

April 25, 2019

Tonya Whitfield  
Business & Technology, Culinary Arts/Culinary Management (CACM)

**Re: Request for Budget Allocation Recommendation Committee funding**

Dear Tonya Whitfield,

Thank you for submitting a funding request via the Program Review and Budget Allocation Recommendation Committee (BARC) process. The BARC membership scored the requests and forwarded the list to be previewed by the Planning and Institutional Effectiveness Committee. From there the President's Cabinet gave recommendation of the list to President Luster for funding considerations.

**Beginning Friday, April 26, 2019 you may login to REQUESTit portal to view the status of your request. If your request is funded you will see a green dollar sign  under the "Funded" column.**

As we conclude our inaugural year utilizing the REQUESTit portal, we hope you found the process was streamlined, easy to use, collaborative, and transparent. In an effort to continually improve our processes we invite your feedback through the REQUESTit portal <http://www.sdmesa.edu/requests/feedback.shtml>.

For Perkins or Strong Workforce funded items, you'll received a follow up email from Tina Recalde/Suzy Murillo or Monica Romero, respectively.

Sincerely,

Budget Allocation Recommendation Committee

**BARC 18-19 - RECOMMENDATION**

| PROGRAM/SERVICE AREA                     | REQUEST  | ONE TIME COST | RANK |
|--|--|---------------|------|
| Culinary Arts/Culinary Management (CACM) | Oversized Paella Burner/Pan Kit                                | \$ 2,575      | 208  |
| Culinary Arts/Culinary Management (CACM) | Oversized-Large Paella Burner/Pan Kit                          | \$ 1,490      | 207  |
| Culinary Arts/Culinary Management (CACM) | Frozen Dairy cart/case   | \$ 11,000     | 206  |
| Culinary Arts/Culinary Management (CACM) | Extra-Large Paella Burner/Pan Kit                              | \$ 566        | 205  |
| Geology (GEOL)                           | AmScope SM-1B-RL Professional Binocular Stereo Zoom Microscope | \$ 1,260      | 204  |
| Culinary Arts/Culinary Management (CACM) | Meat Grinders  | \$ 2,973      | 203  |
| Learning Resources                       | Neurodiagnostic Book Collection                                | \$ 7,286      | 202  |
| Psychology (PSYC)                        | MiniSeq  | \$ 55,316     | 201  |
| Athletic Training Room                   | Tecnica Gavilan Soft Tissue Instruments                        | \$ 905        | 200  |
| Track & Field (M)                        | High Jump Pit  | \$ 12,723     | 199  |
| Exercise Science (EXSC)                  | Pool: ADA Lifts (2)  | \$ 15,818     | 198  |
| Psychology (PSYC)                        | Water Purification System                                      | \$ 9,826      | 197  |
| Architecture (ARCH)                      | Z101 AV Upgrades   | \$ 21,362     | 196  |
| Culinary Arts/Culinary Management (CACM) | Portable food warmers  | \$ 759        | 195  |
| Learning Resources                       | Student Circulating Laptops                                    | \$ 6,501      | 194  |
