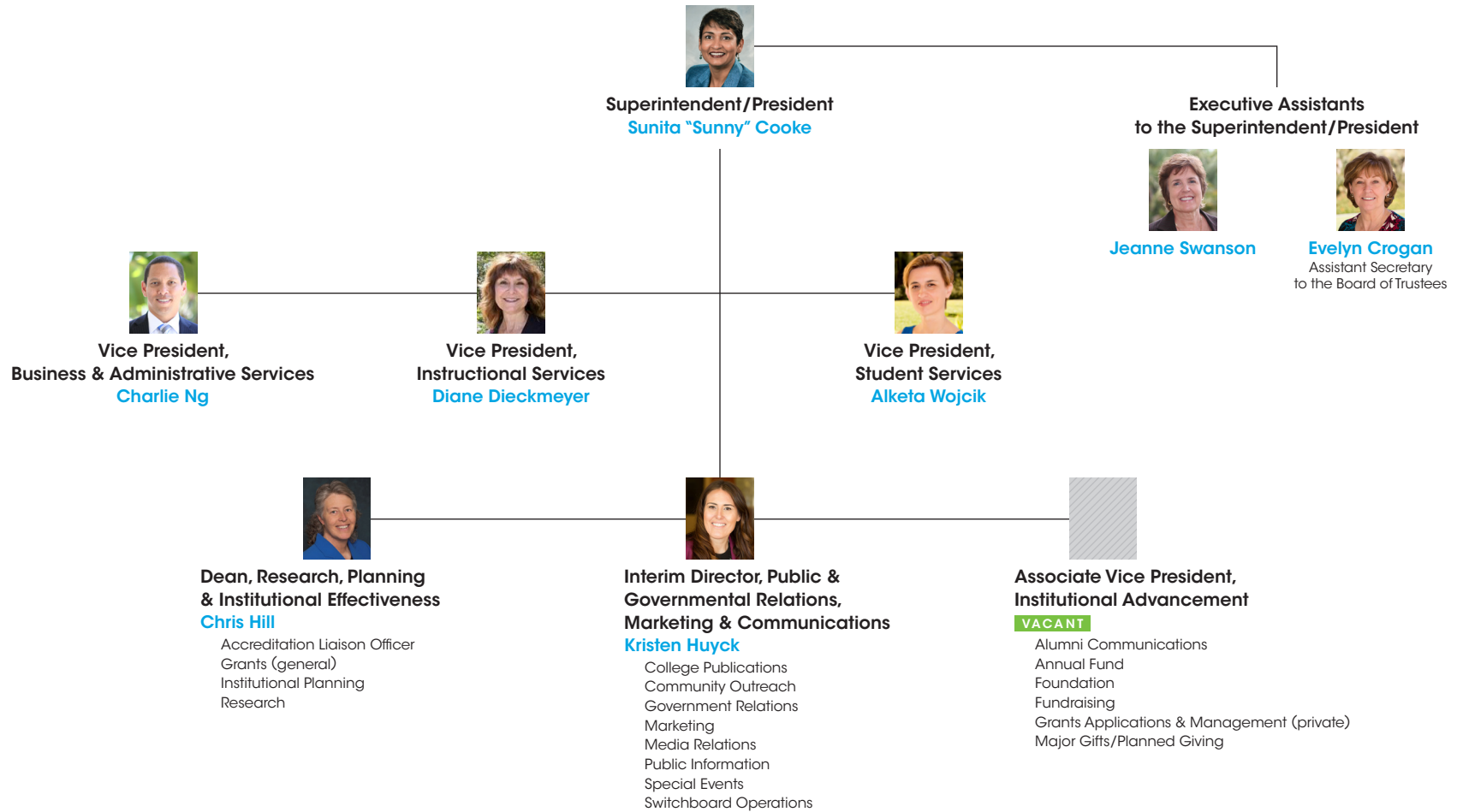


# Office of the Superintendent/President

## Functional Chart





# 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

August 9, 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**

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

Site Administration  
Adult Education Block Grant  
Workforce Innovation & Opportunity Act Grant  
Student Discipline

**Academic Departments**

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

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

Site Administration  
Counseling Classes Liaison  
Full-time Faculty Evaluations  
Honors Scholar Program  
Learning Communities Program  
New Faculty Orientation  
Scheduling Lead

**Academic Departments**

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

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

Library Operations  
End User & Client Services  
Enterprise Systems  
Help Desk & Training  
Instructional Technology  
Media Services  
Technical Services

**Academic Departments**

Interdisciplinary Studies  
Library Science

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

Foundation Interface  
International Education Advisory Group  
Outcomes Assessment Committee  
Study Abroad

**Academic Departments**

Art  
Dance  
International Languages  
Music  
Theatre & Film

**Dean, Career Education**  
**Al Taccone**

Child Development Center  
Curriculum Liaison  
Designated CE Dean  
CTE Transitions  
Carl D. Perkins Grant

