ADMINISTRATIVE STRUCTURE

Office of the President

DR. CAROLE BEROTTE JOSEPH
Language Hall 27 - (718) 289-5151

The President is the chief executive officer of the College and acts as an advisor and executive agent of the Chancellor and Board of Trustees of The City University of New York with immediate supervision and full discretionary power to carry into effect the Bylaws, resolutions and policies of the Board, and Board committees. The President is responsible for conserving and enhancing the educational standards and general excellence of the College. The President fulfills these responsibilities by the general supervision of the Executive Council, the College Personnel and Budget Committee, and consults with the Student Government Association, and the Professional Staff Congress. (Additional responsibilities and duties of the President appear in Section 11.4 of the Bylaws.)

- **MS. CARMEN VASQUEZ**
  Language Hall 27 - (718) 289-5318
  
The Executive Assistant to the President is responsible for ensuring the smooth and efficient operation of the President’s Office; supervising the support staff, ensuring the College’s timely response to university, external and internal communications including annual reports and compliance with local, state and federal laws. The Executive Assistant serves as a member of the President’s Executive Council and is responsible for preparing agenda and minutes and ensuring follow-up on action items. The Executive Assistant is also responsible for acting as the administrative liaison for the Office of the President.

DR. NANCY RITZE
Language Hall 23 - (718) 289-5156

Dean for Institutional Research and Analysis is responsible for the development, coordination, facilitation and assessment activities related to the College’s strategic and operational planning efforts and outcomes; oversees the College’s institutional research; and student skills assessment programs.

MS. CAROL WHITE
Language Hall 27 - (718) 289-5151

The Special Assistant to the President for Community & Public Relations is also known as the Director of Public Affairs. The Special Assistant is responsible for media and public relations, governmental affairs, community relations and publications.

PROF. MARY T. ROGAN
Language Hall 27 - (718) 289-5151

Affirmative Action Officer, Labor Designee and Legal Counsel to the President is responsible for the administration and interpretation of the University Bylaws, the College Governance Plan and Policies, and collective bargaining agreements. Legal advice in all areas related to contracts, commercial matters, and legal compliance issues involving the College and College affiliated entities is also provided. The Labor Designee and Legal Counsel is the College’s liaison to the University’s Office of Legal Affairs, the Campus Ethics Officer, and the Records Access Officer.
Office of Academic Affairs

DR. HOWARD WACH  Language Hall 11 - (718) 289-5141
Interim Vice President of Academic Affairs provides oversight and leadership for all instructional activities related to the creation, delivery and assessment of credit-bearing academic programs and courses, as well as remedial or developmental coursework. The Senior Vice President also oversees implementation of college and university policies and procedures regarding faculty and instructional staff personnel actions (hiring, tenure, promotions, etc.). Guide and support excellence in faculty teaching, scholarship and curriculum improvement and supervises and evaluates academic department chairpersons and program directors. The senior vice president obtains and oversees deployment of educational resources supporting student advancement to graduation and provides academic advisement, tutoring and other academic supports to promote student success, including selected pre-collegiate and co-curricular programs and services.

DR. ALICE P. FULLER  Language Hall 16- (718) 289-5143
The Dean of Faculty and Academic Affairs is primarily responsible for managing the College Personnel and Budget Committee’s activities that include appointment, reappointment, tenure and promotion in accordance with the Bylaws. Preparing and updating the Academic Calendar; supervising and coordinating registration and scheduling; and faculty workload issues are additional areas overseen by the Dean. The Dean serves on several college-wide committees.

Dr David Haddaler  Language Hall 11 – (718) 289-5939
The Acting Dean of Academic Affairs is responsible for outcomes assessment and periodic department self-studies within the Office of Academic Affairs, as well as providing support for curriculum management and related processes, including advancing educational technologies and ensuring implementation and institutionalization of major grants.

