RSCCD Functions/Mapping of Responsibilities
April 28, 2014

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

Area 1: Instructional Programs			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Program/course development	• 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.	• Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process.	• Program/course development is the primary focus and responsibility of the college and faculty therein. All new, revised, and deleted programs/courses must follow the college curriculum approval process via the College Curriculum and Instruction Council, which reports to the Academic Senate. The Academic Senate submits an annual letter for Board of Trustees approval every spring. New vocational programs also go through a regional approval process.
Course scheduling	• The District, in consultation with the colleges, negotiates the instructional calendar with the faculty association.	• 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.	• The college is responsible for developing a schedule of classes that reflect the needs of most students. It is the responsibility of the college CIO, vice presidents, division deans, department chairs, with guidance from the Enrollment Management Committee, to develop a schedule of classes that meets the FTES goals of the college/district in a productive and efficient manner.
Program review	• The district research department provides data and guidance that is necessary for program review.	• The college, primarily through the Institutional Effectiveness and Assessment Committee and Academic Senate, develops the program review model. The program review model and the review model process are reviewed on a cyclical basis for effectiveness. Each program is reviewed annually with capstone review quadrennially. The results of program review lead to appropriate changes within the program to improve student learning outcomes and achievement. These results inform resource allocation.	• The college, primarily through the Educational Master Planning Committee, with guidance from the Office of Institutional Effectiveness and Outcome Assessment and oversight by Academic Senate, develops the program review model and facilitates the program review process. The program review model and the review model process are reviewed on a cyclical basis for effectiveness. Each program is reviewed every three years. The results of program review lead to appropriate changes within the program to improve student learning outcomes and achievement. These results inform resource allocation.

RSCCD Functions/Mapping of Responsibilities

Area 2: Student Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Admissions	• Contribute enrollment information for the comprehensive enrollment management reports.	• Contribute enrollment information for the comprehensive enrollment management reports ensuring compliance with relevant sections of the Education Code and Title 5. • Ensure application and student enrollment data is complete, correct, determine residency, and enforce CAP status, MIS Data Element accuracy. • Oversee implementation of state and local academic policies as related to enrollment services processing and infrastructure monitoring.	• 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.
Records	• The Risk Management Department reviews legal sufficiency of subpoenas and judicial orders for student records.	• Manage all student records, evaluations of transcripts, petitions and waivers, including imaging and storage. • Oversee and/or process grade changes, Admissions and Grade petitions, probation and dismissals. • Manage and maintain faculty records, rosters, attendance and grade reporting which includes imaging and storage. • Oversee the academic standing process and loss of enrollment priority per the Student Success & Support Act. • Review record retention polices on an annual basis and archive student records accordingly. • Evaluate academic records and issue diplomas, degrees and certificates of completion • Prepare graduation reports for Board approval. • Evaluate/certify student eligibility for athletes and veterans. • Process subpoenas and judicial court orders for copies of students' academic records.	• Provides the management, evaluation, scanning, imaging, and achieving student academic records. • Manage evaluations of all "in-house" and incoming transcripts from other institutions for course enrollment, financial aid, graduation, and transfer purposes. • Maintain auditable admissions, attendance, and transcript files. • Oversee the academic standing process and loss of enrollment priority per the Student Success & Support Act. • Review record retention polices on an annual basis and archive student records accordingly. • Evaluate academic records and issue diplomas, degrees and certificates of completion. • Prepare graduation reports for Board approval. • Evaluate/certify student eligibility for athletes and veterans. • Process subpoenas and judicial court orders for copies of students' academic records.
Outreach	• Public Affairs/Publications coordinates marketing activities and media outreach	• Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester.	• Support collaboration and recruitment between local high schools and college. • Collaborate with Admissions, Counseling, and Testing to provide matriculation services prior to the fall semester.
International Students	• Public Affairs/Publications supports marketing activities and media outreach	• Maintain the infrastructure for an international student program. • Annually update the International Student Business Plan.	• Maintain the infrastructure for an international student program. • Annually update the International Student Business Plan.

