

# WHO'S WHO IN STUDENT SERVICES SADDLEBACK COLLEGE

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Who's Who in  
**Office of the Vice President for Student Services**  
 Saddleback College

Position	Employee	Responsibilities
<b>Vice President for Student Services 100%</b>	Juan Avalos x4566	Oversees all student support services (Admissions, Records and Enrollments Services, Associated Student Government, Bookstore, CalWORKs, CARE, Career Services, Child Development Center, Counseling Services, DSPS, EOPS, Financial Assistance Programs, Food Services, Health Services, International Student Center, Student Development, Transfer Center and Outreach. Handles student discipline matters.
Executive Assistant 100%	Barbara Sendaba x4567	Serves as support to Vice President for Student Services, develops reports and summarizes information and data for special projects, maintains calendar, handles confidential and sensitive complaints and student issues, monitors and participates in budget preparation.

Who's Who in  
**Admissions, Records, and Enrollment Services**

Position	Employee	Responsibilities
<b>Director 100%</b>	Jane Rosenkrans x4340	Provides administrative direction and supervision of student admissions, registration, certification, academic records, enrollment services, and preparation of reports as required by state and federal agencies.
Registrar 100%	Joyce Semanik x4342	Supervises admissions and records staff and operations, including registration, grade collection, and student petitions; prepares college 320 report to the state;
Sr Administrative Assistant 100%	Lurdes Casillas* x4341	Serves as office manager; responsible for department payroll, budget, subpoenas for student records, and administrative correspondence.
Senior Admissions & Records Specialist, Bilingual – Spanish 100%	<b>Vacant</b> x4344	Registration Lead; Responsible for residency issues and general petitions.
A&R Specialist 1	Kimia Fahimi X4720	Performs day telephone and counter duties.
Admissions & Records Evaluator 100%	Elva Araiza X4312	Responsible for processing evaluations.
Admissions & Records Evaluator 100%	Jeanne Barnhill x4345	Responsible for processing evaluations.
Admissions & Records Evaluator 100%	Julie Pahan x4346	Responsible for processing evaluations.
Admissions & Records Evaluator 100%	Evelia Ramirez X4685	Responsible for processing evaluations.
Senior Admissions & Records Specialist 100%	Shirley Gauthier X4360	Evening Registration Lead; Responsible for processing student general petitions, high school student applications, and residency.
Senior Admissions & Records Specialist 100%	Connie Harrington x4351	Registration Lead; Responsible for processing student general petitions, high school student applications, and residency.
Senior Admissions & Records Specialist 100%	Doris Muchirahondo x4356	Registration Lead; Responsible for off campus & Emeritus institute registration, processing general petitions and residency.

A & R Specialist II 100%	Lee Anne Leithem x4355	Responsible for transcript & enrollment/degree verification production (A-L).
A & R Specialist II 100%	Donald Powell x4361	Responsible for Transcript & enrollment/degree verification production. (M-Z).
A & R Specialist I, 62.50%	Fariba Dai x4287	Scans records and provides evening telephone/counter coverage.
A & R Specialist I 62.5%	<b>Vacant</b> x4354	Scans records, distributes mail, and provides telephone coverage.
A & R Specialist I 100%	Nancy Fiacco x4350	Serves as day counter representative and assists with data processing.
A & R Specialist I 100%	Kathy McGann x4612	Serves as evening counter representative.
A & R Specialist I, 100%	<b>Vacant</b> X4353	Serves as day counter representative.
A&R Specialist I Bilingual	Alicia Olvera X4353	Serves as evening counter representative.
A&R Systems Specialist 100%	Craig Connor x4343	Technical lead; provides information input, report generation and web page maintenance.
A&R Specialist II, Bilingual – Vietnamese 100%	My Truong x4352	Processes grade record information and student data changes.
International Students Program Specialist 100%	Monika Connolly x4602	Processes requests for admission by international students; issues I-20s and other relevant immigration documents; monitors student insurance coverage; serves as liaison with Bureau of Citizenship and Immigration Services, American Consulates; responsible for implementing Student and Exchange Visitor's Information System (SEVIS), interpreting SEVIS regulations.

Who's Who in the  
**Child Development Center**

Position	Employee	Responsibilities
<b>Child Care Center Manager</b> 100% (Range CL 06)	Lisa Cavallaro x4302	Manages, directs, and coordinates the activities of the Child Development Center and coordinates activities with other divisions and departments on campus.
Assistant Manager 100% (Range CL 02)	<b>Vacant</b>	Assists the manager to manage, direct and coordinate the activities of the Child Development Center.
Senior Child Care Instructional Specialist 100% (Range 128)	Wesley I. Thomas x4248	Performs a variety of duties in the development and implementation of instructional and recreational activities at the CDC. Schedules daily assignments and breaks for staff.
Admin Assistant II 100% (Range 121)	Nicholas Schmidt x4582	Performs general secretarial and clerical duties in support of staff. Provides front counter and telephone support. Assists parents and students in the enrollment process.
Child Care Instructional Specialist 68.75% (Range 122)	Terry Aragonex x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 72.5% (Range 122)	<b>Vacant</b> x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	Deborah Dautel x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	Alicia Dunmeyer x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	<b>Vacant</b> x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 100% (Range 122)	Colette McClellan x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	Lucia Duran-Herwehe x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	<b>Vacant</b> x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.

