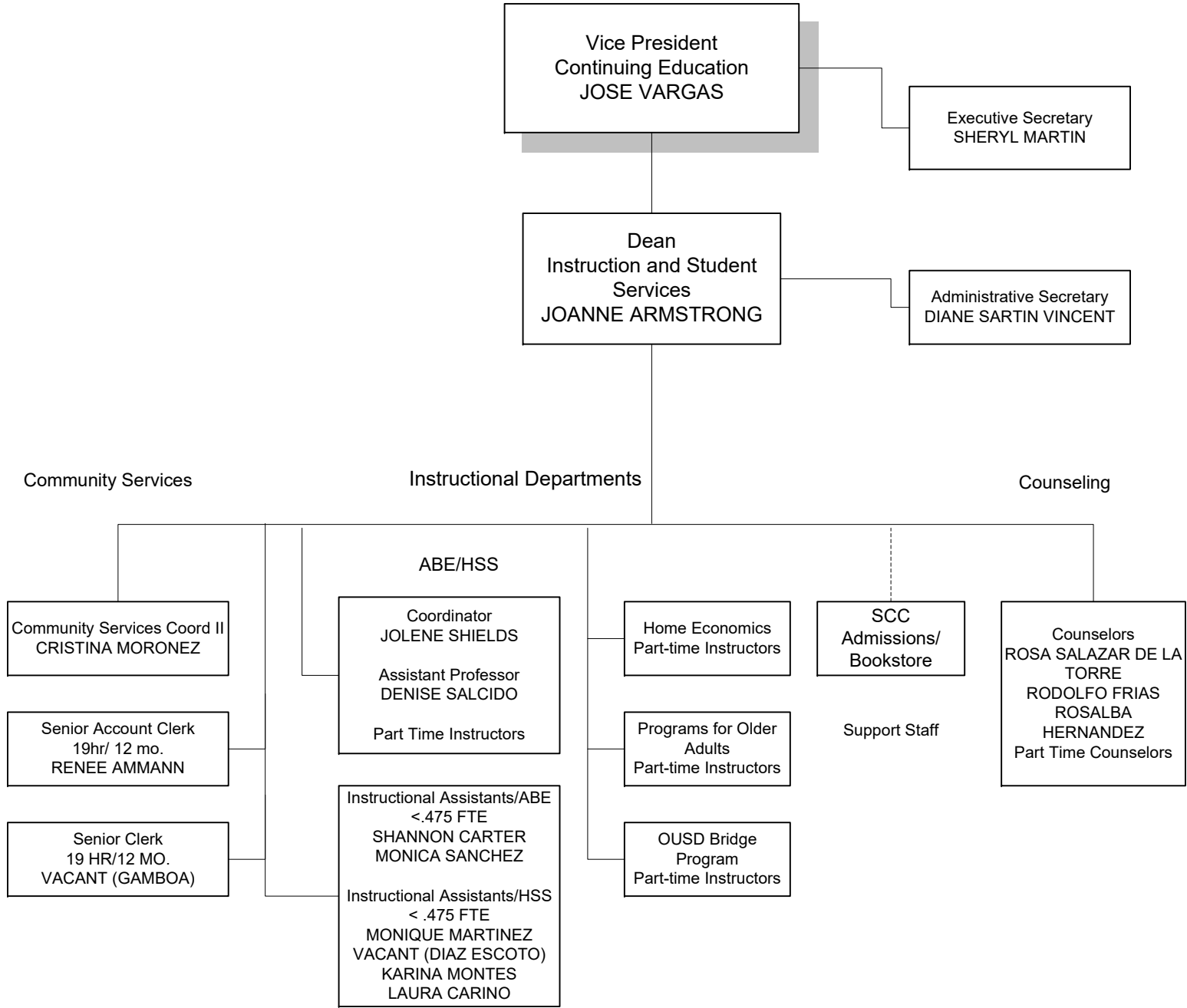


**Rancho Santiago Community College District
SANTIAGO CANYON COLLEGE DIVISION OF
CONTINUING EDUCATION
ORANGE EDUCATION CENTER**



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

2018-2019

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