Area 2: Student Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
		• Provide orientation, insurance and program services for International students.	• Provide orientation, insurance and program services for International students.
Financial Aid	• Accounting completes a portion of the FISAP and MIS reports, manages program accounts, mails disbursements, performs monthly reconciliation with IFAS, invoices and recovers overpayments and over-awards to students, balances monthly expenditures with Student Placement, manages the Perkins portfolio and handles fraud and forgery issues. • ITS generates checks for disbursements, runs numerous financial aid reports, and provides technical support in creating new required types of reports and interfaces with the mainframe on Datatel and PowerFaids.	• Process financial aid applications and corrections, perform needed analysis to derive an EFC. • Perform verifications and analyze tax returns. • Implement state and federal assistance programs. • Complete FISAP and submit to Department of Education. • Process all BOGWs. • Conduct workshops and exit counseling for student loans. • Process FFELP loans through lenders and guarantee agencies, prepare loan checks for disbursement and reconcile at appropriate intervals. • Calculate and process Title IV refunds and over-award repayments. • Use professional judgment for special circumstances and dependency overrides. • Retrieve FAFSA applicants from Central Processor, notify students with required documents and transmit corrections to electronic ISIR records. • Manage the Web Grant system for Cal Grants B and C. • Create Disbursement Schedule, Award Policy, Student Budget, SAP policy and maintain the Policy and Procedure Manual. • Manage the program funds associated with the awarding of financial aid. Complete the FISAP, COD, MIS reports and reconciles all funds. Coordinate the enrollment file, SSCR, Clearing House and GPA verification transmittal with ITS. • Maintain 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.	• Process Financial Aid applications and corrections, perform needed analysis to derive an EFC. • Perform verifications and analyze tax returns. • Implement state and federal assistance programs. • Complete FISAP and submit to the Department of Education. • Process all BOGWs. • Conduct workshops and exit counseling for student loans. • Process FFELP loans through lenders and guarantee agencies, prepare loan checks for disbursement and reconcile at appropriate intervals. • Calculate and process Title IV refunds and over-award repayments. • Use professional judgment for special circumstances and dependency overrides. • Retrieve FAFSA applicants from the Central Processor, notify students with required documents and transmit corrections to electronic ISIR records. • Manage the Web Grant system for Cal Grants B and C. • Create Disbursement Schedule, Award Policy, Student Budget, SAP policy and maintain the Policy and Procedure Manual. • Manage the program funds associated with the awarding of financial aid. Complete the FISAP, COD, MIS reports and reconciles all funds. Coordinate the enrollment file, SSCR, Clearing House and GPA verification transmittal with ITS. • Maintain 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.
Health Services	• Human Resources monitors TB testing requirements for faculty, staff and volunteers. • Risk Management reviews student, visitor and staff injury reports.	• Provide ambulatory care services to 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 ambulatory care services to 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.

Area 2: Student Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• 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. .	• Provide assessment of student, visitor and staff injuries, submit incident reports and document injury report. • Refer injuries as appropriate to workers' compensation providers or Student Insurance • Comply with CA State mandated reporting of disease and conditions listed on Confidential Morbidity Report • Co-sponsor campus-wide health events, e.g., blood drives	• Provide assessment of student, visitor and staff injuries, submit incident reports and document injury report. • Refer injuries as appropriate to workers' compensation providers or Student Insurance • Comply with CA State mandated reporting of disease and conditions listed on Confidential Morbidity Report • Co-sponsor campus-wide health events, e.g., blood drives.
Community Services	• Provide information on economic development programs to community services for inclusion in program materials.	• 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.	• 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.
Student Life and Leadership	• 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.	• Collaborate with campus community to implement leadership programs focusing on intellectual, social and leadership development. • Provide advisory role to student clubs and organizations through the Inter-Club council. • Promote district wide efforts to encourage voter registration.	• Collaborate with campus community to implement leadership programs focusing on intellectual, social and leadership development. • Provide advisory role to student clubs and organizations through the Inter-Club council. • Promote district wide efforts to encourage voter registration.

Area 3: Human Resources			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Human Resources	• 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. • Conduct prescreening testing. • Make employment offers and determine salary placement • Process applicant for employment. • Conduct new employee orientations. • Investigate complaints of illegal discrimination and sexual harassment • 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 to Board of Trustees for approval.	• 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 finalist. • Select candidate. • Submit status change to human resources to hire.	• 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.
Employer-Employee Relations	• 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.	• Administer union contracts in accordance with the agreements. • Facilitate intra-college communication, especially on single college or single site issues. • Provide information about staff recognitions and achievements.	• Administer union contracts in accordance with the agreements. • Facilitate intra-college communication, especially on single college or single site issues. • Provide information about staff recognitions and achievements.

