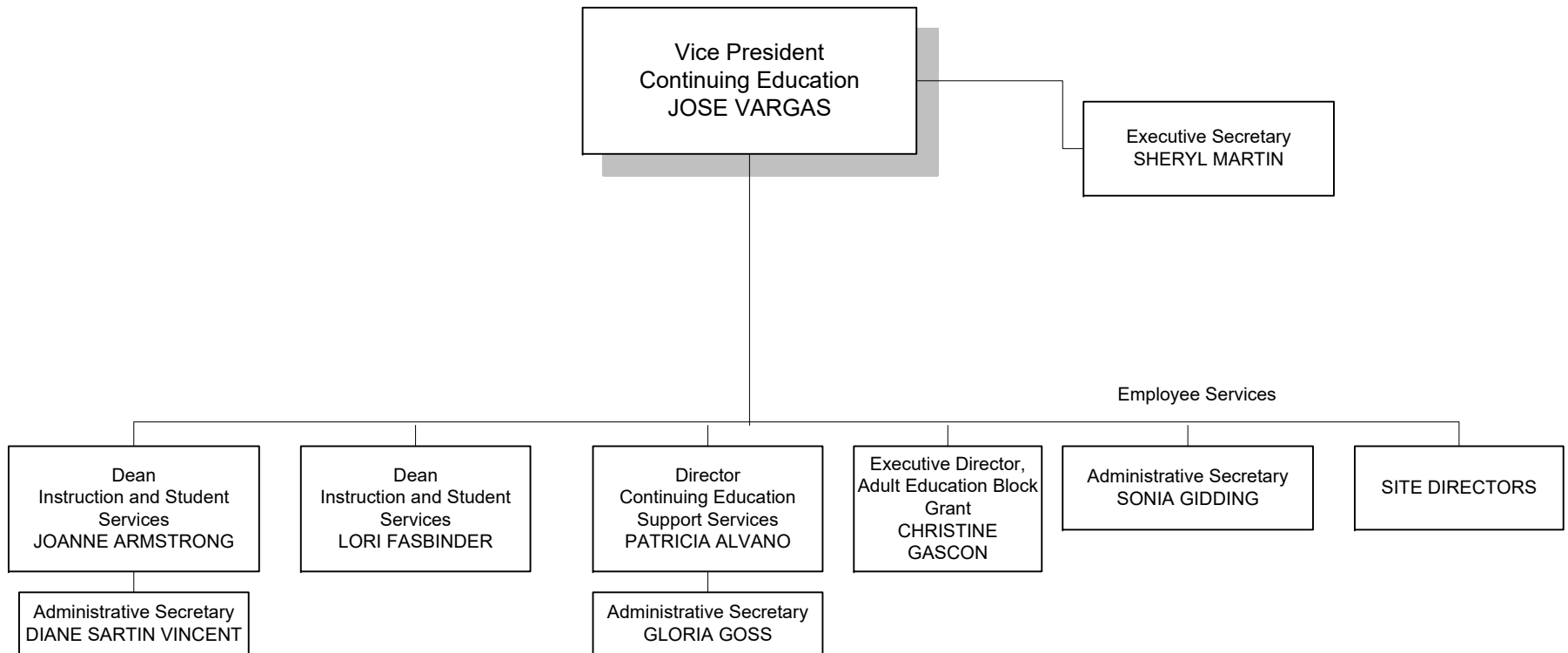
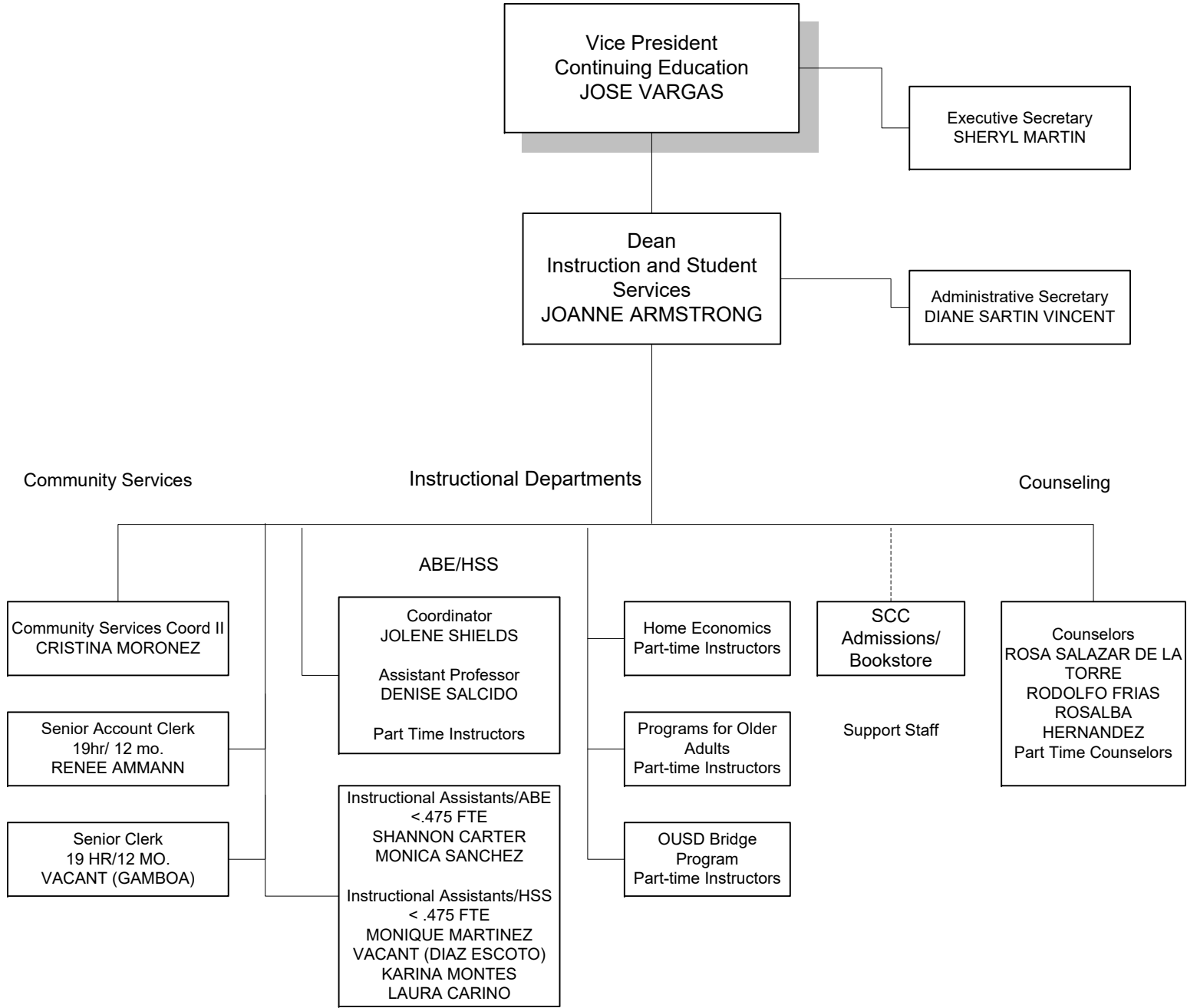


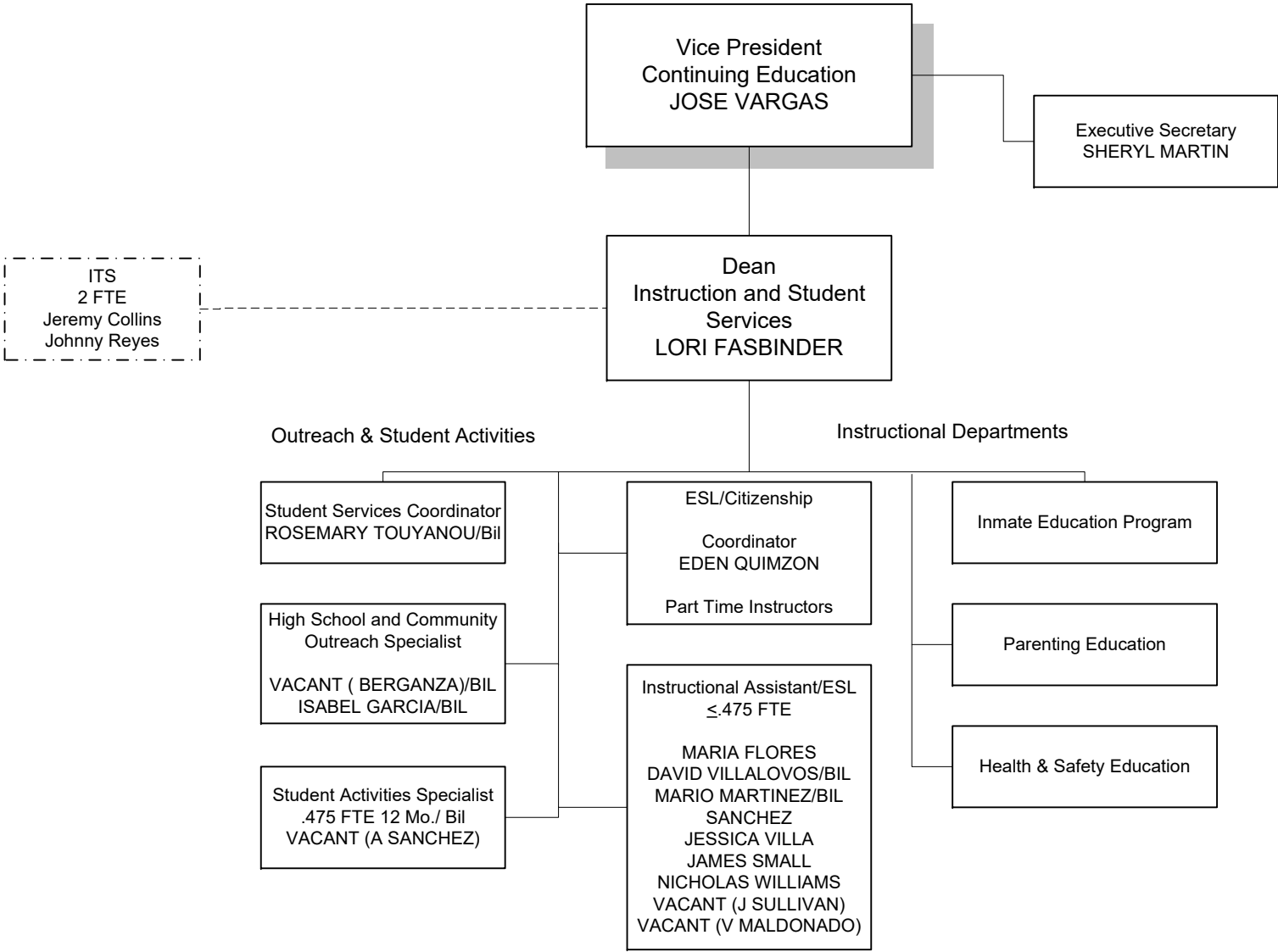
**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE DIVISION OF  
CONTINUING EDUCATION  
ORANGE EDUCATION CENTER**



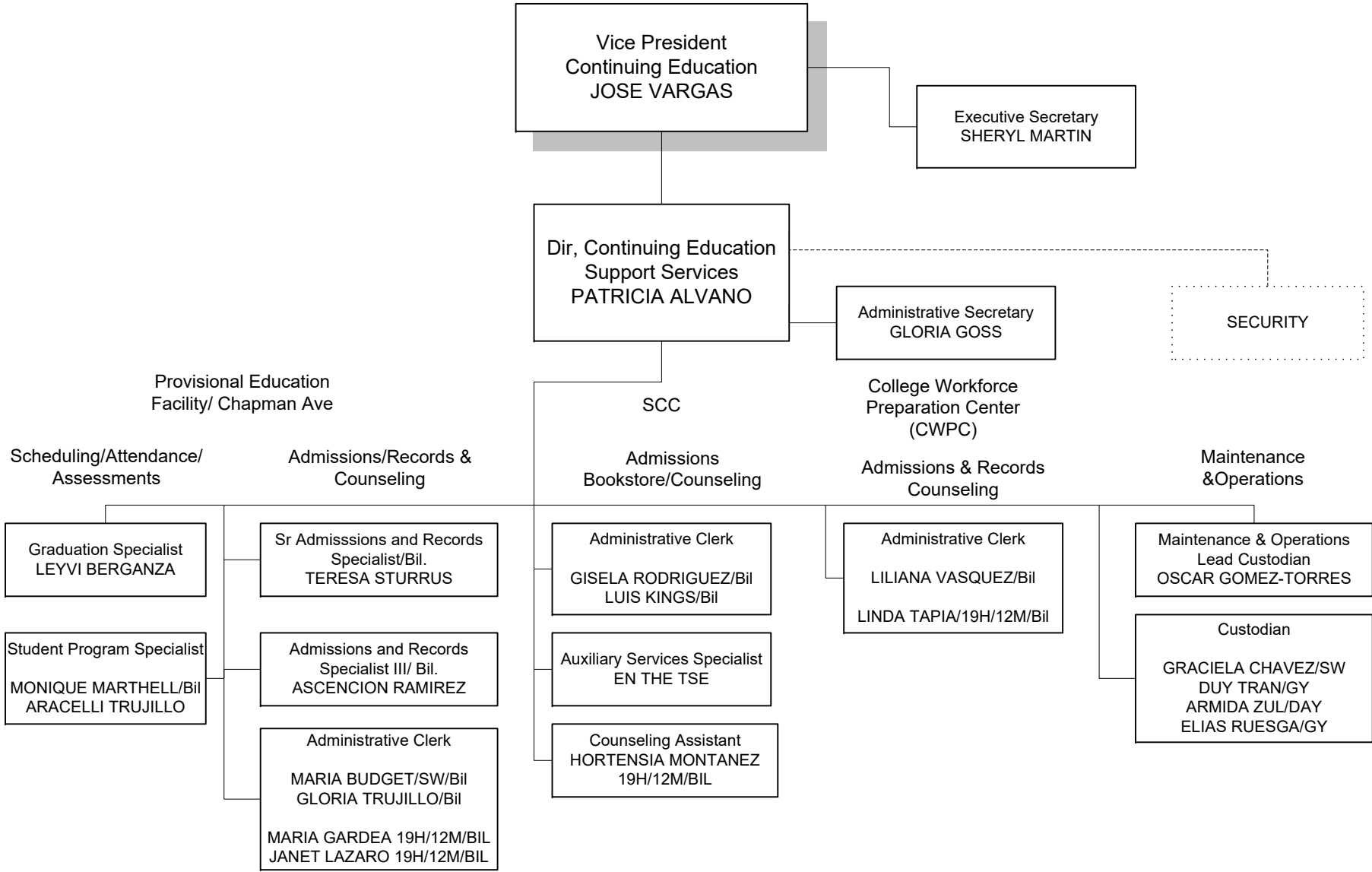
**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE DIVISION OF  
CONTINUING EDUCATION  
ORANGE EDUCATION CENTER**



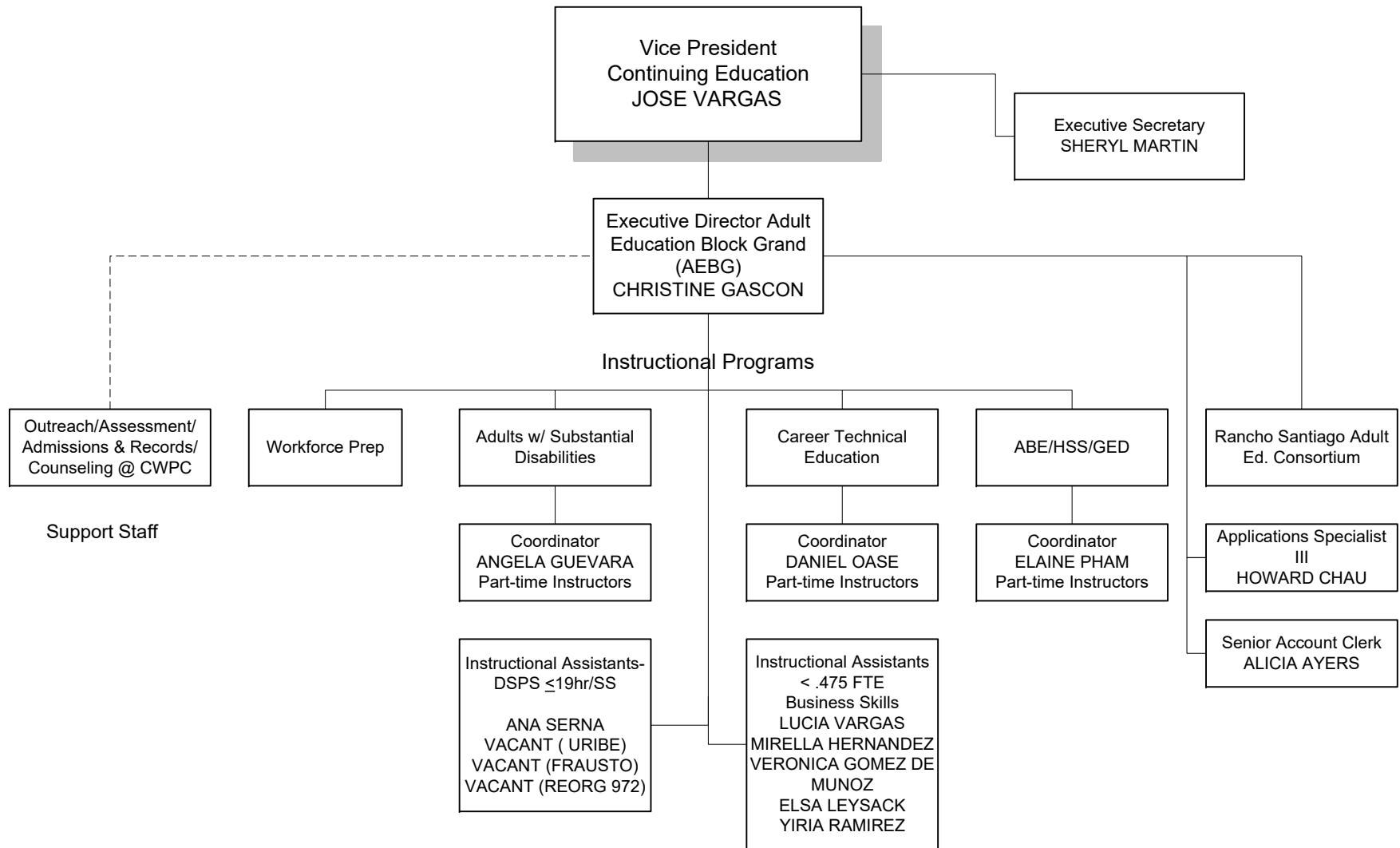
**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE DIVISION OF  
CONTINUING EDUCATION  
ORANGE EDUCATION CENTER**



**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE DIVISION OF  
CONTINUING EDUCATION  
ORANGE EDUCATION CENTER**



**Rancho Santiago Community College District  
SANTIAGO CANYON COLLEGE DIVISION OF  
CONTINUING EDUCATION  
ORANGE EDUCATION CENTER**



**Santiago Canyon College  
Orange Education Center  
Administrative Responsibilities**

**2018-2019**

| <b>Jose Vargas</b>  | <b>Joanne Armstrong</b>   | <b>Lori Fasbinder</b>   | <b>Pat Alvano</b>  | <b>Chrissy Gascon</b>  |
|---|---|---|--|--|