Child Care Instr. Specialist 100% (Range 122)	Shawn Norman x4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.
Child Care Instr. Specialist 68.75% (Range 122)	Julia Gilman X4582	Performs a variety of duties involved in planning and implementing instructional and recreational activities at the CDC appropriate for the needs and skills of the children.

Who's Who in **Student Development**

Position	Employee	Responsibilities
<b>Director, Student Development</b> 100%	Audra DiPadova x4213	Plans, organizes and directs all aspects of the Student Development Program; directly advises and develops the student representatives known as the Associated Student Government (ASG). Oversees the operation of the cafeteria, satellite coffee cart, food vending units, and beverage machines. Chairs Campus Beautification Committee; Bookstore Committee; Commencement Committee; Food & Beverage Committee.
Senior Admin Assistant 100% (Range 127)	Erin Long x4616	Provides direct support for the Student Development Director and performs a multitude of tasks for the Student Development office and Associated Student Government (ASG), including managing the ASG budget, processing Student Development and ASG requisitions, maintaining the department general fund budget, tracking and expensing categorical budgets.
Student Development Assistant 100% (Range 121)	Delainey Taylor X4290	Provides direct support for the Student Development Director; advises the various student clubs, promotes leadership opportunities, coordinates with ASG and the Inter-Club Council (ICC) to increase the sales of ASB stamps; assists with the ASG and Ticket Office operation.

Who's Who in the  
**Student Financial Assistance/Scholarships Office (SFAO)**

Position	Employee	Responsibilities
<b>Financial Assistance /Scholarships, Director</b> 100%	Christian Alvarado x4865	Provides the overall management of financial aid and scholarship programs. Responsible for remaining current on policies, procedures, and regulations of federal, state, and institutional student financial assistance programs. Supervises staff. Serves as financial aid troubleshooter.
Administrative Assistant 100% (Range 121)	Lynn Martin x4866	Provides administrative support to Director of Financial Aid including maintaining calendar, scheduling appointments, and assisting with meetings. Assists in budget preparation and monitors general fund and categorical budgets.
Financial Aid Specialist 52% (Range 125)	Patti Rocklin X4863	Prepares and updates student files. Validates student application documentation. Performs verifications of eligibility for disbursement of federal Stafford loans.
Financial Aid Specialist 100% (Range 125)	Javier Williams x4864	Responsible for reviewing, revising and verifying all student and parent financial aid documents. Awards federal, state and institutional financial aid in accordance with federal state and institutional policies.
Senior Financial Aid Specialist 100% (Range 129)	Ruth Higgins x4862	Trains and reviews the work of staff. Completes due diligence process for Federal Perkins loans. Advises students. Provides questions and answers to KnowledgeBase web site. Coordinates Powerfaids and financial aid and California web grant systems. Serves as internal auditor for FA office. Provides technical support for the return of Title IV funds.
Financial Aid Specialist 100% (Range 125)	Tina Dang x4861	Responsible for reviewing, revising, and verifying all student and parent financial aid documents. Awards federal, state, and institutional financial aid in accordance with federal, state and institutional policies. Assists in the coordination of the federal work study program.
Financial Aid Specialist 100% (Range 125)	Dennis Stachelski X4867	Provides assistance at the front counter and with document tracking and filing. Responds to financial aid inquiries from students. Receives and documents student application information. Coordinates Web Grants.
Financial Aid Specialist 48% (Range 125)	Pheolin Truong	Provides assistance at the front counter and with document tracking and filing. Responds to financial aid inquiries from students. Receives and documents student application information.
Financial Aid Specialist 48% (Range 125)	Andrea McGinley	Provides assistance at the front counter and with document tracking and filing. Responds to financial aid inquiries from students. Receives and documents student application information.
Financial Aid Specialist 100% (Range 125)	Phuong Vu X4857	Prepares and updates student files. Validates student application documentation. Assists in the coordination of the federal work study program. Provides assistance at the front counter. Coordinates Stafford Student Loan Program.

