment and student achievement data drive the planning and resource allocation process. • Facilitate institution-wide dialogue about outcomes assessment data student achievement data through long, near and short-term planning. • Provide feedback to the Chancellor and Board of Trustees regarding progress towards achieving RSCCD and college goals. 	<ul style="list-style-type: none"> • Collaborate in the development, implementation, evaluation and refinement of the RSCCD's mission, goals and comprehensive plans. • Utilizing RSCCD goals, develop, implement, evaluate and refine the college mission, comprehensive plans, and resulting institutional goals, which serve as the basis for resource allocation. • Ensure outcomes assessment and student achievement data drive the planning and resource allocation processes. • Facilitate institution-wide dialogue about outcomes assessment data and student achievement data through long, near and short-term planning. • Provide feedback to the Chancellor and Board of Trustees regarding progress towards achieving RSCCD and college-level goals.
Program review	<ul style="list-style-type: none"> • Conduct districtwide campus survey for district services unit to include in program review portfolio. • Ensure that administrative service unit outcomes are assessed every two years and that assessment activity occurs on an annual basis. Resource allocations are based on information in each unit's planning portfolio. 	<ul style="list-style-type: none"> • The college, primarily through the Institutional Effectiveness 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 requests. 	<ul style="list-style-type: none"> • The college, primarily through the Educational Master Planning Committee, with guidance from the Office of Institutional Effectiveness and Research and oversight by Academic Senate, develops the program review model and facilitates the program review process. The program review model and 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.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Outcome Assessment	<ul style="list-style-type: none"> • Districtwide Comprehensive Plan’s goals are assessed (data metrics and qualitative responses) annually to ensure progress are made towards achieving our goals. • Ensure that administrative service unit outcomes (knowledge, timeliness, helpfulness, availability of assistance, etc.) are assessed every two years (based on staff and faculty at SAC, at SCC and at the district office) and that department assessment activity occurs on an annual basis. 	<ul style="list-style-type: none"> • Establish/monitor processes for assessment of student learning outcomes, program and institutional learning outcomes. • Integrate outcome assessment with the program review process to assure continuous improvement of outcomes and to inform resource allocation. • Ensure that all learning outcomes and service area outcomes are assessed every three years and that assessment activity occurs on an annual basis. • Coordinate efforts to refine outcome statements and assessment at the course, program, and institutional level. • Coordinate efforts to map course, service area, program, and institutional learning outcomes. • Maintain outcomes assessment compliance information for mandatory reporting purposes. • Develop and distribute outcome assessment reports disaggregated by student groups to identify disproportionate impact. 	<ul style="list-style-type: none"> • Ensure that all student learning outcomes and service area outcomes are assessed every three years and that assessment activity occurs on an annual basis. • Integrate outcome assessment with the program review process to assure continuous improvement of outcomes and to inform resource allocation. • Coordinate efforts by faculty and staff to refine outcome statements and assessment measurement tools at the course, service area, program, and institutional level. • Coordinate efforts to map course, service area, program, and institutional student learning outcomes. • Maintain outcomes assessment compliance information for mandatory reporting purposes. • Develop and distribute outcome assessment reports disaggregated by student groups for the purpose of identifying disproportionate impact related to the acquisition of knowledge.
Institutional/ Organizational Research	<ul style="list-style-type: none"> • Develop district-wide research agenda to include research needs of the colleges. • Collaborate with college research departments to establish data standards and common methodology. • Maintain the RSCCD Research Data Warehouse in collaboration with IT and college research. • Conduct and coordinate institutional research for district needs. • Provide coordination and support to Board Institutional Effectiveness Committee • Respond to administration and Board’s requests for data/information on behalf of district, colleges • Conduct environmental scans for districtwide planning. • Complete government mandated reports (IPEDS, SRTK) for district and colleges. • Provide research support for grant applications and evaluation of ongoing grants. 	<ul style="list-style-type: none"> • Develop a college-wide level research agenda. • Provide input for the district-wide research agenda and prioritize research needs of the college. • Collaborate with District and College Research to establish data standards and common methodology. • Collaborate with District Research and IT to maintain the RSCCD Research Data Warehouse. • Conduct research to support college programs and service areas in institutional effectiveness related activities such as outcomes assessment, program review, integrated planning, and resource allocation. • Conduct research to support college enrollment management efforts. • Review environmental scans produced by District Research for planning and accreditation. • Build and deploy college surveys. • Provide research support evaluation of campus grants. 	<ul style="list-style-type: none"> • Develop a college-wide level research agenda. • Provide input for the district-wide research agenda and prioritize research needs of the college. • Collaborate with District and College Research to establish data standards and common methodology. • Collaborate with District Research and IT to maintain the RSCCD Research Data Warehouse. • Conduct research to support college programs and service areas, in institutional effectiveness related activities such as outcomes assessment, program review, integrated planning, and resource allocation. • Conduct research to support college enrollment management efforts. • Review environmental scans produced by District Research for planning and accreditation. • Build and deploy college surveys. • Provide research support evaluation of campus grants.

