

Organizational Chart

September 1, 2015





Superintendent/President Sunita "Sunny" Cooke



Classified Senate
Mimi Lively
President



Academic Senate
Mike Fino
President



Associated Students
CoCo Brown
President



Executive Director,
Development/
Foundation
Linda Fogerson



Interim Director, Public & Governmental Relations, Marketing & Communications Rita Soza

Dean, Institutional Effectiveness (vacant)



Vice President,
Business & Administrative Services
Charlie Ng



Vice President, Instructional Services Mary Benard



Vice President, Student Services Richard Robertson



Community Learning Center Interim Dean, Nikki Schaper



San Elijo Campus Dean, Dana Smith



Dean, Admissions & Student Support Alketa Wojcik



Dean,
Counseling
& Student
Development
Wendy Stewart



Interim
Associate
Dean,
t Student
rt Services
Cynthia
Rice Carroll



Dean, Arts & International Languages Jonathan Fohrman



Interim Dean,
Behavioral Sciences,
History & Community
Education
Nikki Schaper



Dean, Letters & Communication Studies Dana Smith



Dean, Math & Sciences Carlos Lopez



Dean, Academic
Information Services
Mario Valente



Dean, Career &
Technical Education
Al Taccone



Associate Dean, Nursing & Allied Health Sandy Comstock



Office of the Superintendent/President Functional Chart

September 1, 2015



Superintendent/President Sunita "Sunny" Cooke



Vice President,
Business & Administrative Services
Charlie Ng



Vice President, Instructional Services Mary Benard



Vice President, Student Services Richard Robertson



Executive Assistants



Jeanne Swanson



Evelyn Crogan
Assistant Secretary
to the Board of Trustees



Dean, Institutional Effectiveness

(vacant)

Accreditation Liaison Officer Grants (general) Institutional Planning Research

Interim Director, Public & Governmental Relations, Marketing & Communications

Rita Soza

College Publications
Community Outreach
Government Relations
Marketing
Media Relations
Public Information
Special Events
Switchboard Operations



Executive Director, Development/Foundation

Linda Fogerson

Alumni Communications
Annual Fund
Foundation
Fundraising
Grants Applications & Management (private)
Major Gifts/Planned Giving



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 Managment 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

Title IX Officer/Sexual Harassment

Staff Development

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 Shaunak, 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

Superintendent/President

Sunita "Sunny" Cooke

Vice President, Student Services

Richard Robertson

Chief Student Services Officer (CSSO)
Puente Program (jointly with Instructional Services)
Summer Bridge
GEAR UP Principal Investigator

Dean, Admissions & Student Support

Alketa Wojcik

Division Technology Coordination Financial Aid Appeals Matriculation Prerequisite Challenges Veterans Support Services

Admissions & Records

Jane Sparks, Interim
Enrollment Services
Veterans Education Office

Financial Aid Michael Dear

Grants, Loans & Work Study Scholarships

Health Services

Marge Reyzer

Mental Health Counseling Physician & Nurse Services

International Education

Mia Scavone

International Students

School Relations/ Diversity Recruitment

Jonathan Gomez
Diversity Outreach
Student Ambassadors

Testing Services

Lisa Menuck

Academic Proctoring Center

Dean, Counseling & Student Development

Wendy Stewart

Committee on Exceptions Grievance Coordination Student Discipline

Academic Department

Counseling

Disabled Student Programs & Services

Connie Wilbur, Faculty Director Academic Accommodation

for Disabilities
Assessment & Classes for
Learning Disabled

Extended Opportunities Program & Services

Yesenia Balcazar, Interim Faculty Director CalWORKs, CARE

Service Learning

Bea Pamer, Interim
Volunteer Programs

Student Activities

Jim Gonzales

Activities, Clubs, Student Newspaper Associated Student Government

Transfer Center

Lise Flocken, Faculty Director

Director, Athletics & Intramurals Pat Conahan

Interim Associate Dean, San Elijo Campus Cynthia Rice

Activities, Clubs
Associated Student
Government
Student Discipline
Student Services

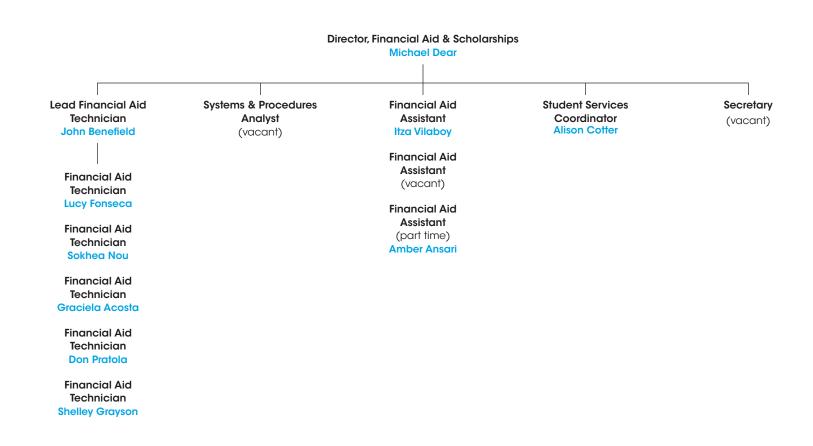
Police Chief Robert Norcross

Building Security Campus Safety Emergency Preparedness Parking



Financial Aid & Scholarships Functional Chart

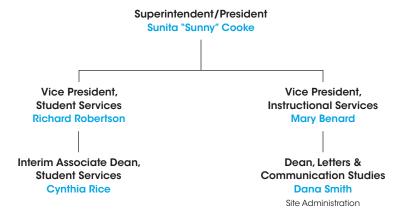
June 3, 2015





San Elijo Campus (SAN) Functional Chart

January 2, 2015





Community Learning Center (CLC) Functional Chart

January 2, 2015



Site Administration