



Lively
Technical
College

Shelly Bell

Director



Lively
Technical
College

Developing/Directing All Academic Programs
Managing Daily Operations
Organize, Direct, Evaluate & Supervise Staff
Financial Oversight
Compliance

Paul Lambert Assistant Director

Discipline Issues
Building Maintenance/Construction/Facilities
Inventory
Safety/Fire Drills

Matt Zadra Assistant Director

Student Services
Registration
Financial Aid
Business Operations
Student Accounts

Tiffany Williams Assistant Director

Administrator for Health Education Programs
Expansion of Programs
Apprenticeship
Work Based Learning/ Clinicals

Individuals below are listed by the main tasks/areas they are responsible for and not as to who they report to.

Kendall Roberts <i>Project Manager</i> Business Services	Danica Crawford <i>Coordinator</i> Financial Aid	Cleon McFarlane <i>Project Manager</i> Campus Safety & Security	Yolanda Graham <i>Coordinator</i> Student Services	Manny Joanos <i>Coordinator</i> Public Relations	Charles Tacot & Henry Koger <i>Project Manager</i> Data & FOCUS Support
Pell Bank Reconciliation Sales Tax Reconciliation Student Accounts District Budget Internal Budget FOCUS ERP Vendor/PTSA's/Contracts Operating Bank Reconciliation PCard/Gas Card	Financial Aid Funding Veterans Affairs Bright Futures Student Calendars SAP Compliance Florida Prepaid Grants & Scholarships	Campus Safety Emergency Drills Annual Safety Reports Clery Act Title IV Safety Requirements Federal & State Compliance	Testing Services Guidance/Counseling Orientation Student Placement Grades/Attendance Student Leave of Absence Sexual Harassment Contact	Secondary Outreach Community Events Community Liaison Tours Partners Public Relations	WDIS Reporting FOCUS SIS/LMS FOCUS Training Build Master Schedule Data/Reports FLDOE/Title IV/VA Compliance (Also serves ACE)
Courtney Allen <i>Project Manager</i> Human Resources	James Strickland <i>Project Manager</i> IT/Network Support	Brittani Stokes <i>Executive Secretary</i> Administration	Jamesia Shattles <i>Instructional Information</i> Systems Specialist	Chelsea Williams <i>Coordinator</i> K-12 CTE	Sean Friend <i>Coordinator*</i> K-12 CTE
Payroll Leave Substitutes Board Docs OAC Compliance School Advisory Council New Staff Orientation COE Accreditation/Liaison	Technology Security Access IT/Network Support	Manage LTC Calendar Rental of Facilities Vehicle Checkout HVAC Runtime/After Hours Externship Bookstore Keys	Registration/Student Scheduling Completion Certificates Student OCP Progression Student Records Compliance Student Financial Obligations Student Withdrawals	Programs of Study Articulation Agreements Career Themed Courses Secondary Programs Digital Tools Industry Certifications Dual Enrollment	DCT/OJT My Career Shines Perkins Grant Certiport Manager *Beginning Teacher Mentor Campus Wide