| Vice President  | Dean, Instruction & Student Services  | Dean, Instruction & Student Services  | Director, CE Support Services  | Director, AEP  |
| Accreditation<br>Administrative Coverage<br>Administrator/Manager Evaluations<br>Adult Education Program (AEP)<br>ARCC/Student Success Scorecard<br>Branch Locations Use Agreements (Depts)<br>Budgets - General and Categorical<br>CEFA Liaison<br>Certificates/Awards<br>Classified Staff Evaluations<br>Classified Staff Meetings<br>Classroom Visitations<br>Community Outreach<br>Conference Attendance<br>Contracts - CEFA, CSEA, FARSCCD<br>Curriculum (State Liaison)<br>Educational Master Plan (CED)<br>Employee Services<br>Faculty Evaluations<br>Faculty Leadership Meetings<br>FARSCCD Liaison<br>Flex Time / Professional Development<br>FTES (projecting, monitoring & producing)<br>Grants (State Liaison)<br>Legislation Advocate<br>Marketing & Public Relations<br>MIS Elements (Personnel)<br>New Faculty Recruitment & Orientation (Depts.)<br>OEC Construction/Refurbish<br>Organizational Plan<br>Payroll Certification<br>Pre-School Meeting/Fall Meeting<br>Procurement<br>Program Planning/Review (Departments)<br>Room Utilization<br>Schedule of Classes (Brochure)<br>Site Directors<br>Statisticals<br>Student Discipline<br>Substitutes<br>Other Duties as Assigned | ABE/HSS Department (including Bridge & Petition)<br>Assessments (Program Areas)<br>Auxiliary Services/Bookstore (SCC)<br>Basic Skills Initiative<br>Branch Locations Use Agreements (Depts)<br>Budgets - Departments/Programs (including Lottery)<br>CASAS (WIOA 231 program 1101)<br>CalWorks<br>Certificates (Departments)<br>Class Scheduling (Departments)<br>Classified Staff Evaluations (Departments)<br>Classroom Visitations<br>College Catalog<br>Commencement/Graduation<br>Community Services<br>Counseling Faculty<br>Department Staff Meetings<br>DSPS<br>Faculty Evaluations (Departments)<br>Faculty Handbook<br>FTES (Departments)<br>Grants (Subject Areas)<br>Health & Safety Department<br>Home Economics Department<br>Instructional Assistants (Departments)<br>MIS Elements (CalWorks/DSPS)<br>New Faculty Recruitment & Orientation (Depts.)