- Coordinate, monitor, report and present performance measures.
- Design, conduct, and publish enrollment trends, graduates and persistence reports to assist in planning and development.
- Design, conduct, and publish studies to meet institutional, community, and state/federally-mandated requirements.
- Coordinate, assist, guide, and/or support individuals conducting research activities.
- Coordinate data requests from external agencies, such as military and public requests.
- Respond to research needs in support grant proposals.
- Administer surveys to students, staff and community.
- Develop and maintain outside data sources.
- Conduct validation of the CCCC Student Success Metrics and Student Centered Funding Formula Metrics.
- Produce the district Fact Sheet and legislative brochures, annually.
- Provide labor market information and research information required for the recommendation of new, existing and exploratory career education programs to OC colleges and faculty.
- Develop, maintain and communicate timelines for administrative program review, annual planning, and resource allocation.
- Coordinate the presentation of information and data to Board of Trustees and collegial governance committees.
- Monitor institution-set standards of achievement.

- Provide data in support of student equity and identify disproportionately impacted student groups.
- Produce the college Fact Sheet, annually.
- Develop and maintain data reports and visualizations.
- Use “research protocol” to mediate permission to conduct research for non-college-specific purposes.
- Develop, implement, manage, evaluate and improve cycle.
- Monitor and support the campuses use of the CCCC Student Success Metrics and Student Centered Funding Formula Metrics.
- Support a culture of inquiry and effective college planning through intentionally integrating multiple college functions including strategic planning, institutional research, assessment, accreditation, and program review to promote and support evidence-based planning and continuous quality improvement.
- Develop, maintain and communicate timelines for program review, annual planning, resource allocation, and outcomes assessment.
- Implement and administer software which centralizes and integrates course and program curriculum; short, near, and long-term planning documentation; and outcomes assessment documentation of the college.
- Establish and monitor institution-set standards of achievement.
- Establish and monitor specific and measurable goals aligned with Vision 2030.

