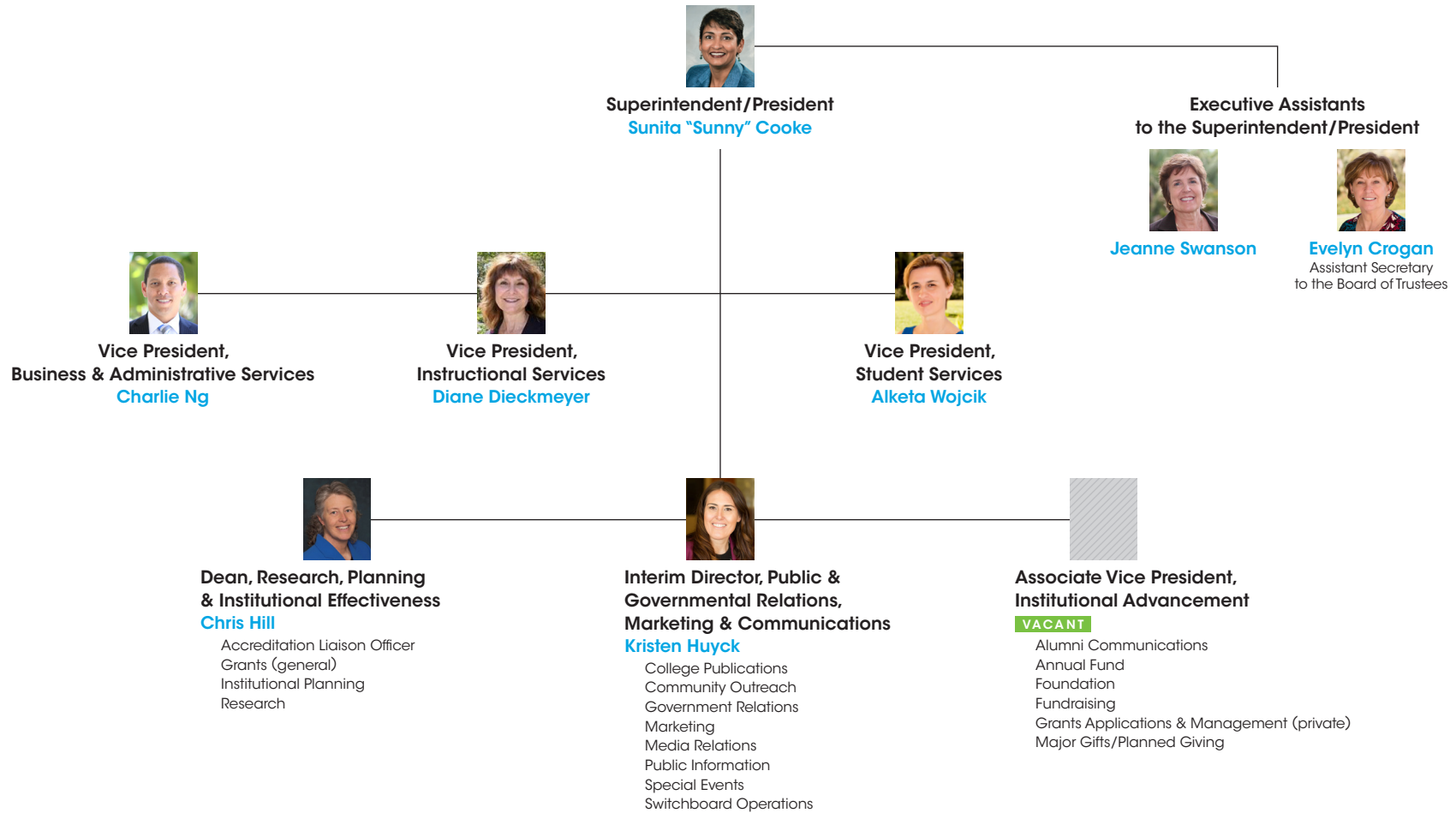


# Office of the Superintendent/President

## Functional Chart

July 1, 2017





# Business & Administrative Services Division Functional Chart

February 15, 2017

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

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

Chief Business Officer (CBO)  
Fiscal Policy & Management  
HR Policy & Management  
Facilities Policy & Management  
Purchasing Policy & Management  
Risk Policy & Management  
Strategic Planning

**Administrative Assistant**  
**Eva Brown**

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

Financial Reporting  
Budgeting  
Accounting  
Investment & Financing  
Payroll  
Audits

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

Risk Management Programs  
Workers' Compensation  
Insurance & Loss Control  
Health & Safety  
ADA Coordinator  
Hazardous Material Tracking  
& Reporting

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

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

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

Facilities Planning  
Capital Construction  
Maintenance  
Grounds  
Custodial  
Sustainability  
Transportation  
Hazardous Materials

