SECTION 2

ORGANIZATIONAL STRUCTURE
SECTION 2

ORGANIZATIONAL STRUCTURE

Included in this section:
West Valley College Administration, Division Chairs, Sr. Office Coordinators .................................................. 2.2
District Administration and Board of Trustees .......................................................... 2.3
State/District/College Relationships ............................................................................. 2.4
District Council ........................................................................................................ 2.5
District Academic Senate .......................................................................................... 2.5
District Organizations and Committees .................................................................... 2.5
Faculty and Staff Diversity Advisory Council .......................................................... 2.6
District Policy Manual .............................................................................................. 2.6
District Employee Bargaining Groups ..................................................................... 2.6
West Valley College Organization ............................................................................. 2.7
West Valley College Academic Senate .................................................................... 2.7
West Valley College Classified Senate ..................................................................... 2.7
West Valley College - Instructional Administration .................................................. 2.7

Vice President, Instruction .......................................................................................... 2.7
Dean of Instruction ..................................................................................................... 2.8
Dean of Career Education and Workforce Development ........................................ 2.8
Dean of Information Technology and Services ..................................................... 2.8
Program Director, Distance Learning and Instructional Technology ..................... 2.8
Division Chairs (Responsibilities) .............................................................................. 2.9
Department Chairs (Responsibilities) ....................................................................... 2.10
Curriculum Committee – General Overview ............................................................ 2.10
Division Chair, Department Chair, Student Services Listing for 2010-11 ................... 2.11

Organizational Charts: DISTRICT
District Organization ...................................................................................................... 2.14
District Chancellor’s Office ....................................................................................... 2.15
District Administrative Services .................................................................................. 2.16
District General Services ............................................................................................ 2.17
District Finance Department ..................................................................................... 2.18
District Public Safety Office (District Police) ........................................................... 2.19
District Facilities Department .................................................................................... 2.20
District Information Systems ...................................................................................... 2.21
District Human Resources .......................................................................................... 2.22

Organizational Charts: WEST VALLEY COLLEGE
WVC – President – Dr. Lori Gaskin ............................................................................. 2.23
WVC – Vice President, Instruction – Dave Fishbaugh (Chart I) ............................... 2.24
WVC – Vice President, Instruction – Dave Fishbaugh (Chart II) ............................. 2.25
WVC – Vice President, Administrative Services – Michael Renzi ....................... 2.26
WVC – Vice President, Student Services – Dr. Victoria Hindes ............................. 2.27
WVC – Dean of Instruction, Dr. Celine Pinet ............................................................. 2.28
WVC – Dean of Instructional Technology, Fred Chow .......................................... 2.29
WVC – Dean of Career Ed. & Workforce Dev., Dr. Fred Prochaska ..................... 2.30
West Valley College Administration

Dr. Lori Gaskin, President
David Fishbaugh, Vice President, Instruction
Dr. Victoria Hindes, Vice President, Student Services
Michael John Renzi, J.D., Vice President, Administrative Services

Dr. Celine Pinet, Dean of Instruction
Ginny Aragon, Dean of Student Support Services
Dr. Fred Prochaska, Dean of Career Education and Workforce Development
Fred Chow, Dean of Information Technology & Services
Lisa Kaaz, Interim Coordinator of Instructional Technology/Distance Learning

Program Managers
Mae Conroy, Title IV-E Grant
Donna Erickson, Foster/Kinship Care Education
David Esmaili, Advanced Transportation Technologies
Frank Kobayashi, Contract Education

Division Chairs
Diane Hurd, Applied Arts & Sciences
Jim Henderson, Business
Chris Cryer, Fine Arts (Fall, 2010) and Brad Weisberg (Spring 2011)
Randy Fujishin, Language Arts
Joan Worley, Physical Education
Rebecca Wong, Science/Math
Janis Kea, Social Science (Fall, 2010) and Steve Juarez (Spring 2011)
Carol Pavan, Student Services

Senior Office Coordinators
Maria Lopez, Applied Arts & Sciences
Darlene Specht, Business
Teri Langworthy, Fine Arts
Vacant, Language Arts
Lisa McNiven, Physical Education
Carol Rhoads, Science/Math
Jennifer French, Social Science

(See directory listings as well as organizational charts in this section.)
2010-11

DISTRICT ADMINISTRATION

John Hendrickson, Chancellor
Ed Maduli Vice Chancellor, Administrative Services
Brad Davis, Associate Vice Chancellor, Human Resources
Ruth Carlson, Director, Public Affairs & Community Relations
Cynthia Schelcher, Dean, Advancement Foundation
Javier Castruita, Director, Facilities Maintenance and Construction
Ron Smith, Director, Information Systems
Linda Francis, Director, Fiscal Services
Bridget Espinosa, Director, Central Services
Lt. Chris Nolan, Acting Chief, Director, Public Safety

BOARD OF TRUSTEES

Robert T. Owens, President
Adrienne Grey, Vice President
Jack Lucas
Buck Polk
Chris Stampolis
Chad Walsh
Nick Heimlich

WVC Student Trustee
MC Student Trustee
STATE/DISTRICT/COLLEGE RELATIONSHIPS

STATE OF CALIFORNIA
The California public community colleges are administered by a state Board of Governors consisting of fourteen members, appointed by the Governor and approved by the State Senate. The California Community College System is coordinated by the State Chancellor’s office located in Sacramento. The Chancellor executes the duties and responsibilities delegated to him by the Board of Governors.