Area 3: Human Resources			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Risk Management	• Administer property/liability, workers' compensation, student insurance and other insurance programs. • Administer claims filed against the District. • Investigate and adjust complaints regarding regulatory issues such as Title IX and Section 504 • 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 third 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		
Benefits	• Maintain documentation on employee and retiree benefits. • Oversee annual Open-Enrollment process. • Conduct benefit orientation meetings. • Provide educational programs on retirement, health and welfare. • Serve as liaison between employees, broker, and insurance carrier regarding insurance related issues. • Coordinate Joint Benefits Committee meetings. • Manage COBRA notices. • Support campuses in times of crisis with EAP services.		

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Bookstores	• Initiate capital projects and building improvements to enhance and expand existing facilities in response to the expanding needs of the District.	• Provide educational tools to serve students and staff including textbooks, course supplies and office supplies. • Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction. • 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 i(EOPS, Department of Rehabilitation, Scholarships, Veterans and Associated Student Government). • Operate and maintain convenience store and vending machines.	• Provide educational tools to serve the students and staff including textbooks, course supplies and office supplies. • Initiate and coordinate with faculty the acquisition of textbooks, supplies and material required for instruction. • 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.
Food Services	• Provide contract management of campus dining and catering services, vending services (beverage and snack), and general support services to the District Office, colleges, sites, centers and child development centers.	• Provide food service to meet needs of students, faculty/staff including catering for district/college sponsored events, and special services to accommodate community and student sponsored events. • Receive suggestions and complaints from students and staff.	• Receive suggestions and complaints from students and staff.
Cashier's Offices	• Maintain internal controls and fraud prevention systems for cashiering locations.	• 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, 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.	• 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, Journalism, EOPS, Employment Development Department, PSI Business Seminars and Apprenticeship programs). • 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.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Student Business Office	• Ensure compliance with accounting and documentation standards to control receipt and disbursement of funds. • Confers and meets with associated student government, faculty and administration in the development of budgets under the auspices of Auxiliary Services and provides financial guidance relevant to expenditures and budget administration. • Confers and coordinates with VP's of Administrative Services at each college, the Assistant Vice Chancellor of Fiscal Services and the independent external auditors.	• Serve as Accounts Payable department for Auxiliary Funds. • Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. • Collect and process deposits for all funds, issue receipts and classify accounts for input in Datatel Accounting system. • Reconcile bank accounts for all Auxiliary Funds. • Manage Golden State Scholarships and 529 College Savings Plans • Disburse Financial Aid hold checks and reissue special program checks including AmeriCorps, Golden State Scholarship and Chaffey grant checks. • Sell staff parking permits, gate and elevator cards. • Collect non-registration fees: lab breakage, library fines, testing, Continuing Education Division fees, custodial supplies, lost keys, ELA and Planetarium income. • Collect, reconcile and monitor daily parking dispenser and parking citation revenue. • 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. • Process payments for International Student Program. • Distribute and interpret financial statements to departments. • Perform accounting functions for a variety of assigned accounts and monitors expenditures. • Oversee and manage remote surveillance systems for retail and cash operations.	• Serve as Accounts Payable department for Auxiliary Funds. • Process payments of all invoices, purchase orders and reimbursements and verify proper documentation. • Collect and process deposits for all funds, issue receipts and classify accounts for input in Datatel Accounting system. • Reconcile bank accounts for all Auxiliary Funds. • Manage Golden State Scholarships and 529 College Savings Plans • Disburse Financial Aid hold checks and reissue special program checks including AmeriCorps, Golden State Scholarship and Chaffey grant checks. • Sell staff parking permits, gate and elevator cards. • Collect non-registration fees: lab breakage, library fines, testing, Continuing Education Division fees, custodial supplies, lost keys, ELA and Planetarium income. • Collect, reconcile and monitor daily parking dispenser and parking citation revenue. • 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 theaters, 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. • Process payments for International Student Program. • Distribute and interpret financial statements to departments . • Perform accounting functions for a variety of assigned accounts and monitors expenditures. • Oversee and manage remote surveillance systems for retail and cash operations.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Contracts	• 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.	• Use the Contracts Review Checklist for college 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.	• Use the Contracts Review Checklist for college 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.
Foundations	• Conduct programs and activities that support the District's economic development programs.	• Provide comprehensive program of educational philanthropy and provide staff support to board of directors. • Implement fundraising activities to generate revenues for 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 receipting and tracking process, donor recognition programs, and compliance with state and federal audit regulations.	• Provide comprehensive program of educational philanthropy and provide staff 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 receipting and tracking process, donor recognition programs, and compliance with state and federal audit regulations.
Facilities Planning and District Support Services	• Develop and submit the District's Five Year Construction Plan pursuant to State Education Code. • Oversee and 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 the screening and 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	• 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	• 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

