

2021-22

ADMINISTRATIVE AND GOVERNANCE HANDBOOK



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

City College • Mesa College • Miramar College
College of Continuing Education



Welcome to the New Academic and Fiscal Year

2021-2022

The San Diego Community College District is one of the largest of California's 73 community college districts. Although each district is the legal entity for funding and employment purposes, the 116 colleges that fall under the oversight of these 73 districts have responsibilities for instruction and services to the 1.8 million students who are enrolled in one or more of California's public community colleges. A multi-college district such as ours requires clear decision-making and accountability structures, both at the District level and at the institutional level. The purpose of this handbook is to acquaint you with these organizational structures and formats.

Everything we do in the San Diego Community College District is derived from our mission:

The mission of the San Diego Community College District is to provide accessible, high-quality, learning experiences, and undergraduate education at an affordable price to meet the educational needs of the San Diego community.

We are proud of the excellence and commitment of everyone who works in our District, whether they are at City College, Mesa College, Miramar College, the College of Continuing Education, or in the District Office, which includes the District Service Center and College Police. As the District carries out various planning and decision-making functions, we do so in a combination of administrative procedures and participatory governance consultation. Both processes are complementary to each other and are presented for your review in this handbook.

We are also proud of our effort to celebrate diversity and ensure that the climate of our District is characterized by respect for others in all ways, especially as defined by academic freedom. We have also established and emphasized measures to prevent any forms of discrimination or unprofessional conduct within the workplace and classrooms of our District. We are fortunate in having a governing board, administrators, faculty, and classified professionals who are committed to this philosophy.

Our administrative and governance channels are available to all as we work together to carry out our mission of service. Because we are a large and complex organization, understanding how our own system works will help all individuals understand how to utilize the system effectively in order to accomplish outcomes.

We are pleased to provide the District's handbook as a guide to the organization and functions of our administration and governance structures and processes. Please take a moment to review it and please use it as a reference and resource during the year. We will continue to update this handbook each year, so your suggestions for improvement are always encouraged.

The Board of Trustees joins me in wishing you all a productive and enjoyable year.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Turner'.

Carlos O. Turner Cortez, Ph.D.
Chancellor

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HISTORY

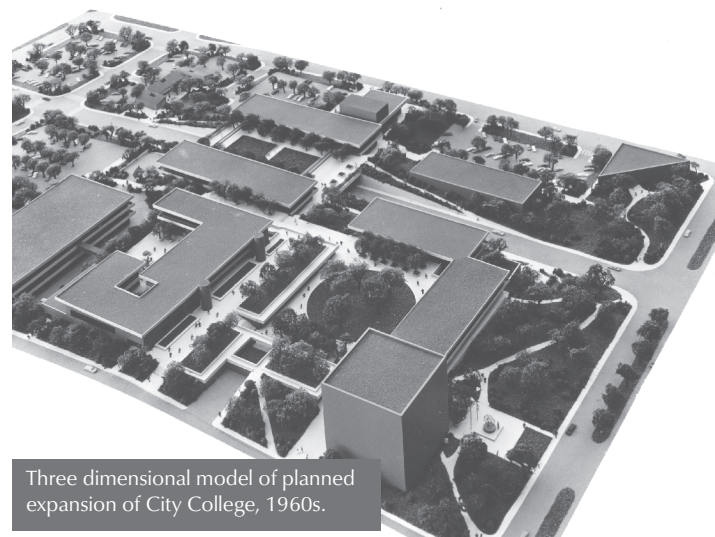


Junior College students march from San Diego High School, original site of the San Diego Community College District, 1918.

San Diego City College, San Diego Mesa College, and San Diego Miramar College are public two-year community colleges administered by the San Diego Community College District. The two-year colleges offer credit programs leading to transfer, employment, and skills improvement. Also under the auspices of the District is the San Diego College of Continuing Education division with seven major campuses throughout San Diego. Through these units, the District carries out the charge made by the voters of San Diego in 1972, that the San Diego Community College District provide education for all high school graduates and adults 18 years of age and older in the service region. This charge includes providing adult basic education through sophomore-level college degree programs, with both academic and vocational curricula. Mesa College also offers a bachelor's degree in Health Information Management.

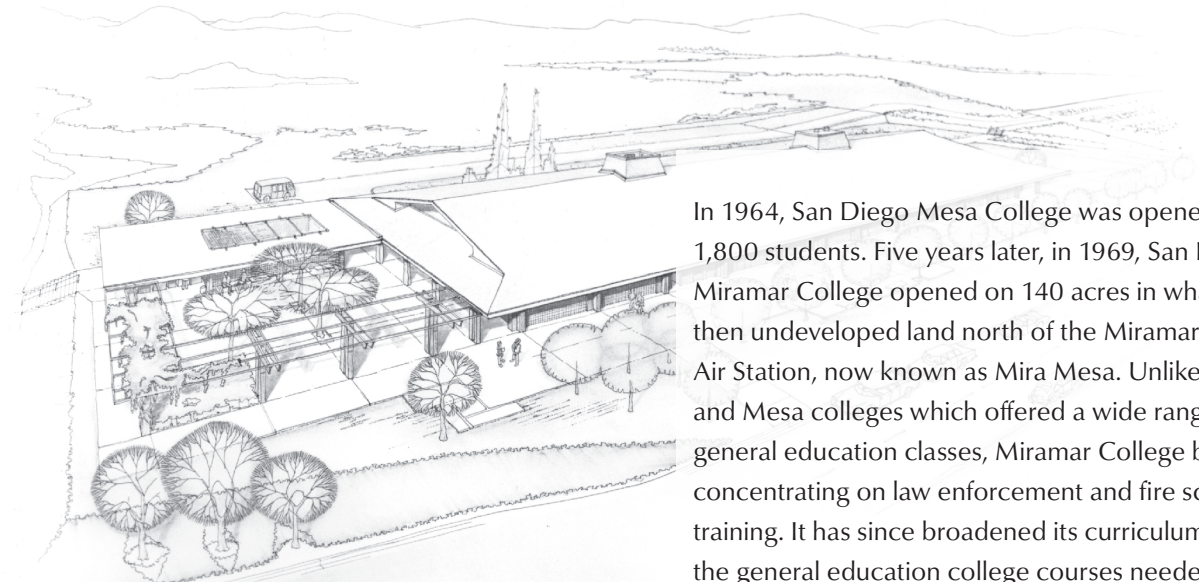
Community college education in San Diego can be traced to 1914 when the Board of Education of the San Diego City Schools authorized postsecondary classes for the youth of San Diego. Classes opened that fall at San Diego High School with four faculty members and 35 students.

City College was first established in 1914 and was located at San Diego High School. For 25 years, the Junior College program was located at San Diego State University. In 1938, the San Diego Vocational Junior College was established to offer training in technical-vocational skills to post high school students. The following year, the San Diego Evening Junior College was set up to provide college classes in the evening for adults who were unable to attend classes during the day.



Three dimensional model of planned expansion of City College, 1960s.

HISTORY



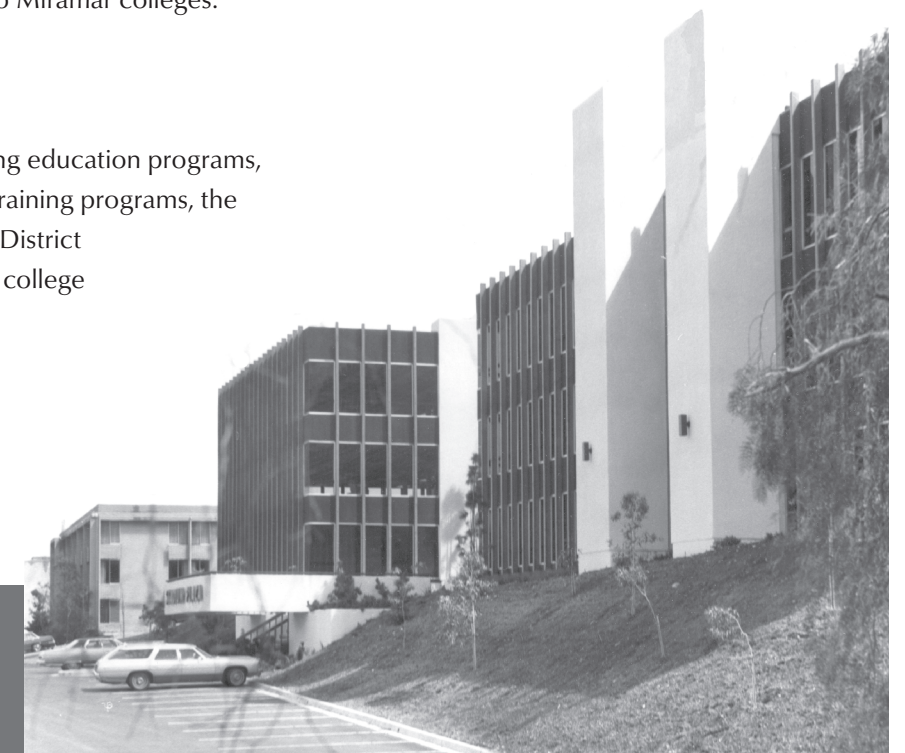
Artist rendering of the Police and Fire Science Building at Miramar College, built 1967.

In 1964, San Diego Mesa College was opened to 1,800 students. Five years later, in 1969, San Diego Miramar College opened on 140 acres in what was then undeveloped land north of the Miramar Naval Air Station, now known as Mira Mesa. Unlike City and Mesa colleges which offered a wide range of general education classes, Miramar College began by concentrating on law enforcement and fire science training. It has since broadened its curriculum to include the general education college courses needed by students in the rapidly growing northern area of the city, as well as new transfer and career-technical programs.