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

Workforce Planning  
& Selection  
Diversity & Equal  
Employment Opportunity  
Benefits  
Retirement  
HR Information Systems

**Director,  
Labor Relations/  
Title IX Coordinator**  
**Hayley D. Schwartzkopf**

Labor Relations/  
Title IX Officer  
Classification &  
Compensation  
Training & Organizational  
Development

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

Purchasing  
Contracting  
Public Works Procurement  
Shipping/Receiving  
Fixed Asset Management  
Records Management  
Mail  
Copy & Printing Services



# Instructional Services Division Functional Chart

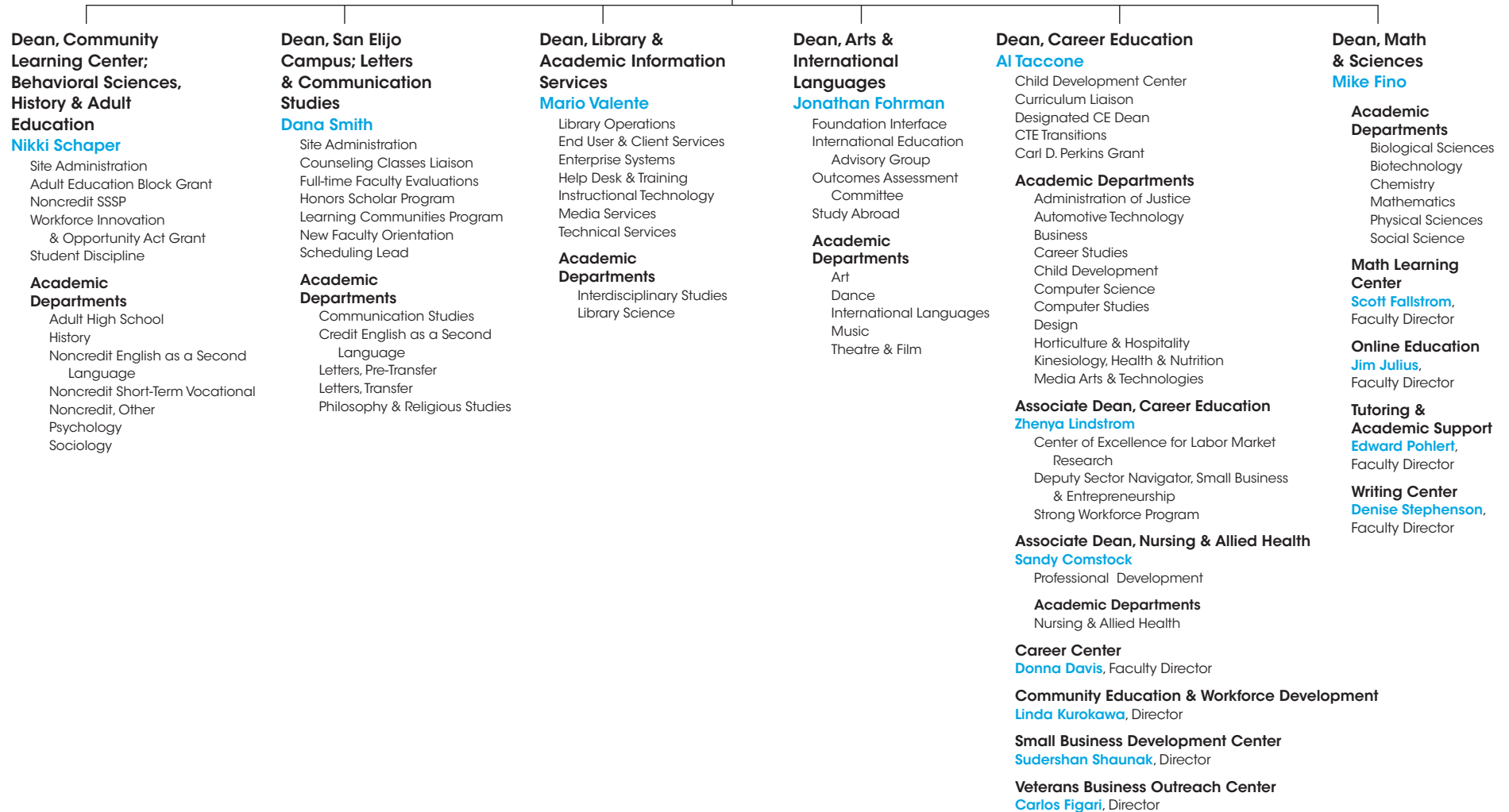
July 13, 2017

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

**Vice President, Instructional Services**  
**Diane Dieckmeyer**

Chief Instructional Officer (CIO)  
Articulation  
Class Scheduling  
Course Catalog  
Curriculum  
Educational Master Plan

