

Functional Chart

Academic Affairs (Provost, reports to President)

[Greg White](#), x3436 (TOSO Namur, 2nd Flr)

- Academic programs and academic support services (Schools, Registrar, Library, Academic Success, Disabilities, IT)
- Academic planning for academic programs, student success, and retention
- Integration of the mission and hallmarks into student life and curriculum
- Faculty liaison and faculty development
- Academic processes and shared governance
- Accreditation – Institutional (WSCUC) and programmatic (ACBSP, CTC, BBS)

Academic Success Center (Director of ASC, reports to Provost via Dean, SBM)

[Dr. Randall Sessler](#), x3530 (Campus Center)

- Writing & Research; Resume writing; Interviewing Techniques
 - Tutorial services

Admissions (Director of Admissions, reports to VP Enrl Mgmt) TBD, x3736 (JB, rm 140)

Admissions Data Operations Manager (Interim), (Reports to VP Enrollment Management)

[Daniel Cobar](#), x3663 (St. Mary's, rm 107)

- Follow up with and tracking of a potential student thru registration
- Admissions events, recruitment fairs

Advancement and Alumni (VP Advancement, reports to President)

[Aric Agresti](#), x3652 (Madison, rm 3)

- Fundraising; Liaison to Donor(s); Grants; Stewardship
- Support management of endowed scholarships

Advising and International Students (International Student Advisor, Reports to VP Enrollment Management)

[Bonnie Lui](#), x3542 (St. Mary's, rm 120)

- I-20 and I-17 coordination, CPT and OPT management
- Onboarding and general campus life support

Business Office (Business Office Manager, reports to VP Finance and Administration)

[Julie Bizewski](#), x3432 (St. Mary's, rm 104)

- Student accounts, including tuition and fees payment or refunds
- Payment Plan Options

Conference Services (Director of Conferences & Events, reports President)

[Deirdre Sargent](#), x3503 (Madison, rm 2)

- Space Rental, Housing, Campus Tours

Digital Marketing Manager (Reports to VP Marketing & Communication)

[Ryan Espinosa](#), 650-801-9012 (Welcome Ctr, Conf 1)

- Social Media Content
- Digital Marketing

Digital Marketing Manager (Reports to VP Marketing & Communication)

[Razmik Gdlian](#), x3534 (Welcome Ctr, Conf 2)

Disability Resource Center (Director of DRC, reports to Provost)

[Sharyn Moore](#), x3670

- Liaison for students with disabilities

Enrollment Management (Interim Vice President for Enrollment Management, reports to President)

[Arlene Cash](#), x3660 (JB, rm 105)

- Strategic Enrollment Plan
- Coordination of all Enrollment functions

Facilities and Grounds (Director of Facilities, reports to VP Finance and Administration)

[Jessie Roth](#), x3640 (Madison, Ground Flr, Facilities Shop)

- Safety of NDNU's campus
- Key requests
- Maintenance requests
- Support events and conference setups

Finance (Interim VP Finance and Administration reports to President)

[Michael Renzi](#), x3721 (St. Mary's, rm 110)

- Financial planning, budgeting, and forecasting
- Maintain budget and accounts payable functions
- Audits

Financial Aid (Director of Financial Aid, reports to VP Finance and Administration)

TBD, x3587 (St. Mary's, rm 102)

- Institutional, state, and federal scholarships, grants, and loans
- Endowed scholarship qualification and distributions

Human Resources (Director of HR, reports to VP Finance and Administration)

[Dr. Karen White](#), x3645 (TOSO Namur, 2nd Flr)

- Benefit inquires
- Employee resources/verifications
- Payroll inquires
- Hiring Personnel Requests
- Public Service Loan Forgiveness (PSLF) verification

Information Technology (Outsourced, reports to Provost)

[Helpdesk](#), x3555

- Help Desk (computer and telephone troubleshooting)
- Network Services
- Systems management
- Inquires – Information database system

Library (Dean of Education, reports to Provost)

[Caryl Hodges](#), x3493 (Library, Front Desk)

- Remote access or curbside pickup
- Research assistance (faculty and student)
- Inter-library loan coordination
- Collection management

Marketing and Communications (VP Marketing and Communications, reports to President)

[Kurt Allen](#), x3533 (Welcome Ctr, Director's Office)

- Strategic Marketing Plan (brand, lead generation for enrollment, success metrics)
- Audience segmentation
- NDNU Community communications (newsletters, social media, web, advertisements, etc.)

President's Office (President reports to Board)

[Beth Martin](#), x3503 (TOSO Namur, 1st Flr)

- Leadership and direction for strategic planning and operations of all aspects of the university
- Board of Trustees
- Community Relations

Public Safety (Outsourced, reports to Director of Facilities) 504-0656

- Safety of NDNU
- Parking permits and enforcement
- Reports (issues with the campus, student's behavior/conduct)

Receptionist (Receptionist, Reports to VP EM)

TBD, x3600 (St. Mary's, rm 110)

- Front Desk Admin; Mail, Shipping, and Receiving
- Triages main line (3600) calls/voicemails

Registrar (Registrar, reports to Provost)

[TBD](#), x3516 (St. Mary's, rm 108)

- Academic records, new and current students, student's verification
- Course Registration
- FERPA compliance

School of Business and Management (Dean, reports to Provost)

[James Fogal](#), x3602 (Campus Center, Commuter Lounge)

- Programs: MBA, MPA, MBA Management Science, MS Technology Management, BS Business Administration (degree completion)
- SBM Advisory Boards
- ACBSP Accreditation

School of Education (Dean of Education, reports to Provost)

[Caryl Hodges](#), x3493 (Library, Front Desk)

- Programs: Credentials – Single Subject, Multiple Subject, Education
- Specialist, Administrative Services. Master's degrees: MA Education, MA Special Education, MA School Administration, MA TESOL
- Agreements with school districts for student teaching placements
- Education Advisory Board
- CTC Accreditation

School of Psychology (Dean, reports to Provost)

[Caryl Hodges](#), x3493; (Library, Front Desk)

- [Helen Marlo](#), Chair, Clinical Psychology, x3723 (St. Mary's, rm 114)
- Programs: MS Clinical Psychology with MFT and LPCC options; BS Psychology (degree completion)
- Board of Behavioral Sciences approval