In November 1972, the voters approved separating the San Diego Community College District from the San Diego Unified School District. The first election of community college District Trustees was held in November 1973. The year 1976 brought the opening of a unique District campus, the Educational Cultural Complex, dedicated to offering both college and continuing education classes to the multicultural population surrounding its Ocean View Boulevard site. In 1979-80 the administration of the Evening College program was merged with those of the day college programs at San Diego City, San Diego Mesa, and San Diego Miramar colleges.

With both college and continuing education programs, as well as extensive workforce training programs, the San Diego Community College District is one of the largest community college districts in California and offers a choice of educational programs unparalleled in the region.

The Charles W. Patrick building has housed the San Diego Community College District Administrative Offices since 1973, when staff were relocated from 835 12th Ave., near City College.



Board of Trustees

The San Diego Community College District is governed by a five-member, locally elected Board of Trustees, and a student Board member. The five Trustees are elected in even-numbered years to four-year terms by the voters of San Diego. Trustee candidates first run in district-only elections. The top two vote-getters in each district run citywide in the general election.

Three students serve a one-year term filling the Student Trustee position on a rotating basis.

The Chancellor, the District’s Chief Executive Officer, is responsible for carrying out policies approved by the Board of Trustees and for providing overall leadership for the District.



The San Diego Community College District Board of Trustees: from left, back row: Geysil Arroyo, Craig Milgrim, Mary Graham; front row: Maria Nieto Senour, Ph.D., Chancellor Carlos Cortez, Ph.D., Bernie Rhinerson

Communicating with the Board

The Trustees are sincerely interested in the views of students, faculty, classified professionals, administrators, and citizens on matters affecting community college and continuing education in San Diego. Before bringing concerns to the Board, you are encouraged to discuss the matter with the President or Dean of the college campus involved, or the appropriate administrator at the District Office.

If your concerns are not resolved at these levels, you may write to the Board of Trustees at: SDCCD, 3375 Camino del Rio South, San Diego, CA 92108-3883. Copies of your letter will be sent to each Board member. You may also write to individual Board members. These letters are not circulated to the entire Board unless requested by the Board member.



Student Trustees: from left: Natalia Trinh (Mesa College), Victoria Owusu (City College), Edward Borek (Miramar College)

Board Meetings

Board meetings are conducted in public, and include opportunities for individuals to address the Board. Regular meetings of the Board are usually held on the second and fourth Thursdays of each month, beginning at 4 p.m. Special meetings may be called to discuss a limited topic. The Board meeting schedule and current agenda are available on the District website or by contacting the Chancellor/Board Office at (619) 388-6957. An agenda containing a brief description of each item of business is posted at the District Office and on the District’s website (sdccd.edu) 72 hours in advance of regular meetings and 24 hours before special meetings.

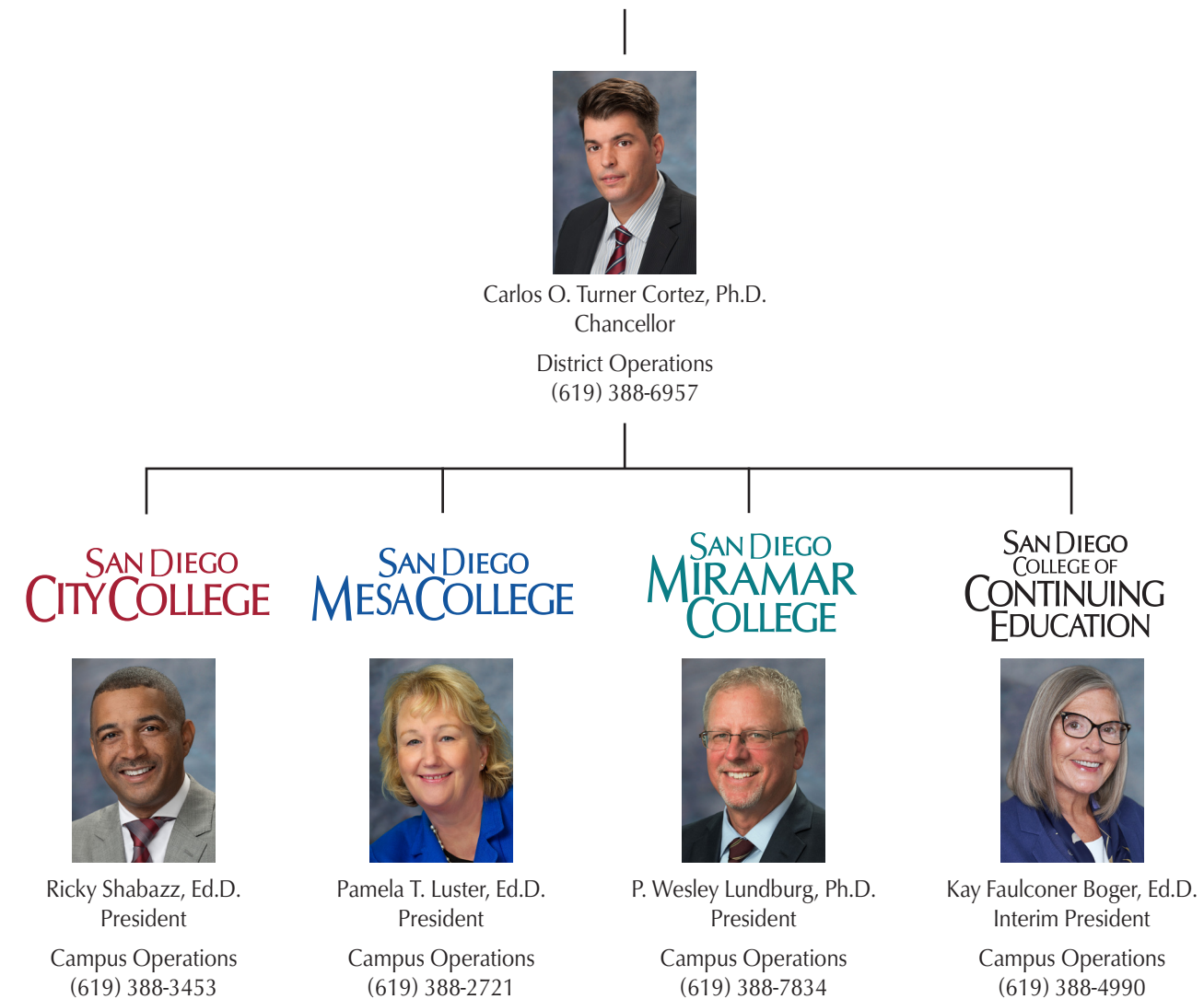
Due to the COVID-19 crisis, and in compliance with AB 361, the Board has temporarily suspended physical meetings. The Board meeting can be accessed by going to [youtube.com/user/TheSDCCD/live](https://www.youtube.com/user/TheSDCCD/live). More information on how to make a public comment can be found online at [sdccd.edu/board_comments](https://www.sdccd.edu/board_comments).

The development of the Board agenda includes input and review by the participatory governance groups throughout the District.

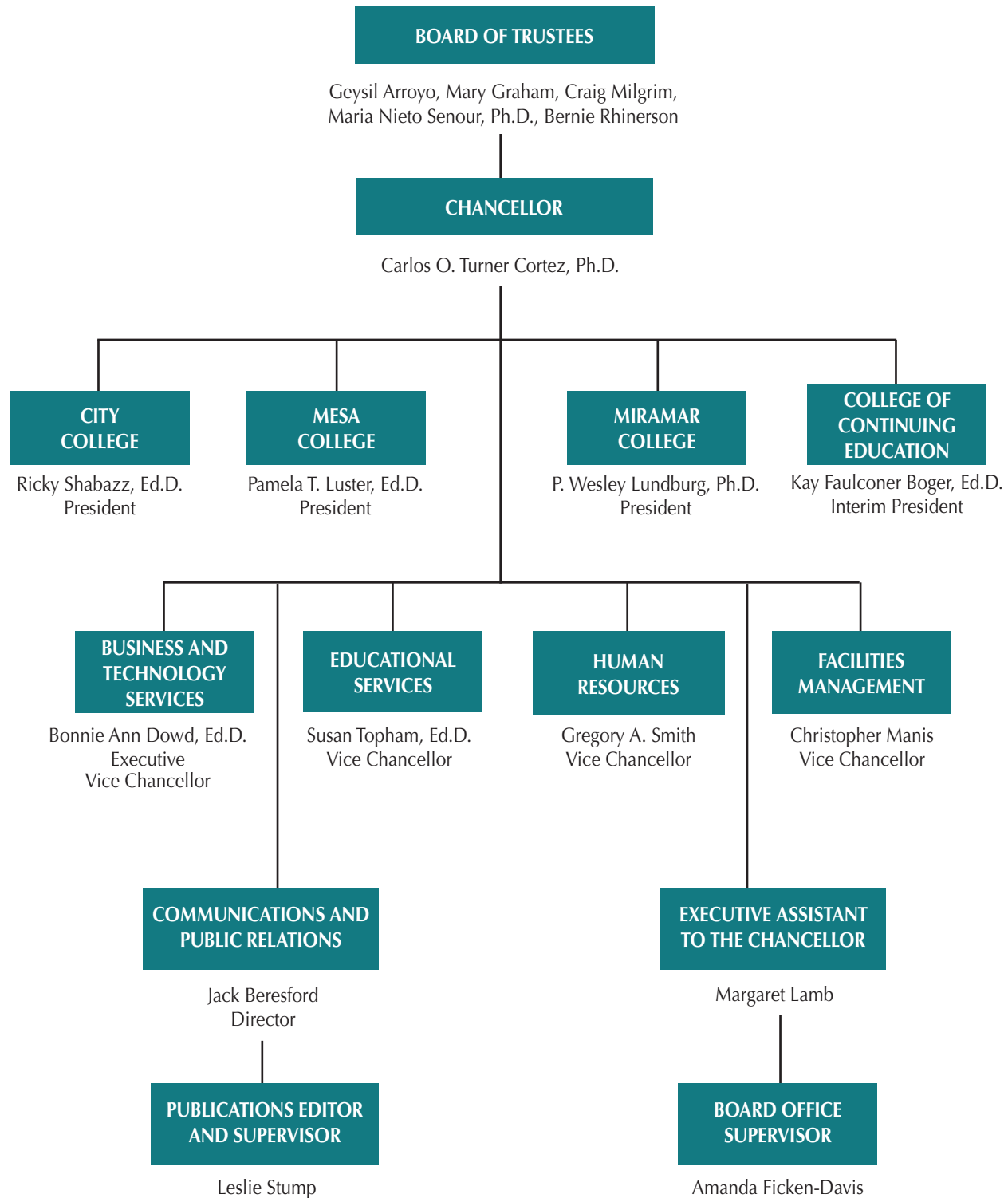
San Diego Community College District Institutional Organization



