

Citrus Community College District Organizational Structure

Governing Board: **Citrus Community College District Board of Trustees**

Superintendent/President: **Greg Schulz, Ed.D.**

The following managers report directly to Dr. Schulz. They are presented alphabetically by manager surname.

- [Simone Brown Thunder](#), executive director of human resources and district chief negotiator
- [Eric Calderon, Ed.D.](#), chief information services officer
- [Claudette Dain, C.P.A.](#), vice president of finance and administrative services
- [Christine Garcia](#), director of the foundation
- [Lan Hao, Ph.D.](#), director of institutional research, planning and development
- [Dana Hester, Ed.D.](#), vice president of academic affairs
- [Richard Rams, Ed.D.](#), vice president of student services
- [Ty Thomas, Ed.D.](#), director of diversity, equity and inclusion
- [Melissa Utuski](#), executive director of communications and external relations

Direct reports noted above and responsibilities of their offices are as follows:

The direct reports to the **office of human resources** and **Simone Brown Thunder** are:

- Brenda Fink, human resources/staff diversity and Title IX coordinator (management)

The responsibilities of the office includes: employee relations; employee discipline; grievance processing; bargaining unit contract negotiations/administration; human resources legal issues; Title IX administration; board policies and administrative procedures; human resources office management; Title IX coordinator; sexual harassment and discrimination complaints; federal and state reporting; employment, change of status, and separation; diversity monitoring and background checks; switchboard; Banner/HRS; student employment; recruitment; administrator on duty coordination.

The direct reports to the **technology and computer services office** and **Dr. Eric Calderon** are:

- Allan Abutin, enterprise systems supervisor; Tom Cheng, technology operations and support services supervisor

The responsibilities of the office includes: information systems and services; technology planning and policy; systems (web, enterprise systems, cloud applications, mobile app, portal, software development); support (desk support, help desk, training, networks, hardware, telephone systems, email).

The direct reports to the **office of finance and administrative services** and **Claudette Dain** are presented alphabetically by surname:

- Lori Amato, finance and administrative services/facility rentals supervisor; Jorge Cortez, grounds supervisor; Fred Diamond, director of facilities and construction; Wade Ellis, director of fiscal services; Lisa Fowler, payroll and employee benefits supervisor; Larry Franks, evening custodial supervisor; Philip Hawkins, facilities and maintenance supervisor; Shawn Jones, director of

business services; Ernie Loera, associate director of facilities and construction; Eric Magallon, enterprise services director; Brett McNamara, reprographics/mailroom supervisor; Maria Noriega, associate director of fiscal services; Michael Ramos, environmental health and safety supervisor.

The responsibilities of the office includes: fiscal services (accounting, budget, cash flow analysis, external audits, payroll, position control, state financial reporting, accounts payable and receivable, cashier, categorical programs, general accounting, grants, record retention, document imaging, foundation accounting); enterprise services (contracted services, owl bookstore, dining, vending, gold driving range, coffee bar); payroll and benefits (payroll, employee benefits, unemployment insurance, payroll taxes, ACA reporting); reprographics and mailroom (print shop, internal mail services, external USPS mail services); business services (bids, contracts, construction contracts, labor compliance, fixed asset inventory, property and liability insurance, purchasing, risk management, small claims collections, student insurance, surplus, transportation, warehouse); environmental health and safety (environmental health and safety compliance, hazardous substance program, property liability safety inspections; safety training support; workers' compensation safety review); facilities and construction (code compliance, construction management and liaison, coordinate architects and engineers, coordinate planning/design/construction activities, DSA consultation, inspection and testing services, projects budget maintenance, scheduled maintenance program, space inventory, document control, code compliance, planning, construction liaison); facilities and maintenance (central plant and EMS system operation, day custodial, event set-up, fabrication shop, fire and intrusion alarms, lighting replacement, locks and keys, painting, preventative maintenance; 24 hour emergency response); grounds (event set-up and support, grounds maintenance, landscaping and irrigation); custodial evening; facility rentals (administrative support to the vice president; facility rentals; campus events).

There are no managerial or supervisory direct reports, but for classified staff, to the **foundation office** and **Christine Garcia**.

The responsibilities of the office includes: foundation and development management; strategic communications; division budget management.

There are no managerial or supervisory direct reports, but for classified staff, to the **office of institutional research, planning and development** and **Dr. Lan Hao**.

The responsibilities of the office includes: institutional research; strategic plan and other institutional planning; institutional effectiveness.

The direct reports to the **office of academic affairs** and **Dr. Dana Hester** are presented alphabetically by surname:

- Jack Beckham, Ph.D., dean of social and behavioral sciences and online education

The division's disciplines and programs include: administration of justice; anthropology; child development; economics; geography; history; humanities; philosophy; political science; psychology; sociology; study abroad; online education.