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	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 standards for work performed). • 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.	available. Systems shall be designed and installed to provide support while maximizing efficient use of energy.	provide support while maximizing efficient use of energy.
Facilities and Grounds Maintenance	• Coordinate facility operation for the District Office including custodial services, grounds, building maintenance, and miscellaneous service contract providers.	• Conduct on-going and direct responsibility for maintenance and operation of facilities. • Issue all building, furniture, and equipment keys and maintaining an inventory of all keys distributed. • Repair and maintain college landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways and roadways within the college.	• Conduct on-going and direct responsibility for maintenance and operation of facilities. • Issue all building, furniture, and equipment keys and maintaining an inventory of all keys distributed. • Repair and maintain college landscaping in addition to athletic fields. This includes all plants, trees, irrigation systems, parking lots, walkways and roadways within the college.
Budget	• Formulate annual budget assumptions for review and discussion at Fiscal Resources Committee (FRC) and recommendations are taken to the Chancellor for approval by the Board of Trustees. • 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.	• 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.	• 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.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• 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.	• 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.	• 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.
Fiscal Services	• 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.	• 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.	• 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

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• Prepare financial reports and forecasts as requested.		
Accounting	• 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 and 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.	• 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 student financial aid records. • Responsible for ensuring product or service rendered by an outside party is received and in working order before authorizing payment.
Payroll	• 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.	• 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.	• 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 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• Balance and process accruals and usage of all leave types (sick, vacation, etc.) verifying compliance with education code requirements and union agreements. • Assure payroll compliance with federal and state regulations and district policies and procedures. • Audit, reconcile and file annual, quarterly, and monthly reports to federal and state agencies 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.		
Electronic Financial System Management	• 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 Datatel 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	• Provide input for reporting and training needs.	• Provide input for reporting and training needs.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	introduction and navigation training.		
Accounts Payable	• 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.	• Notifies district accounting that the product or service has satisfactorily been received and that payment for that product or service can be made.	• Notifies district Accounting that the product or service has satisfactorily been received and that payment for that product or service can be made.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Enrollment Management	• Prepare and obtain certification for the apportionment attendance reports (CCFS-320) and the apprenticeship attendance reports (CCFS-323) by Fiscal Services. • Develop analysis, historical performance trends, and projections compared to the annual targets as requested by the campuses. • Oversee the adequacy of record retention to support the audit trail. • Prepare documents and reports as required or requested by State agencies or district personnel working in collaboration with campus personnel.	• 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.	• 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.
ITS - Academic Support	• Provide site-licensed operating system and business application software supported by Application systems • Provide technical expertise of hardware/software specifications and approve purchases to ensure they meet district standards • Provide desktop, mobile device, wireless connectivity support for campus students and employees. • Develop system and maintain inventory of hardware and software • Provide low level technical assistance to employees • Coordinate and communicate college needs with Networking, Application Development, and Web Development. • Support technical needs of classroom instruction	• Provide training for faculty on using equipment and software • Purchase/upgrade instructional software and equipment for faculty • Fund technical training(s) for district technician(s) on unique instructional software/hardware • Provide technical assistance to faculty, staff, and students on an as-needed basis • Work with Media Systems department to support classrooms and online instruction. • Procure and maintain academic servers. • Purchase miscellaneous IT supplies, such as toner cartridges for hardware.	• Provide training for faculty on using equipment and software • Purchase/upgrade instructional software and equipment for faculty • Responsible for funding technical training(s) for district technician(s) on unique instructional software/hardware • Provide technical assistance to faculty, staff, and students on an as-needed basis • Work with Media Systems department to support classrooms and online instruction. • Procure and maintain academic servers • Purchase miscellaneous IT supplies, such as toner cartridges for hardware.
ITS - Application Systems	• Maintain the Ellucian Enterprise Resource System • Support Ellucian third party vendor applications • Apply/maintain Ellucian and third party updates • Ensure data availability, quality and consistency by provide for ease of access and analysis • Develop ERP and third party enhancements and customizations for usability, planning and budgeting • Develop and maintain web services for students and faculty via the Ellucian product, WebAdvisor • Comply with mandated MIS and Federal reporting. • Migrating system applications hosted in older servers to	• Review/update college/department specific parameters for reporting. • Supply assistance for web services, such as Blackboard.	• Review/update college/department specific parameters for reporting. • Supply assistance for web services, such as Blackboard.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• newer servers with more current versions of operating systems and database engines • Support Black Board Course Management Systems		