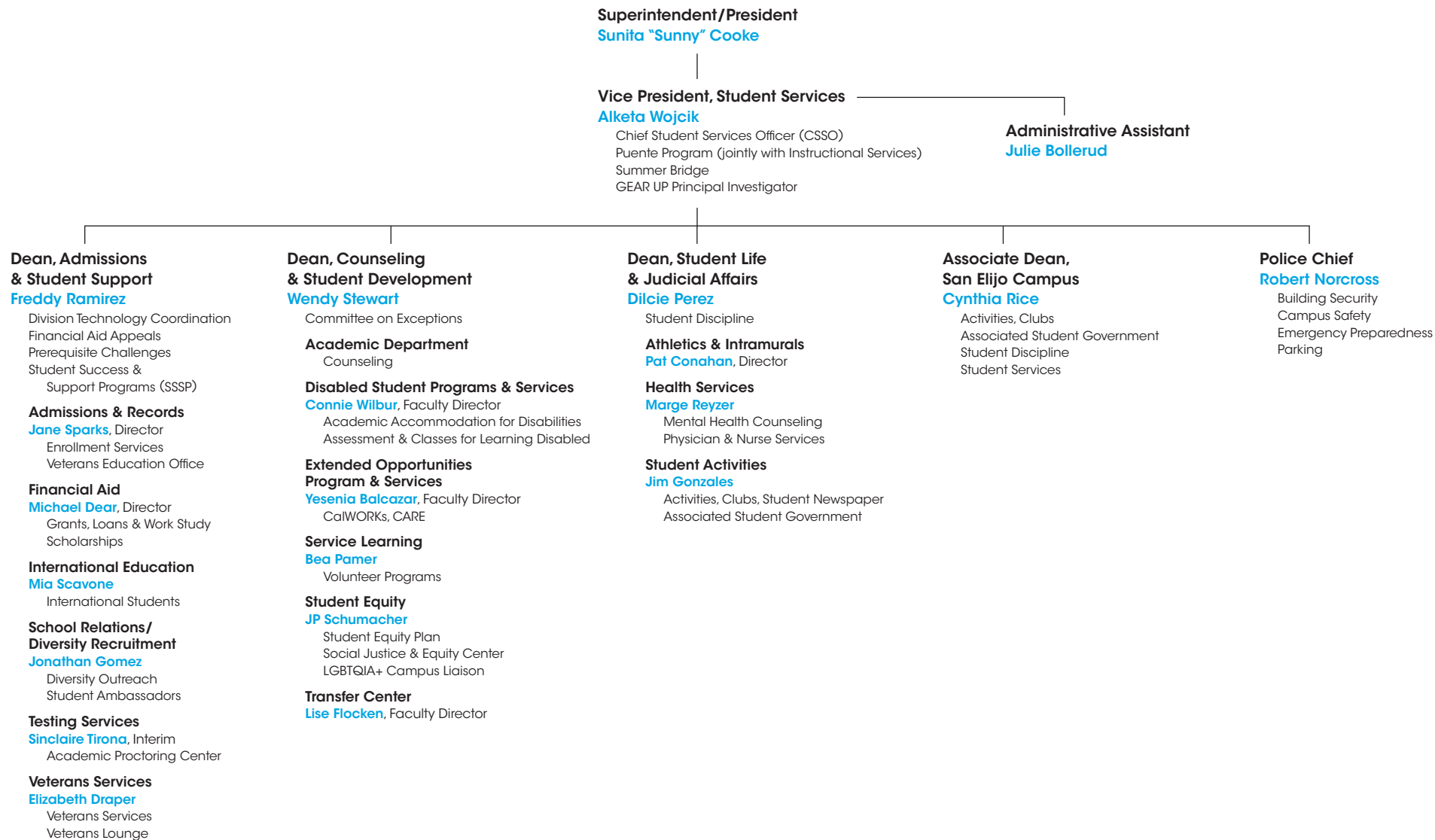
**Administrative Assistant**  
**Joanne Gonzales**





