Pat Alvano  
Director, CE Support Services

- Auxiliary Services/Bookstore (CHAP)  
- Admissions & Records Department  
- Classified Staff Evaluations (Departments)  
- Class Schedules  
- Counseling Department Classified Staff  
- Datatel  
- Department Staff Meetings  
- Enrollment Reports  
- Equipment Inventory  
- Facilities  
  - Conference Rooms Scheduling  
  - Custodial Staff  
  - Keys  
  - Technology  
- FTES Reports (state & local)  

- Liaison w/ ITS re: CE Needs  
- MIS Elements (Students)  
- Office Supplies (Departments)  
- Permanent Records  
- Procurement  
- Scheduling Department  
- Section Numbers  
- Section Schedule Audits  
- Security (on-site) / Safety  
- Emergency Preparedness Plan  
- Student Attendance Collection,  
  - Accountability, & Quality Control  
- Student Demographic Reports  
- Other Duties as Assigned

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