| Learning Resources                       | KIC BOOKEYE 4V3 SCANNER  | \$ 12,637     | 193  |
| Learning Resources                       | Bibliotheca SelfCheck & Security Gates                         | \$ 59,210     | 192  |
| Biology (BIOL)                           | Goggle Sanitizing Cabinets                                     | \$ 832        | 191  |
| Psychology (PSYC)                        | ddPCR Reader   | \$ 60,000     | 190  |
| Psychology (PSYC)                        | SpeedVac   | \$ 11,492     | 189  |
| Architecture (ARCH)                      | Z201 AV Upgrades   | \$ 25,546     | 188  |
| Anthropology (ANTH)                      | Mouse Lemur Skull  | \$ 111        | 187  |
| Psychology (PSYC)                        | Droplet Generator  | \$ 70,000     | 186  |
| Culinary Arts/Culinary Management (CACM) | Batch Freezer/chiller  | \$ 4,513      | 185  |
| Office of Communications                 | Lighting for photoshoots                                       | \$ 374        | 184  |
| Architecture (ARCH)                      | Z 302, 502 & 603 AV Upgrades                                   | \$ 84,290     | 183  |
| Architecture (ARCH)                      | Computer Hardware Upgrades at the Design Center                | \$ 228,822    | 182  |
| Culinary Arts/Culinary Management (CACM) | Cafe lighting  | \$ 323        | 181  |
| Culinary Arts/Culinary Management (CACM) | ZBook laptop   | \$ 37,354     | 180  |
| Culinary Arts/Culinary Management (CACM) | Laptop charging cart   | \$ 1,486      | 179  |
| Track & Field (M)                        | ElliptiGo 8C Bike  | \$ 2,071      | 178  |
| Engineering (ENGE)                       | Creo Parametric CAD Software                                   | \$ 3,020      | 177  |
| Biology (BIOL)                           | Micropipettors   | \$ 5,835      | 176  |
| Architecture (ARCH)                      | Z102 AV Upgrades   | \$ 25,949     | 175  |
| Architecture (ARCH)                      | Z402 AV Upgrades   | \$ 33,052     | 174  |
| Anthropology (ANTH)                      | Aye-Aye Skull Replica  | \$ 184        | 173  |
| Anthropology (ANTH)                      | Sifaka Lemur Skull   | \$ 162        | 172  |
| Interior Design (INTE)                   | Replacement of Model Building Equipment in Z201                | \$ 31,010     | 171  |
| Interior Design (INTE)                   | Replacement of Model Building Equipment in Z201                | \$ 27,481     | 170  |
| Geographic Information Systems (GISG)    | ESRI Software License  | \$ 2,500      | 169  |
| Exercise Science (EXSC)                  | Maxiflex 16' Model B Diving Board                              | \$ 4,882      | 168  |
| Exercise Science (EXSC)                  | Lap Counters With Handles                                      | \$ 404        | 167  |
| Anthropology (ANTH)                      | Cotton-Top Tamarin Skull                                       | \$ 118        | 166  |