# Student Services Division Functional Chart

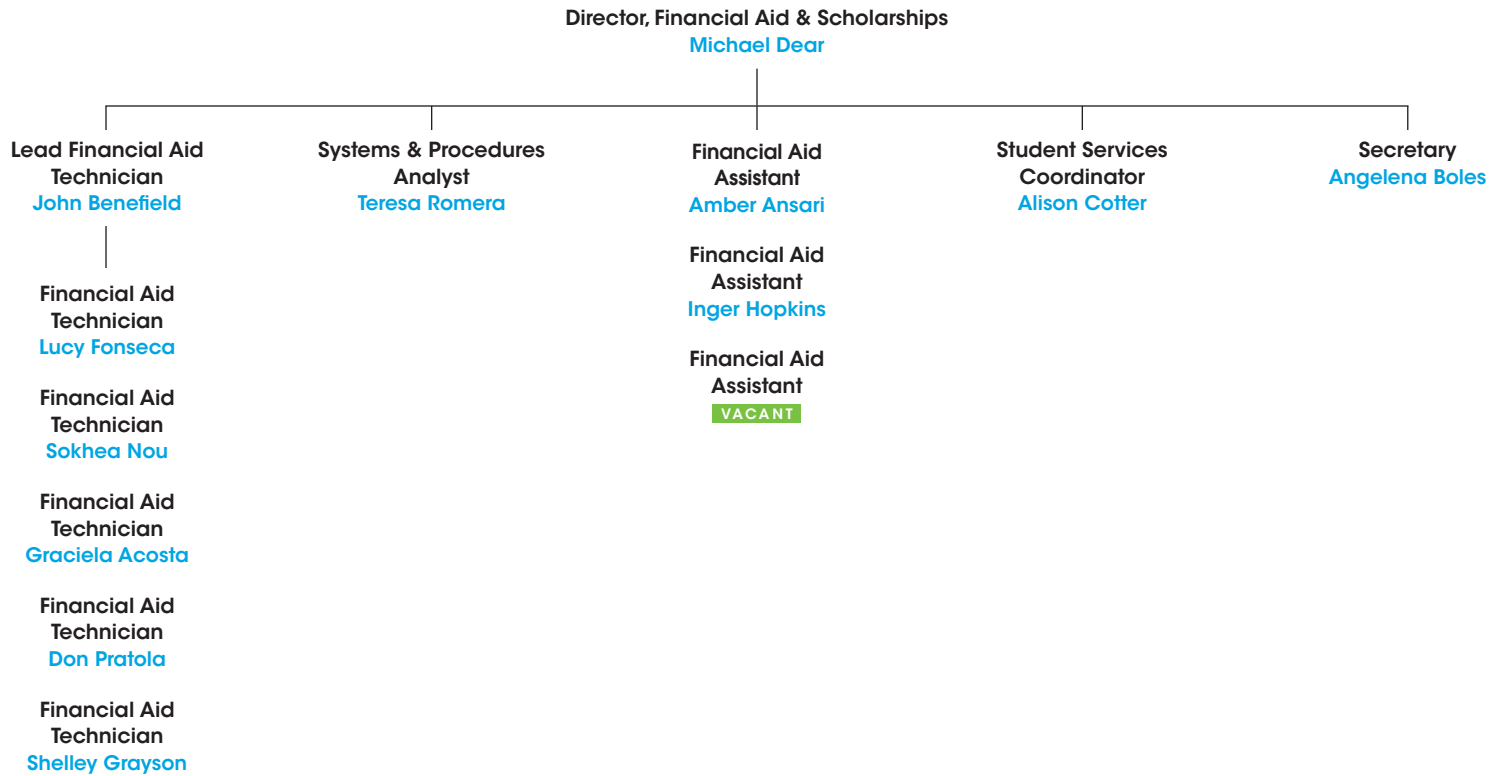
March 30, 2017





# Financial Aid & Scholarships Functional Chart

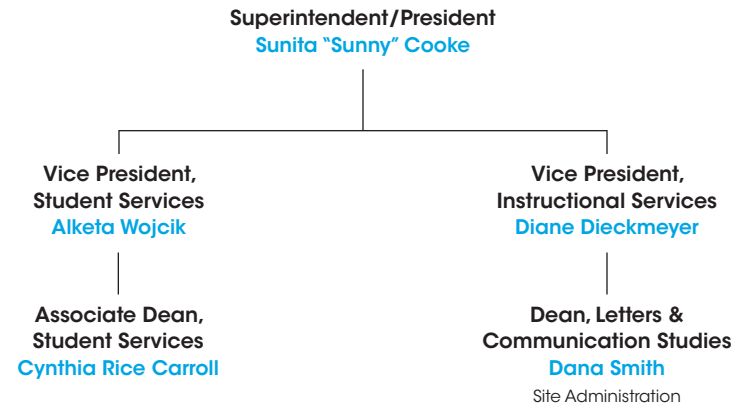
January 4, 2017





# San Elijo Campus (SAN) Functional Chart

July 1, 2017





# Community Learning Center (CLC) Functional Chart

July 1, 2017

Superintendent/President  
[Sunita "Sunny" Cooke](#)

Vice President,  
Instructional Services  
[Diane Dieckmeyer](#)

Dean, Behavioral Sciences,  
History & Adult Education  
[Nikki Schaper](#)  
Site Administration