- Jorge Razo, director of foster kinship education and resource programs
- Junior Domingo, dean of kinesiology and athletics
The division's disciplines and programs include: athletics; kinesiology; aquatics center; fitness center.
- Julian Horton, physical education facilities supervisor
- Kimberly Mathews, dean of career, technical and continuing education
The division's disciplines and programs include: architecture; automotive technology; auto and light truck technology; medium and heavy diesel truck tech; stationary power generation; computer science; construction management; cosmetology; drafting and design technology; esthetician; info technology and info systems; office technology; public works; water technology; career pathways; CTE internship/employment; CTE transitions; career pathways; VTEA.
- Terry Adams, career, technical and continuing education supervisor
- Ivon McCraven, director of continuing education
The division's programs include: noncredit, community education, contract education.
- Eric Rabitoy, Ed.D., dean of natural, physical, and health sciences
The division's disciplines and programs include: astronomy, biology, biotechnology, chemistry, earth science, forestry, natural history, physics, high school programs; nursing programs (RN, LVN); allied health (dental assisting, CAN, HHA, EMT).
- Salima Allahbachayo, DNP, director of health sciences
- Balaji Sethuramasamyraja, Ph.D., dean of mathematics and business
The division's disciplines and programs include: accounting; business; mathematics; pre-engineering; real estate; STEM Center.
- Vacant, dean of language arts and library
The division's disciplines and programs include: communications; English, ESL; foreign languages; reading; speech; Clarion/Logos; honors; Phi Theta Kappa, Testing Center; Writing Center; tutorial services; speech lab.
- Gerald Helm, Learning Center supervisor; Matthew Tabizon, library services supervisor
- Vacant, director of the institute for completion and grant development oversight
- John Vaughan, dean of visual and performing arts
The division's disciplines and programs include: visual arts, dance, commercial dance, multimedia, music, commercial music, photography, recording arts, theatre arts, emerging theatre tech.

- Vacant, audio recording supervisor; Kristen Campbell, visual and performing arts programs supervisor; Tiina Mittler, director of the performing arts center; Gene Barrera, performing arts promotion and operations supervisor; Karen Taulbee, performing arts technical supervisor

The direct reports to the **office of student services** and **Dr. Richard Rams** are presented alphabetically by surname:

- Cinthia Arrieta, registrar (supervisor); Maria Buffo, Veterans Success Center director; My Chau, Ph.D., student equity and achievement program director; Nilda Chavez, school relations and outreach supervisor; Stephen Fahey, director of financial aid; Rosario Garcia, student life and leadership development supervisor; Sara Gonzales-Tapia, CalWORKs and EOPS/CARE/NextUp director; Michelle Hernandez, disabled student programs and services director; Coe Lamoureux, international students supervisor; Elaine Lipiz Gonzalez, Ed.D., dean of counseling programs and services; Jessica Lopez Jimenez, Ed.D., student support services director; Benjamin Macias, campus safety director; Marivel Ortiz-Sanchez, EOPS/CARE supervisor; Gearld Sequeira, J.D., dean of enrollment services; Maryann Tolano-Leveque, Ed.D., dean of student affairs.

The responsibility of the office includes: campus safety and security services (campus emergency drills, Clery Act compliance, emergency notifications/operations/preparedness, presentations/trainings, timely warnings, crime prevention, crime related investigations, parking services, physical security); commencement; counseling programs and services (counseling and advisement, counseling curriculum, guided pathways, guided self-placement, noncredit counseling, orientation; probation/dismissal); disabled student program and services (academic adjustments, alternate media, counseling, course substitutions, Hi Tech Center, interpreting, LD testing); enrollment services (admissions and records, applications, athletic eligibility, attendance accounting, fees, general education certification, graduation applications, petitions, registration, registration timeline, transcripts); EOPS/CARE/CalWORKs/NextUp (book services, counseling and advising, county documents, peer advising, tutoring, workstudy, gas cards, meal vouchers); financial aid (federal and state aid programs, scholarships); international students (international admission and recruitment, SEVIS reporting); school relations and outreach (CCAP/early college, Citrus College Promise, early decision, outreach and recruitment, student ambassadors); student affairs (ally training series, commencement oversight and planning with VPSS office, student discipline; student wellness center, crisis response, health education, health referrals; medical appointments, mental health, health/wellness testing and screening); student equity and achievement program; student grievances; student life and leadership development (basic needs services/referrals, campus center, campus posting policies, GoPass transportation program, clubs and organizations, discount ticket sales, pantry services, student events and activities, student government); student support services (articulation, career/transfer services and center, career counseling, college fairs, transfer counseling, transfer college representatives); Veterans Success Center (peer2peer mentors and tutors, lending book program, stress and anger management support groups, VA document assistance and educational benefits certification, veterans club community and activities).

There are no managerial or supervisory direct reports, but for classified staff, to the **DEIA+ office** and **Dr. Ty Thomas**.

The responsibilities of the office includes: institutional diversity, equity, inclusion, accessibility+; cross-departmental DEIA+ assessments; collaboration and planning toward DEIA, including student equity and student engagement; DEIA+ training and resources.

The direct reports to the **communications and external relations office** and **Melissa Utuski** are:

- Doug Schultz, communications supervisor

No responsibilities are noted for this office on the organizational structure chart.