

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

Matt Zadra
Assistant Director

Tiffany Williams
Assistant Director

Student Services
Registration
Financial Aid
Business Operations
Student Accounts

Guidance and Support for the following programs:
Automotive, Aviation.
Building Trades, Culinary
Diesel, Electricity
HVAC, Plumbing,
Transit, Welding

Administrator for Health Education
Work-based Learning Clinicals
Title IV Adequate Progress
504 Liaison

Guidance and Support for the following programs:
All Health Science programs
Barbering
Cosmetology
Facials/Nails
Massage Therapy

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

Lanisha Wetherington <i>Coordinator</i> Business Services	Danica Crawford <i>Coordinator</i> Financial Aid	Jamesia Shattles <i>Coordinator</i> Student Enrollment	Yolanda Graham <i>Coordinator</i> Student Services	Brittani Stokes <i>Project Manager</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	Registration/Student Scheduling Attendance Compliance Course Progression Completion Certificates Student OCP Progression Student Records Compliance Student Financial Obligations Student Withdrawals	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 Manage LTC Calendar Externship	WDIS Reporting FOCUS SIS/LMS FOCUS Training Build Master Schedule Data/Reports FLDOE/Title IV/VA Compliance (Also serves ACE)
Courtney Trim <i>Project Manager</i> Human Resources	James Strickland <i>Project Manager</i> IT/Network Support	Judith Husband <i>Coordinator</i> SOAR Program	Williams Evers <i>Coordinator</i> Campus Safety & Security	Cleon McFarlane <i>Project Manager</i> Campus Safety & Security	Mike Mellies Building Maintenance Supervisor
Payroll Leave New Hires Board Docs OAC Compliance School Advisory Council COE Accreditation/Liaison Graduation	Technology Security Access IT/Network Support Inventory	Coordination of program Recruitment Grant Management Program Expansion Grant Reporting (Data collection, expenditures, return on investment, etc.)	Safe School Officer Liaison with Safety and Security Liaison with Law Enforcement Agencies Annual Safety Reports Managing Emergency Operation plans Title IV Safety Requirements Federal & State Compliance	Campus Safety Clery Act Student Discipline Referral Coordinator Emergency Drills Annual Safety Reports Title IV Safety Requirements Federal & State Compliance Inventory	Supervises Custodial Staff Evaluates facilities for maintenance and repairs Liaison with Fire Marshall