The California Community College Board of Governors through the State Chancellor’s office implements applicable legislation, appropriates monies to local colleges, approves all course and program offerings, and ensures compliance to the laws of the State of California. Quality education for the citizens of the State of California is offered through the local Community Colleges. Local community colleges are divided into districts governed by local governing boards. West Valley College and Mission College constitute the West Valley-Mission Community College District.

The web site for the State Chancellor’s office is: http://www.cccco.edu/

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
A seven member Board of Trustees elected at large to four-year terms and two non-voting student members, (one from each campus), govern the West Valley-Mission Community College District. The Board of Trustees is responsible for the quality and integrity of the institution, selects a chief executive officer, approves the purposes of the institution, and responsibly manages available fiscal resources. It establishes broad institutional policies and delegates to the chief executive officer the responsibility to administer these policies.

DISTRICT ORGANIZATION
The Chancellor, John Hendrickson, who reports directly to the Board of Trustees, administers the district. Dr. J. Laurel Jones, President of Mission College, and Dr. Lori Gaskin, President of West Valley College, report to the Chancellor. District administrative services are housed on the West Valley College campus.

DISTRICT SUPPORT:
The College receives the following support services from District offices:
1. Business Services: Budget preparation, monitoring, and analysis, Accounting, Finance, Purchasing, and Payroll
2. Facilities/Planning and Operations
3. Grants and Development
4. Human Resources/Staff Diversity
5. Information Systems (Computer Services/Support and Data Information)
6. Labor Relations
7. Public Safety
8. Staff Development
9. Public Relations
10. Community Services
11. Advancement/Foundations
DISTRICT COUNCIL:
The District’s highest level participatory governance body, the District Council, meets the week prior to each Board meeting and provides input and advice to the Chancellor on matters of district wide importance. The Council holds “orientation” sessions at its first meetings in the months of February and October to provide an opportunity for new members to be oriented to the workings of Council, for current members to refresh their memories, and for the Council as a whole to review its Operating Principles (which include mission, purpose, ground rules, operational guidelines, and membership).

The Council consists of the Chancellor, the two Presidents, the Vice Chancellor of Administrative Services, the Vice Chancellor of Human Resources, the Presidents of the two College Academic Senates, the ACE President, (Association of Certificated Educators), SEIU President, Dean of Research & Grants, two members from the Classified Senates, and the Student Senate Presidents.

DISTRICT ACADEMIC SENATE
Faculty members are represented at the District level by the District Academic Senate, which is composed of members of both the Mission College and West Valley College Academic Senates. It is presently co-chaired by the Mission College Academic Senate President and the West Valley College Academic Senate President. The Senate takes district-wide faculty positions by acting on resolutions from both college Academic Senates and recommending policy to the Board of Trustees.

DISTRICT ORGANIZATIONS AND COMMITTEES:
Complimenting the District/College administrative structures are a variety of organizations and committees designed to address specific issues. All faculty members are encouraged to participate in these organizations and committees as part of their professional responsibility.

District-wide committees include:
- ACE District Load Committee
- Benefits Review Committee
- District Academic Senate
- District Council
- District Budget Advisory Committee (DBAC)
- Equivalency Committee
- Faculty and Staff Diversity Advisory Council (FSDAC)
- Information Systems Steering committee
- Master Plan Advisory Council
- Professional Growth and Development Committee
- Sabbatical Leave Committee
- Staff Development Advisory Committee
FACULTY AND STAFF DIVERSITY ADVISORY COUNCIL:
The college believes that a diverse faculty and staff support a dynamic environment for learning and working. In late 2006, the District Council re-affirmed the important role of the district-wide Faculty and Staff Diversity Advisory Council, (FSDAC), which will be representative of participatory governance groups. FSDAC is chaired by James Andrews, the Associate Chancellor of Human Resources and is a district-wide participatory committee. FSDAC meets monthly to address concerns and legal requirements. Currently, FSDAC is completing a new Equal Employment Opportunity Plan for the District.

DISTRICT POLICY MANUAL:
The District has a Policy Manual that is kept in the office of each administrator. The board agenda and minutes are distributed to each division and various other offices throughout the college.

Web link: http://www.wvm.edu/group.aspx?id=36
(Click on “Policies” in box on upper right.)

DISTRICT EMPLOYEE BARGAINING GROUPS:
The Service Employees International Union (SEIU)), Local 715 of the AFL-CIO represents basic unit non-supervisory classified employees. The Professional and Vocational Division, Teamsters Union, Local 856, represents supervisory employees. The Peace Officers' Association represents the public safety officers. The Association of College Educators (ACE) represents certificated faculty. These organizations are recognized by the Board of Trustees as the sole and exclusive representative of personnel within these areas.

Copies of the written contracts between the District and unions are available in various administrative offices, the Library and the President's Office for employees who want to review these documents. Union contracts are also available for viewing through the following link:
http://www.wvm.edu/group.aspx?id=178&linkidentifier=id&itemid=178

The West Valley/Mission District organizational charts are shown in this section.
WEST VALLEY COLLEGE ORGANIZATION
West Valley College has a shared decision making model. The College Council is the group that facilitates decision and makes recommendations to the President. The College Council meets twice a month.