**BARC 18-19 - RECOMMENDATION**

| PROGRAM/SERVICE AREA                               | REQUEST   | ONE TIME COST | RANK |
|--|---|---------------|------|
| Anthropology (ANTH)                                | Homo neanderthalensis Shanidar 1 Skull                        | \$ 388        | 165  |
| Culinary Arts/Culinary Management (CACM)           | Sheet pans  | \$ 2,748      | 164  |
| Architecture (ARCH)                                | Z501 & Z602 AV Upgrades                                       | \$ 43,096     | 163  |
| Architecture (ARCH)                                | Z301 AV Upgrades  | \$ 32,425     | 162  |
| Anthropology (ANTH)                                | Black Spider Monkey Skeleton                                  | \$ 173        | 161  |
| Anthropology (ANTH)                                | Human Female Asian Skull                                      | \$ 243        | 160  |
| Building Construction Technology (BLDC)            | Replacement of Model Building Equipment in Z201               | \$ 31,010     | 159  |
| Art-Fine Art (ARTF)                                | Large Projection Screen                                       | \$ 2,017      | 158  |
| Art-Fine Art (ARTF)                                | Walkaround Deep Sink  | \$ 11,017     | 157  |
| Culinary Arts/Culinary Management (CACM)           | Patio lamp lighting   | \$ 593        | 156  |
| Dance (DANC)                                       | Mobile Shelving-48 x 24 x 78                                  | *             | 155  |
| Exercise Science (EXSC)                            | Feestanding Spotting Rig with pulley system plus installation | \$ 4,834      | 154  |
| Learning Resources                                 | CREDO INSTRUCT  | \$ 5,992      | 153  |
| Learning Resources                                 | OED, Oxford Ref., Business Source Complete                    | \$ 13,459     | 152  |
| Physics (PHYS)                                     | Laptop Lab Computers  | \$ 9,272      | 151  |
| Anthropology (ANTH)                                | Squirrel Monkey Skull   | \$ 121        | 150  |
| Anthropology (ANTH)                                | Rhesus Macaque Skull  | \$ 184        | 149  |
| Anthropology (ANTH)                                | Talapoin Monkey Skeleton                                      | \$ 149        | 148  |
| Anthropology (ANTH)                                | Cro-Magnon Skull and Jaw                                      | \$ 290        | 147  |
| Anthropology (ANTH)                                | Chimpanzee Infant Skull - 11 months                           | \$ 196        | 146  |
| Building Construction Technology (BLDC)            | Replacement of Model Building Equipment in Z201               | \$ 27,481     | 145  |
| Dean, Learning Resources & Academic Support Office | LRC Computer Refresh  | \$ 41,459     | 144  |
| Athletic Training Room                             | NormaTEC 2018 Pulse Recovery System                           | \$ 2,985      | 143  |
| Chemistry (CHEM)                                   | Explosion Proof Refrigerator/Freezer                          | \$ 2,884      | 142  |
| Chemistry (CHEM)                                   | Vortex Mixers   | \$ 1,676      | 141  |
| Interior Design (INTE)                             | Computer Hardware Upgrades at the Design Center               | *             | 140  |
| Architecture (ARCH)                                | Replacement of Model Building Equipment in Z201               | \$ 27,481     | 139  |
| Business Administration/Management (BUSE)          | 55 Texas Instrument BA II Plus financial calculators          | \$ 1,619      | 138  |
| Culinary Arts/Culinary Management (CACM)           | Chair covers  | \$ 120        | 137  |
| Geographic Information Systems (GISG)              | Samsung Tablet Cases  | \$ 51         | 136  |
| Exercise Science (EXSC)                            | Canopies  | \$ 2,500      | 135  |
| Exercise Science (EXSC)                            | Virtual Swim Trainer  | \$ 7,200      | 134  |
| Office of Communications                           | Sony - FE 50mm F1.8 Standard Lens                             | \$ 293        | 133  |
| Interior Design (INTE)                             | Z102 AV Upgrades  | *             | 132  |
| Interior Design (INTE)                             | Design Center AV Upgrades                                     | *             | 131  |
| Building Construction Technology (BLDC)            | Computer Hardware Upgrades at the Design Center               | *             | 130  |
| Computer Business Technology (CBTE)                | Online Teaching Conference - Professional Development         | \$ 800        | 129  |
| Geographic Information Systems (GISG)              | ENVI License  | \$ 999        | 128  |
| Geographic Information Systems (GISG)              | Samsung Tablet Screen Protectors                              | \$ 46         | 127  |
| Exercise Science (EXSC)                            | Folding Chairs  | \$ 1,867      | 126  |
| Exercise Science (EXSC)                            | Portable Landing Pad & Support Pallets- Diving Dryboard       | \$ 4,873      | 125  |
| Building Construction Technology (BLDC)            | Z102 AV Upgrades  | *             | 124  |
| Building Construction Technology (BLDC)            | Design Center AV Upgrades                                     | *             | 123  |