Who's Who in  
Student Health Services

Position	Employee	Responsibilities
<b>Director</b> 100% (Range 230)	Jeanne Caldwell x4607	Responsible for the development and administration of Student Health Center (SHC) services/programs. Responsible for overall management and supervision of SHC personnel. Provides clinical nursing care to students. Site Coordinator for SC Bloodborne Pathogen Program. AED Program Coordinator.
Health Center Nurse 100% (Range 136)	Monica Nelson x4606	Provides clinical nursing care to students. Provides first aid for on-campus injuries to employees and visitors.
Health Center Nurse (50%) (Range 136)	Marla McBride X4606	Provides clinical nursing care to students. Provides first aid for on-campus injuries to employees and visitors.
Health Center Nurse (50%) (Range 136)	Debby Vail x4606	Provides clinical nursing care to students. Provides first aid for on-campus injuries to employees and visitors.
Senior Health Office Assistant 100% (Range 124)	Robyn Wilson x4606	Serves as front office receptionist. Schedules appointments for all SHS healthcare providers. Performs administrative secretarial duties for the SHS director.
Health Office Assistant (50%) (Range 115)	Gina Lakow-Woram X4606	Serves as front office receptionist. Schedules appointments for all SHS health care providers.
*Family Practice M.D. (15%) P/T Academic	Jocelyn Won MD x4606	Provides general medical care to currently enrolled students.
*Family Practice M.D. (30%) P/T Academic	Brian F. Haskins, DO x4606	Provides general medical care to currently enrolled students.
*Family Practice M.D. P/T Academic	Ralph Farinello, MD	Provides general medical care to currently enrolled students.
*Gynecologist (5%) P/T Academic	George J. Kallins, MD x4606	Provides medical women's health services to currently enrolled students.
*Gynecologist (10%) P/T Academic	Terese Dearmin, MD	Provides medical women's health services to currently enrolled students.
*Clinical Psychologist (30%) P/T Academic	Tina Freeland, Ph.D. x4606	Provides clinical supervision to counseling interns providing 40 hours wk personal counseling services to currently enrolled students.
*Counseling Intern 15 hrs wk (unpaid)	Susan Hawkins	Provides personal counseling, psychological assessment, and crisis intervention services.
*Counseling Interns 15 hrs wk (unpaid)	Sara Song Tricia Shelton	Provides personal counseling, psychological assessment, and crisis intervention services.
*Counseling Intern 15 hrs wk (unpaid)	<b>Vacant</b>	Provides personal counseling, psychological assessment, and crisis intervention services.

Who's Who in **Outreach**

<b>Outreach Coordinator 100%</b>	Leslie Humphrey x4272	Responsible for planning and implementation of outreach and retention programs, services, operations and activities to recruit, assist and retain community college students; providing matriculation and assessment information. Oversees student outreach workers as well as the Student Ambassador Programs and Gaucho Guides.
<i>Outreach Aides (part-time)</i>		Conducts presentations to Saddleback College classes regarding financial assistance and other student support services. Participates in various high school and community outreach and recruitment activities. Assists with campus tours for prospective students.
<i>Campus Information Operator</i>	Sandra Malagon	Answers College telephone questions and forwards calls to the appropriate department.
<i>Gaucho Guides (seasonal workers)</i>		During the first week of each semester, provide information regarding class and administrative office locations, parking information assistance and other campus information to all Saddleback College students. Answer questions in heavily student populated areas around campus (floating) and at information booths.

Who's Who in  
**Counseling, Generalist**

Position	Employee	Responsibilities
<b>Dean</b> 100%	Jerilyn Chuman x4473	Oversees the day-to-day operations and serves as administrator of the Division of Counseling Services and Special Programs.
Coordinator 50% Generalist Counselor 50%	Steve Handa x4472	Serves as Counseling Coordinator. Provides academic, career, transfer, and personal counseling and advisement, and as an instructor of Applied Psychology courses and coordinates the integration of technology into counseling support services.
Articulation Officer 100%	Ralph Meza	Articulation Officer duties and coordinates the integration of technology into counseling support services.
Generalist Counselor 80%	Maryam Azary X4682	Provides academic, career, transfer, and personal counseling and advisement, serves as Crisis Intervention Team coordinator, and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	Doug Barr x4317	Provides academic, career, transfer, and personal counseling and advisement, serves as counseling liaison for nursing students, and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	Pam Barr x4491	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	Marianna DeSaracho x4476	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses and coordinates the integration of technology into counseling support services.
Generalist Counselor 100%	Peter Espinosa x4475	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	<b>Vacant</b> x4473	Provides academic, career, transfer, and personal counseling and advisement, serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	Paula Jacobs x4886	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	David Francisco X4471	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses.
Generalist Counselor 100%	Sharon Nussenbaum X4460	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses.
Generalist Counselor /Athletic 100%	Mike Long x4511	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied psychology courses.
Generalist Counselor 100%	Jan Ventura x4454	Provides academic, career, transfer, and personal counseling and advisement and serves as an instructor of Applied Psychology courses, and 2+2 coordinator.

<i>*Hourly Counselor</i>	Karen Hersom	Teaches study skills
<i>*Hourly Counselor</i>	Kristen Perrone	Provide academic, career, transfer, and personal counseling and advisement for students on probation.
<i>*Hourly Counselor</i>	Jennifer Foster	During heavy registration and counseling cycles, assists in providing academic, career, transfer and personal counseling and advisement sessions as needed. Provides Financial Aid counseling. Serves as instructor of Applied psychology courses.
<i>*Hourly Counselor</i>	Carol Lerman X4940	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement sessions as needed. Assists with students who participate in the TPP grant.
<i>*Hourly Counselor</i>	Penny Skaff x4572	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement sessions as needed. Conducts workshops and advisement sessions as needed. Kaleidoscope Grant Coordinator.
<i>*Hourly Counselor</i>	Jack Swartzbaugh x4572	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement.
<i>*Hourly Counselor</i>	Mary McCarthy X4572	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement. Serves as instructor of Applied Psychology courses. Conducts workshops and advisement sessions as needed. Provides Financial Aid counseling.
<i>*Hourly Counselor</i>	Camille De Sopo X4940	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement. Serves as instructor of Applied Psychology courses. Conducts workshops and advisement sessions as needed for probation students.
<i>*Hourly Counselor</i>	Bob Jacobsen, Eric Garcia, Marissa Illiscupidez, Amanda Romero, Murl Tucker, Wendy McMillan	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement. May serve as instructor of Applied Psychology courses.
<i>*Hourly Counselor</i>	Mario Escalante, Richard Potratz X4572	During heavy registration and counseling cycles, assists in providing academic, career, transfer, and personal counseling and advisement. Serves as instructor of Applied Psychology courses. Conducts workshops and advisement sessions as needed. Provides Financial Aid counseling. Provides probation counseling.
Senior Administrative Assistant 100% (Range 127)	Anne Rocha X4930  Gabriella Landingham X4807	Serves as support to Dean of Counseling Services, faculty, and staff. Monitors and participates in budget preparation for general fund and categorical budgets. Inputs class schedules and curriculum for Special Services department. Composes meeting minutes for the Counseling Division. Researches, prepares, and processes annual state reports.