<br>Older Adult Program Department<br>Payroll Certification (back-up)<br>Placement Tracking (jobs, education, military, etc.)<br>Procurement (Departments)<br>Program Planning/Reviews (Departments)<br>SCC (All CE On-site Classes and Services)<br>Scholarships<br>Student Discipline (Departments)<br>Student Success & Support Program (SB1456)<br>Substitutes (Departments)<br>Teacher/Office Supplies (Departments)<br>Other Duties as Assigned | Assessments (Program Areas)<br>Associated Student Body (ASG-OEC)<br>Branch Locations Use Agreements (Depts)<br>Budgets - Departments/Programs (including Lottery)<br>Career Center<br>CASAS (WIOA 231 programs 1102 & 1106)<br>Certificates (Departments)<br>CHAP Facility<br>Citizenship Department<br>Class Schedules<br>Class Scheduling (Departments)<br>Classified Staff Evaluations (Departments)<br>Classroom Visitations<br>Department Staff Meetings<br>ESL Department / EL Civics<br>Faculty Evaluations (Departments)<br>FTES (Departments)<br>Grants (Subject Areas)<br>Inmate Education Department<br>CASAS (WIOA 225, program 1108)<br>Instructional Assistants (Departments)<br>MIS Elements (Courses/Sections)<br>New Faculty Recruitment & Orientation (Depts.)