The San Diego Community College District Board of Trustees: from left, back row: Craig Milgrim, Mary Graham; front row: Geysil Arroyo, Maria Nieto Senour, Ph.D., Bernie Rhinerson



San Diego Community College District Administration



Map of District and Colleges Functional Organization

Description

The San Diego Community College District is comprised of five major operational units: City College, Mesa College, Miramar College, the College of Continuing Education, and the District administrative departments. The District departments that support campus and overall operations, include Business and Technology Services, Communications and Public Relations, Educational Services, Facilities Management, and Human Resources.

Functions that are the responsibility of the District administrative departments are intended to provide for efficiency and continuity of services and programs. Compliance and functions that are statutorily required are also the responsibility of the various District operational units. The provision of educational programs, student support services, classified professional and administrator development, direct campus operations, and various ancillary functions are the responsibility of each college.

Following is a delineation of the areas of functional responsibility between the District administrative departments and the colleges within the San Diego Community College District.

It should be understood that all administrative departments and operations in the District Office are under the final authority of the Chancellor, and the operation of the colleges is under the authority of the President, who reports to the Chancellor. The Board of Trustees is the final level of authority for all functions within the District.

Board Policy and Administrative Procedures

Board of Trustees

The Board of Trustees is responsible for establishing policies that govern all activities related to conducting the business of the District and the colleges. Development and review of policies and procedures are collegial efforts involving a variety of participatory governance groups.

For policies and procedures that affect academic and professional matters, the Board relies primarily on the Academic Senates; on matters defined as within the scope of bargaining interests, the Board follows the requirements of negotiations. For administrative matters, the Board relies primarily on the recommendations of staff with input from various constituencies in the development and review process.

The general public may comment at public Board meetings on any policy consideration before the Board.

Chancellor

The Chancellor is the Chief Executive Officer of the District and is responsible for the administration of the District in accordance with the policies established by the Board of Trustees. The execution of all decisions made by the Board of Trustees concerning operations of the District is the responsibility of the Chancellor.

Presidents

The President of each college is the institutional Chief Executive Officer. The Presidents report to the Chancellor. The President is responsible for providing leadership for the day-to-day operation of the college including coordination of all programs, services, and operational matters. The Chancellor and Presidents provide overall leadership and operational authority on all of the functional areas that follow, listed in alphabetical order.

Bookstore/Cafeteria (ABSO)

District – Executive Vice Chancellor, Business and Technology Services
Colleges – Vice President of Administrative Services

The cafeteria and bookstore are managed and operated as a separate business enterprise of the District identified as the Auxiliary Business Services Organization (ABSO). Management and oversight of ABSO is the responsibility of the Executive Vice Chancellor, Business and Technology Services. All cafeteria and bookstore operations are managed centrally and have indirect consultative relationships with the Vice President of Administrative Services at each college. The Vice President of Administrative Services is responsible for indirect oversight of the orderly, day-to-day operation of the bookstore and cafeteria on campus.

Budget Development

District – Executive Vice Chancellor, Business and Technology Services
Colleges – Vice President of Administrative Services

The Board of Trustees delegates budget development to the Chancellor, under the leadership of the Executive Vice Chancellor, Business and Technology Services.

While the Board retains its fiduciary responsibility for fiscal oversight, the District Office is responsible for establishing and maintaining the budget, in consultation with the Vice Presidents of Administrative Services, as well as the college leadership. The annual budget is developed in a collaborative manner. A formula for the distribution of funds to the colleges and other District operations, established through a participatory process, is used in the annual budget development process. This formula has been refined annually with input from the Budget Planning and Development Council, comprised of faculty leaders, classified professionals’ leadership, and administrators from throughout the District. Once funds are distributed, the colleges and District administrative departments are responsible for the expenditure and monitoring of funds within the constraints of local, state, and federal laws. Audits and fiscal controls are the responsibility of the District administration.

College Police

District – Chief of Police; Vice Chancellor, Facilities Management
Colleges – Police Lieutenant; Vice President of Administrative Services

Campus safety and parking operations are the overall responsibility of the District administration. The College Police Department is a centralized function reporting to a Chief of Police who reports to the Vice Chancellor, Facilities Management. The Police Department includes P.O.S.T. Certified Police Officers assigned to each college and a central dispatch for 24/7 emergency operations. There is also a police sub-station located on each college campus. The College Police staff at the colleges interface directly with the President, as well as the Vice President of Administrative Services, who serves as the college administrative officer responsible for campus safety and parking operations. Resources are managed and deployed centrally to the colleges, as well as the District Office, with 24-hour coverage, seven days a week. The Chief of Police is responsible for the development, maintenance, and execution of emergency response operations for the District. College Police is also responsible for supporting the reporting requirements under the Clery Act.

Communications and Public Relations

District – Director, Communications and Public Relations
Colleges – Public Information Officer

The District has substantial involvement with city, county, state, and federal legislators and agencies along with other representatives that interact with and impact the needs of the District. The Director of Communications and Public Relations works directly with the Chancellor to build partnerships, guide legislative advocacy, and maintain relations with federal, state, and local agencies and officials, including media relations. Direct assistance is also provided to the colleges to enhance public awareness and ensure consistent branding. Each college has a Public Information Officer who works closely with the President and also maintains liaison with local, city, and county organizations, as well as state and national agencies, to promote public and media relations and activities.

The District Office is responsible for several major publications, and multimedia projects designed to ensure that the community is informed of college operations and initiatives, including an Annual Report, an Economic Impact Report, Propositions S and N Report, Board Reports (monthly), and the WE - With Excellence, a magazine produced three times a year featuring news from throughout the District. District administration also maintains the online content of the District website and SDCCD NewsCenter, a monthly compilation of news and events, as sources of information for both external and internal constituents.

Facilities Planning and Operations

*District – Vice Chancellor, Facilities Management
Colleges – Vice President of Administrative Services*

The District administration has responsibility for procurement, construction, maintenance, and operations of all District facilities and construction projects. The Vice Chancellor, Facilities Management coordinates contracts, leases, facilities planning, construction, maintenance, and operations. The District uses the consultation process to provide broad participation in the oversight of maintenance and construction of all facilities to ensure campus needs are met. The colleges develop facilities master plans and scheduled maintenance priorities that reflect the educational and student support needs of each institution. These plans form the basis for facilities master planning and facilities development in the District.

The Vice President of Administrative Services is responsible for facilities maintenance and operations, along with facilities planning at each college. The Vice President of Administrative Services oversees the daily operation of the physical plant of the campus, including maintenance and operations of all facilities, as well as construction projects.

The District administration is responsible for two major construction bond projects (Propositions S and N), including the procurement and construction management of several major facilities throughout the District. The District Office works closely with the colleges, under the leadership of the President and Vice President of Administrative Services, as well as faculty, classified professionals and administrators, in the design, planning, and build-out of each project. The District administration is also responsible for reporting and responding to the Propositions S and N Citizens’ Oversight Committee on all matters pertaining to the bond projects.

Fiscal Oversight

*District – Executive Vice Chancellor, Business and Technology Services
Colleges – Vice President of Administrative Services*

The District Office has the primary responsibility for developing and administering all policies and procedures related to the expenditure of funds, internal controls, audit compliance, and fiscal accountability. Once a budget is developed and adopted by the Board of Trustees, the colleges have autonomy in determining campus expenditures in accordance with their Integrated Planning Framework so that they can fulfill their mission within the scope of their budget allocation. The District Office is responsible for the annual audit and works with the colleges to ensure that revenue and expenditure management conforms to generally accepted accounting practices and statutes. The District Office provides for central coordination of purchasing, accounting, grants and contract management, and accounts payable activities. The District Office is also responsible for monitoring accounting practices and internal controls throughout the organization. The San Diego Community College District is fiscally independent.