Planning activities are conducted according to the model of shared governance. Regularly scheduled meetings of groups representative of all campus constituencies conduct planning sessions, often in conjunction with their counterparts at Mission College. District Advisory groups and Task Forces also provide guidance in the planning process.

The West Valley College organizational charts are shown in this section.

WEST VALLEY COLLEGE - ACADEMIC SENATE
The Academic Senate at West Valley College is charged with representing all full-time and associate faculty members in academic and professional matters. The shared governance provisions of AB 1725 have greatly increased the role of the Academic Senate in college policy, and specify eleven broad areas in which the Board of Trustees must rely primarily upon the Senate. The Senate also consults with ACE on work-related issues to ensure a uniform faculty voice. Senators represent each division and are elected by the full-time faculty in the division. The associate faculty at-large elect senators representing associate faculty. The Senate president represents the Senate on most shared governance committees and is elected by the full-time faculty at large. Recommendations of the Senate are regularly communicated to the College President, the College Council; the Division Chair Council, the Performance Goals Committee, the Chancellor’s Advisory Council, and the Board of Trustees.
Web link: http://westvalley.edu/wvcas/

WEST VALLEY COLLEGE - CLASSIFIED SENATE
The Classified Senate at West Valley College represents basic unit, confidential, and supervisory classified staff. The Senate provides a formal structure to ensure the role and participation of classified staff in the college's formation of campus goals, objectives, policies, procedures, and regulations, and represents the aggregate interests of the classified staff. Membership includes representation from the District Office.
Web link: http://westvalley.edu/wvccs/

WEST VALLEY COLLEGE – INSTRUCTIONAL ADMINISTRATION
Vice President, Instruction
Dave Fishbaugh, Vice President of Instruction, coordinates instructional programs, services and resources. Leadership and direction is provided to staff in areas of curriculum, curricular activities, learning resources and vocational education. The Office of Instruction, through the Division Chair Council, prioritizes requests for new faculty, monitors enrollment and enrollment goals, assists with prioritizing instructional resource allocation, and assists in reviewing curriculum to ensure adherence to Title 5 regulations. The Office of Instruction also monitors, processes and tracks all faculty evaluations, tenure achievement and the re-employment preference program for associate faculty.
**Dean of Instruction:**
Dr. Celine Pinet, the Dean of Instruction, assists in the planning and development of the college’s instructional programs and support services, develops enrollment management strategies, and evaluates performance goals and other workload measures. The Dean works closely with college staff in the publication and distribution of the college catalog and schedules of classes. In addition, the Dean oversees the Library and related learning resources, and coordinates the New Faculty Orientation Program, (NFOP). The Dean of Instruction also oversees the Program Review process, including development and distribution.

**Dean, Career Education and Workforce Development:**
Dr. Fred Prochaska, the Dean of Career Education and Workforce Development, ensures there is a comprehensive plan addressing the career education and workforce development needs of students, the College and the community. The Dean directs the Career Programs Center and its services, including CalWORKs, Job Placement, Work Experience Program, and Career Programs information and counseling. The Dean also oversees the Campbell Center satellite campus, which houses classrooms as well as the Economic Development entities, such as the Center for International Trade and Development, the Foster Kinship Care Education Program, Title IV-E Grant Program, and Contract Education. The Dean also manages the Community Education office, which offers fee-based, non-credit classes, an Older Adults Program, and College for Kids. The Dean supervises VTEA allocation and Career Pathways grants and collaborates with faculty and staff to design alternative education and training programs to meet the needs of the community, business, and industry.

**Dean, Information Technology and Services:**
Fred Chow, the Dean of Information Technology and Services coordinates all instructional technology functions at the college. This includes planning, budgeting, acquisitions, equipment repair, and allocation of computer and communication services, training and development. The Dean integrates college programs with district-wide initiatives on information technology and distance learning, and monitors regulatory changes and technology trends in order to forecast the impact of those changes/trends upon West Valley College. The Dean manages the use and maintenance of the college's computer classrooms and laboratories, and oversees the new M.E. Fox Center building, the AAS Technology Center, including facilities and staff. The dean also directs the Television Operations Department and AV Support Services, and Graphics/Marketing print media for ads and publications.

**Distance Learning Coordinator:**
Lisa Kaaz is currently the acting Distance Learning and Instructional Technology Coordinator, organizing distance learning and the related instructional technology activities on the campus. The Coordinator collaborates with faculty to design online courses and produce instructional development projects utilizing Internet resources, including maintaining the Angel Learning course management system for all online classes.
DIVISION CHAIRS:
With direction from the Vice Presidents of Instruction or Student Services, or the
President (or designee), the West Valley College Division Chairs coordinate
administrative functions and provide support and assistance to faculty colleagues in
assigned area divisional areas.

