**Executive Committee**

## SCP

Wheeler North
*Faculty Coordinator*

## Kris Costa

## *Articulation Liaison*

**Julie Adams,** *Executive Director*

**Holly Macriss,** *Associate Director*

**Rita Sabler,** *Creative Director*

**Felipe Grimaldo,** *Executive Assistant*

**Kyoko Hatano,** *Administrative Assistant**Administrative Assistant*

**Tonya Davis***Events Coordinator*

C-ID
Michelle Pilati
*Faculty Coordinator*Julie Bruno
*Faculty ICW Facilitator*Krystinne Mica
*Project Specialist*

***(TBD)****Administrative Assistant*

**Responsibilties**:

* Faculty Coordinators/Facilitators report to the Executive Committee about issues related to their assigned project.
* Executive Committee provides policy direction for all aspects of the organization including grants and other projects.
* Executive Director reports to the Executive Committee. See job description for detailed information about roles and responsibilities.
	+ All staff report to the Executive Director
	+ Associate Director is responsible for facilitating the day-to-day operations including overseeing human resources and other administrative tasks.
	+ Creative Director is responsible for all related design aspects of the Senate including websites, publications, and newsletters.
	+ Executive Assistant works closely with the Executive Director and Executive Committee in developing the agendas, making travel arrangements, calendaring, as well as other activities related to the Executive Committee’s work assignments
* Events Coordinator is responsible for coordinating all meetings and events including those related to grant activities.
* Administrative Assistants support all functions of the organization including accounting, answering questions from the field and process mail.