Human Resources

*District – Vice Chancellor, Human Resources
Colleges – Vice President of Administrative Services*

The Board of Trustees has delegated the responsibility for Human Resources management to the Chancellor. Management of human resource operations is the responsibility of the Vice Chancellor, Human Resources. The functional responsibilities include negotiations, contract management, hiring procedures and processes, workers’ compensation, employee benefits, employee records, payroll, legal services, equal employment opportunity, and risk management.

The Vice Chancellor, Human Resources, serves as the lead negotiator for the District, representing the Board of Trustees. Policy and procedure development affecting Human Resources is coordinated through this department. Job classifications and descriptions are developed and maintained by the District Office. The recruitment, screening, and hiring processes are managed and monitored by the District administration. The Presidents, Chancellor, and Board of Trustees are responsible for final hiring decisions and other personnel actions. Each college, as well as the various District departments, have defined responsibilities for participating in screening and hiring procedures, classified professional and administrator evaluation, and contract administration as it relates to supervisory responsibilities.

Payroll is a collaborative effort between the District Office and the Vice Presidents of Administrative Services at each college. Legal services are coordinated through the Vice Chancellor, Human Resources, in consultation with the Chancellor.

Information Technology

*District – Executive Vice Chancellor, Business and Technology Services; Director of Information Technology
Colleges – President*

The District Information Technology department is responsible for the District’s administrative computing, network data and voice services, data center operations, web services, desktop computing, and a 24/7 Help Desk. Application support for the District’s library is provided under contract by the vendor of the library system. Support for the instructional labs at the colleges is provided by technicians from Information Technology that report to the leadership at the colleges. Additional instructional technicians are located on the campuses to provide support for instructional computing.

The Director of Information Technology reports to the Executive Vice Chancellor, Business and Technology Services. Operational responsibility for the Administrative Finance System, the Human Resources System, and the Student Information System resides with the respective Vice Chancellor for each functional area under the overarching technical responsibility of the District Information Technology department.

Institutional Research and Planning

District – Vice Chancellor, Educational Services; Director, Office of Institutional Effectiveness and Research

Colleges – Dean/Associate Dean/Associate Dean of Institutional Effectiveness

Institutional Research is a districtwide operation that reports to the Vice Chancellor, Educational Services. It consists of a central component responsible for districtwide studies and information and maintenance of a complex data mart. The colleges have Research Departments reporting to the Dean of Institutional Effectiveness. The Research Departments have an informal reporting relationship with the District Research Office for training, coordination, research protocols, database management, and support for major projects that are districtwide in scope.

The District Office of Institutional Effectiveness and Research is responsible for annual accountability reporting, enrollment projections, assessment of various student outcomes, state reporting, and developing a culture of evidence for the District. Institutional Research staff throughout the District work collaboratively to identify and provide data and information support to District and college planning efforts, including program review, accreditation, basic skills, student success and equity outcomes, strategic planning, and enrollment management. The Office of Institutional Effectiveness and Research maintains a comprehensive website and the administrators and classified professionals provide support to the data and information needs of the Chancellor and Board of Trustees. The department is also responsible for establishing an annual research agenda for the District in collaboration with the colleges.

Instructional Services

District – Vice Chancellor, Educational Services

Colleges – Vice President of Instruction

Curriculum development, as well as provision of the academic program, is the responsibility of the Vice Presidents of Instruction at the colleges. Coordination and alignment of curriculum, including compliance with Title 5 and policy and procedure development related to instruction is the responsibility of the Vice Chancellor, Educational Services, in consultation with the colleges' academic leadership and administration. Coordination of grants and contracts, economic development, online education, International Education, and coordination of the Strong Workforce Program in collaboration with the colleges are also the responsibility of the District administration. Grant development is a collaborative responsibility between the colleges and the District administration with resources provided by the District Office. The District administration has primary responsibility for developing and maintaining relationships with industry and a Corporate Council to address workforce needs districtwide. Oversight of the District's large online education program, including training, management of the online learning management system, and website development is the responsibility of the District administration in coordination with the colleges' leadership.

Legal Services and Equal Employment Opportunity (EEO)

District – Vice Chancellor, Human Resources; Director, Legal Services and EEO

Colleges – Site Compliance Officer

The Director, Legal Services and EEO is responsible for legal mandates related to compliance and employment. EEO reporting, monitoring, and training are the responsibility of the District administration. Discrimination complaint investigations not involving sex or gender-based allegations and formal resolutions are also the responsibility of the District Office in consultation with the Site Compliance Officer at each college. The Site Compliance Officer is the first responder to complaints and issues on campus, in consultation with the President, and may resolve certain complaints informally, as appropriate. Complaints involving sex or gender-based misconduct are the responsibility of the Title IX Compliance Officer. The Director, Legal Services and EEO also coordinates all of the legal and contractual matters of the District including working with outside counsel on various matters.

Risk Management

District – Vice Chancellor, Human Resources; Risk Manager

Colleges– Vice President of Administrative Services

Risk management, including workers' compensation claims and legal matters related to District operations is the responsibility of the Vice Chancellor, Human Resources. The Risk Management office works in consultation with the Chancellor's Cabinet for all legal matters, as well as with the Vice President of Administrative Services at each college for workers' compensation and liability matters.

Student Services

District – Vice Chancellor, Educational Services

Colleges – Vice President of Student Services

Student Services program development and operations are the responsibility of the Vice Presidents of Student Services at the colleges. Policy development and oversight, program development, student records maintenance and disposition, state reporting, state and federal compliance and audit, Institutional Research, District Outreach, Title IX Compliance, and Disability Support Programs and Services are the responsibility of the Vice Chancellor, Educational Services. Policy review and development is coordinated with the colleges' academic and student services leadership.

Administrative computing related to students and services, as well as access to student information is also the responsibility of the Vice Chancellor, Educational Services, in coordination with the Vice Presidents of Student Services. Coordination and oversight of the San Diego Promise program is the responsibility of the Vice Chancellor of Educational Services in collaboration with the Vice Presidents of Student Services. Responsibility for Title IX compliance, including education, training, and investigations is the responsibility of the District Title IX Compliance Officer under the leadership of the Vice Chancellor of Educational Services. Compliance with state and federal laws, including legal matters related to students and records, is the responsibility of the District administration.

DISTRICT OFFICE ADMINISTRATION DEPARTMENTS

Chancellor / Board Office



Chancellor

Carlos O. Turner Cortez, Ph.D.

District Office, Room 300
Phone: (619) 388-6957
Fax: (619) 388-6541

Executive Assistant to the Chancellor

Margaret Lamb
388-6957

Board Office Supervisor

Amanda Ficken-Davis
388-6957

Communications and Public Relations



Director

Jack Beresford

District Office, Room 335
Phone: (619) 388-6914
Fax: (619) 388-6913

Publications Editor and Supervisor

Leslie Stump
388-6914

Human Resources



Vice Chancellor

Gregory Smith

District Office, Room 330
Phone: (619) 388-6589
Fax: (619) 388-6897

Administrative Assistant, HR

Karen Brown
388-6589

Benefits and Retirement

Ursula Salbato, Supervisor
Room 385
388-6587

EEO/Diversity Officer

Johanna Palkowitz
Room 385
388-6591

Employee Relations – Professional Development

Aimee Gallagher, Director
Room 330
388-6880

Employee Services – Employment

Betty Robles-Leal, Director
Room 330
388-6582

Legal Services/EEO

Ljubisa Kostic, Director
Room 385
388-6591

Payroll

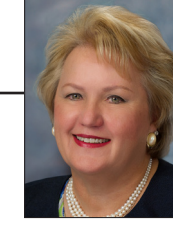
Amanda Stopper, Payroll and Retirement
Services Manager
Room 380
388-6582

Risk Management

Frank Fennessey, Risk Manager
Room 385
388-6953

DISTRICT OFFICE ADMINISTRATION DEPARTMENTS

Business and Technology Services



Executive Vice Chancellor

Bonnie Ann Dowd, Ed.D.

District Office, Room 260
Phone: (619) 388-6975
Fax: (619) 388-6670

Executive Assistant

John "Jamey" Murphy
388-6975

Acquisition, Inventory, and Receiving

Gary Waldrop, Supervisor
388-1180

Business and Fiscal Services

Vacant, Director
388-6555

Business Services

Nancy Wichmann, Manager
388-2643

Vacant, Manager
388-2643

Fiscal Services

Nancy Lane, Manager
388-6977

Vacant, Manager
388-6977

District Reprographics, Digital Production, and Mailroom

Benny Davila, Supervisor
388-6574

Information Technology

Peter Maharaj, Director
388-6939

Jill O'Dea, Assistant Director
388-6728

Antoine Andari, Assistant Director
388-6278

Purchasing and Contract Services

Peter Hester, Supervisor
388-6796

Facilities Management



Vice Chancellor

Christopher Manis

District Office, Room 310
Phone: (619) 388-6546
Fax: (619) 388-6509

Administrative Assistant

Cindy Welch
388-6827

Chief of Police

Joseph Ramos
District Service Center
1536 Frazee Road
388-6411

Construction Manager

Ryan Murphy
388-6546

Contract Specialist

Cindy Lasley
388-6546

District Architect

Lance Lareau
388-6546

Facilities Services

(Maintenance, Custodial, Grounds)
Angelo Pellegrini, Acting Director
District Service Center
1536 Frazee Road
388-6422

Real Property Program Supervisor

David Backensto
388-6546

Parking and Live Scan Program Supervisor

Debra Picou
District Service Center
1536 Frazee Road
388-6416

Educational Services

Vice Chancellor

Susan Topham, Ed.D.
 District Office, Room 125
 Phone: (619) 388-6965
 Fax: (619) 388-6549