- DR. RICHARD LAMANNA  Colston Hall 233 (718) 289-5355
  The Academic Assessment Manager advises and supports academic department chairpersons and faculty in course and program assessment planning and implementation, and outcomes analysis by providing assessment training, guidance and resources to faculty. In addition, the manager also monitors assessment activities and products, and how assessment findings are used for curricular and instructional planning to improve or sustain student learning.

DR. NADINE F. POSNER  Language Hall 11 - (718) 289-5497
The Associate Dean of Academic Affairs serves as Academic Affairs liaison to all academic departments, assisting in the advancement and approval of curriculum programs and courses, and academic review of programs with external accreditation. The Associate Dean also provides support to the Vice President in areas such as program planning and review, strategic planning, budget management, personnel management, and report preparation. In addition, the Associate Dean confers with the Faculty Director of the Center for Teaching Excellence with respect to faculty development efforts.

- EDWIN ROMAN  Colston Hall 205 (718) 289-5459
  The Academic and Transfer Resources Coordinator collaborates with faculty in the development of articulation agreements and memorandums of understanding with senior colleges, and transfer advisement resources for students, faculty and advisers (http://www.bcc.cuny.edu/TransferCounseling/). Additional responsibilities include development and updating of other academic and faculty resources, especially web-based materials.

STEPHEN ADOLPHUS  1666 Bathgate Ave (718) 530-7045
The Assistant Dean/Executive Director of the Educational Opportunity Center of the Bronx oversees all EOC administrators and operations. The executive director also cultivates and maintains relations with
state university officials at the University Center for Academic and Workforce Development (UCAWD), business, nonprofit and other community organization leaders.

**DR. JASON FINKELSTEIN**
Colston Hall 215 - (718) 289-5138

**The Assistant Dean of Academic Affairs** serves as Director of CUE (Coordinated Undergraduate Education), provides divisional administrative oversight for the Academic Success Center, and assists the Senior Vice President in matters related to Academic Support Services, Evening-Weekend Programs, and the CPE (CUNY Proficiency Examination).

**PROF. TERESA McMANUS**
Meister Hall 107 - (718) 289-5439

**The Chief Librarian** has responsibility for management of the BCC Library and the Gerald S. Leiblich Learning Resource Center and serves as chairperson of the department. Working closely with faculty and administrators, the Chief Librarian plans and develops appropriate information resources and services in support of the College’s academic, research, and service programs.

**DR. HARRIET SHENKMAN**
Colston Hall 430 (718) 289 5691

**The Center for Teaching Excellence** Director oversees all aspects of the CTE, including staffing, facilities management, programming and outreach. The Director leads the CTE Advisory Board in accomplishing its mission by introducing new faculty to the resources of the college, developing communities of practice around teaching and learning challenges and opportunities, offering opportunities for interdisciplinary collaboration, and helping to create a college culture which values innovation in teaching and engaged student learning. In addition, the Director of the CTE directs the First-Year Learning Community where faculty develop integrated instructional techniques for a clusters of first-year students.

**FRANCISCO LEGASA**
Brown Annex 101A (718) 289-5945

**The Director of ASAP** manages the BCC ASAP program in coordination with the ASAP University Office. Specific responsibilities include scheduling of sections; recruitment; programming of student support activities, workshops and supplemental instruction; program assessment; reporting to college and ASAP central office; analysis of outcomes data; and maintaining systems to track and manage student progress and program activities.

**BARBARA SCHAIER-PELEG**
GML A-1 (718) 289-5165

**The Director of the National Center for Educational Alliances** oversees the Global Initiative on campus which includes the Global Initiative Steering Committee, Global Perspectives (inter-departmental globally-related co-curricular activities), study abroad and the Salzburg Global Seminar for students and faculty, the Center for Tolerance and Understanding, and the overall promotion of global learning on campus.

**DR. MICHAEL SELIGER**
GML 102 (718) 289-5192

**The Associate Dean of Program Development and Planning** oversees the Center for Sustainable Energy, including program planning, staff supervision and development, representation at public forums, and collaboration with other divisions within CUNY for green energy training, curriculum quality, and conferences.