Articulation Specialist 100% (Range 127)	Krista Fisher x4435	Provides clerical, technical, and editorial functions to create and maintain all articulation with four-year institutions. Provides technical support for the development of My Academic Plan for housing of major prep and articulation with four-year private universities. Consults with faculty to maintain transferability of courses. Performs major editing functions.
Counseling Office Assistant (days) 100% (Range 115)	Arthur Araiza x4226	Responsible for front desk duties; scheduling counseling appointments; provides statistical information for reports, and pulls transcripts as well as matriculation test results.
Senior Counseling Office Assistant (days) 100% (Range 119)	Carla Conn (Acting) x4393	Responsible for front desk duties; scheduling counseling appointments; provides statistical information for reports, and pulls transcripts as well as matriculation test results. Serves as SARS system administrator.
Counseling Office Assistant Evenings 50% (Range 115)	Justine Amadeus X4226	Responsible for front desk duties; scheduling counseling appointments; monitors and tracks counseling /matriculation appointments, provides statistical information for reports, and pulls transcripts as well as matriculation test results.
Articulation Office Assistant 72.50% (Range 115)	<b>Vacant</b> X4570	Provides clerical, technical and editorial functions to create and maintain all articulation with four-year institutions.

Who's Who in **Center for Career and Life Development**

Position	Employee	Responsibilities
<b>Coordinator</b>	Steve Handa X4472	Coordinates activities and day-to-day operations of Center for Career and Life Development.
Re-entry/ Women's Center Services Specialist 100% (Range 129)	Alizadeh, Sholeh x4611	Provides assistance and guidance to new, continuing and returning to college adult students. Assists reentry students with admissions and registration procedures and removing their barriers to continue their education. Coordinates workshops and group activities; women's conference and facilitates annual scholarships to qualified re-entry students.
Career Guidance Officer 100% (Range 129)	Don Mineo X4360	Oversees career guidance services, which include both paper and pencil as well as online assessments. Assists students in obtaining college information to assist them in decision making. Provides CCLD orientations for Applied Psych classes as well as other courses.
Career Placement Officer 100% 11 mo (Range 129)	Eric Hilden x4278	Oversees job placement services. Assists students with resume writing and interviewing techniques. Conducts workshops on job search techniques. Assists faculty with internship opportunities. Works with CalWORKs students to inform them of employment opportunities. Serves as One Stop liaison.
Career Services Technician 100% (Range 121)	Rainia Hamad (sub) X4929	Provides Career Center instructional support evenings (50%) and clerical support for the Center for Career and Life Development.
Career Services Specialist 100% (Range 121)	<b>Vacant</b>	Provides orientation and technological assistance to students utilizing online services, including online assessments, job search, and applications.
Counseling Office Assistant 72.5% (Range 115)	Maryam Afshari x4575	Provides front desk coverage and student support assistance for the CCLD.
Office Assistant (19 hrs.) (Range 113)	Juan de la Cruz x4575	Assists staff and students. Provides front desk coverage.
<i>Project Specialist III</i>	<b>Vacant</b>	Assists staff and students.

### Who's Who in **Matriculation**

Position	Employee	Responsibilities
<b>Matriculation Coordinator</b> 100%	Penny Skaff X4460	Coordinates activities and day-to-day operations of Matriculation.
Senior Administrative Assistant 100% (Range 127)	Gloria Martin X4569	Provides administrative support to Matriculation Coordinator including maintaining calendar, scheduling appointments, and assisting with meetings. Uses electronic technology to process HR forms, budget transfers, purchase requisitions, and various budget reports.
Senior Matriculation Specialist 100% (Range 127)	Laura Toscano x4274 Darren England X4986	Provides assessment activities of English, reading, and math to incoming students. Conducts ESL assessments and orientation sessions for ESL students. Reviews transcripts from other colleges and universities as well as high schools to determine alternative placement in basic skills classes. Assists with the Early Alert and probation programs.
Counseling Office/Matric Assistant 50% (Range 115)	Karen Yang X4269	Responsible for front desk duties, meeting and greeting students, provides statistical information for reports and pulls transcripts as well as matriculation test results. Answer questions, makes referrals and interfaces with all college departments in assisting students.