Administrative Assistant

Jessica Lee
 388-6965

Career Education and Workforce Development

Amertah Perman, Dean
 388-6573

Corporate Council/PATH/Special Projects

Stephanie Bulger, Ph.D.
 Vice Chancellor, Instructional Services
 388-6965

Instructional Services

Shelly Hess, Ed.D., Dean
 388-6963

Disability Support Programs and Services (DSPS)

Poppy Fitch, Director
 Room 275
 388-6811
 388-6534 fax

District Strategic Planning Initiatives

Susan Topham, Ed.D., Committee Chair
 388-6965

Educational Support Services

Krystal Henderson, Acting Dean
 388-6876

Online and Distributed Learning

Brian Weston, Dean
 388-6750

Outreach/Relations with Schools

Andrew "Luke" Menchaca, Acting Dean
 388-6703

Institutional Effectiveness and Research

Natalia Córdoba-Velásquez, Director
 388-6941

Student Records

Marina Jordan, Acting Supervisor II
 388-6929
 388-6946 fax

Student Services

Victor DeVore, Dean
 388-6922

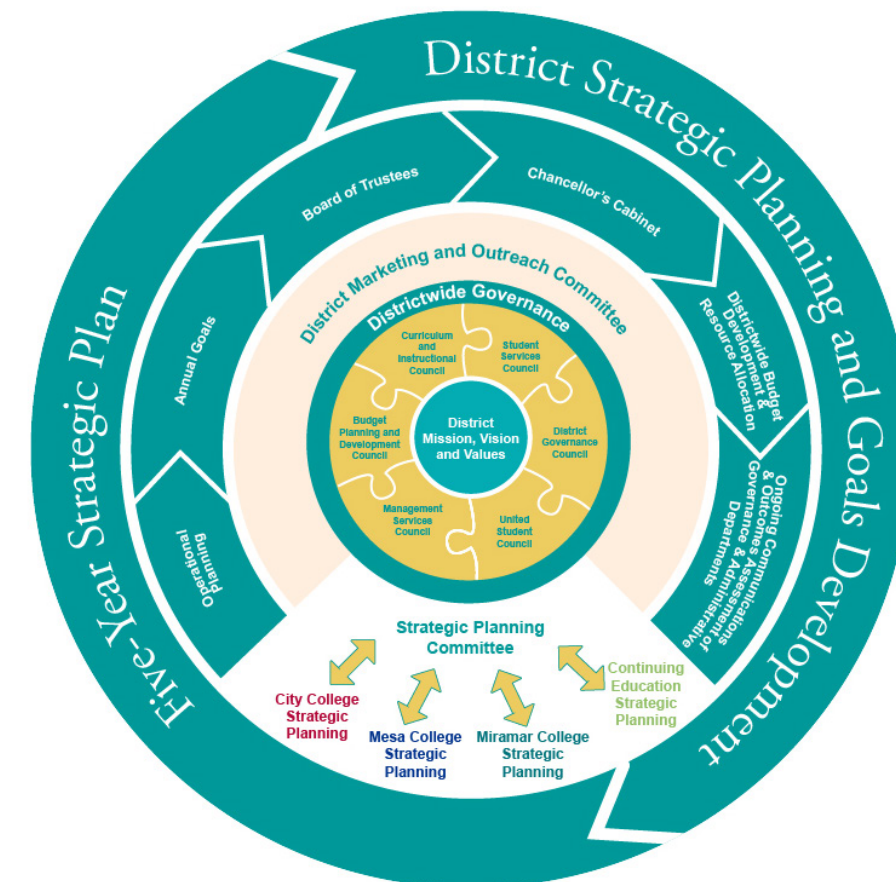
Title IX Compliance

Poppy Fitch, Acting Coordinator
 388-6660

Districtwide Integrated Planning

Integrated planning in the District is aligned with the District mission, vision, and values. The planning process is informed by the District's five-year strategic plan which establishes the strategic planning goals for the organization. The District strategic plan provides an overarching planning framework for the District. It is developed collaboratively under the leadership of the District Strategic Planning Committee and reflects the planning priorities of the colleges. The District Strategic Planning Committee is comprised of representatives of the colleges and District administrative departments. The District strategic plan undergoes extensive review through the District governance councils, which are comprised of representatives from the colleges, before being approved by the Board of Trustees.

The annual planning cycle is initiated by the Chancellor's Cabinet under the leadership of the Board of Trustees. The annual planning cycle informs the budget development process and resource allocation districtwide. The process includes ongoing communication and assessment of the governance process, along with the administrative departments, to ensure strong linkages throughout the organization. The assessment process culminates in operational plans and annual goals for each administrative department via the Chancellor's Cabinet.



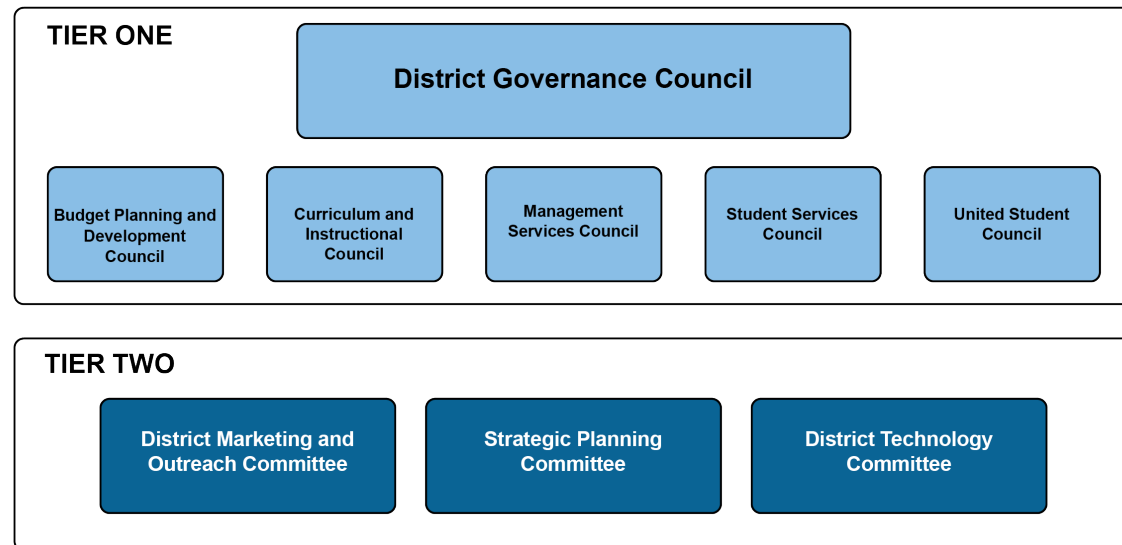
Participatory Governance

The Board of Trustees of the San Diego Community College District is committed to collegial governance. In accordance with Title 5, Sections 51023.7, 51023.5, and 53200-53204, and the mission of the San Diego Community College District: To provide accessible, high-quality, learning experiences, and undergraduate education at an affordable price to meet the diverse educational needs of the community; the District shall adopt policies for the appropriate delegation of authority and responsibility to the Academic Senates, and provide students, classified professionals, and administrators with an opportunity to participate in the formulation and development of policies and procedures that have or will have a significant effect on students, faculty, classified professionals, and administrators.

Board Policy 2510 was adopted with the intent of ensuring that faculty, students, classified professionals, and administrators have the right to participate effectively in the governance of the District. The policy also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards. Board Policy 2510 also does not limit other rights and responsibilities of management and the Board as specifically provided in existing federal and state law and regulations.

Participatory Governance Structure

The participatory governance structure in the District is designed to provide the opportunity for constituent groups to participate in districtwide planning processes. The structure facilitates dialog and input into development and ongoing review of board policies and administrative procedures, as well as operational business processes. To accomplish broad input and dialog, the District has a two tier participatory governance structure comprised of councils, committees, and task forces that have been constructed to formalize these processes.



Note: Ad hoc groups are periodically convened for a specific task or issue until resolved.

The first tier of the districtwide participatory governance structure consists of six Governance Councils. The primary Governance Council is the District Governance Council chaired by the Chancellor, and comprised of the chairs of all the other Governance Councils and committees. The Governance Councils are comprised of representatives from each institution, as well as various constituent groups and meet on a regular basis. The Councils are chaired by one of the Vice Chancellors or the Chancellor.

The six **Governance Councils** include:

- District Governance Council
- Budget Planning and Development Council
- Curriculum and Instructional Council
- Management Services Council
- Student Services Council
- United Student Council

The second tier of the districtwide participatory governance structure consists of two Governance Committees. The Governance Committees are either chaired by a Cabinet member or report to a Cabinet member. The role of the committees is more narrowly focus on matters pertaining to a designated subject. The Governance Committees serve in an advisory role.

The three **Governance Committees** include:

- District Marketing and Outreach Committee
- District Strategic Planning Committee
- District Technology Committee

In addition to committees, Task Forces are convened on an ad hoc basis to address specific districtwide issues until resolved.

Following is a description of the councils, committees, and task forces:

Governance Council: Representative body of individuals with expertise in a related area, delegated to deliberate and make decisions as well as policy recommendations to the Chancellor’s Cabinet.

Governance Committee: Convened to deliberate, research, coordinate and/or perform a specific function or make recommendations on matters related to a specific area. Committees are organized to be subordinate to the Governance Councils who are the primary governance bodies.

Task Force: Ad hoc groups periodically convened for a specific task or issue until resolved.