ITS - Network Administration	• Procure and maintain virtual and physical servers for academic and administrative needs. • Design, implement and maintain the Wide Area Network including physical infrastructure and core network equipment • Design, implement and maintain the Local Area Network including the physical infrastructure and building network equipment. • Design, implement and maintain Wireless Network. • Develop mechanisms to manage network growth and internet bandwidth usage • Develop mechanisms for safe and reliable network, e.g. firewalls, antivirus, intrusion systems • Responsible for backups of enterprise and departmental systems • Design, implement, and maintain the Voice Over Internet Protocol (VOIP) phone system • Responsible for the email services, and products related to email such as spam prevention. • Provide secure remote access to our network. • Design, implement, and maintain Video Surveillance System.	• College Help Desk receives all college related technology problems. Academic Support reassigns or works with the ITS network team to resolve the issue. • Identify network issues and collaborate with network administration for resolutions. (Examples are network switches, infrastructure cable, wireless access, Blackboard, bandwidth, and phone matters) • Identify technology expansion requirements with college staff. Relate needs to the ITS network administration to determine solutions. • Maintain communication with district ITS staff to meet the needs of the colleges related to new buildings, staffing issues and vendor support.	• College Help Desk receives all college related technology problems. Academic Support reassigns or works with the ITS network team to resolve the issue. • Identify network issues and collaborate with network administration for resolutions. (Examples are network switches, infrastructure cable, wireless access, Blackboard, bandwidth, and phone matters) • Identify technology expansion requirements with college staff. Relate needs to the ITS network administration to determine solutions. • Maintain communication with district ITS staff to meet the needs of the colleges related to new buildings, staffing issues and vendor support.
Website	• Provide evolving user-friendly websites that promote District, Colleges and Continuing Education Centers. • Facilitate District and College services online for the community, staff, and media. • Web content management responsibilities for the district web site are a collaborative effort of Public Affairs/Publications, ITS and the content publishers • Public Affairs/Publications collaborates with ITS on any recommended functional or design changes of the district and college websites.	• Maintain content through a collaborative effort of the college web committees and educational and service departments. • Provide content for the areas college staff maintain and update. • Provide support in designing new web pages. • Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community.	• Maintain content through a collaborative effort of the college web committees and educational and service departments. • Provide content for the areas college staff maintain and update. • Provide support in designing new web pages. • Assist in expanding District Economic Development commitments to the State via web services for the entrepreneurial community.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Intranet	• In collaboration with Public Affairs/Publications, create a vibrant employee Intranet with updated and relevant information, news and initiatives that allows for two-way communication as appropriate • Provide an online presence for administration, faculty and staff to access to district policies, handbooks, reports, forms and directories.	• Contribute to and maintain content of employee intranet.	• Contribute to and maintain content of employee intranet.
Internal Auditing	• Evaluate the adequacy of the internal control structures of the District. • 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 with which resources are employed. • Review operations or programs to ascertain whether results are consistent with established objectives.	• Review and evaluate current operations to ensure compliance with board policy and administrative regulations. • Implement corrective action recommended by audit.	• Review and evaluate current operations to ensure compliance with board policy and administrative regulations. • Implement all corrective action recommended by audit.
Purchasing	• Execute procurement of merchandise and services, in accordance with the appropriate government regulations and board 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	• Prepare purchase requisitions identifying the specific product or service required and forwards to district Purchasing to prepare purchase orders.	• Prepare purchase requisitions identifying the specific product or service required and forwards them district Purchasing to prepare purchase orders.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	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. • 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 list, etc.		
Warehouse & Inventory Control	• 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. • Maintain moveable equipment inventory (fixed assets), upgrades of equipment, deletions and transfer of equipment. • 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.	• 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. • Complete a Furniture and Equipment transfer Request form whenever furniture or equipment is moved from one location to another or sent to surplus.	• 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. • Complete a Furniture and Equipment transfer Request form whenever furniture or equipment is moved from one location to another or sent to surplus.
Mail Services	• Provide mail services to all sites. • Prepare mail for delivery to post office. • Sort incoming mail/packages and distribute to departments. • Send and receive fax correspondence. • Maintain department and faculty mailboxes.	• 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.	• 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.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Safety & Security	• Monitor scheduling of District Safety Officers to ensure adequate and appropriate security coverage exists at all sites and for special events • Advise and lead efforts to install security surveillance systems in strategic locations within district property. • Coordinate response to serious incidents/emergencies • Respond to changes in the environment at and around our facilities by recommending policy changes relating to safety and security • Facilitate, coordinate and conduct training activities for district 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 District and college communities and to the federal Department of Education • Advise district and site administrators on safety and security concerns, and provide updated information regarding significant incidents • Provide technical expertise to staff and faculty for possible solutions to safety and security problems • Perform payroll and purchasing recordkeeping functions for district safety and security department • Support and advise College Safety Committees and College Emergency Preparedness committees • Liaison with local law enforcement agencies to ensure cooperation and coordination.	• Monitor crime reports and direct patrol activities. • Conduct crime prevention and awareness programs (alert bulletins, awareness presentations to staff and students, safety 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 rapidly and appropriately. • 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 on campus. • 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	• Monitor crime reports and direct patrol activities. • Conduct crime prevention and awareness programs (alert bulletins, awareness presentations to staff and students, safety 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 rapidly and appropriately. • 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 on campus. • 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
College Advancement	• Board of Trustees is apprised of all college advancement activities	• Responsible for overall development and implementation of a philanthropic master plan to generate community goodwill and financial support for the college. • Develop and monitor college fundraising activities in close collaboration with college foundation.	• 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.