- Provide data in support of student equity and identify disproportionately impacted student groups.
- Produce the college Fact Sheet, annually.
- Develop and maintain data reports and visualizations.
- Use “research protocol” to mediate permission to conduct research for non-college-specific purposes.
- Develop, implement, manage, evaluate and improve cycles.
- Monitor, report, and develop projections for CCCC Student Success Metrics and Student Centered Funding Formula Metrics.
- Support a culture of inquiry and effective college planning through intentionally integrating multiple college functions including strategic planning, institutional research, assessment, accreditation, and program review to promote and support evidence-based planning and continuous quality improvement.
- Develop, maintain and communicate timelines for program review, annual planning, resource allocation, and outcomes assessment.
- Implement and administer software which centralizes and integrates course and program curriculum; short, near, and long-term planning documentation; and outcomes assessment documentation of the college.
- Establish and monitor institution-set standards of achievement.
- Establish and monitor specific and measurable goals aligned with Vision 2030.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Accreditation	<ul style="list-style-type: none"> • Serve as district resource on colleges' institutional self evaluation process. • Provide districtwide data/information to support colleges during self evaluation process. 	<ul style="list-style-type: none"> • Provide information from ACCJC to college-wide constituency groups. • Submit Substantive Changes or inquires to ACCJC on behalf of the Curriculum and Instructional Council (CIC). • Complete Annual and Fiscal reports required by ACCJC. • Plan and prepare ISER, QFE, Midterm and Follow Up Reports and Site Visit in consultation with ACCJC according to accreditation timeline. • Report out and ensure Accreditation is part of college governance processes. 	<ul style="list-style-type: none"> • Provide information from ACCJC to college-wide constituency groups. • Submit Substantive Changes or inquires to ACCJC on behalf of the Curriculum and Instructional Council (CIC). • Complete Annual and Fiscal reports required by ACCJC. • Plan and prepare ISER, QFE, Midterm and Follow Up Reports and Site Visit in consultation with ACCJC according to accreditation timeline. • Report out and ensure Accreditation is part of college governance processes.
Technology Academic and End User Support Services	<ul style="list-style-type: none"> • Provide technical support for all classrooms and offices Districtwide (including SAC, SCC and satellite locations). • Install software and hardware and provide technical expertise. • Provide procurement quotes, guidelines and standards to help ensure accessibility compliance. • Respond to technical service requests. • Handle the computer and audio/visual replacement programs through technology asset management. • Support mediated offices and classrooms and numerous events that require mediation. 	<ul style="list-style-type: none"> • Provide technical support for all classrooms and offices Districtwide (including SAC, SCC and satellite locations). • Install software and hardware and provide technical expertise. • Provide procurement quotes, guidelines and standards to help ensure accessibility compliance. • Respond to technical service requests. • Handle the computer and audio/visual replacement programs through technology asset management. • Support mediated offices and classrooms and numerous events that require mediation. 	<ul style="list-style-type: none"> • Provide technical support for all classrooms and offices Districtwide (including SAC, SCC and satellite locations). • Install software and hardware and provide technical expertise. • Provide procurement quotes, guidelines and standards to help ensure accessibility compliance. • Respond to technical service requests. • Handle the computer and audio/visual replacement programs through technology asset management. • Support mediated offices and classrooms and numerous events that require mediation.
Application Support Services	<ul style="list-style-type: none"> • Support and integrate Ellucian Colleague products as well as third party and custom developed software such as ImageNow, Attendance Tracking, and Canvas. • Monitor the performance of systems, services and processes to maintain system stability. • Act as technical liaison between campus and District departments for evaluating technology solutions based on strategic initiatives and needs. • Provide project implementation and post implementation support for applications and enhancements to existing systems. • Provide State and Federal reporting support and services. 		