Budget Planning and Development Council

Description

The Budget Planning and Development Council shall be entrusted with the task of reviewing and making recommendations to the Chancellor on districtwide budget and planning issues. This council shall be comprised of representatives from student, faculty, classified professionals, and administration. The council shall not address matters which are negotiable. Specifically, the council:

1. Shall limit its charge to budget and fiscal matters only, and excludes personnel matters, Board approved capital construction, and contractual matters; and
2. Shall establish cooperative working relationships with other college and District standing councils/committees, as is necessary in order that it may carry out its prescribed functions and fulfill its prescribed responsibilities.

Function

1. Review and recommend to the Chancellor, districtwide budgetary priorities, as stated in the council's charge.
2. To meet, as required, and to encourage full participation and communications regarding the state and the District's budget.
3. The council shall have access to District financial information as it relates to districtwide budget planning and development and institutional strategic planning.
4. To advise and participate in a broad districtwide discussion of fiscal issues and receive timely information regarding budgetary matters to include:
 - a. Health and welfare cost impacts
 - b. Campus and Budget Allocation Models
 - c. Districtwide Budget Development
 - d. Physical Plan and Instructional Support (equipment and deferred maintenance only) districtwide expenditures
 - e. Districtwide program improvements
 - f. Receive reports regarding Districtwide Strategic Planning goals and objectives.
5. Make recommendations on alternative sources of obtaining revenues from external sources.
6. Be informed regarding recommendations for adoption of new districtwide educational programs, development of new centers and their budgetary and planning fiscal impact.

Guiding Principles

The main task of the council is to meet the needs of the students by reviewing and making recommendations, as appropriate, to the Chancellor on districtwide fiscal and strategic issues, such that:

1. District and college Educational Master Plans shall provide the underlying guidelines for budget development and institutional planning.
2. Current revenues should finance current expenditures and general contingency reserves.
3. Districtwide budget development shall be a decentralized process, thus allowing maximum input in the budget development of the districtwide community. Participation at the operating unit shows evidence of parties involved.
4. Operating units shall be responsible for preparing each unit's operational budgets.
5. Budget development and planning should be viewed as a year-round activity.
6. The District's fiscal planning shall provide for contingencies and reserves as required by law and sound fiscal management.

Budget Planning and Development Council

Membership 2021-2022

Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services, Council Chair	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
John Bromma	Academic Senate President	Continuing Education
John Crocitti	Academic Senate President	Mesa College
Neill Kovrig	Classified Senate President	Continuing Education
Nancy Lane	Manager, Fiscal Services	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Nancy Lim	Accounting Supervisor, Budget, Fiscal Services	District Office
Jim Mahler	AFT Representative – Appointed	AFT
Laura Murphy	Academic Senate President Designee	Miramar College
John Parker	Vice President, Administrative Services	City College
Eva Parrill	Classified Senate President	Mesa College
Sean Ryan	Classified Senate President	City College
Jacqueline Sabanos	Vice President, Administrative Service	Continuing Education
Darius Spearman	Academic Senate President	City College
Susan Topham	Vice Chancellor, Educational Services, Strategic Planning Chair	District Office
Sean Young	Classified Senate President	Miramar College
Vacant	Director, Business and Fiscal Services	District Office

Curriculum and Instructional Council

Description

The Curriculum and Instructional Council (CIC) reports to the Chancellor’s Cabinet and consists of members who meet to review and coordinate instructional matters. The council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the college campuses of the District. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

Functions and Responsibilities

1. Coordinate all districtwide instructional services, programs, and activities.
2. Review and analyze legislative and regulatory proposals for impact on District programs. Develop recommendations for District position.
3. Provide arbitration regarding issues impacting the publication of class schedules and college catalogs.
4. Review courses and programs in an effort to maintain consistency regarding general education criteria, hours and units awarded, prerequisites for Title 5 regulation, transfer requirements, and other districtwide matters of instructional consequence.
5. Serve as clearinghouse for all strategic planning for instructional decisions districtwide.
6. Make recommendations regarding instructional goals and objectives.
7. Identify instructional issues and develop proposals for Chancellor’s Cabinet.
8. Provide forum for instructional issues.

Authority

1. Recommends policies and procedures to the Chancellor’s Cabinet with regard to curriculum and instructional issues.
2. Serve as final review body for new or revised curriculum.

Reference: Procedure 0020.2.

Curriculum and Instructional Council

Membership 2021-2022

Susan Topham	Vice Chancellor, Educational Services, CIC Chair	District Office
Shelly Hess	Dean, Instructional Services, CIC Co-Chair	District Office
Jennifer Boots	College Curriculum Co-Chair	City College
Matilda "Tillie" Chavez	Vice President, Instruction	City College
Michelle Fischthal	Vice President, Instruction	Continuing Education
Richard Gholson	Continuing Education Curriculum Chair	Continuing Education
Andrew Hoffman	College Curriculum Chair	Mesa College
Elizabeth Norvell	Articulation Officer	City College
Isabel O’Connor	Vice President, Instruction	Mesa College
Michael Odu	Vice President, Instruction	Miramar College
Mara Palma-Sanft	Articulation Officer	Miramar College
Juliette Parker	Articulation Officer	Mesa College
Alex Stiller-Shulman	College Curriculum Chair	Miramar College

District Governance Council

Description

The District Governance Council (DGC) will serve as the districtwide communication, planning, and review forum on matters pertaining to major issues affecting the District.

Function

The District Governance Council is a standing council comprised of students, faculty, and classified professionals representatives from throughout the District. The council will meet to share information and review matters concerned with educational programs and services. The DGC shall not address matters which are negotiable (SB 160).

Specifically, the council will:

1. Advise the Chancellor on the development and effects of policy implementation;
2. Advise the Chancellor on matters referred to the council by the respective colleges or other college/District standing councils;
3. Provide a forum for districtwide communication to ensure consistent, continuous reporting of information throughout the District; and
4. Review and make recommendations on major issues, such as the annual District budget, long-range and strategic planning directions, educational and student services plans, and advocacy at the local, state, and national levels.

Responsibilities

1. To review and recommend items pending Board of Trustees consideration and to advise the Chancellor relative to those matters contained therein.
2. To receive information through periodic reports on major activities in progress such as development of new processes and services, policy review and development, and budget development.
3. To identify “general issues” for discussion and follow up and/or formal assignment to staff and other committees.

Authority

1. The council may request appropriate college/District personnel to provide other services considered necessary to accomplish the functions and responsibilities described and assigned herein.
2. The council may refer matters to the other college/District standing councils for their review and consideration.
3. The council may refer matters of business back to the originating source for reconsideration and revision. In such cases, the council shall state the specific reasons for which referral is made, together with suggestions for revision, if any.

Relationship

1. The council shall serve in an advisory capacity to the Chancellor or his/her designee to promote effective communication and participatory governance throughout the District.
The Chancellor shall provide a recording secretary to the council.
2. The council shall work cooperatively with other college/District standing councils/committees and such other agencies to carry out its prescribed functions and fulfill its prescribed responsibilities.

Accountability

1. The council is responsible for reviewing with the Chancellor various reports or recommendations prior to its final development and submission to the Board of Trustees.
2. The Chancellor is responsible for reporting to the Board of Trustees the substance and the nature of the business transacted.

Reference: Procedure 0020.6.

District Governance Council		
<u>Membership 2021-2022</u>		
Carlos O. Turner Cortez	Chancellor, Council Chair	District Office
Paul Alexander	Academic Senate Designee	City College
Jack Beresford	Director, Communications and Public Relations	District Office
Vic Bocaya	Police Officers Association	District Office
Kay Faulconer Boger	Interim President	Continuing Education
Edward Borek	AS President and Student Trustee	Miramar College
John Bromma	Academic Senate President	Continuing Education
John Crocitti	Academic Senate President	Mesa College
Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services	District Office
Neill Kovrig	Classified Senate President	Continuing Education
P. Wesley Lundburg	President	Miramar College
Pamela Luster	President	Mesa College
Jim Mahler	AFT President	
Christopher Manis	Vice Chancellor, Facilities Management	District Office
Paul Martin	Academic Senate Designee	Miramar College
Laura Murphy	Academic Senate President	Miramar College
Victoria Owusu	AS President and Student Trustee	City College
Eva Parrill	Classified Senate President	Mesa College
Sean Ryan	Classified Senate President	City College
Ricky Shabazz	President	City College
Danielle Short	AFT Classified Representative	
Gregory Smith	Vice Chancellor, Human Resources	District Office
Darius Spearman	Academic Senate President	City College
Susan Topham	Vice Chancellor, Educational Services	District Office
Natalia Trinh	AS President and Student Trustee	Mesa College
Manuel Velez	Academic Senate Designee	Mesa College
Richard Weinroth	Academic Senate Designee	Continuing Education
Sean Young	Classified Senate President	Miramar College

Management Services Council

Description

The Management Services Council serves as the forum where districtwide classified professionals and facilities institutional administrative representatives meet to review matters concerned with the District’s management services which include:

- Business and Technology Services
- Human Resources
- Facilities Management

Functions and Responsibilities

The council shall not address itself to matters which are “negotiable” (SB 160). Specifically, the council:

1. Provides recommendations to the Chancellor’s Cabinet on districtwide management services policy development and implementation.
2. Reviews and resolves appropriate matters referred by the Chancellor’s Cabinet, Vice Chancellors, colleges, and/or District councils.
3. Provides appropriate guidelines and information to ensure the effective operation of the management services of the District.