Area 4: Fiscal & Administrative Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
		• 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.	• 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.
Transportation	• Review driving records and maintain vehicle inventory for insurance purposes.	• 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.	• 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.
Facilities Usage	• Board of Trustees establishes policies related to facilities use.	• Handle all requests from external groups who request usage of college facilities.	• Handle all requests from external groups who request usage of college facilities.

Area 5: Educational Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Policies	• Manage the revision and development of new board policies and administrative regulations with appropriate staff. • Provide liaison with CCLC policy subscription service	• Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested. • Identify needed revisions, as appropriate. • Ensure faculty and staff awareness of Board Policies and Administrative Regulations. • Ensure compliance with Board Policies and Administrative Regulations.	• Provide advice and input relative to new and revised Board Policies and Administrative Regulations, as requested. • Identify needed revisions, as appropriate. • Ensure faculty and staff awareness of Board Policies and Administrative Regulations. • Ensure compliance with Board Policies and Administrative Regulations.
Planning	• Maintain and update RSCCD Planning Design Manual, Comprehensive Master Plan, and Strategic Plan • Manage annual assessment and revision of District planning processes to ensure continuous quality improvement • Provide external and internal environmental scanning information for planning. • Provide planning assistance to colleges, as requested.	• 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. • Establish and monitor institution-set standards of achievement and 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 RSCCD and college goals.	• 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. • Establish and monitor institution-set standards of achievement and 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 RSCCD and college goals.
Resource Development/Grants	• Provide research, coordination, writing and editorial support for planning and development of proposals. • Submit grant proposals to funding agencies. • Develop line-item expenditure budgets. • Take budgets, grant-related contracts, and subcontract agreements to docket. • Provide timely grant-related information to relevant departments and individuals. • Provide ongoing grant management assistance to grant-funded project staff.	• Define college approval process for seeking grant funding. • Obtain college council's approval to submit grant proposals. • Plan and develop grant proposals. • Implement and 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.	• Define college approval process for seeking grant funding. • Obtain college council's approval to submit grant proposals. • Plan and develop grant proposals. • Implement and 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.

