



# Business & Administrative Services Division

## Functional Chart

April 7, 2015

**Superintendent/President**  
**Sunita "Sunny" Cooke**

**Vice President,  
 Business & Administrative Services**  
**Charlie Ng**

Chief Business Officer (CBO)  
 Budget Development  
 Facilities Master Plan  
 Fiscal Management  
 Fiscal Policy  
 Legal Services  
 Strategic Planning

**Director, Fiscal Services**  
**Katie White**

Accounting  
 Accounts Payable  
 Audits  
 Banking  
 Budgeting  
 Chart of Accounts  
 Contracts & Grants (fiscal)  
 Financial Reporting  
 Investment & Financing  
 Payroll

**Director, Risk Management**  
**Joe Mazza**

ADA Coordinator  
 Air Pollution Control Programs  
 Health & Safety  
 Insurance  
 Loss Control  
 Risk Management Programs  
 Workers' Compensation

**Director, Cashiering Services**  
**Jo Ferris**

Cashiering  
 Cash Receipts  
 Petty Cash  
 Student Accounts  
 Student Financial Services  
 Student Refunds  
 Ticket Sales

**Director, Facilities**  
**Tom Macias**

Capital Construction  
 Custodial  
 Facilities Planning  
 Grounds  
 Hazardous Material Disposal  
 Hazardous Materials  
 Maintenance  
 Sustainability  
 Transportation

**Director, Human Resources**  
**Sheri Wright**

Career Incentive Program  
 Classification  
 Employee Benefits  
 Employee Discipline  
 Equal Employment Opportunity  
 FSA/Minimum Qualifications/  
 Equivalency  
 Recruiting  
 Retirement  
 Salary Placement  
 Staff Development  
 Title IX Officer/Sexual Harassment

**Director, Purchasing/  
 Material Management**  
**Susan Asato**

Contracting  
 Fixed Asset Management  
 Hazardous Material Tracking  
 Mail  
 Printing  
 Purchasing  
 Records Management  
 Shipping/Receiving



# Instructional Services Division Functional Chart

August 11, 2015

**Superintendent/President**  
**Sunita "Sunny" Cooke**

**Vice President, Instructional Services**  
**Mary Benard**  
Chief Instruction Officer (CIO)  
Articulation  
Class Scheduling  
Course Catalog  
Curriculum  
Educational Master Plan

**Interim Dean,  
Community Learning  
Center; Behavioral  
Sciences, History &  
Community Education**  
**Nikki Schaper**

Site Administration  
Class Scheduling  
Curriculum  
Open Labs  
Registration  
Student Discipline

**Academic Departments**  
Adult High School Diploma  
History  
Noncredit English as a  
Second Language  
Noncredit Short-Term  
Vocational  
Noncredit, Other  
Psychology  
Sociology

**Community Education  
& Workforce Development**  
**Linda Kurokawa**, Director

**Small Business  
Development Center**  
**Sudershan Shaanak**, Director

**Dean, San Elijo  
Campus; Letters &  
Communication  
Studies**  
**Dana Smith**

Site Administration  
Full-time Faculty  
Evaluations  
Honors Scholar Program

**Academic Departments**  
Communication Studies  
Credit English as a  
Second Language  
Letters, Pre-Transfer  
Letters, Transfer  
Philosophy & Religious  
Studies

**Dean, Academic  
Information Services**  
**Mario Valente**

Administrative Systems  
Instructional Technology  
Library Operations  
Media Services  
Technical Services

**Academic Departments**  
Library Science

**Dean, Arts & International  
Languages**  
**Jonathan Fohrman**

Foundation Interface  
Study Abroad

**Academic Departments**  
Art  
Dance  
International Languages  
Music  
Theatre & Film

**Dean, Career &  
Technical Education**  
**Al Taccone**

Child Development Center  
Curriculum Liaison

**Academic Departments**  
Administration of Justice  
Automotive Technology  
Business  
Business & Medical Office  
Technologies  
Career Studies  
Child Development  
Computer Science &  
Information Technology  
Computer Studies  
Design  
Horticulture & Hospitality  
Kinesiology, Health & Nutrition  
Media Arts & Technologies

**Associate Dean, Nursing  
& Allied Health**  
**Sandy Comstock**

**Academic Departments**  
Nursing & Allied Health

**Career Center**  
**Donna Davis**, Faculty Director

**Dean, Math &  
Sciences**  
**Carlos Lopez**

Academic Support  
(Basic Skills, Math  
Learning Center,  
Writing Center)  
Biotech Center  
Counseling Classes  
Liaison  
Professional  
Development  
Room Scheduling Lead

**Academic Departments**  
Biological Sciences  
Biotechnology  
Chemistry  
Interdisciplinary Studies  
Mathematics  
Physical Sciences  
Social Science