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Technology Infrastructure and Support Services	<ul style="list-style-type: none"> Support core IT infrastructure Districtwide (including SAC, SCC, DO and approved satellite locations). Provide internet and network connectivity at all locations. Support and maintain the email system, servers, enterprise storage and telecommunication systems, the wireless network, video surveillance. Perform backups and recovery of enterprise data. Develop and support mechanisms to provide a secure and reliable network (e.g. firewalls, antispam, antivirus, intrusion detection systems, conduct risk assessments and responding to security threats). Support services staff are also responsible for providing end user support at the District Office. 	<ul style="list-style-type: none"> Support core IT infrastructure Districtwide (including SAC, SCC, DO and approved satellite locations). Provide internet and network connectivity at all locations. Support and maintain the email system, servers, enterprise storage and telecommunication systems, the wireless network, video surveillance. Perform backups and recovery of enterprise data. Develop and support mechanisms to provide a secure and reliable network (e.g. firewalls, antispam, antivirus, intrusion detection systems, conduct risk assessments and responding to security threats). Support services staff are also responsible for providing end user support at the District Office. 	<ul style="list-style-type: none"> Support core IT infrastructure Districtwide (including SAC, SCC, DO and approved satellite locations). Provide internet and network connectivity at all locations. Support and maintain the email system, servers, enterprise storage and telecommunication systems, the wireless network, video surveillance. Perform backups and recovery of enterprise data. Develop and support mechanisms to provide a secure and reliable network (e.g. firewalls, antispam, antivirus, intrusion detection systems, conduct risk assessments and responding to security threats). Support services staff are also responsible for providing end user support at the District Office.
Technology Helpdesk	<ul style="list-style-type: none"> Receive all customer technical service and project requests for staff and faculty Districtwide (including SAC, SCC, DO and approved satellite locations). Assign all incoming requests (including hardware, software, network, and phones) to technicians through the ticketing system. Provide first level end user support and write technical documentation. 		
Digital Media Center (DMC)		<ul style="list-style-type: none"> Develop and participate 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 academic and student support 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 instructional conference rooms (DMC 102, 202), classrooms (DMC 104, 203, 204), and TV/video studio spaces. 	

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Resource Development/Grants</p>	<p><u>Grant Development</u></p> <ul style="list-style-type: none"> • Develop processes and procedures to design competitive grant projects and applications that are designed to produce outcomes that contribute to the district and college goals and objectives. • Conduct research to identify grant opportunities that address district and college goals and priorities and create summary assessments for the district and colleges leadership to evaluate opportunities and determine if they should be pursued. • Provide grant proposal development and writing assistance through the following: conduct and evaluate research to construct the Need Section, substantiate the Program Design and to inform development of the Evaluation section; coordinate the grant development process, start-to-finish; clearly identify what information or documents are needed to complete the application and create a timeline to compile the information; provide consultation on strategies to strengthen the proposal to meet funders' and reviewers' expectations; provide writing and editorial assistance to ensure high-quality, competitive applications. • Develop grant budgets based on actual costs and estimates that refer to BOT approved salary schedules and benefit rates, quotes, recent experience of similar costs, and the indirect cost rates. Provide projections for all years of the project to assist administrators with planning for transitions when the grant ends. • Ensure that grant proposals are good faith representations of the district or college to implement projects that align with grant terms and conditions, RSCCD policies and practices, and standard practice consistent with federal Uniform Grant guidelines. • Maintain AOR roles in major grant submission systems: Grants.gov, Fastlane.gov, Research.gov, NOVA, etc. 	<ul style="list-style-type: none"> • Define college approval process for seeking grant funding. • Obtain college council's approval to submit proposals. • Plan and develop grant proposals. • Implement/manage grant-funded projects and 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. 	<ul style="list-style-type: none"> • Define college approval process for seeking grant funding. • Obtain college council's approval to submit proposals. • Plan and develop grant proposals. • Implement/manage grant-funded projects and 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.

- Complete and submit grant applications.
 - Lead efforts to respond to funders' post-submission requests for information.
- Post-Award Technical Assistance**
- Assist colleges with responding to and processing grant agreement documents and project/program monitors' requests.
 - Prepare and submit grant budgets, grant-related contracts, and subcontract agreements to the board docket.
 - Provide orientation and start-up information and guidance to project directors and their staff.
 - Provide grant development and grant management training to the district and colleges.
 - Provide college cabinets with quarterly grant budget reports to assist with grant management and planning.
 - Serve an internal controls function in reviewing and approving grant budget actions: e.g., request for new accounts, budget change forms, transfer of expenditure forms, reorganization requests.
 - Provide consultation on compliance with grant terms and condition to district departments (e.g., Fiscal, Purchasing, Human Resources, etc.) and to district and college administrators, project directors and staff.
 - Provide cost estimates and budget scenarios upon request to assist project administrators and directors with planning.
 - Provide budget modification assistance: including preparing forms and following processes required by funders; making changes in online grant systems; follow-up to ensure approval from the funder; changing internal budgets to reflect modifications, as needed.
 - Timely update of the grant project database to add details for new grant projects, revise existing projects, and to de-activate closed projects, as District departments use the database to inform staffing, purchasing and fiscal timelines and decisions.