<br>Outreach Department<br>Social Media<br>Parenting Education Department<br>Payroll Certification (back-up)<br>Procurement (Departments)<br>Program Planning/Reviews (Departments)<br>Resource Center<br>Student Discipline (Departments)<br>Student Handbooks<br>Substitutes (Departments)<br>Teacher/Office Supplies (Departments)<br>Web Page (OEC)<br>Other Duties as Assigned | Assessment Center<br>Auxiliary Services/Bookstore (CHAP)<br>Admissions & Records Department<br>Classified Staff Evaluations (Depts)<br>Counseling Department Classified Staff<br>Datalat/Colleague/Web Adviser<br>Department Staff Meetings<br>Enrollment Reports<br>Equipment Inventory<br>Facilities<br>Conference Rooms Scheduling<br>Custodial Staff<br>Keys<br>Technology<br>FTES Reports (state & local)<br>Liaison w/ ITS re: CE Needs<br>MIS Elements (Students)<br>Office Supplies (Departments)<br>Permanent Records<br>Procurement (Departments)<br>Scheduling Department<br>Section Numbers<br>Section Schedule Audits<br>Security (on-site) / Safety<br>Emergency Preparedness Plan<br>Student Attendance Collection,<br>Accountability, & Quality Control<br>Student Demographic Reports<br>Other Duties as Assigned | AEP - ALL<br>AEP Budgets<br>AEP Consortium Contact/Liaison<br>AEP Consortium Plan<br>AEP Data Collection & Reporting<br>AEP Effectiveness<br>AEP MIS Reporting<br>AEP State Liason<br>AEP State Reports<br>Adults with Disabilities Dept.<br>Career Technical Education Dept.<br>Business & Industry Partnerships<br>Business Skills<br>Industrial Education<br>Perkins IV<br>Trade Advisories<br>Certificates (Departments)<br>Class Scheduling (Departments)<br>Classified Staff Evaluations (Depts)<br>Classroom Visitations<br>Curriculum Rep (Administration)<br>CWPC Facility<br>Faculty Evaluations (Departments)<br>FTES (Departments)<br>Grants (Subject Areas)<br>Instructional Assistants (Departments)<br>Persons w/ Substantial Disabilities Dept.<br>Procurement (Departments)<br>Program Planning/Reviews (Depts.)<br>Student Discipline (Depts.)<br>Substitutes (Departments)<br>Teacher /Office Supplies (CWPC)<br>Other Duties as Assigned |