Area 5: Educational Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Economic and Workforce Development	• 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. • Strategic planning and system building for workforce development. • Serve as a resource for district and statewide community college system for training needs. • Deliver economic development services by contract. • Provide no-cost business consulting and low-cost training for existing small businesses and future entrepreneurs. • Conduct job market studies for potential, new and ongoing vocational programs. • Manage district VTEA contract.	• 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. • Collaborate with college to 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 and supervision 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.	• 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. • Collaborate with college to 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 regular and special reports related to career education and workforce development programs. • Provide leadership and supervision 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.
Research	• Conduct and coordinate institutional research for colleges and district. • Complete some government mandated reporting (such as IPEDS, SRTK). • Coordinate, monitor and report performance measures. • Design, conduct, and publish "regular" statistical studies (such as enrollment trends, graduates and persistence reports) to assist in RSCCD's policy and program planning and development. • Design, conduct, and publish "special" studies to meet departmental, institutional, community, and state/federally-mandated requirements. • Coordinate, assist, guide, and/or support faculty, staff and other individuals conducting research activities. • Coordinate data requests from external agencies. • Validate assessment test course placement.	• Identify and request research, as needed. • Provide input for the annual research agenda and prioritize research needs of the college. • Conduct routine research to support college program needs, such as program monitoring. • Assist in data gathering for research, as needed. • Review report drafts, disseminate research findings, and use research results appropriately in planning and decision making. • Use "research protocol" to mediate permission to conduct research for non-college-specific purposes. • Develop, implement, manage, evaluate and improve cycles and processes for the collection, reporting, and analysis of outcomes assessment data at the institutional, program, service area and course levels. • Actively disseminate research to support college-level	• Identify and request research, as needed. • Provide input for the annual research agenda and prioritize research needs of the college. • Conduct routine research to support college program needs, such as program monitoring. • Assist in data gathering for research, as needed. • Review report drafts, disseminate research findings, and use research results appropriately in planning and decision making. • Use "research protocol" to mediate permission to conduct research for non-college-specific purposes. • Develop, implement, manage, evaluate and improve cycles and processes for the collection, reporting, and analysis of outcomes assessment data at the institutional, program, service area and course levels. • Actively disseminate research to support college-level

Area 5: Educational Services			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
	• Respond to research needs in support of departmental activities and grant proposals. • Administer surveys to students, staff and community. • Develop and maintain outside data sources	strategic planning centered on student learning and success.	strategic planning centered on student learning and success.
Child Development Services & Centers	• Provide oversight for operation of CDC's at all sites. • Monitor regulations for operation of centers. • Monitor enrollments in relation to contract awards for state, federal and local funding. • Maintain all records and reporting requirements – personnel, financial, grant, state and federal. • Facilitate outreach/marketing plan for all centers. • Collaborate with other divisions/departments. • Supervise all child development staff at all centers.	• Refer students for service at the centers. • Coordinate services for special classes of students such as CalWORKS. • Facilitate integration between Centers and the Human Development Instructional Departments. • Provide maintenance for physical environment.	• Refer students for service at the centers. • Coordinate services for special classes of students such as CalWORKS. • Facilitate integration between Centers and the Human Development Instructional Departments. • Provide maintenance for physical environment.
Digital Media Center (DMC)	• Incubate digital media companies that demonstrate potential for high growth and creation of jobs. • Conduct needs assessments and provides services to help businesses achieve their goals. • Augment and enhance services through relationships and partnerships with other service providers • Monitor businesses to ensure agreed upon milestones are met and resources are used prudently. • Work with incubator companies and affiliate clients to establish their operations in the surrounding area. • Coordinate facilities maintenance and operations. • Schedule and coordinate facilities maintenance and operations services. • Oversee DMC advisory group assisting in advocating the program and identifying candidates for incubation.	• Promote the economic development/job creation mission of the DMC by developing and participating in collaborative, integrated programs within the DMC, that prepare students for employment. • Promote and supervise college instructional programs that foster digital media in the region. • Provide 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, classrooms, and TV/video studio spaces.	

Area 6: Governance			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Board of Trustees	• 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.	• 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.	• Assure the implementation of all Board Policies and Administrative Regulations related to college functions and support their updating as appropriate to changes in policy and practice. • Actively participate in Board of Trustees meetings and in other topical Board development presentations and workshops.
Academic Senates	• Provide input directly to the Board on professional and academic matters.	• Academic Senate Presidents attend all Board meetings. • Serve on college and district governance committees. • 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.	• Academic Senate Presidents attend all Board meetings. • Serve as on college and district governance committees. • 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.
ASB/ASG	• Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance.	• Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance. • Coordinate programs and events for a diverse student body focusing on social, intellectual and emotional development. • Provide advisory assistance to student clubs via the ASB/ASG Inter-Club Council (ICC). • Coordinate student body elections and Senator elections. • Work with ASB/ASG President to select Executive Cabinet. • Provide an environment where students can make recommendations to improve their college experience. • Coordinate interview process for Student Trustee selection. • Edit ASB/ASG publications to ensure appropriateness of language and content. • Oversees the allocated budget. • Empower students to be proactive in their concerns/causes. • Develop student leadership opportunities. • Ensure adherence to high ethical standards. • Provide resources for club advisors to effectively oversee the campus organizations. • Participate in committees through participatory governance.	• Provide input to the Chancellor and Board of Trustees on student matters as they pertain to governance. • Coordinate programs and events for a diverse student body focusing on social, intellectual and emotional development. • Provide advisory assistance to student clubs via the ASB/ASG Inter-Club Council (ICC). • Coordinate student body elections and Senator elections. • Work with ASB/ASG President to select Executive Cabinet. • Provide an environment where students can make recommendations to improve their college experience. • Coordinate interview process for Student Trustee selection. • Edit ASB/ASG publications to ensure appropriateness of language and content. • Oversee the allocated budget. • Empower students to be proactive in their concerns/causes. • Develop student leadership opportunities. • Ensure adherence to high ethical standards. • Provide resources for club advisors to effectively oversee the campus organizations. • Participate in committees through participatory governance.