	<p><u>Grant Program Administration</u></p> <ul style="list-style-type: none"> • Administer grant programs housed in Educational Services, which includes supervising project directors, assisting with strategic planning to promote the program and align it with district goals and priorities, and working to address issues that impact implementation and outcomes. • Provide fiscal agent services for regional and state grant funds, which includes working with internal and external partners to design fund management, sub-grant agreement, technical assistance, invoicing, reporting and payment processes and procedures. • Complete annual reports in Federal Sub-Award Reporting System for federal grant projects that sub-award funds to partners. Provide research, coordination, writing and editorial support for planning and development of proposals. 		
<p>Web Development and Management</p>	<ul style="list-style-type: none"> • Implement and manage the Enterprise Web Content Management System • Maintain the infrastructure, technology and web programming required to support main public websites Districtwide (SAC, SCC, DO and approved satellite locations) as well as the employee intranet • Implement mobile-ready responsive design layouts and maintain and train on web accessibility standards. • Provide evolving user-friendly websites • Facilitate District and College services online for the community, staff, and media. • In collaboration with Public Affairs/Publications and ITS create a vibrant employee Intranet with updated and relevant information, news and initiatives • Provide an online presence for administration, faculty and staff to access to district policies, handbooks, reports, forms and directories. • Web content management responsibilities for the district web site are a collaborative effort of Public Affairs/Publications, ITS and the content publishers. • Collaborate with ITS on recommended functional or design changes of the district and college websites. 	<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 that college staff maintain and update. • Contribute to and maintain content of employee intranet. • Provide support in designing new web pages. • Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community. • Take training on and maintain web accessibility standards 	<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 that college staff maintain and update. • Contribute to and maintain content of employee intranet. • Provide support in designing new web pages. • Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community. • Take training on and maintain web accessibility standards

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Child Development Services & Centers</p>	<ul style="list-style-type: none"> • Provide oversight for all direct operations of Child Development Centers/Lab Schools at all sites. • Ensure compliance with all State Licensing and related Health and Safety regulatory requirements. • Monitor enrollments in relation to contract awards for state, federal and local funding, • Provide oversight and compliance responsibility for funding terms and conditions of all child development grants that includes, maintaining all records and reporting requirements – personnel, financial, grant, state and federal. • Facilitate outreach/marketing plan for all centers. • Collaborate with other divisions/departments. • Provide oversight of the lab school responsibilities and regulations. • Manage and maintain employer responsibilities for the Early Childhood Education Apprenticeship Program • Participate in the labor negotiations and labor relations committees on behalf of the District with CESA 888. • Provide child care services to parenting students enrolled at the Child Development Centers/Lab Schools and coordinate support services. • Assist in the transfer of parenting students from SAUSD to SAC. • Participate in Child Development and Education Studies curriculum planning and course design when the lab schools are involved • Provide practical instruction and experience for college students in Child Development, Nursing and other related fields. • Plan, develop and implement programs and partnerships with business and industry related to Child Development. 	<ul style="list-style-type: none"> • Refer students for service at the Child Development Centers/Lab Schools. • Coordinate services for special classes of students such as CalWORKS enrolled at the Child Development Centers/Lab Schools. • Facilitate integration between Child Development Centers/Lab Schools and the Human Development Instructional Departments. • Provide maintenance for physical environment. • Provide LEA and Sponsor responsibilities for the Early Childhood Education Apprenticeship Program 	<ul style="list-style-type: none"> • Refer students for service at the Child Development Centers/Lab Schools. • Coordinate services for special classes of students such as CalWORKS enrolled at the Child Development Centers/Lab Schools. • Facilitate integration between Child Development Centers/Lab Schools and the Human Development Instructional Departments. • Provide maintenance for physical environment. • Provide LEA and Sponsor responsibilities for the Early Childhood Education Apprenticeship Program