There are eight divisions at West Valley College:
• Applied Arts and Sciences (AAS)
• Business (BUS)
• Fine Arts (FA)
• Language Arts (LA)
• Physical Education (PE)
• Science and Math (SM)
• Social Sciences (SS)
• Student Services (S/SV)

Division Chairs are elected to serve consecutive three-year terms and are elected by a
majority vote of the total number of full-time faculty in their divisions. The role of the
Division Chairs include the following:
• Promote effective communication between the faculty within the division as well
  as with the Senior Office Coordinator.
• Work closely with the Senior Office Coordinator on issues related to job
  assignments, schedule input, and faculty load and contract deadlines.
• Encourage shared governance participation among faculty and staff.
• Create an environment of mutual trust and fairness among faculty, staff and
  students.

As primary leaders of instructional areas, Division Chairs accept responsibility and
accountability for:
• Promoting the cultivation of proactive and creative approaches on all educational
  matters and concerns;
• Assuring that college-wide deadlines are met;
• Planning and conducting division meetings;
• Providing requested data/information;
• Responding to departmental needs in the division;
• Being present and involved in key governance meetings;
• Assisting with shared policy development and administration of the college;
• Assuring that the recruitment, hiring orientation and evaluation of full-time and
  associate members are conducted in accordance with the bargaining agreement
  and the Board procedures;
• Assisting in the resolution of student complaints and grievances;
• Promoting areas(s) with the college and to the external community.

The Division Chair Council (DCC) meets twice per month during the academic year.
The DCC designs training session to address management issues for both Division and
Department Chairs.

For a more detailed description of duties for Division Chairs, please refer to in the current
ACE Collective Bargaining Agreement.
DEPARTMENT CHAIRS:
Each department within a division has a Department Chair, who is elected annually by faculty from within their respective departments. With direction from the Office or Instruction, Dean of Instruction, or Division Chairs, the Department Chairs are responsible for the day-to-day operations and academic issues within the department. A department chair is given reassigned time for carrying out his/her duties, which include:

- Coordinating and updating course syllabi;
- Establishing close liaison with the community through advisory boards or meetings to keep current of instructional needs and possible curriculum changes;
- Preparing class schedules for the department;
- Assist in updating departmental information for the college catalog;
- Assist in the recruitment, orientation, hiring and evaluation of regular and associate instructors;
- Act as the first line of authority relative to student grievances, and inform the Division Chair of the nature, status and action taken while maintaining the professional and academic integrity and privacy of all parties involved.
- Coordinate efforts of department/program faculty to set annual goals and objectives and complete Program Review as scheduled.

For a more detailed description of duties for Department Chairs, please refer to in the current ACE Collective Bargaining Agreement.

The following pages list all current Division/Department/Administrative contacts for instructional programs as well as student services programs.

CURRICULUM COMMITTEE:
The Curriculum Committee is composed of representatives from each division in West Valley College. The committee is responsible for approving all curriculum prior to implementation. CurricUNET is the on-line system that automates the College’s curriculum development process from beginning to end.

For further information on the Curriculum Committee’s membership, charge, and processes, refer to Section 3, Page 21.
## DIVISION CHAIR COUNCIL

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>DIVISION CHAIR</th>
<th>EXT.</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts &amp; Sciences</td>
<td>Diane Hurd</td>
<td>2110</td>
<td>AAS 1A</td>
</tr>
<tr>
<td>Business</td>
<td>Jim Henderson</td>
<td>4609</td>
<td>BUS J</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Chris Cryer</td>
<td>4013</td>
<td>FA 1A</td>
</tr>
<tr>
<td>(Fall semester only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td>Randy Fujishin</td>
<td>2493</td>
<td>LA 4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Joan Worley</td>
<td>2420</td>
<td>PE 1C</td>
</tr>
<tr>
<td>Science/Math</td>
<td>Rebecca Wong</td>
<td>2631</td>
<td>SM - V-4</td>
</tr>
<tr>
<td>Social Science</td>
<td>Janis Kea</td>
<td>2538</td>
<td>SS 2</td>
</tr>
<tr>
<td>Student Services</td>
<td>Carol Pavan</td>
<td>2441</td>
<td>Couns. 11</td>
</tr>
</tbody>
</table>

### DCC MEMBER AREA

<table>
<thead>
<tr>
<th>MEMBER NAME</th>
<th>EXT.</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate President</td>
<td>Lance Shoemaker</td>
<td>2436</td>
</tr>
<tr>
<td>Vice Pres., Student Services</td>
<td>Victoria Hindes</td>
<td>2020</td>
</tr>
<tr>
<td>Classified Senate Rep</td>
<td>Geri Peterson</td>
<td>2183</td>
</tr>
</tbody>
</table>

### INSTRUCTIONAL ADMINISTRATORS – DCC Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>EXT.</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President, Instruction</td>
<td>Dave Fishbaugh</td>
<td>2052</td>
<td>Ofc. of Inst.</td>
</tr>
<tr>
<td>Dean, Instruction</td>
<td>Celine Pinet</td>
<td>2140</td>
<td>Library</td>
</tr>
<tr>
<td>Dean, Career Ed. &amp; WF Dev.</td>
<td>Fred Prochaska</td>
<td>2117</td>
<td>AAS 35</td>
</tr>
<tr>
<td>Dean/Information Technology</td>
<td>Fred Chow</td>
<td>2635</td>
<td>Fox 207</td>
</tr>
</tbody>
</table>

