

PRESIDENT

Associate Dean
Advancement, Community &
Government Relations

Public Relations Specialist

Associate Dean of
Research & Planning

Compliance Officer

Community
Advisory Committee

Faculty Senate

**VP
Academic Services**

**VP
Workforce Devt**

**VP
Student Services**

**VP
Administrative Services**

FUNCTIONAL / CATEGORICAL RESPONSIBILITIES

Day-to-day Operations
Class Scheduling
Efficiency & Productivity Control
Dept Budget Management
Class Assignments
Accreditation Liaison
Program Review / Viability / SLOs
Basic Curriculum
Program Development: Liberal Arts
Online (Distance Education)
Evening / Weekend College (Joint)
Staff & Faculty Evaluations
Academic Hiring Process
Media Services
Learning Skills & Basic Skills (Joint)

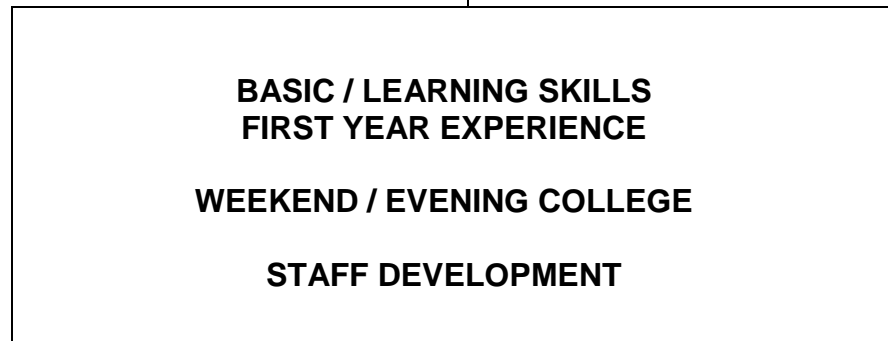
WD Program Development
Program Incubation VTEA
Career/Multiple Pathways (REDI)
K-12 Partnerships
WF Grants
WF Contract Ed
WF Non-credit
CTE Concurrent Enrollment
CTE Advisory Boards
Industrial Partnerships
Work Experience
 1. Co-op
 2. Apprenticeship
Workbased skills Programs
Tech Prep
Bridges to Success

Financial Aid
EOPS
CalWORKS
Admissions & Records
Matriculation
21st Century
Freshmen Orientation
Assessment / Test Center
Tutoring
Employment & Career Center
Library
Counseling
Open Lab
Special Programs
Public Safety
Enrollment Management
Evening & Weekend College (Joint)
Learning Skills & Basic Skills (Joint)
Dept Budget

Budget (Overall)
HR
IT
Bookstore
Business Office
Accounting
Facilities
Communication (Phone, etc.)
Staff Development
Budget Devt & Oversight
Grants Management
Print & Copy Services
Environmental Safety (disaster,
health, etc.)
CPM

ACADEMIC SERVICES

STUDENT SERVICES



JOINT ADMINISTRATIVE OVERSIGHT