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Economic and Workforce Development</p>	<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. ● 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 labor market studies for potential, new and ongoing vocational programs via the Center of Excellence. ● Provide leadership on employer engagement. ● Host and executive the deliverables of the Orange County Regional Consortium. 	<ul style="list-style-type: none"> ● Coordinate career education and workforce development programs and services. ● Represent college on different workforce committees. ● Develop and implement strategies for achieving college goals and objectives related to career/occupational education. ● Provide leadership for marketing and outreach to high schools, special populations and community. ● Plan, develop and implement programs and partnerships with business and industry. ● Plan, develop and maintain compliance with appropriate regulations and policies related to workforce development. ● Research and prepare special reports related to career education and workforce development programs. ● Provide leadership for articulation program with K-12/ROP and Adult Education. ● Develop instructional contracts with business and industry. ● Work with Technical Advisory Committees to review and revise existing programs to meet industry needs. ● Seek out new training opportunities to meet industry needs. ● Market and promote opportunities for job training to community, high schools and special populations. ● Manage Strong Workforce Program regional base funds. ● Provide resources and support for employer engagement activities. ● Leverage resources and engage in activities from the Orange County Regional Consortium. 	<ul style="list-style-type: none"> ● Coordinate career education and workforce development programs and services. ● Represent college on different workforce committees. ● Develop and implement strategies for achieving college goals and objectives related to career/occupational education. ● Provide leadership for marketing and outreach to high schools, special populations and community. ● Plan, develop and implement programs and partnerships with business and industry. ● Plan, develop and maintain compliance with appropriate regulations and policies related to workforce development. ● Research and prepare special reports related to career education and workforce development programs. ● Provide leadership for 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. ● Seek out new training opportunities to meet industry needs. ● Market and promote opportunities for job training to community, high schools and special populations. ● Manage Strong Workforce Program regional base funds. ● Provide resources and support for employer engagement activities. ● Leverage resources and engage in activities from the Orange County Regional Consortium.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Community Relations/Public Relations	<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 when needed. • Oversee the District's brand and reputation through strategic communications and marketing efforts. • Represent the District with local and national news media facilitating contacts with colleagues at the Colleges when appropriate. • Assist the Chancellor and Presidents with internal communications effort. • Promoting the district and college personnel via social media channels. 	<ul style="list-style-type: none"> • Facilitate communications with neighbors and neighborhood associations, seeking their counsel. • Represent the college to the community, providing timely information on matters of interest and significance. • Support president with communication strategies and participation with neighborhood home associations and other community groups, gathering insights into current issues affecting the colleges and their operations. 	<ul style="list-style-type: none"> • Facilitate communications with neighbors and neighborhood associations, seeking their counsel. • Represent the college to the community and providing timely information on matters of interest and significance. • Support president with communication strategies and participation with neighborhood home associations and other community groups, gathering insights into current issues affecting the colleges and their operations.
Governmental Relations	<ul style="list-style-type: none"> • The Chancellor represents district/colleges and their issues to elected and appoint representatives at all levels of government. • In consultation with 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 OC Legislative Task Force, and the OC Business Council. • Support the Chancellor's vision for statewide and national legislative activities. 	<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 of Trustees and/or Chancellor at legislative visits and 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. 	<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 of Trustees and/or Chancellor at legislative visits and 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.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
Marketing/Branding	<ul style="list-style-type: none"> Collaborate with district and college departments on marketing strategies and provide professional assistance as needed. Develop appropriate messages and mediums and coordinates collateral production and advertisement placements. Develop opportunities and partnerships to elevate the RSCCD name and brand to the news media, businesses, and elected officials. Brand the district and colleges with unifying graphics and images (print and digital) to promote and reinforce the District's name and reputation. 	<ul style="list-style-type: none"> Manage requests for marketing assistance originating with college-located managers. Identify marketing needs to determine if budget is available; collaborate with District Public Affairs to develop appropriate messages and appropriate media, partner with Graphic Communications for graphic design; and team with District Public Affairs/Publications on advertisement/marketing placements and implementation. 	<ul style="list-style-type: none"> Manage requests for marketing assistance originating with college-located managers. Identify marketing needs to determine if budget is available; collaborate with District Public Affairs to develop appropriate messages and appropriate media, partner with Graphic Communications for graphic design; and team with District Public Affairs/Publications on advertisement/marketing placements and implementation.
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. In consultation with the Cabinet, Legal Counsel, Campus Safety, and others, when needed, craft appropriate and timely responses on crisis communications. 	<ul style="list-style-type: none"> Collaborate with Public Affairs to determine appropriate strategies and channels to release newsworthy information and to position the college in the most favorable light. Partner with Public Affairs/Publications on the distribution of news releases and initiation of media pitches for college programs, services, and events. Partner with Public Affairs to prepare college president and other college personnel for media interviews. Solicit story ideas and collaborate with Public Affairs on stories and issues that involve the college. Collaborate with Public Affairs/Publications on possible media strategies for college-related stories. Manage the media relations for intercollegiate athletic teams and all athletic-related events and recognitions. 	<ul style="list-style-type: none"> Collaborate with Public Affairs to determine appropriate strategies and channels to release newsworthy information and to position the college in the most favorable light. Partner with Public Affairs/Publications on the distribution of news releases and initiation of media pitches for college programs, services, and events. Partner with Public Affairs to prepare college president and other college personnel for media interviews. Solicit story ideas from the college community and collaborate with Public Affairs on stories and issues that involve the college. Collaborate with Public Affairs/Publications on possible media strategies for college-related stories.
Publications	<ul style="list-style-type: none"> Provide centralized reprographic services for administrative operations, public relations & marketing. Manage bids for outside printing services. Develop and maintain Graphics Standards and the visual brand for the district and the colleges. Provide support and leadership for SAC's copy center. 	<ul style="list-style-type: none"> Provide reprographic for academic, administrative operations for smaller volume black & white jobs requiring minimal finishing work. 	<ul style="list-style-type: none"> Provide centralized reprographic services for administrative operations, public relations & marketing. Manage bids for outside printing services.

