



Business & Administrative Services Division Functional Chart

February 1, 2018

Sunita "Sunny" Cooke
Superintendent/President

Charlie Ng
Vice President,
Business & Administrative Services

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

Eva Brown
Administrative Assistant

Katie White
Director,
Fiscal Services

Financial Reporting
Budgeting
Accounting
Investment & Financing
Payroll
Audits

Joe Mazza
Director,
Risk Management

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

Jo Ferris
Director,
Cashiering Services

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

Tom Macias
Director,
Facilities

Facilities Planning
Capital Construction
Maintenance
Grounds
Custodial
Sustainability
Transportation
Hazardous Materials

Susan Asato
Director, Purchasing/
Material Management

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

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

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

Lori Shonley
Operations Manager,
Human Resources

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