

FINANCE & ADMINISTRATIVE SERVICES

VICE PRESIDENT OF FINANCE & ADMINISTRATIVE SERVICES
Claudette Dain, C.P.A.

Fiscal Services
(Director)
W. Ellis

- Accounting
- Budget
- Cash Flow Analysis
- External Audits
- Payroll
- Position Control
- State Financial Reporting

Enterprise Services
E. Magallon

- Contracted Services
- Owl Bookstore
- Dining
- Vending
- Golf Driving Range
- Coffee Bar

Reprographics/Mailroom
B. McNamara

- Print Shop
- Mail Services
- Internal
- U.S.P.S.

Fiscal Services
(Associate Director)
M. Noriega

- Accounts Payable
- Accounts Receivable
- Cashier
- Categorical Programs
- General Accounting
- Grants
- Record Retention/Document Imaging
- Foundation Accounting

Payroll/Benefits
L. Fowler

- Payroll
- Employee Benefits
- Unemployment Insurance
- Payroll Taxes
- ACA Reporting

Business Services
(Director)
S. Jones

- Bids and 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 & Safety
M. Ramos

- Environmental Health & Safety Compliance
- Hazardous Substance Program
- Property Liability Safety Inspections
- Safety Training Support
- Workers' Compensation Safety Review

Facilities & Construction
(Director)
F. Diamond

- Code Compliance
- Construction Management & Liaison
- Coordinate Architects and Engineers
- Coordinate Planning, Design and Construction Activities
- Consult with DSA
- Inspection & Testing Services
- Maintain Budgets for Projects
- Scheduled Maintenance Program
- Space Inventory

Facilities & Construction
(Associate Director)
E. Loera

- Assist the Director of Facilities
- Document Control
- Code Compliance
- Planning
- Construction Liaison

Facilities & Maintenance
P. Hawkins

- Central Plant & EMS System Operation
- Day Custodial
- Event Set-up
- Fabrication Shop
- Fire and Intrusion Alarms
- Lighting Replacement
- Locks and Keys
- Painting
- Preventative Maintenance
- 24-hr Emergency Response

Grounds
J. Cortez

- Event Set-up and Support
- Grounds Maintenance
- Landscaping & Irrigation

Custodial (Evening)
L. Franks Jr.

- Evening Custodial

Finance & Administrative Services/Facility Rentals
L. Amato

- Administrative Support to the Vice President
- Facility Rentals
- Campus Events

DEANS

DIRS/MGRS

SUPERVISORS