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Graphic Communication</p>	<ul style="list-style-type: none"> • Provide design and layout services • Implement creative and design efforts to address and achieve established goals set by the district and campuses. • Provide centralized and specialized brand support services. • Advise campus and district PIOs on best practices in visual communications across print and digital channels. • Develop, implement and maintain Brand Standards for the district and campuses. • Manage third party supporting design teams when necessary. 	<ul style="list-style-type: none"> • Provide digital and print design and layout services • Manage requests for creative services. • Manage outsourcing of high-volume print production • Collaborate with Public Affairs, faculty, staff and administration to produce inward and outward facing design of advertising and outreach. • Collaborate with Publications to ensure quality reproduction and adherence to brand standards. • Provide concept development with accurate and complete revisions on an as-needed basis. • Research current design trends to ensure relevancy. • Team with campus PIO to identify and develop new visual communications opportunities. • Provide on-demand video and photography services • Collaborate with campus on production of all graphic materials to ensure consistent graphic standards. • Advise staff, as industry experts, the most effective way to visually communicate with an audience in relation to specific channels being used. • Create unique and impactful brand driven products using knowledge of advanced prepress and product design techniques. • Provide assistance with web college website 	<ul style="list-style-type: none"> • Provide design and layout services • Manage requests for creative services. • Collaborate with faculty, staff and administration to produce inward and outward facing design of advertising and outreach. • Collaborate with Publications to ensure quality reproduction and adherence to brand standards. • Provide concept development and accurate and complete revisions on an as-needed basis. • Research current design trends to ensure relevancy. • Team with campus Marketing Committee to identify and develop new visual communications opportunities. • Collaborate with campus on production of all graphic materials to ensure consistent graphic standards. • Provide on-demand video and photography services • Advise staff, as industry experts, the most effective way to visually communicate with an audience in relation to specific channels being used. • Create unique and impactful brand driven products using knowledge of advanced prepress and product design techniques. •

