Assignment of Responsibility and Authority for the College’s Major Support and Operational Functions

This table shows the assignment of responsibility and authority for the college’s major support and operational functions. These functions are all overseen by the President and the seven managers reporting to the President. The College Organizational Charts reflect the further delegation of responsibility that occurs within functional areas.

| President Ryslinge | Board of Education ex-officio, and Clerk  
| Recommendation to Board on:  
| Strategic planning | Programing  
| Budget, Tuition, Fees | Contracts  
| Community partnerships | Real estate  
| Authorize grant applications  
| Leads the Executive Team  
| Delegation of authority and responsibility  
| Title IV Institutional Eligibility  
| NWCCU Institutional Compliance  

| Cindy Carlson, Dean of Students | Outreach and Recruitment  
| Enrollment Services  
| Financial Aid/Title IV  
| Oversight  
| Advising and Placement  
| Testing  
| Disability Services Coordinator  
| Title IX Coordinator  
| Conduct Officer  
| Student Success Initiatives  
| Career and Transfer Services  
| Associated Student Government/Clubs/Activities  
| Tutoring Services  
| NWCCU Compliance for Assigned Areas  

| Dan Lara, Chief Academic Officer and Accreditation Liaison Officer | Instructional Leadership/Curricular Concerns  
| Academic Records & Registrar Functions  
| Enrollment growth  
| Credit offerings (except for Health & Human Services)  
| Transfer/ Lower-Division Collegiate  
| Aquarium  
| Science  
| Business  
| Education (k-12 track)  
| Basic Skills and & Title II  
| Workforce  
| Non-credit Workforce Education with Dave Price  
| Assessment of Instructional and Non-Instructional Programs  
| Institutional Effectiveness  
| Library  
| Academic Policies  
| NWCCU Compliance for Assigned Areas  

August 2019, Office of the President
### Assignment of Responsibility and Authority for the College’s Major Support and Operational Functions

<table>
<thead>
<tr>
<th>Name and Role</th>
<th>Functions and Responsibilities</th>
</tr>
</thead>
</table>
| Linda Mollino, Director of Health and Human Services and Career | Health and Human Services Programs  
Nursing, Nursing Assistant, Medical Assistant,  
Emergency Medical Technician  
Early Childhood Education  
South County Site Manager  
Career Pathways Grant  
Perkins Grant  
NWCCU Compliance for Assigned Areas |
| Dave Price, Director of Marketing and Community Engagement | Small Business Development Center  
Marketing  
Community Education  
Non-credit Workforce Education with Dan Lara  
Public Information Officer/Community Relations  
North County Site Manager  
Website with Robin Gintner  
NWCCU Compliance for Assigned Areas |
| Emily Fasnacht, Director of Development             | Foundation  
Foundation Board  
Development Strategy & Planning  
Donor relations  
Scholarships  
Fundraising events  
NWCCU Compliance for Assigned Areas |
| Joy Gutknecht, Human Resources and Process Improvement Manager | Human Resources & Process Improvement  
Deputy Title IX Coordinator-Employees  
SEAL program  
NWCCU Compliance for Assigned Areas |
| Robin Gintner, Chief of Finance and Operations      | Finance Payroll  
Bookstore  
Food service  
Facilities (buildings and sites)  
Information Technology  
Grounds and Custodial  
Public Safety  
Emergency Planning  
Deputy Title IX Coordinator-Students  
NWCCU Compliance for Assigned Areas  
Grants Coordinator |

### Functions with Shared Leadership and Authority

<table>
<thead>
<tr>
<th>Function</th>
<th>Leaders</th>
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</thead>
<tbody>
<tr>
<td>Community Relations</td>
<td>President Ryslinge, Dave Price</td>
</tr>
<tr>
<td>Title IX Compliance</td>
<td>Cindy Carlson, Robin Gintner, Joy Gutknecht</td>
</tr>
<tr>
<td>Assurances Point of Contact (Nondiscrimination)</td>
<td>Cindy Carlson, Joy Gutknecht</td>
</tr>
<tr>
<td>Office of Instruction functions: faculty support &amp; standards, distance learning, assessment, curriculum</td>
<td>Dan Lara, Linda Mollino</td>
</tr>
<tr>
<td>College Website</td>
<td>Robin Gintner, Dave Price</td>
</tr>
<tr>
<td>School District and University Partnerships</td>
<td>Cindy Carlson, Dan Lara</td>
</tr>
<tr>
<td>Non-Credit Workforce Educations</td>
<td>Dan Lara, Dave Price</td>
</tr>
</tbody>
</table>