**MR. EUGENE ADAMS**
Butler Hall 208 (718) 289-5952

**The Collaborative Educational Programs** Department at Bronx Community College is the umbrella office for BCC educational initiatives focused on developing partnership and collaboration with grades K-12 public schools, community based agencies, and local art programs. On campus we operate a number of funded programs that offer academic and social enrichment services. As part of the Office of Academic Affairs, Collaborative Educational Programs are an active and visible component of the College’s effort to build community strengths and attract potential students to the campus. Our collaborative programs are a part of the larger BCC mission “to be responsive to community needs” as well as provide families and children with access to the wealth of educational and social resources available at the College.
The Director of the Criminal Justice Academy oversees all Title V Criminal Justice collaborative activities with John Jay College of Criminal Justice. These include academic and transfer advisement, co-curricular programming, tutoring, summer programs, pre-college programs for high school students, and web-based instructional activities. The director works in tandem with College departments and divisions to integrate Criminal Justice grant activities with campus-wide programs.
Office of Administration and Finance

**MS. MARY E. COLEMAN**
South Hall 211 - (718) 289-5127
*Senior Vice President of Administration and Finance* acts as the chief financial officer of the College and provides leadership and direction for fiscal affairs; human resource management; administrative support services; facilities development and construction; administrative computing and telecommunications; and security and public safety.

**MR. DAVID A. TAYLOR**
South Hall 204A - (718) 289-5598
*The Associate Dean of Administration and Finance* is responsible for the management and oversight of Physical Plant Services; Public and Campus Safety; Administrative Support Services; and the coordination of activities in related divisional areas of Campus Facilities and Space Planning; and Business Office Operations.

**SHELLEY B. LEVY**
South Hall 106 - (718) 289-5119
*Director of Human Resources*

**VICKIE SHANKMAN**
South Hall 111 - (718) 289-5119
*Assistant Director of Human Resources*

**ANNIDIA FINARO**
South Hall 103 - (718) 289-5111
*Benefits Coordinator*

**ELIZABETH RIVERA**
South Hall 106 - (718) 289-5114
*Assistant Director of Human Resources*

**SAHANA GUPTA**
718-289-5104
*The Administrative Officer for Strategic Human Resource Management* develops and implements a strategic human resource management plan which will align human resource decisions with the strategic plan for the organization.

**JAMES KENNELLY**
Colston Hall 827 – (718) 289-5168
*Executive Director of Information Technology*

**RICHARD Cacciato**
Loew Hall 503 - (718) 289-5927
*Acting Director of Public Safety*

**PINA MARTINELLI**
South Hall 308 - (718) 289-5993
*Director of Administrative Services & Events Management*

**FRANK GIGLIO**
Colston Hall Lower Level – (718) 289-5610
*Manager of Campus Services*

**WAYNE MURPHY**
North Hall 12 – (718) 289-5245
*Chief Administrative Superintendent of Physical Plant Services*
Office of Student Development and Enrollment Management

DR. PETER BARBATIS
Vice President for Student Development

Loew Hall 201 - (718) 289-5864

The Office of Student Development provides direction for all activities related to student life including counseling, student support services, cooperative work education, career and employment services, and enrollment management.

DR. JENNIFER MISICK
Chair, General Counseling Faculty

Loew Hall 432 – (718) 289-5866

Faculty counselors provide academic, career, and personal counseling on both an individual and group basis. The General Counseling Office is committed to providing multi-cultural counseling so that differences and cultural issues encountered by students may be understood. Course and curriculum advisement are provided by Student Development and College Discovery counseling faculty in the student’s first year. Students are assigned to counselors through OCD 01 registration. Advisement for all other students is provided by academic departments through faculty and the Academic Success Center’s advisers who are an additional source of career information for students.

All Counseling Faculty teach the Freshman Success Seminar course, Orientation and Career Development (OCD-01). New students are encouraged to enroll in this course during their first semester at the College. OCD-01 is a requirement for graduation. General Counseling Faculty also teach a Career Exploration course, OCD-11. This course is designed to assist students in confirming their academic major and career goals.