### SR. OFFICE COORDINATORS - INSTRUCTIONAL DIVISIONS

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>EXT.</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts &amp; Sciences</td>
<td>Maria Lopez</td>
<td>2013</td>
<td>AAS Div.</td>
</tr>
<tr>
<td>Business</td>
<td>Darlene Specht</td>
<td>2012</td>
<td>BUS Div.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Teri Langworthy</td>
<td>2014</td>
<td>FA Div.</td>
</tr>
<tr>
<td>Language Arts</td>
<td>Vacant</td>
<td>2016</td>
<td>LA Div.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Lisa McNiven</td>
<td>2017</td>
<td>PE Div.</td>
</tr>
<tr>
<td>Science/Math</td>
<td>Carol Rhoads</td>
<td>2018</td>
<td>SM Div.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Jennifer French</td>
<td>2019</td>
<td>SS Div.</td>
</tr>
<tr>
<td>Off. Coord./Child Studies</td>
<td>Cheryl Massa</td>
<td>2409</td>
<td>AAS: CHS</td>
</tr>
</tbody>
</table>

### INSTRUCTIONAL ADMINISTRATORS' ASSISTANTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>EXT.</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>Sandy Dinh/Cora Marandino</td>
<td>4023</td>
<td>Admin.Serv.</td>
</tr>
<tr>
<td>Sr. Admin. Assistant to Michael Renzi</td>
<td>Sr. Admin. Asst. to Fred Prochaska</td>
<td>2655</td>
<td>AAS 35</td>
</tr>
<tr>
<td>Career Programs Center</td>
<td>Cathy Aimonetti</td>
<td>2655</td>
<td>AAS 35</td>
</tr>
<tr>
<td>Sr. Admin. Asst. to Fred Prochaska</td>
<td>Sr. Admin. Asst. to Celine Pinet</td>
<td>2021</td>
<td>Library</td>
</tr>
<tr>
<td>Library</td>
<td>Tanya Hanton</td>
<td>2021</td>
<td>Library</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>Sandra Carter</td>
<td>2144</td>
<td>Fox 208</td>
</tr>
<tr>
<td>Sr. Admin. Asst. to Fred Chow</td>
<td>Sr. Admin. Asst. to Fred Chow</td>
<td>2144</td>
<td>Fox 208</td>
</tr>
<tr>
<td>Exec. Assistant to Dave Fishbaugh</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Instruction: Curriculum, Catalog,</td>
<td>Thuy Tran</td>
<td>2618</td>
<td>Couns. Bldg.</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>Administrative Specialist, Office of Instruction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# West Valley College - Department Chairs

## Fall, 2010

<table>
<thead>
<tr>
<th>Division</th>
<th>Department</th>
<th>Chair</th>
<th>Ext.</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applied Arts &amp; Sciences</strong></td>
<td>Architecture/Engineering</td>
<td>Soroush Ghahramani and Tom Sanford</td>
<td>4097</td>
<td>AAS 4</td>
</tr>
<tr>
<td></td>
<td>Child Studies</td>
<td>Leslie Hotta</td>
<td>4603</td>
<td>AAS 46</td>
</tr>
<tr>
<td></td>
<td>Fashion Design</td>
<td>Tiina Keller</td>
<td>4039</td>
<td>AAS 44</td>
</tr>
<tr>
<td></td>
<td>Interior Design</td>
<td>Jane Lily</td>
<td>2081</td>
<td>AAS 9A</td>
</tr>
<tr>
<td></td>
<td>Health Care Tech.</td>
<td>Kris Gaiero</td>
<td>4019</td>
<td>AAS 1A</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>Peggy Mathieson</td>
<td>4635</td>
<td>AAS 1G</td>
</tr>
<tr>
<td></td>
<td>Park Management</td>
<td>Chris Cruz</td>
<td>2622</td>
<td>AAS 37</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>Accounting</td>
<td>Randy Castello</td>
<td>2427</td>
<td>BUS M</td>
</tr>
<tr>
<td></td>
<td>General Business &amp; Real Estate</td>
<td>Heidi Diamond</td>
<td>2426</td>
<td>BUS G</td>
</tr>
<tr>
<td></td>
<td>Court Reporting</td>
<td>Jim Henderson, with duties</td>
<td></td>
<td>BUS F</td>
</tr>
<tr>
<td></td>
<td>Information Technology: Computer Apps, C.I.S. &amp; Digital Media/Internet</td>
<td>Pat Fenton</td>
<td>2433</td>
<td>BUS P</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>Art</td>
<td>Jason Challas</td>
<td>2542</td>
<td>FA Art 30</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>Lou De La Rosa</td>
<td>4663</td>
<td>MU 11</td>
</tr>
<tr>
<td></td>
<td>Theater</td>
<td>Brad Weisberg</td>
<td>4012</td>
<td>FA Scene Shop</td>
</tr>
<tr>
<td><strong>Language Arts</strong></td>
<td>Commun. Studies</td>
<td>John Hannigan</td>
<td>2629</td>
<td>LA 4E</td>
</tr>
<tr>
<td></td>
<td>English &amp; Women’s Studies</td>
<td>Leigh Burrill</td>
<td>4054</td>
<td>LA 3F</td>
</tr>
<tr>
<td></td>
<td>ESL</td>
<td>Sylvia Ortega</td>
<td>2465</td>
<td>LA 39</td>
</tr>
<tr>
<td></td>
<td>Reading</td>
<td>Whitney Clay</td>
<td>2619</td>
<td>LA 20C</td>
</tr>
<tr>
<td></td>
<td>World Languages</td>
<td>Marc Accornero</td>
<td>4011</td>
<td>LA 4D</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>Library</td>
<td>Maryanne Mills</td>
<td>4661</td>
<td>Library</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>Athletic Director</td>
<td>Joan Worley</td>
<td>2420</td>
<td>PE 1B</td>
</tr>
<tr>
<td></td>
<td>Health Education</td>
<td>Patricia Louderback</td>
<td>4604</td>
<td>PE 1K</td>
</tr>
<tr>
<td></td>
<td>Nutrition</td>
<td>Wendy Bowers</td>
<td>4003</td>
<td>PE 1U</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>Steve McCann</td>
<td>4005</td>
<td>PE 1R</td>
</tr>
<tr>
<td><strong>Science &amp; Math</strong></td>
<td>Biology</td>
<td>Nathan Norris and Peter Svensson</td>
<td>2634</td>
<td>SM – V-5</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>Blaine Harrison</td>
<td>4017</td>
<td>SM 52C</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Gretchen Ehlers</td>
<td>2054</td>
<td>SM 4K</td>
</tr>
<tr>
<td></td>
<td>Physical Sciences</td>
<td>Lungyee Lin</td>
<td>4658</td>
<td>SM 4E</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>Admin. of Justice, Poli Sci &amp; Humanities</td>
<td>Jim Smith and Nichola Gutierrez</td>
<td>2553</td>
<td>A/J Building</td>
</tr>
<tr>
<td></td>
<td>Anthropology &amp; Geography</td>
<td>Andrew Kindon and Joe Hasty</td>
<td>2554</td>
<td>SS 1A</td>
</tr>
<tr>
<td></td>
<td>Economics, Sociology &amp; Photography</td>
<td>Janis Kea, Tom DeDen &amp; Brian Tramontana</td>
<td>2538</td>
<td>SS 1D</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Stephen Juarez</td>
<td>2556</td>
<td>SS 2C</td>
</tr>
<tr>
<td></td>
<td>Psychology &amp; Philosophy</td>
<td>Jose Bautista and Don Ciraulo</td>
<td>2492</td>
<td>SS 2E</td>
</tr>
</tbody>
</table>