Authority

1. The council may request appropriate District personnel to provide information, develop recommendations, and provide other services considered necessary to carry out functions and responsibilities.
2. The council may refer matters to other District councils for their review and recommendations.

Relationships

1. The council, through the Chairperson, reports directly to the Chancellor’s Cabinet.
2. The council is to establish cooperative working relationships with other District councils/committees and such other outside agencies, councils, and committees as are necessary in order that it may carry out its prescribed functions and responsibilities.
3. The council may designate representatives to District councils/committees as needed.

Accountability

1. The council is responsible to the Chancellor’s Cabinet to fully complete all the duties and charges required.
2. The Chairperson is responsible for reporting to the Chancellor’s Cabinet the nature and substance of the business transacted.

Reference: Procedure 0020.7.

Management Services Council		
<u>Membership 2021-2022</u>		
Christopher Manis	Vice Chancellor, Facilities Management, Council Chair	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
Shakerra Carter	Dean of Outreach, Student Services	District Office
Aimee Gallagher	Director, Employee Relations Human Resources	District Office
Nancy Lane	Manger, Fiscal Services, Business and Technology Services	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Peter Maharaj	Director, Information Technology, Business and Technology Services	District Office
John Parker	Vice President, Administrative Services	City College
Amertah Perman	Dean, Career and Workforce Development, Instructional Services	District Office
Jacqueline Sabanos	Vice President, Administrative Services	Continuing Education
Nancy Wichmann	Manager, Business Services, Business and Technology Services	District Office

Student Services Council

Description

The District Student Services Council reports to the Chancellor’s Cabinet and consists of the Chief Student Services officers and Academic Senate leadership from each college. The council is charged with the establishment, development, and maintenance of all student services policies, procedures, and related matters districtwide.

Functions and Responsibilities

1. Maintain and monitor all student services policies and procedures.
2. Work collaboratively to coordinate all student services programs, services, and activities districtwide.
3. Review and analyze legislative and regulatory proposals for impact on District programs; develop recommendations for District position.
4. Identify student needs and articulate those needs into programs and services; monitor and guide the implementation of programs and services districtwide.
5. Serve as the clearinghouse for all student services strategic planning decisions districtwide. Make recommendations concerning districtwide student services goals and objectives.
6. Provide a forum for student participation in the development of policies that affect them.

Authority

1. Identify District student services issues, develop proposals for Chancellor’s Cabinet approval.
2. Review and act upon recommendations of the subcommittees.

Reference: Procedure 0020.3.

Student Services Council

Membership 2021-2022

Susan Topham	Vice Chancellor, Educational Services, Council Chair	District Office
Shakerra Carter	Acting Vice President, Student Services	Continuing Education
Victor DeVore	Dean, Student Services	District Office
Poppy Fitch	Director, Disabled Students Programs and Services	District Office
Georgina M. Garcia	Academic Senate	City College
Adrian Gonzales	Vice President, Student Services	Miramar College
Ashanti Hands	Vice President, Student Services	Mesa College
Marciano Perez	Acting Vice President, Student Services	City College
Cat Prindle	Academic Senate	Continuing Education
Cynthia Rico	Academic Senate	Mesa College
Kirk Webley	Academic Senate	Miramar College

United Student Council

Description

The United Student Council is a districtwide participatory governance council of student leaders which serves as the collective voice for students within the District on matters pertaining to students.

Authority

The United Student Council shall function under its student trustee manual. Amendments to the constitution and bylaws shall be reviewed and approved by the Chancellor prior to taking effect. The council shall convene under the guidance of the Vice Chancellor of Educational Services or designee.

Voting Membership

City College: 2 representatives
 Mesa College: 2 representatives
 Miramar College: 2 representatives
 College of Continuing Education: 2 representatives

Term of Office

The United Student Council representatives shall be appointed/elected by the Associated Student Body at each college, and shall be certified in writing to the council by the respective student organization adviser.

Frequency of Meetings

The United Student Council shall meet monthly. The meeting agenda and minutes are posted in accordance with the Brown Act. The meetings are open to the public and conducted in accordance with the Brown Act.

Reference: Procedure 3200.1

United Student Council		
<u>Membership 2021-2022</u>		
Andrew "Luke" Menchaca	Acting Dean, Outreach, Advisor	District Office
Susan Topham	Vice Chancellor, Educational Services, Advisor	District Office
Cheryl Barnard	Dean, Student Affairs	Miramar College
Edward Borek	Student Trustee	Miramar College
Victoria Kerba Miller	Dean, Student Affairs	Mesa College
Victoria Owusu	Student Trustee	City College
Adan Sanchez	Acting Dean, Student Affairs	City College
Natalia Trinh	Student Trustee	Mesa College

District Marketing and Outreach Committee

Description

The District Marketing and Outreach Committee (DMOC) will serve as the districtwide vehicle for reviewing, planning, and coordinating marketing and outreach activities to ensure good communication and an effective, complementary balance in marketing and outreach activities between the District as a whole and the colleges.

Function

The DMOC is a standing committee composed of individuals who will function as a knowledgeable, professional planning and review group to ensure the effective and practical development and implementation of marketing and outreach strategies. The DMOC will report to the Chancellor’s Cabinet and the District Governance Council.

Specifically, the committee will:

1. Review existing marketing and outreach plans and projects throughout the District;
2. Evaluate the effectiveness of current marketing and outreach activities;
3. Recommend a delineation of marketing and outreach activities and functions between District projects and projects conducted by the colleges;
4. Conduct research and analyze the need for new or revised marketing and outreach projects;
5. Develop short-term and long-term marketing and outreach strategies;
6. Provide recommendations and reports to the Chancellor’s Cabinet and District Governance Council; and
7. Committee members will be asked to be responsible for various assignments, based on marketing plans and strategies recommended by the committee and approved by the Chancellor’s Cabinet.

District Marketing and Outreach Committee

Membership 2021-2022

Jack Beresford	Director, Communications and Public Relations, Committee Chair	District Office
Ranessa Ashton	Public Information Officer	Continuing Education
David Brooks	Multimedia Specialist	District Office
Char Cook	Digital Communications Specialist	District Office
Cesar Gumapas	Public Information Officer	City College
Jennifer Kearns	Public Information Officer	Mesa College
Andrew “Luke” Menchaca	Acting Dean, Outreach, Advisor	District Office
Clarissa Padilla	Outreach Coordinator	City College
Jennifer Pena	Outreach Coordinator	Miramar College
Steve Quis	Public Information Officer	Miramar College
Leslie Stump	Publications Editor and Supervisor	District Office
Karla Trutna	Outreach Coordinator	Mesa College
Vacant	Outreach Coordinator	Continuing Education
Vacant	Outreach Coordinator	Continuing Education

District Strategic Planning Committee

Description

The District Strategic Planning Committee will serve as the districtwide vehicle for initiation and coordinating districtwide strategic planning in order to ensure good communication and effective oversight of planning processes, as well as an effective, complementary balance in planning activities between the District as a whole and the colleges.

Function

The District Strategic Planning Committee is a standing committee composed of individuals who will function as a knowledgeable, collegial planning group that will support and review the outcomes of the institutional planning processes of the colleges; will review the needs of the San Diego community and region in relationship to districtwide planning; and will recommend planning outcomes that should be related to annual budgets, both at the institutional and districtwide levels. The District Strategic Planning Committee will report to the District Governance Council and the Chancellor’s Cabinet.

Specifically, the committee will:

1. Develop a coordinated timeline for institutional planning processes throughout the District;
2. Review the planning outcomes of the colleges planning processes so that common elements, themes, and needs can be identified, reviewed, and addressed;
3. Conduct periodic environmental scans and community needs assessments so that evidence of community/regional needs can be identified, reviewed, and addressed as ongoing components of planning;
4. Review and make available information from external groups and agencies that relates to planning opportunities within the District and colleges;
5. Conduct research and analyze the need for new or revised programs, delivery methods, and services within the District;
6. Sponsor forums or workshops to discuss planning options, in conjunction with other organizations, e.g., the District Governance Council, the Chancellor’s Cabinet, and the Board of Trustees;
7. Develop and disseminate short-term and long-term planning strategies; and
8. Provide recommendations and reports to the District Governance Council and Chancellor’s Cabinet, for further consideration by the Budget Planning and Development Council and the Board of Trustees.

District Strategic Planning Committee

Membership 2021-2022

Susan Topham	Vice Chancellor, Educational Services, Chair	District Office
John Bromma	Academic Senate President/Designee	Continuing Education
John Crocitti	Academic Senate President/Designee	Mesa College
Bonnie Ann Dowd	Budget Planning and Development Council Chairperson	District Office
Krystal Henderson	Acting Dean, Educational Support Services	District Office
Bridget Herrin	Dean, Institutional Effectiveness	Mesa College
Neill Kovrig	Classified Senate President/Designee	Continuing Education
Jessica Luedtke	Dean, Institutional Effectiveness	Continuing Education
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Laura Murphy	Academic Senate President/Designee	Miramar College
Susan Murray	Dean, Institutional Effectiveness	City College
Eva Parrill	Classified Senate President/Designee	Mesa College
Sean Ryan	Classified Senate President/Designee	City College
Darius Spearman	Academic Senate President/Designee	City College
Sean Young	Classified Senate President/Designee	Miramar College
Vacant	United Student Council Representative	

Office of Institutional Research and Planning by invitation.