**Academic Departments**

Administration of Justice  
Automotive Technology  
Business  
Career Studies  
Child Development  
Computer Science  
Computer Studies  
Design  
Horticulture & Hospitality  
Kinesiology, Health & Nutrition  
Media Arts & Technologies

**Associate Dean, Career Education**  
**Zhenya Lindstrom**

Center of Excellence for Labor Market Research  
Deputy Sector Navigator, Small Business & Entrepreneurship  
Strong Workforce Program

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

Professional Development

**Academic Departments**  
Nursing & Allied Health

**Career Center**

**Donna Davis**, Faculty Director

**Community Education & Workforce Development**

**Linda Kurokawa**, Director

**Small Business Development Center**

**Sudershan Shaunak**, Director

**Veterans Business Outreach Center**

**Carlos Figari**, Director

**Dean, Math & Sciences**  
**Mike Fino**

**Academic Departments**

Biological Sciences  
Biotechnology  
Chemistry  
Mathematics  
Physical Sciences  
Social Science

**Math Learning Center**

**Scott Fallstrom**,  
Faculty Director

**Online Education**

**Jim Julius**,  
Faculty Director

**Tutoring & Academic Support**

**Edward Pohler**,  
Faculty Director

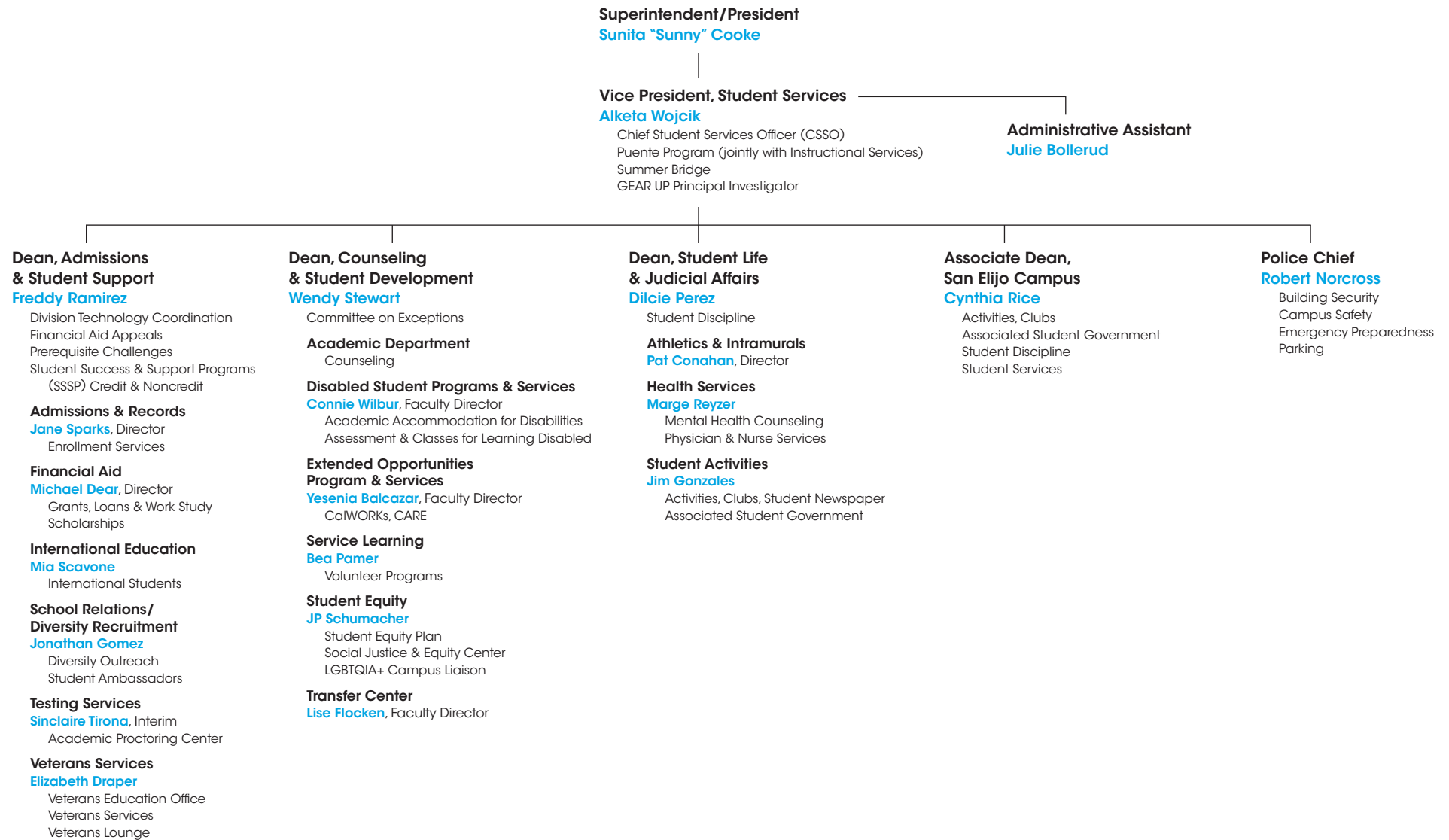
**Writing Center**

**Denise Stephenson**,  
Faculty Director



# Student Services Division Functional Chart

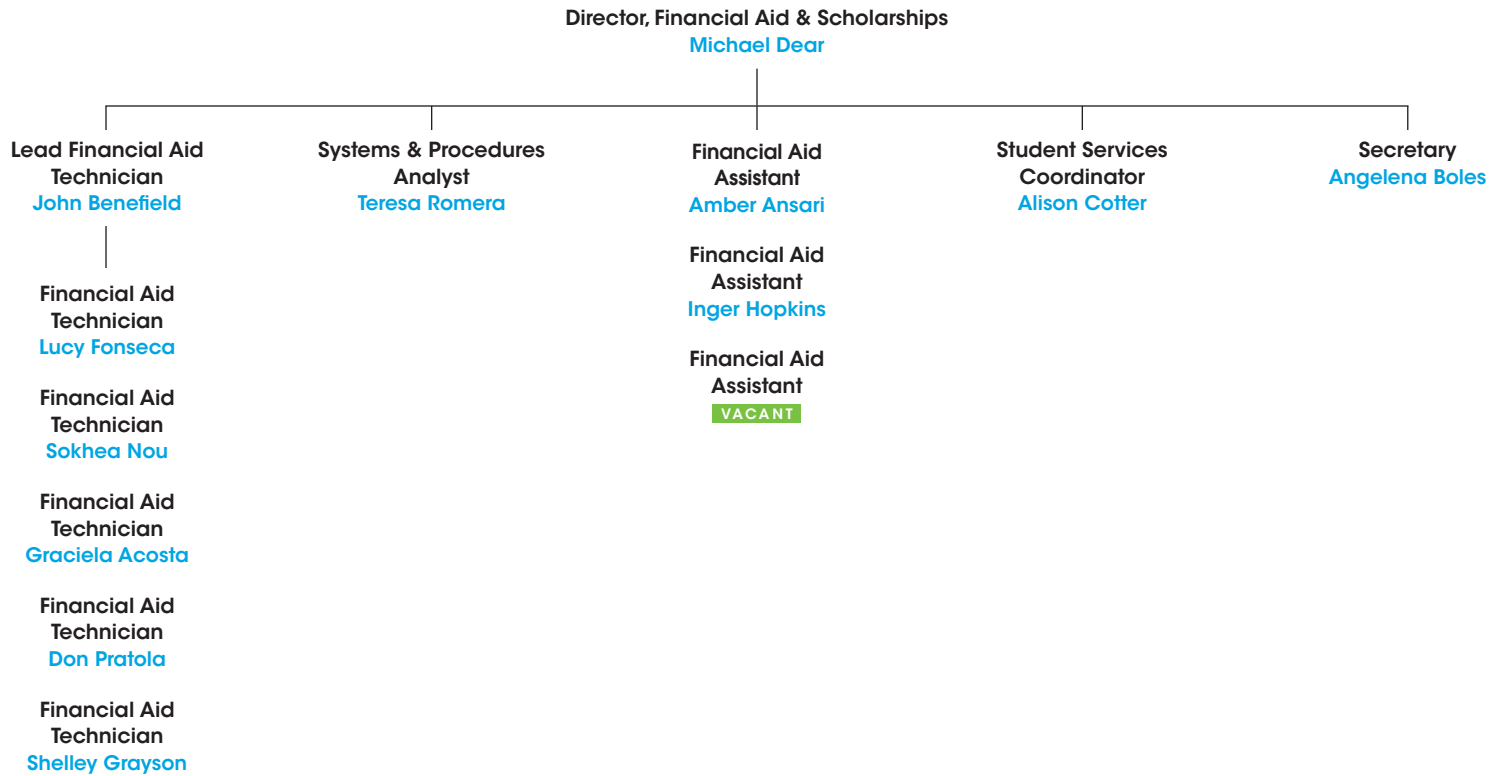
August 9, 2017





# Financial Aid & Scholarships Functional Chart

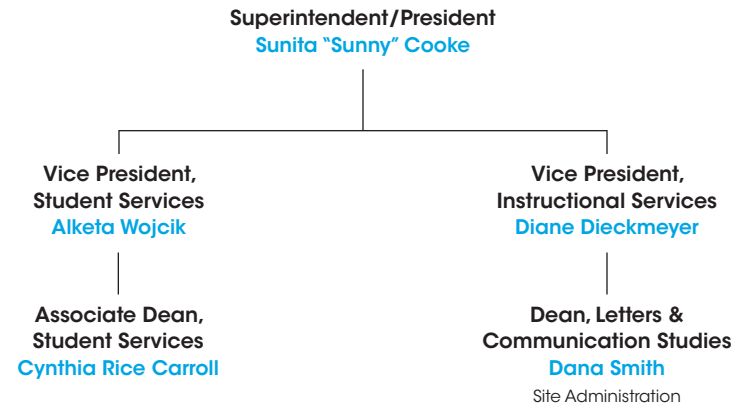
January 4, 2017





# 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