West Valley College Faculty Handbook  
Section 2, Page 12
## STUDENT SERVICES

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP of Student Services</td>
<td>Victoria Hindes</td>
<td>2020</td>
<td>Counseling</td>
</tr>
<tr>
<td>Coordinator/Interim Asst. to VP</td>
<td>Angela Sias</td>
<td>2119</td>
<td>Counseling</td>
</tr>
<tr>
<td>Dean, Student Support Services</td>
<td>Ginny Aragon</td>
<td>2002</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Sr. Admin. Asst. to Dean</td>
<td>Azar Babakan</td>
<td>2080</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Position Vacant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adm. &amp; Records Supervisor</td>
<td>Barbara Ogilvie</td>
<td>4630</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Financial Aid Director</td>
<td>Maritza Cantarero</td>
<td>2611</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Financial Aid Supervisor</td>
<td>Lien Pham</td>
<td>2434</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Outreach Director</td>
<td>Joe McDevitt</td>
<td>4643</td>
<td>A&amp;R</td>
</tr>
</tbody>
</table>

## COUNSELING DEPARTMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Dept. Chair</td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>Assessment Coordinator &amp; Curriculum Committee Chair</td>
<td>LeAnn McGinley</td>
<td>2402</td>
<td>Couns. 23</td>
</tr>
<tr>
<td>Athletic Counselors</td>
<td>Wanda Wong</td>
<td>2528</td>
<td>Couns. 14</td>
</tr>
<tr>
<td></td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>International Students -Coordinators</td>
<td>Wanda Wong</td>
<td>2528</td>
<td>Couns. 14</td>
</tr>
<tr>
<td></td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>Middle College Program - High School Instructors</td>
<td>Annie Blank and Josh Hancock</td>
<td>2529</td>
<td>Couns. 12</td>
</tr>
<tr>
<td>Middle College Counselor – WVC</td>
<td>Carol Pavan</td>
<td>2441</td>
<td>Couns. 11</td>
</tr>
<tr>
<td>PUESTE Program</td>
<td>Melissa Salcido</td>
<td>2102</td>
<td>Couns. 9</td>
</tr>
<tr>
<td>SUCCESS Program</td>
<td>Carolyn Nash</td>
<td>2608</td>
<td>Couns. 8</td>
</tr>
<tr>
<td>Transfer Center/Career Resources</td>
<td>Tom Golbetz</td>
<td>4022</td>
<td>Couns. 18</td>
</tr>
</tbody>
</table>