Area 7: Public Affairs & Publications			
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Community Relations	• 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.	• 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.	• 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	• 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.	• 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.	• 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.
Marketing	• 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.	• Manage requests for marketing assistance originating with college-located managers. • Identify marketing needs in consultation with departmental managers, determine if budget is available at the college or district level; collaborate with District Public Affairs/Publications to develop appropriate messages and determine appropriate media, partner with Graphic Communications for graphic design; and team with District Public Affairs/Publications on advertisement/marketing placements and implementation.	• Manage requests for marketing assistance originating with college-located managers. • Identify marketing needs in consultation with departmental managers, determine if budget is available at the college or district level; collaborate with District Public Affairs/Publications to develop appropriate messages and determine appropriate media, partner with Graphic Communications for graphic design; and team with District Public Affairs/Publications on advertisement/marketing placements and implementation.

	Area 7: Public Affairs & Publications		
Function	**District**	**Santa Ana College**	**Santiago Canyon College**
Media Relations	• 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.	• Collaborate with Public Affairs/Publications 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/Publications to prepare college president and other college personnel for media interviews. • Solicit story ideas from the college community and share with Public Affairs/Publications. • Collaborate with Public Affairs/Publications on stories and issues that involve the college. • Collaborate with Public Affairs/Publications on possible media strategies for college-related stories. • The Sports Information Coordinators manage the media relations for intercollegiate athletic teams, college golf tournaments, Hall of Fame events, and all athletic-related events and recognitions.	• Collaborate with Public Affairs/Publications 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/Publications to prepare college president and other college personnel for media interviews. • Solicit story ideas from the college community and share with Public Affairs/Publications. • Collaborate with Public Affairs/Publications on stories and issues that involve the college. • Collaborate with Public Affairs/Publications on possible media strategies for college-related stories.
Publications/Graphic Communication/ Electronic Media	• 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 graphic design services for all district and college graphic materials. • Manage district/colleges' web, intranet and social media content, ensuring consistent branding and messaging • Assist content publishers in creating new functionality for their respective departments' web pages. • Collaborate with ITS on any recommended functional or design changes of the district and colleges' websites. • Interface with college Sports Information Coordinator and dean and provide advice on key projects as needed. • Assist the Chancellor and Presidents with internal communications effort	• Provide reprographic for academic, administrative operations for smaller volume black & white jobs requiring minimal finishing work. • College copy centers provide attended and self-service quick copy service. Printing or copy services requiring large quantities or special features (e.g., binding, special paper, etc.) are forwarded to district Publications. • College copy centers serve as a distribution point for district publications jobs. • Collaborate with Public Affairs/Publications on sharing social media content, ensuring consistent branding and messaging. • Collaborate with Graphic Communications on production of all graphic materials to ensure consistent graphic standards. • The Sports Information Coordinator manages the website and social media for intercollegiate athletic teams, college golf tournaments, Hall of Fame events, and all athletic-related events and recognitions.	• Provide reprographic for academic, administrative operations for smaller volume black & white jobs requiring minimal finishing work. • College copy centers provide attended and self-service quick copy service. Printing or copy services requiring large quantities or special features (e.g., binding, special paper, etc.) are forwarded to district Publications. • College copy centers serve as a distribution point for district publications jobs. • Collaborate with Public Affairs/Publications on sharing social media content, ensuring consistent branding and messaging. • Collaborate with Graphic Communications on production of all graphic materials to ensure consistent graphic standards.