MR. BERNARD J. GANTT
Dean for Enrollment Management

Loew Hall 222 - (718) 289-5883

Dean for Enrollment Management is responsible for the development, integration, implementation and evaluation of the strategic enrollment plan for the College, including the key student services of recruitment, admissions, financial aid, and registration.

MELISSA KIRK
Director of Student Life

Meister Hall 202 – (718) 289-5193

The Office of Student Life (Roscoe C. Brown, Jr. Student Center) includes a variety of co-curricular activities, special programs, college-wide organizations and clubs that are an integral part of college life. The purpose of this office is to enhance the overall student experience through exposure to diverse perspectives, leadership development, and co-curricular programming. In addition, the Office of Student Life is the central clearinghouse for information on all student matters. Student Life, the Student Government Association (SGA) and the Inter-Organizational Council (IOC) work collaboratively for the benefit of students and the campus community.

REGISTRAR

Colston Hall 513 - (718) 289-5707

The Registrar is responsible for providing an efficient maintenance of student records and ensuring the integrity of the student records system through the implementation of operational methods that change as institutional infrastructure changes. Several areas under the supervision of the Registrar include: registration, scheduling, degree certification, and grade reporting.
Office of Institutional Development

**Office of Institutional Advancement**

**ASSIST VICE PRESIDENT Carin Savage**

Philosophy Hall 26 - (718) 289-5184

The Division of Institutional Advancement is comprised of five offices charged with providing a comprehensive range of programs and services which enable the College to raise external funds and resources beyond those provided by tuition and tax levy support.

These offices respond to the needs of diverse populations served by the College, providing access to instruction and services for academic improvement, institutional and faculty development, occupational training and career development and personal enrichment; and through the work of a foundation, securing private sector support for the College.

Programs and services are developed in collaboration with academic departments, business and labor organizations, government agencies, foundations and other educational institutions, and community groups. The Division of Institutional Advancement is committed to excellence in education and to services that are responsive to the needs of the college community and its neighbors.

**ASSISTANT DEAN Elizabeth Oliver**

Philosophy Hall 14 - (718) 289-5170

**Office of Continuing and Professional Studies (CPS)**

CPS offers non-credit tuition courses and programs for lifelong learning and professional and community development. Courses provide opportunities for students to attain new skills to support their career development and compete in today's technological environment. CPS certificate programs and customized business training meet industry standards. Courses are conducted both on campus and at satellite learning centers throughout the Bronx. CPS also provides customized training for local and regional employers, unions, and community-based organizations through the Business and Professional Development Institute.

**Office of Grants and Contracts**

Philosophy Hall 26 – (718) 289-5184

The Office of Grants and Contracts develops and administers grant and contract funded programs from federal, state, and local governmental agencies and private foundations. These programs are designed to strengthen the College's academic offerings, student services and learning environment and support faculty development and research. The Office of Grants and Contracts also responds to the needs of the surrounding community, collaborating with the public schools, business and labor organizations, government agencies and community groups to obtain sponsored support for a variety of educational and community outreach programs.

**Ms. Mary Healey**

Gould Memorial Library 38 – 718-289-5458

**Mr. Robert Whelan**

Gould Memorial Library 14 – 718-289-5162

**Office of Development and Alumni Relations**

The Office of Development identifies, establishes relationships with, and secures gifts from private donors and grants from corporate and foundation sources in support of the College's priorities. The Office of Alumni Relations represents the College in promoting the Alumni Association and in coordinating their activities. Its purpose is to support the College's educational mission and to enrich the lives of alumni. The alumni website publishes and gathers information to facilitate communication between alumni and the College. The address is www.bcc.cuny.edu/alumni.

**Ms. Therese Lemelle**

Language Hall 16 – 718-289-5145

**Office of Communications and Marketing**

The Office of Marketing and Communications handles all publications for the College as well as internal/external communications, (print, online and multimedia) and website management, media relations, and marketing and advertising campaigns.