District Technology Committee

Description

The District Technology Committee under the leadership of the Executive Vice Chancellor, Business and Technology Services serves as the districtwide forum where staff, faculty and administrative representatives throughout the District meet to discuss and review technology matters related to the centralized technology services provided by the Information Technology Services Department in support of the District as a whole and the four colleges.

Functions and Responsibilities

Improve institutional effectiveness by maximizing technology resources and services in support of strategic goals and plans provided by Information Technology Services for the campuses and Continuing Education and communicate current and future technology needs. Specifically, the committee shall:

1. Review the District Technology Master Plan on a regular basis and update it in accordance with the District’s planning cycle.
2. Review, update and recommend operational information technology standards and practices and governance policies and administrative procedures.
3. Research new and innovative technologies to support and improve technology infrastructure and operations; to enhance and improve the capabilities and functionality of the administrative information systems environment; and, to better serve and support faculty, staff, and students.
4. Continue to improve the information technology infrastructure to provide reliable and high-performance access to network and online services.
5. Routinely review progress on District wide technology projects and prepare an Information Technology Services annual report.

Authority

The committee shall serve as the conduit by which the District Information Technology Services department is kept informed of how it may provide:

1. Adequate technology infrastructure in support of the District’s administrative computing, network data and voice services, data center operations, web services, desktop computing, and a 24/7 Help Desk.
2. Cooperative working relationships with the four colleges’ Technology Committees, which are comprised of faculty and staff representatives at each college.
3. Support for the instructional labs at the colleges and IT infrastructure throughout the District.

Relationships

The committee, through the Chairperson, reports directly to the Chancellor’s Cabinet information technology related issues, improvements and developments as they occur.

District Technology Committee

Membership 2021-2022

Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services, Chair	District Office
Antoine Andari	Assistant Director, Information Technology Services	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
Eric Brown	Acting Manager, Network and PC Services	District Office
Annette De Lozier	Human Resources Systems Analyst	District Office
Victor DeVore	Dean of Student Services	District Office
Robbi Ewell	Dean, Information and Learning Technology	City College
David Fierro	Director of College Technology	Mesa College
Nancy Lane	Business and Fiscal Services Representative	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Charlie Lieu	Student Services	Mesa College
Peter Maharaj	Director, Information Technology Services	District Office
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Majeda Nasrawi	Instructional Support Supervisor II / Campus AV Liaison	City College
Jill O’Dea	Assistant Director, Information Technology Services	District Office
Brian Palmiter	Faculty Representative, Automotive Technology	Continuing Education
John Parker	Vice President, Administrative Services	City College
Angelo Pellegrini	Manager, Facilities Management	District Office
Mike Ruben	Manager, Information Security	District Office
Jacqueline Sabanos	Vice President, Administrative Services	City College
Anthony Vargas	College Events and Operations Administrator	Continuing Education
Brian Weston	Dean of Online Learning and Distance Education	District Office
Nancy Wichmann	Business and Fiscal Services Representative	District Office
Rachel Wilker	Human Resources System Representative	District Office
Vacant	Academic Senate Representative	Miramar College

Trustee Advisory Council

Description

The educational system within the San Diego Community College District has been developed to serve the needs of the citizens of the community. To improve communication among the Board of Trustees, the educational establishment, and the citizens, the Board established a Trustee Advisory Council (TAC).

Function

The function of the Trustee Advisory Council is advisory, to assist in improving communication between the Board of Trustees and the community, including the educational establishment, and to serve as advocates to the community, the citizens, and decision-makers so as to ensure that the District’s educational programs and services meet the needs of the community and the citizenry to be served.

Its purpose is twofold: (1) to advise the Board on community attitudes, opportunities, and needs; (2) to advise individual Board members on whether the programs are meeting the needs of the citizenry.

Composition

The council consists of no less than fifteen (15) nor, no more than thirty-five (35) members. Interested persons, who are not employees of the District, who possess a desire and ability to work with others for the general good and welfare of the community, and are willing to uphold the basic policies and abide by the Council Policies and Bylaws, may be nominated for council membership. Each voting member of the Board of Trustees may nominate up to seven (7) members to the Trustee Advisory Council. All appointments shall be made at a regular or special meeting of the Board of Trustees.

Authority of the Council

The authority of the council may only be exercised as a council and only at such meetings or executive sessions as duly and legally constituted. Individual members, acting in their individual capacities, have no authority to commit the council to any course of action or recommendation. The council acts in a purely counseling and advisory capacity and its findings and recommendations are not binding on the Board.

Term of Office

Council members serve at the discretion of the Board of Trustees. Upon appointment, a council member shall serve continuously until his/her appointment is rescinded by the Board of Trustees or until the nominating Board member’s term on the Board of Trustees ends.

Frequency of Meetings

The Trustee Advisory Council will meet twice each academic year at dates and times to be set by the Board of Trustees. The Board may cancel any meetings of the TAC with at least 24 hours notice. The District Office works in conjunction with campuses to coordinate locations and logistics for each meeting.

Reference: Procedure 1020.

Trustee Advisory Council	
Membership	
Luis Barrios	William Ponder
Nola Butler-Byrd	Olivia Puentes-Reynolds
Clint Carney	Jared Quient
Ralph Dimarucut	Martha Rañón
Ricardo A. Flores	Gary Rotto
Rebekah Hook-Held	Cecil Steppe
Carol Kim	Mark Tran
Terra Lawson-Remer	David Valladolid
Jeff Marston	Marissa Vasquez
Alan Mobley	Sid Voorakkara
Alberto M. Ochoa	John Watson
Becky Phillpott	Peter Zschiesche

Citizens' Oversight Committee

Description

The Citizens' Oversight Committee (COC), which was established to satisfy the accountability requirements of Proposition 39, is an advisory body to the District on matters related to the Propositions S and N construction bond program.

The committee's three main duties are to:

- Inform the public on the District's expenditures of bond proceeds
- Review expenditures to ensure that bond proceeds are being spent for the projects approved and outlined within Propositions S and N
- Produce and present an annual report to summarize the Committee's proceedings and activities within the prior year

Citizens' Oversight Committee	
<u>Membership 2021-2022</u>	
Leslie Bruce, J.D.	Vice Chairperson – Member at Large
Robert Kiesling	Vice Chairperson – Taxpayer Organization Member
Elizabeth Armstrong	College Support Organization
Edward Borek	Student Member
Mike Frattali	Taxpayer Organization Member
Shandon Harbour	Taxpayer Organization Member
Ed Oremen	Member at Large
Jason Paguio	Business Organization Member
Rosalie Schwartz	Member at Large

General Information for Facilities Management

Conference Room Reservations

Facilities Management handles reservations for Room 245 at the District Office. Room availability can be checked in the Facilities section of the public folders listing in Outlook, and reservations can be made by contacting Facilities at Ext. 6546.

Smoking Policy

The District Office building is a non-smoking facility.

Lunch/Break Rooms

The District Office lunch/break rooms are located in Room 324 on the third floor and Room 255 on the second floor of the District Office.

Key Requests

District Office employees requiring keys can obtain them by completing a District Office Key Request Form and submitting it to Ramon Fonseca in the Facilities Management Office, Suite 310.

Parking Passes

Temporary parking passes – valid for up to two weeks – can be obtained from the Facilities Management office in Suite 310. Additional parking information can be obtained from District Parking at Ext. 6416.

Campus Police

For all emergencies, call 9-9-1-1. For non-emergency calls requiring a police response, contact Campus Police Dispatch at Ext. 6405 or for TTY calls at Ext. 6419. For general information and calls that do not require a police response, contact Ext. 6411 or from a cell phone call (619) 388-6405 or (619) 388-6411.

Facilities Services

Facilities issues at the District Office needing immediate attention should be reported to the Facilities Services Call Center by calling or sending an email.

- Call Ext. 6422 or from a cell phone, call (619) 388-6422.
- Send an email to fscc@sdccd.edu.

Board of Trustees

Geysil Arroyo
Mary Graham
Craig Milgrim
Bernie Rhinerson
Maria Nieto Senour, Ph.D.

Chancellor

Carlos O. Turner Cortez, Ph.D.

Presidents

Ricky Shabazz, Ed.D., San Diego City College
Pamela T. Luster, Ed.D., San Diego Mesa College
P. Wesley Lundburg, Ph.D., San Diego Miramar College
Kay Faulconer Boger, Ed.D. (Interim),
San Diego College of Continuing Education

The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego College of Continuing Education. The SDCCD is governed by its Board of Trustees. No oral or written agreement is binding on the San Diego Community College District without the express approval of the Board of Trustees.



★ District Office
3375 Camino del Rio South
San Diego, CA 92108-3883

A San Diego City College
1313 Park Boulevard
San Diego, CA 92101-4787

B San Diego Mesa College
7250 Mesa College Drive
San Diego, CA 92111-4998

C San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126-2999

D San Diego College of Continuing Education
4343 Ocean View Boulevard
San Diego, CA 92113-1915

1 SDCCE at Mesa College
7350 Armstrong Place
San Diego, CA 92111-4998

2 SDCCE at Miramar College
10440 Black Mountain Road
San Diego, CA 92126-2999

3 César E. Chávez Campus
1901 Main Street
San Diego, CA 92113-2129

4 Educational Cultural Complex
4343 Ocean View Boulevard
San Diego, CA 92113-1915

5 Mid-City Campus
3792 Fairmount Avenue
San Diego, CA 92105-2204

6 North City Campus
8355 Aero Drive
San Diego, CA 92123-1720

7 West City Campus
3249 Fordham Street
San Diego, CA 92110-5332