MiraCosta College

Office of the Superintendent/President Functional Chart

Superintendent/President
Francisco Rodriguez

Vice President, Business & Administrative Services
Charlie Ng

Vice President, Instructional Services
Mary Benard

Vice President, Student Services
Dick Robertson

Executive Assistants to Superintendent/President
Jeanne Swanson

Evelyn Dalby
Assistant Secretary to the Board of Trustees

Dean, Institutional Effectiveness
Robert Pacheco
- Accreditation Liaison Officer
- Grants (general)
- Institutional Planning
- Research

Director, Institutional Effectiveness
Kim Coutts

Director, Public & Governmental Relations, Marketing & Communications
Cheryl Broom
- 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

MiraCosta College

MiraCosta College

Business & Administrative Services Division Functional Chart

Superintendent/President
Francisco Rodriguez

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
Myeshia Armstrong

- 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
- Staff Development
- Title IX Officer/Sexual Harassment

Director, Purchasing/ Material Management
Susan Asato

- Contracting
- Fixed Asset Management
- Hazardous Material Tracking
- Mail
- Printing
- Purchasing
- Records Management
- Shipping/Receiving

MiraCosta College

Instructional Services Division Functional Chart

Superintendent/President
Francisco Rodriguez

Vice President, Instructional Services
Mary Benard
- Chief Instruction Officer (CIO)
- Articulation
- Class Scheduling
- Course Catalog
- Curriculum
- Educational Master Plan

Dean, Arts & International Languages
Jonathan Fohrman
- Foundation Interface
- Study Abroad

Academic Departments
- Art
- Dance
- International Languages
- Music
- Theatre & Film

Dean, Community Learning Center; Behavioral Sciences, History & Community Education
Alketa Wojcik
- 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 Services & Business 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, 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
- Chemistry
- Interdisciplinary Studies
- Mathematics
- Physical Sciences
- Social Science

Math Learning Center
Beth Powell, Faculty Director

Writing Center
Denise Stephenson, Faculty Director

Dean, Academic Information Services
Mario Valente
- Administrative Systems
- Instructional Technology
- Library Operations
- Media Services
- Technical Services

Academic Departments
- Library Science

Online Education
Jim Julius, Faculty Director

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

MiraCosta College

Student Services Division Functional Chart

Superintendent/President
Francisco Rodriguez

Vice President, Student Services
Dick Robertson
- Chief Student Services Officer (CSSO)
- Puente Program (jointly with Instructional Services)
- Summer Bridge
- GEAR UP Principal Investigator

Dean, Admissions & Student Support
Gilbert Hermosillo
- Division Technology Coordination
- Financial Aid Appeals
- Matriculation
- Prerequisite Challenges
- Veterans Support Services

Admissions & Records
Alicia Terry
- 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
Teresa Cerda, Faculty Director
- CalWORKs, CARE

Service Learning
Carol Wilkinson
- Volunteer Programs

Student Activities
Jim Gonzales
- Activities, Clubs, Student Newspaper
- Associated Student Government

Transfer Center
Lise Flocken, Faculty Director

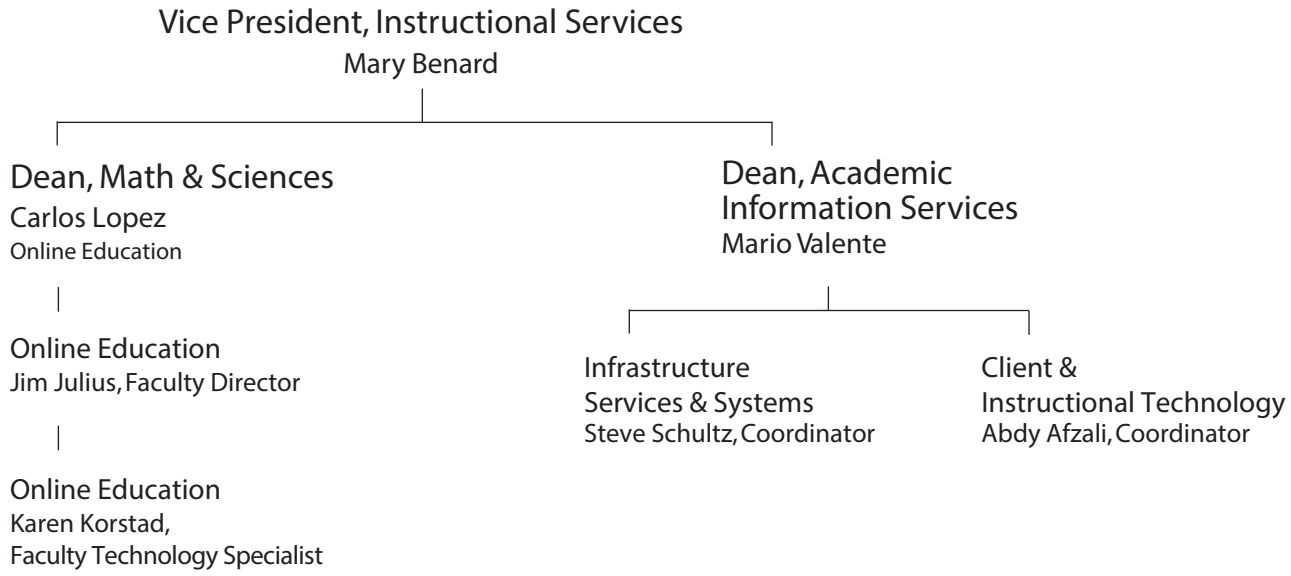
Director, Athletics & Intramurals
Pat Conahan

Tutoring & Academic Support
Edward Pohlert, Faculty Director

Associate Dean, San Elijo Campus
Nikki Schaper
- Activities, Clubs
- Associated Student Government
- Student Discipline
- Student Services

Police Chief
Robert Norcross
- Building Security
- Campus Safety
- Emergency Preparedness
- Parking

MiraCosta College

August 14, 2013

Online Education Functional Chart