### Who's Who in **The Transfer Center**

Position	Employee	Responsibilities
<b>Transfer Center Coordinator</b> 100%	Miki Mikolajczak x4468	Coordinates activities and services related to the Transfer Center and transfer functions.
<i>*Transfer Center Faculty/Counselor part time</i> 15.5 hrs wk	Sara Nieves-Lucas x4259 Jayne Klunder X4258 Sarah Kobata X4281	Provides transfer counseling outreach to campus and community; conducts workshops, class visits, and DCTC (Don't Cancel That Class); takes students on college tours and university road trips; answers Transfer Center e-mail; attends articulation, Transfer Center office staff meetings, and advisory board meetings; prepares fliers, brochures, and PowerPoint presentations; prepares written summaries of Transfer Center activities; participates in College/University Transfer Day (CUTD) and South Coast Higher Education Council (SCHEC) college fairs; and assists in recruiting students with educational and economical disadvantages.
<i>*Counselor</i> 15.5 hrs wk	Carol Lerman X4328	As a counselor for the Teacher Preparation Pipeline (TPP) Grant, recruit students to be aides in local high school and ROP career Technical Education (CTE) classes. Provide academic and career planning for TPP students. Recruit local high school and ROP Teachers to be TPP mentors. Provide class presentations, workshops and other outreach activities for TPP. Perform Transfer Center Counselor duties.
<i>*Counselor</i> 20 hrs wk	Jennifer Forster X4328	As a counselor for the Teacher Preparation Pipeline (TPP) Grant, recruit students to be aides in local high school and ROP career Technical Education (CTE) classes. Provide academic and career planning for TPP students. Recruit local high school and ROP Teachers to be TPP mentors. Provide class presentations, workshops and other outreach activities for TPP. Perform Transfer Center Counselor duties.
<i>*Transfer Center Faculty/Counselor</i> 12.5 hrs wk	Jennifer Rachman X4328	Provides transfer counseling outreach to campus and community; conducts workshops, class visits, and DCTC (Don't Cancel That Class); takes students on college tours and university road trips; answers Transfer Center e-mail; attends articulation, Transfer Center office staff meetings, and advisory board meetings; prepares fliers, brochures, and PowerPoint presentations; prepares written summaries of Transfer Center activities.
Sr.Transfer Center Specialist 100% (Range 129)	Barbara Benavides x4423	Performs a variety of specialized clerical and administrative duties related to the operations and services of the Transfer Center; provides technical information to students and staff regarding transfer to universities, colleges, and technical/vocational schools; provides assistance to students in accessing appropriate resources; and coordinates a variety of transfer events and related programs.

Transfer Center Specialist 100% (Range 123)	Judi Pohl x4486	Performs a variety of clerical and administrative duties related to the operations and services of the Transfer Center; provides technical information to students and staff regarding transfer to universities, colleges, and technical/vocational schools; provides assistance to students in accessing appropriate resources; and coordinates a variety of transfer events and related programs.
Office Assistant 100% (Range 113)	Rosann Rios Office Assistant X4292	Duplicates and distributes materials for counseling and other appropriate staff; maintains files, master calendar of Transfer Center activities, and university representative data base.; assists in the preparation of reports and marketing materials; pulls transcripts; coordinates activities for college rep visits;. Maintains database of students, Transfer Center utilization, and transfer college of choice.
Project Technician categorical funded 100% (Range 122)	Azadeh Gharrafi (sub) X4469	Teacher Preparation Pipeline (TPP) Grant: Perform secretarial and administrative support duties for assigned administrator or academic bargaining unit grant/program supervisor; develop schedules related to grant activities and services. Provide administration assistance to The Transfer Center.

Who's Who in  
**Extended Opportunity Programs and Services**

Position	Employee	Responsibilities
<b>Assistant Dean</b> EOPS 33% DSPA 33% VETS 33%	Terence Nelson X4473	Responsible for the planning, organization, management, coordination, oversight, budget development, supervision, and evaluation of EOPS, CARE, CalWORKs as well as recruitment, outreach, community relations, and student discipline.
EOPS Coordinator 100%  CalWORKs Coordinator Stipend	Georgina Guy X4738	Monitors the EOPS/CARE & CalWORKs programs. Submits information in approved state reporting format. Prepares and submits the annual EOPS/CARE & CalWORKs Program. Plan and sets operational policies for implementation. Executes a comprehensive outreach program & liaisons with Financial Assistance Office to provide services to potential and current EOPS/CARE & CalWORKs students. Oversees EOPS/CARE & CalWORKs counseling services & provides counseling to EOPS/CARE students.
Counselor 100% EOPS/ CARE	Juanita Baltierra X4953	Provides academic, career, transfer, and personal counseling and advisement for EOPS/CARE eligible students.
<i>*PT Counselor</i> <i>EOPS/ CARE/</i> <i>CalWORKs</i> <i>15 hrs. /wk</i>	Orlantha Nin x4620	Provides academic, career, transfer, and personal counseling and advisement for EOPS/CARE eligible students.
<i>*PT Counselor</i> <i>EOPS/ CARE/</i> <i>CalWORKs</i> <i>15 hrs/ week</i>	Efren Rangel x4620	Provides initial intake of potential CalWORKs students. Provides academic, career, transfer, and personal counseling and advisement for EOPS/CARE and CalWORKs eligible students. Completes CalWORKs Monthly Reports/Supplemental Materials, Supplies and Textbooks requests. Works closely with the South Orange County Social Services Agency.
Sr. Admin. Assistant 100%  (Range 127)	Teresa Camacho x4619	Assists the EOPS Coordinator with EOPS/CARE budgets; arranges meetings/workshops for various program activities; maintains the SARS calendar for all employees; makes travel and conference arrangements; uses electronic technology for letters, forms, requisitions, absence reports, time sheets, etc; performs other clerical duties.
*PT Counselor 15 hrs/wk	Kathy Tuominen-Lenney X4620	Provides academic, career, transfer, and personal counseling and advisement for EOPS/CARE and CalWORKs eligible students.
EOPS Specialist 100%  (Range 121)	Lori Parra X4829	Assists potential and eligible EOPS/CARE students with financial aid, admissions, registration, and EOPS processes; tracks and maintains the EOPS/CARE student database and the EOPS/CARE MIS that is submitted to the state; advises students of program services; works closely with the Financial Assistance office in awarding EOPS/CARE grants; conducts preliminary screening of potential EOPS students; monitors the 70-unit, six-

