



Peralta Community College District

Office of the Vice Chancellor, Educational Services

Memorandum

To: College Presidents and Vice Presidents of Student Services
Cc: Elihu Harris, James Bracy, Judy Cohen
From: Wise E. Allen, Vice Chancellor of Educational Services *W.E.A.*
Re: **Centralization of Financial Aid at Peralta**
Date: February 3, 2010

As you know, Peralta has now centralized all Financial Aid operations at the District Office, under the Associate Vice Chancellor of Student Services. Judy Cohen was appointed the Interim Director of Financial Aid at the January 26, 2010 Board Meeting, effective February 1, 2010.

Please advise all those who are affected by this change of the following tenets of this restructured centralization:

- 1) All Financial Aid offices are now under the purview of the District Financial Aid Office;
- 2) All Financial Aid staff at all Peralta Colleges now report to Judy Cohen, then to Jim Bracy, then to me, Wise Allen;
- 3) Any P.A.'s and requests to advertise for additional Financial Aid staff are to be routed to and through Jim Bracy at the District;
- 4) While the direct line of reporting is to the District Office, there will remain a dotted line from the Financial Aid offices to their respective College Vice President of Student Services, as collegial relations need to be maintained between all Financial Aid staff and the management, staff and students at their College; and
- 5) As soon as possible, the budgets of the Financial Aid offices will be transferred to a centralized Financial Aid budget at the District.

If you have any questions, please feel free to contact me or Jim Bracy.

WEA:PJ