Area 4: Educational Services

Function	District	Santa Ana College	Santiago Canyon College
<p>Foundations/College Advancement</p>	<ul style="list-style-type: none"> • Conduct programs and activities that support the District's economic development programs. • Board of Trustees is apprised of all college advancement activities. 	<ul style="list-style-type: none"> • Provide comprehensive program of educational philanthropy and provide support to board of directors. • Implement fundraising activities to generate specific college needs including: scholarships, capital campaigns, college endowments, annual giving opportunities, special events, planned gifts, corporate contributions, outreach to special targeted groups, and development of community centered fund-raising opportunities. • Monitor the foundation's investment portfolio, gift receipts and tracking process, donor recognition programs, and compliance with state and federal audit regulations. • Responsible for overall development and implementation of a philanthropic master plan to generate community goodwill and financial support for the college. • Manage the audit and 501c3 compliance/regulations. • Direct, manage and maintain the regulations related to all scholarship distributions. • Create, manage and align strategic fundraising goals of with the State Chancellor's Office and college's strategic integrated plan. • Create new and consistent fundraising revenue streams by cultivating, stewarding and prospecting donors from a wide variety of different constituents. • Direct alumni activities and serve as community liaison. • Cultivate and direct strategies that develop student-centered programs and events that generate revenue for student needs. • Solicit, manage and disburse funds for scholarships and other programs across all divisions. • Manage, steward and coordinate all Foundation Board of Directors' work and responsibilities. • Adhere to donor related standard regarding all Foundation sub-funds. 	<ul style="list-style-type: none"> • Provide comprehensive program of educational philanthropy and provide support to board of directors. • Implement fundraising activities to generate specific college needs including: scholarships, capital campaigns, college endowments, annual giving opportunities, special events, planned gifts, corporate contributions, outreach to special targeted groups, and development of community centered fund-raising opportunities. • Monitor the foundation's investment portfolio, gift receipts and tracking process, donor recognition programs, and compliance with state and federal audit regulations. • 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 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.

RSCCD Functions/Mapping of Responsibilities

Area 5: Governance			
Function	District	Santa Ana College	Santiago Canyon College
Board of Trustees	<ul style="list-style-type: none"> • Delegate authority to the Chancellor for district. • Oversight of District as a whole with regards to accreditation. • Maintain self-evaluation policy and follow through. • 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.
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. • 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/events for a diverse student body focusing on social, intellectual and emotional development. • Provide advisory assistance to student clubs via the ASG Inter-Club Council (ICC). • Coordinate student body elections and Senator elections. • Work with ASG President to select Executive Cabinet. • Provide an environment where students can make recommendations to improve their college experience. • Coordinate interview process for Student Trustee selection. • Edit 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 participatory governance committees. 	<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/events for a diverse student body focusing on social, intellectual and emotional development. • Provide advisory assistance to student clubs via the ASG Inter-Club Council (ICC). • Coordinate student body elections and Senator elections. • Work with ASG President to select Executive Cabinet. • Provide an environment where students can make recommendations to improve their college experience. • Coordinate interview process for Student Trustee selection. • Edit 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 participatory governance committees.

Area 5: Governance

Function	District	Santa Ana College	Santiago Canyon College
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. Appoint faculty to serve on college and district governance committees. Convene the District Academic Senate when necessary. Recommend to the Board annual approval of 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 faculty to serve on college and district governance committees. Convene the District Academic Senate when necessary. Recommend to the Board annual approval of curriculum to include new, revised and/or deleted programs and courses. Maintain a relationship directly with the Board of Trustees per AB1725.