## STUDENT SERVICES - SPECIAL PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Counselor/Senior Coordinator</th>
<th>Phone</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalWORKs Program - Counselor</td>
<td>Marta Mora Evans</td>
<td>4007</td>
<td>AAS-35</td>
</tr>
<tr>
<td>Campus Center Director</td>
<td>Michelle Donohue-Mendoza</td>
<td>2185</td>
<td>Campus Center</td>
</tr>
<tr>
<td>Office Coord. – Campus Center</td>
<td>Yalem Lakew</td>
<td>2006</td>
<td>Campus Center</td>
</tr>
<tr>
<td>DESP (Disability &amp; Ed. Support Program)</td>
<td>Cheryl Miller, Coordinator</td>
<td>2620</td>
<td>LS: DESP</td>
</tr>
<tr>
<td>Sr. Office Coordinator. – DESP</td>
<td>Colleen Butterfield</td>
<td>3010</td>
<td>LS: DESP</td>
</tr>
<tr>
<td>Educational Transition Director</td>
<td>Elise Johnson</td>
<td>2606</td>
<td>LS: ET</td>
</tr>
<tr>
<td>Admin. Assistant - ET</td>
<td>Bernie Walker</td>
<td>4030</td>
<td>LS: ET</td>
</tr>
<tr>
<td>EOPS Director</td>
<td>Irene Serna</td>
<td>2593</td>
<td>EOP</td>
</tr>
<tr>
<td>Health Services Director</td>
<td>Becky Perelli</td>
<td>2159</td>
<td>Health Services</td>
</tr>
<tr>
<td>Admin. Asst. – Health Services</td>
<td>Rachel Metz</td>
<td>2142</td>
<td>Health Services</td>
</tr>
</tbody>
</table>
HUMAN RESOURCES

Bradley Davis
Associate Vice Chancellor

Vacant
Director of Human Resources

Francine Caracciolo
Executive Coordinator

Barbara Brundage
Faculty Specialist - MC

Rose Schultz
Classified Specialist (A-L)

Karen Ostrowski
Recruitment Specialist

Genina Gonzales
HR Assistant
NCE's & STSPE's

Quyen Lenshoek
Faculty Specialist - WV

Kelly Murphy
Classified Specialist (M-Z)

Lucy Clementi
Benefits Specialist
West Valley-Mission Community College District
14000 Fruitvale Avenue
Saratoga, CA

HUMAN RESOURCES

Bradley Davis
Associate Vice Chancellor

Vacant
Director of Human Resources

Francine Caracciolo
Executive Coordinator

Barbara Brundage
Faculty Specialist - MC

Rose Schultz
Classified Specialist (A-L)

Christopher Teresi
Recruitment Specialist

Quyen Lenshoek
Faculty Specialist - WV

Gloria Gutierrez
Classified Specialist (M-Z)

Venita Atwal
Benefits Specialist

Michael Renzi
Vice President, Administrative Services (WV)

Vacant
Administrative Specialist Personnel (WV)

Worku Negash
Vice President, Administrative Services (MC)

Nancy Parker-Cornejo***
Administrative Specialist Personnel (MC)

***Supervision: Macro direction will be provided by Human Resources; day-to-day supervision (schedules, vacations, etc.) are approved by the local supervisor in consultation with Human Resources.

7/21/2010
HUMAN RESOURCES

- Bradley Davis
  Associate Vice Chancellor
- Michael Renzi
  Vice President, Administrative Services (WV)
- Worku Negash
  Vice President, Administrative Services (MC)
- Vacant
  Director of Human Resources
- Francine Caracciolo
  Executive Coordinator
- Barbara Brundage
  Faculty Specialist - MC
- Rose Schultz
  Classified Specialist (A-L)
- Christopher Teresi
  Recruitment Specialist
- Quyen Lenshoek
  Faculty Specialist - WV
- Gloria Gutierrez
  Classified Specialist (M-Z)
- Venita Atwal
  Benefits Specialist
- Vacant
  Administrative Specialist Personnel (WV)
- Nancy Parker-Cornejo***
  Administrative Specialist Personnel (MC)

***Supervision: Macro direction will be provided by Human Resources; day-to-day supervision (schedules, vacations, etc.) are approved by the local supervisor in consultation with Human Resources.
West Valley College
Vice President, Instruction - Org. Chart I
General Overview – 2010-11

Dave Fishbaugh
Vice President, Instruction

Geri Peterson
Executive Assistant

LeAnn McGinley
Assessment Coordinator
Curriculum Committee Chair
Articulation Officer

Thuy Tran
Administrative Specialist, Schedule & Catalog

Celine Pinet
Dean, Instruction

Fred Prochaska
Dean, Career Education & Workforce Development

INSTRUCTIONAL DIVISIONS
Division Chairs
Refer to VP Instruction Org. Chart II for Division/Department Chairs

AAS DIV.: Diane Hurd
Diane Hurd
Sandra Carter
Sandra Carter
David Duncan
David Duncan
Multimedia Coordinator
Multimedia Coordinator

BUSINESS: Jim Henderson
Jim Henderson
Max Gault
Max Gault

FINE ARTS: Chris Cryer
Chris Cryer
Lisa Kaaz
Lisa Kaaz

LANG. ARTS: Randy Fujishin
Randy Fujishin
Scott Ludwig
Scott Ludwig

PHYS. ED.: Joan Worley
Joan Worley
Alfred Yee
Alfred Yee

SCI/MATH: Rebecca Wong
Rebecca Wong
Vacant
Vacant

SOC.SCI: Janis Kea
Janis Kea
Carl Jones
Carl Jones

Certificate Programs:
Career Programs Center: Job Placement CalWORKs Work Experience
GRANT PROGRAMS:
ATTE, Title IV-E, Foster Kinship Care, Contract Ed., Campbell Cntr.