		semester requirement of all students; works closely with the Matriculation office with regard to the Early Alert Program; and prepares reports and sends letters to EOPS students who are on academic/progress probation.
EOPS Specialist 100%  (Range 121)	Maria Paniaqua X4275	Conducts on- and off-campus outreach and recruitment activities/presentations in English and Spanish; provides students with information on college program and services; interacts with high school principals, counselors, academic advisors, guidance technicians/specialist, instructors, probation officers, community agency members, and members of the college;.
*Math Tutor 10 hrs wk	Vacant x4620	Tutors EOPS/CARE students in all levels of math.
*English Tutor 10 hrs wk	Vacant	Tutors EOPS/CARE students in the following: ESL, English 300, 220, 200, 1A, and 1B.
Project Specialist 20 hrs/wk	Yesenia Florentino X4620	Assists the EOPS Specialist with data input of EOPS eligible students, clerical assistance (answering phone, scheduling counseling appointments, filing, copying, creating flyers, cross referencing of data information sending mailings to students. Assists the EOPS Specialist in the outreach and recruitment of students; assists potential EOPSCARE students with the admissions, registration, financial aid and EOPS/CARE processes.
Project Specialist 16 hrs/wk	Javier Garcia x4620	Filing, copying, cross referencing of data information sending mailings to students, assists with scanning of files.
Project Specialist CalWORKs 20 hrs per week	X4620/4207	Assists the CalWORKs Coordinator and the CalWORKs counselors in scheduling appointments, maintains the CalWORKs student database and files; faxes monthly reports, supplemental material/textbooks requests to the South Orange County Social Services Agency.
Project Specialist CalWORKs 20 hrs/wk	Sylvia Arevalo	Assists the CalWORKs Coordinator with CalWORKs budgets; uses electronic technology for letters, forms, requisitions, etc; performs other clerical duties; maintains the CalWORKs MIS that is submitted to the state.

Who's Who in **Department of Special Programs & Services**

Position	Employee	Responsibilities
<b>Assistant Dean</b> DSPS EOPS VETS	Terence Nelson x4738	Responsible for the planning, organization, management, coordination, oversight, budget development, supervision, and evaluation of DSPS, EOPS, CARE, CaWORKs as well as recruitment, outreach, community relations, and student discipline.
<b>DSPS Coordinator/ Counselor</b> 100%	Ardith Lynch x4750	Oversees all aspects of departmental day-to-day management (faculty and staff), speech, language, hearing, acquired brain injury, developmental disabilities eligibility, accommodations, and student and faculty consultation. Serves as campus and off-campus agency liaison, coordinates and administers services and instruction per ADA/504, state, and federal regulations. Representative to region DSPS coordinators, local, state, and national disability groups.
DSPS Counselor 100%	Loma Hopkins X4779	Provides disability related counseling—academic, personal, and vocational. Determines eligibility and appropriate accommodations for all disabilities other than LD. Teaches Special Services classes. Serves as liaison with faculty, staff, and outside agencies. Specialty area—sensory, physical, and developmental disabilities.
Counselor 20% DSPS	Maryam Azary Michelle Gustafson x4682	Provides disability-related counseling--academic, personal, and vocational. Determines eligibility and appropriate accommodations for students with ADHD and psychological disabilities.
Counselor 100%	Zina Boratynec x4319	Provides disability-related counseling--academic, personal, and vocational. Determines eligibility and appropriate accommodations for all disabilities other than LD. Teaches Special Services classes. Serves as liaison with other faculty, staff, and outside agencies. Specialty area—ABI.
Learning Disability Specialist Part-time	Brooke Choo x4291	Provides learning disability assessments, educational guidance, monitoring of LD student progress, individual advisements in learning strategies and liaison with four-year colleges and universities.
Learning Disability Specialist 100%	Kim d’Arcy x4206	Provides learning disability assessments, educational guidance, monitoring of LD student progress, individual advisements in learning strategies and liaison with four-year colleges and universities.
Adapted Kinesiology Instructor (part-time)	Ron Hastings x4679	Provides instruction in adapted physical fitness, water exercise, strength, mobility, and coordination training, and adapted swimming classes. Teaches on- and off-campus adapted physical education courses.
Adapted Kinesiology Instructor 100%	Mike Bennett X4761	Provides instruction in adapted physical fitness, water exercise, strength, mobility, and coordination training, adapted swimming classes. Teaches on- and off-campus adapted physical education courses.
Learning Disability Instructor 100%	Mike Hoggatt x4653	Provides strategic and basic instruction for students with disabilities in class and the adapted computer lab (math, English, spelling, etc.). Also provides learning disability assessment in accordance with California Community College eligibility mandates.

