

# MIRACOSTA COLLEGE

## Business & Administrative Services Division Functional Chart

### Superintendent/President

Francisco Rodriguez

### Vice President, Business & Administrative Services

Jim Austin

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

### Director, Fiscal Services

Becky Trayer

Accounting  
Accounts Payable  
Audits  
Auxiliary Services  
Banking  
Bookstore  
Budgeting  
Chart of Accounts  
Contracts & Grants  
Financial Reporting  
Food Services  
Investment & Financing  
Payroll  
Vending Machines

### 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

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

### Director, Human Resources

Sheri Wright

Career Incentive Program  
Classification  
Disciplinary Actions  
Employee Benefits  
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  
Minority Business Program  
Printing  
Purchasing  
Records Management  
Shipping/Receiving