Community ED:
CE Classes, College for Kids, Traffic School, Older Adults Program

INSTRUCTIONAL DIVISIONS
Division Chairs
Refer to VP Instruction Org. Chart II for Division/Department Chairs

AAS DIV.: Diane Hurd
Diane Hurd
Sandra Carter
Sandra Carter
David Duncan
David Duncan
Multimedia Coordinator
Multimedia Coordinator

BUSINESS: Jim Henderson
Jim Henderson
Max Gault
Max Gault

FINE ARTS: Chris Cryer
Chris Cryer
Lisa Kaaz
Lisa Kaaz

LANG. ARTS: Randy Fujishin
Randy Fujishin
Scott Ludwig
Scott Ludwig

PHYS. ED.: Joan Worley
Joan Worley
Alfred Yee
Alfred Yee

SCI/MATH: Rebecca Wong
Rebecca Wong
Vacant
Vacant

SOC.SCI: Janis Kea
Janis Kea
Carl Jones
Carl Jones

Certificate Programs:
Career Programs Center: Job Placement CalWORKs Work Experience
GRANT PROGRAMS:
ATTE, Title IV-E, Foster Kinship Care, Contract Ed., Campbell Cntr.

Community ED:
CE Classes, College for Kids, Traffic School, Older Adults Program

Vacant

Graphic Artist
Campus Publications Marketing/Ads

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

FOX TECHNOLOGY CNTR.
& KSAR Comm. Access TV College Liaison

Gary Cloman
Server Systems Tech.

Fred Chow
Dean, Instructional Computer Technologies

AAS DIV.: Diane Hurd
Diane Hurd
Sandra Carter
Sandra Carter
David Duncan
David Duncan
Multimedia Coordinator
Multimedia Coordinator

BUSINESS: Jim Henderson
Jim Henderson
Max Gault
Max Gault

FINE ARTS: Chris Cryer
Chris Cryer
Lisa Kaaz
Lisa Kaaz

LANG. ARTS: Randy Fujishin
Randy Fujishin
Scott Ludwig
Scott Ludwig

PHYS. ED.: Joan Worley
Joan Worley
Alfred Yee
Alfred Yee

SCI/MATH: Rebecca Wong
Rebecca Wong
Vacant
Vacant

SOC.SCI: Janis Kea
Janis Kea
Carl Jones
Carl Jones

Certificate Programs:
Career Programs Center: Job Placement CalWORKs Work Experience
GRANT PROGRAMS:
ATTE, Title IV-E, Foster Kinship Care, Contract Ed., Campbell Cntr.

Community ED:
CE Classes, College for Kids, Traffic School, Older Adults Program

Vacant

Graphic Artist
Campus Publications Marketing/Ads

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

AAS. TECHNOLOGY CNTR.
Lab Faculty Specialists
Robert Anthony Max Crumley

FOX TECHNOLOGY CNTR.
& KSAR Comm. Access TV College Liaison

Gary Cloman
Server Systems Tech.
West Valley College

Dave Fishbaugh, Vice President, Instruction - Org. Chart II

Division and Department Chairs – 2010-11

WVC Faculty Handbook: Section 2, Page 25
West Valley College
Michael Renzi, Vice President, Administrative Services
Revised 8/10
WEST VALLEY COLLEGE: STUDENT SERVICES ORGANIZATION CHART
Revised 7/2010

STUDENT SERVICES REPORTING STRUCTURE

Dr. Victoria A. Hindes
Vice President, Student Services

Ginny Aragon
Dean of Student Support

Matriculation/Student Success
Director (40%)
Dr. Angelica Bangle

Counseling Dept.
Chair (.5FTE)

Transfer Center
Coordinator (.5FTE)

Director of Admissions & Records
(Vacant)

Director of Health Services
Becky Perelli

EOPS Director
Irene Serna

ET Coordinator/Counselor
Elise Johnson

Director of Financial Aid
Maritza Cantarero

DESP Coordinator
Cheryl Miller

Student Recruitment Supervisor
Joe McDevitt

Director of Student Activities
Dr. Michelle Donohue

Matriculation/Student Success Director
Broad Areas of Responsibility

- Orientation and other pre-entry services
- Academic Standing
- Early Alert
- Matriculation Advisory Committee
- Collaboration with IT
- Petitions/Appeals (Co-responsibility with A&R Director)

VP Direct Responsibility
Counseling
- International Students
- Matriculation/Student Success
- Orientation
- Puente
- SUCCESS
- Transfer Center
- Challenges

Admissions & Records
Tutorial
Health Services
Assessment
Student Discipline/Student Issues
**Proposed TRIO Grant Program

Dean of Student Support
Direct Responsibility
Financial Aid
Veterans Program
Student Recruitment (Outreach Program)
K-16 Bridge Program
DESP Program
EOPS Program
ET Program
Student Activities/Campus Center

WVC Faculty Handbook – Section 2, Page 27