Program Assistant 72.5% (Range 118)	Summer Lesina X4424	Processes student educational contracts, reviews files for completeness according to state and federal mandates, assists in special courses when available, provides backup for staff and accommodated testing program.
Office Assistant 72.5% (Range 113)	<b>Vacant</b> x4424	Retrieves and follows-up on medical documentation, supports the Student Education Contract project. Assists with matriculation assessment.
Disabled Student Program Specialist 100% (Range 123)	Marie Bowman x4246	Assists, monitors, and schedules learning disability assessments and related appointments. Interacts with students and parents on a daily basis by phone and in person explaining processes and procedures. Provides
Counseling Office Assistant 100% (Range 115)	Kathy Schultz x4249	Serves as receptionist, provides assistance with registration, answers faculty and student daily questions, directs department traffic flow, maintains all disability reference materials and necessary forms, and track student appointments, monitors phone and appointment call-back system, schedules all faculty and LD appointments. Ensures accuracy of all aspects of student and faculty contacts at point of entry and follow-up.
Sr. Administrative Assistant 100% (Range 127)	Leanne Bean x4930	Serves as support to faculty, and staff of Special Services. Processes purchase requisitions & budget reports.. Serves as liaison with district and other college departments, including Business Services, Payroll, Fiscal, and Purchasing. Composes meeting minutes for the Special Services department. Assists with ordering of supplies and distribution of mail.
Disabled Student Program Specialist 100% (Range 123)	Marlene Sais x4915	Follows up on documentation and procedural issues with off-campus medical professionals, hospitals, Department of Rehabilitation, and Regional Center of Orange County; district and other college departments. Processes medical documentation; and reconciles MIS reports. Generates DSPS priority registration list, responds to questions and request for information from staff, faculty, and students. Trains and provides direction to assigned workers. Responsible for records management for Special Services, SARS (electronic scheduling system) administration, and MIS data reports.
Alternate Media Specialist 100% (Range 140)	Mike Sauter x4359	Provides and coordinates alternative media, including software and hardware application support and documentation. Provides web access training for students, faculty, and staff, video captioning, and provides Braille materials. Scans and reproduces text materials in electronic formats. Serves as liaison to and orders materials from the Alternate Text Production Center. Provides training on and oversees campus adapted computers, and provides consultation and monitors High Tech Center for students with disabilities.
Disabled Student program Specialist	<b>Vacant</b> x4328	Provides and arranges college accommodated testing, Schedules proctors, readers, and scribes, facilities. Ensures faculty and student coordination, books on tape, tape recorders, assistive equipment, and Special Services

100% (Range 123)		volunteers for all department activities. Serves as liaison for blind students.
<i>*Adapted Kinesiology Office Assistant</i> (Range 113)	Marilyn Lantz	Assists disabled student w/ registration and completion of forms. Responds to faculty and students' questions.
Disabled Student Program Specialist 100% (Range 123)	Sylvia Mejia x4238	Coordinates sign language interpreters, real-time captioning schedules, accommodated testing, and note takers. Provides and monitors Department of Rehabilitation services, volunteer services, assistive listening devices, and serves as campus deaf student liaison. Also acting accommodated testing facilitator.
Project Specialist	Amber Ding	Assists with obtaining medical records, back-up for other staff.
Project Specialist	Elaine	Assists with obtaining medical records, back-up for other staff.
<i>*Associate Faculty</i>	Ann Novick x4885	Provides writing instruction and basic learning disability assessment. Qualified to teach fundamental math courses.
<i>*Associate Faculty</i>	Kathleen Dumain	Provides LD assessments.
<i>*Associate Faculty</i>	Penny Flaherty	Provides instruction in lip reading and hearing conservation for the deaf and students with hearing disabilities.
<i>*Associate Faculty</i>	Brenda Fitzgeorge	Provides disability-related counseling. VETS counselor
<i>*Associate Faculty</i>	Tina Shaffie x4885	Provides disability-related counseling, LD assessment, and ADHD assessment.
<i>*Associate Faculty</i>	Connie Jackson	Provides disability-related counseling
<i>*Associate Faculty</i>	Phong Luong	Provides disability-related counseling
<i>*Associate Faculty</i>	<b>Vacant</b>	Provides instruction for students with learning disabilities in the areas for prescriptive instruction in spelling and reading.
<i>*Project Specialist II</i>	x4601	Assists with student files and accommodated testing and serves as backup for other staff. Responsible for adapted chairs, cart transportation and enrollment assistance for off-campus programs. Assists College Access Committee.