**Math Learning Center**  
**Scott Fallstrom**,  
Faculty Director

**Online Education**  
**Jim Julius**,  
Faculty Director

**Tutoring & Academic  
Support**  
**Edward Pohlert**,  
Faculty Director

**Writing Center**  
**Denise Stephenson**,  
Faculty Director



# Student Services Division Functional Chart

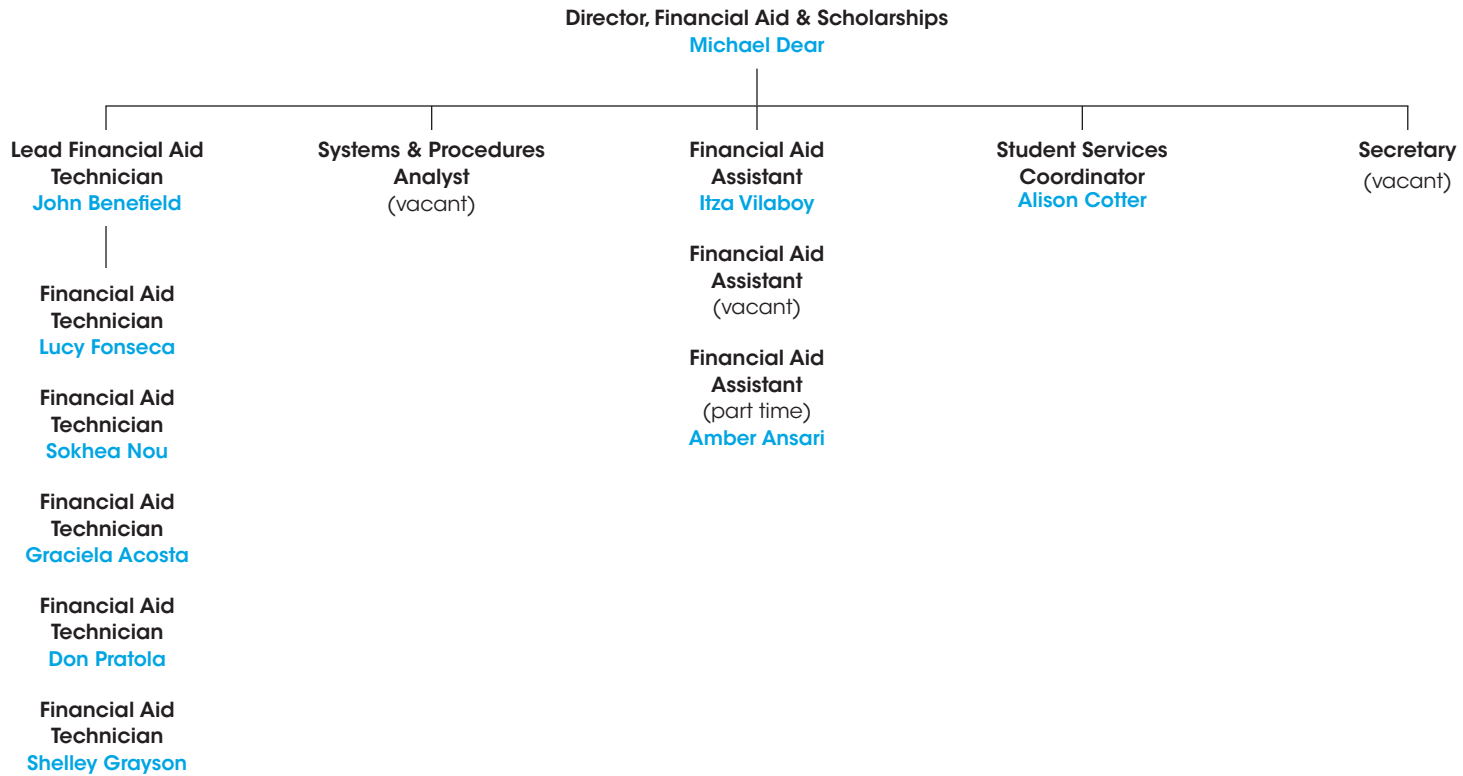
July 1, 2015





# Financial Aid & Scholarships Functional Chart

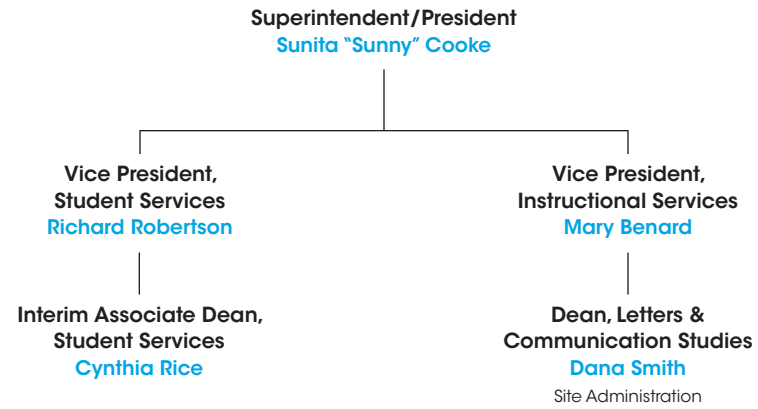
June 3, 2015





# San Elijo Campus (SAN) Functional Chart

January 2, 2015





# Community Learning Center (CLC) Functional Chart

January 2, 2015