<i>*Project Specialist</i>	Gloria Brown	Assists with accommodated testing (proctor).
<i>*Project Specialist</i>	Johann (David) Kristjanson	Assists with accommodated testing (proctor).
<i>*Project Specialist</i>	Danny Powers	Assists with accommodated testing (proctor).
<i>*Project Specialist</i>	Deyanira Gonzalez	Assists with computer-related assignments and various office projects and front desk.
<i>*Project Specialist</i>	Genevieve Haynes	Assists Alternate Media Specialist and assists students during open lab hours.
<i>*Project Specialist</i>	Warren (Norris) Tomlinson	Assists with accommodated testing (proctor).
<i>*Adapted Kinesiology Aide</i>	Doug Wells	Assists disabled students and mentors student interns in APE classes.
<i>*Adapted Kinesiology Aide</i>	Brian Geier	Assists disabled students and mentors student interns in KNEA classes.
<i>*Adapted Kinesiology Aide</i>	Eric Knopick	Assists disabled students and mentors student interns in KNEA classes.
<i>Associate Faculty</i>	Pam Patterson	Assists disabled students in KNEA classes.
<i>*Adapted Kinesiology Aide</i>	Preston Angstrom	Assists disabled students in KNEA classes.
<i>Associate Faculty</i>	Omar Yunes	Assists disabled students in KNEA classes.
<i>*Adapted Kinesiology Aide</i>	Nayeli PalmaSerrano	Office Help / Cart Driver for mobility transportation / Assists in High Tech Lab
<i>*Interpreter III</i>	Jennifer Buckman	Interprets for deaf and hard-of-hearing students.
<i>*Interpreter IV</i>	Diana Phillips	Interprets for deaf and hard-of-hearing students.
<i>*Interpreter IV</i>	Vacant	Interprets for deaf and hard-of-hearing students.
<i>*Captionist-Interpreter IV</i>	Marlene Kandel	Provides real time captioning for deaf and hard-of-hearing students.

**Who's Who in Veterans Education & Transitions Services**

Position	Employee	Responsibilities
<b>VETS Director Assistant Dean VETS 33% EOPS 33% DSPS 33%</b>	Terence Nelson X4473	Responsible for the program planning and oversight.
<i>Veteran's Counselor</i>	Bob Jacobsen X4471	Work part-time with counseling staff to counsel Veterans on a personal basis and guide them thorough college as they attain their personal, vocational and transfer goals.
<i>Veteran's Counselor</i>	Greg Julian X4253	Work part-time with counseling staff to counsel Veterans on a personal basis and guide them thorough college as they attain their personal, vocational and transfer goals.
<i>Applied Psychology Instructor</i>	Robert Melendez X4253	"Boots to Books" Instructs section of Applied Psychology designed for returning combat Veterans and their families to transitions back into civilian and student life.
<i>Veterans Outreach Aide/Mentor</i>	Tony Belot X4473	Assists with planning, development, organization, coordination and implementation of marketing, outreach and retention programs, services, operations and activities to recruit Veterans and their families.

Who's Who in **College Police Department**

Position	Employee	Responsibilities
<b>Chief of Police</b>	Harry Parmer	Plans, develops, organizes, coordinates, directs, reviews and evaluates College-wide police, security, emergency response, disaster preparedness, parking control and revenue generation programs, services, operations, activities and processes to protect the lives and property of students, faculty, staff and the College; assure the protection of College personnel and facilities in accordance with federal, State and local laws, codes and regulations. Train, supervise and evaluate the performance of assigned personnel..
Deputy Police Chief	James Pyle	Participates with the Chief of Police in planning, developing, organizing, coordinating, directing, reviewing and evaluating College-wide police, security, emergency response, disaster preparedness, parking control and revenue generation programs, services, operations, activities and processes to protect the lives and property of students, faculty, staff and the College.
Police Officers (P/T)	Dan Lincoln, Steve Weibel	Performs law enforcement and crime prevention techniques, to include patrolling college properties in an effort to proactively preserve law and order and achieve positive public relations. Responds to public safety emergencies, complaints, concerns or questions and administers proper procedures to ensure public safety. Conducts criminal investigations, parking and traffic enforcement, and investigations.
Police Officers	William Arbuthnot, Joe Clayton, Santos Garcia, Jeffrey Hsu, Ed Grijalva  Michael Looney <b>1 Vacancy</b>	Performs law enforcement and crime prevention techniques, to include patrolling college properties in an effort to proactively preserve law and order and achieve positive public relations. Responds to public safety emergencies, complaints, concerns or questions and administers proper procedures to ensure public safety. Conducts criminal investigations, parking and traffic enforcement and investigations.
Senior Administrative Assistant	Jean Lukas	Under direction from the Chief and Deputy Chief of Police, performs the full range of administrative, secretarial, and clerical assistance in support the College Police Department.
College Police Assistant  Spring 2011	Susan Hines	Under general supervision from the Chief of Police, performs a variety of specialized office support and clerical duties in support of the Campus Police Department at an assigned campus; receives incoming calls including emergency calls for police, fire, and other emergency assistance; dispatches police units and informs other emergency service agencies as appropriate; and provides a variety of information and assistance to the general public relative to assigned area of responsibility.