**BARC 18-19 - RECOMMENDATION**

| PROGRAM/SERVICE AREA  | REQUEST   | ONE TIME COST | RANK |
|---|---|---------------|------|
| Anthropology (ANTH)   | Australopithecus afarensis Skull                              | \$ 267        | 122  |
| Geographic Information Systems (GISG)                         | Android Tablets   | \$ 3,013      | 121  |
| Football (M)  | 5 - Striker Builder Elites                                    | \$ 2,442      | 120  |
| Exercise Science (EXSC)                                       | Raven End Zone Camera System                                  | \$ 6,745      | 119  |
| English (ENGL)  | Classroom Space   | *             | 118  |
| Mesa Tutoring & Computer Center (MT2C)                        | Projector   | \$ 6,692      | 117  |
| Chemistry (CHEM)  | FTIR Spectrometer   | \$ 20,733     | 116  |
| Fashion (FASH)  | CliftonStrengths Assessment                                   | \$ 700        | 115  |
| Physics (PHYS)  | Double Pan Balances   | \$ 1,199      | 114  |
| Architecture (ARCH)   | Tool Storage  | \$ 3,642      | 113  |
| Computer Business Technology (CBTE)                           | NBEA Conference - Professional Development                    | \$ 1,285      | 112  |
| Geographic Information Systems (GISG)                         | Classroom library   | \$ 1,819      | 111  |
| Exercise Science (EXSC)                                       | Lane lines - Pool   | \$ 4,113      | 110  |
| Humanities & Religious Studies (HUMA)                         | 14 Small Tackboards   | \$ 615        | 109  |
| Dramatic Arts (DRAM)  | Figure 53 QLab software                                       | \$ 679        | 108  |
| Business Administration/Management (BUSE)                     | Annual Conference on Financial Education                      | \$ 1,844      | 107  |
| Dean, Exercise Science, Health Education and Athletics Office | Softball Pitching Machine                                     | \$ 2,101      | 106  |
| Journalism (JOUR)   | Newspaper Racks   | \$ 2,767      | 105  |
| Humanities & Religious Studies (HUMA)                         | 14 Art Prints from 1000museums.com                            | \$ 630        | 104  |
| Learning Resources  | LRC 3rd Floor Redesign  | \$ 330,720    | 103  |
| Anthropology (ANTH)   | Mavic Pro Flight Batteries                                    | \$ 170        | 102  |
| Architecture (ARCH)   | Art Installation at the Design Center                         | \$ 10,683     | 101  |
| Accounting (ACCT)   | FASB Codification Access                                      | \$ 250        | 100  |
| Computer and Information Sciences (CISC)                      | ChIDE License   | \$ 1,198      | 99   |
| Learning Resources  | SpringShare LibStaffer Software                               | \$ 699        | 98   |
| Physics (PHYS)  | Three Decade capacitors                                       | \$ 8,004      | 97   |
| Anthropology (ANTH)   | Storage Clipboard   | \$ 13         | 96   |
| Chicano Studies (CHIC)  | Costs for attendance to NACCS                                 | \$ 3,158      | 95   |
| Building Construction Technology (BLDC)                       | Art Installation at the Design Center                         | *             | 94   |
| Anthropology (ANTH)   | DJI Mavic Pro Aerial Camera Bundle                            | \$ 862        | 93   |
| Dramatic Arts (DRAM)  | MSI Elation Satura Profile moving lights                      | \$ 26,808     | 92   |
| Business Administration/Management (BUSE)                     | The Inc. 5000 Conference & Gala                               | \$ 5,000      | 91   |
| Dance (DANC)  | ION Block Rocker/ Wireless Rechargeable Speaker System        | \$ 411        | 90   |
| Dean, Exercise Science, Health Education and Athletics Office | Budget Augmentation   | \$ 2,000      | 89   |
| Building Construction Technology (BLDC)                       | Tool Storage  | *             | 88   |
| Interior Design (INTE)  | Art Installation at the Design Center                         | *             | 87   |
| Business Administration/Management (BUSE)                     | The National Business Educators Association Annual Conference | \$ 1,909      | 86   |
| Exercise Science (EXSC)                                       | PC Laptop   | \$ 1,102      | 85   |
| Learning Resources  | Pop-Up Desk   | \$ 505        | 84   |
| Anthropology (ANTH)   | DJI Hex Charger   | \$ 52         | 83   |
| Anthropology (ANTH)   | DJI Mavic Pro Battery   | \$ 79         | 82   |
| Anthropology (ANTH)   | Label Maker Spools  | \$ 16         | 81   |
| Interior Design (INTE)  | Tool Storage  | *             | 80   |

**BARC 18-19 - RECOMMENDATION**

| PROGRAM/SERVICE AREA  | REQUEST   | ONE TIME COST | RANK |
|---|---|---------------|------|
| Anthropology (ANTH)   | 64GB Micro SD Card.   | \$ 34         | 79   |
| Music (MUSI)  | Music Technology Equipment  | \$ 13,964     | 78   |
| Dramatic Arts (DRAM)  | MSI Selador Desire D40 LED fixture                                    | \$ 68,960     | 77   |
| Dance (DANC)  | GoPro HERO7 Black with accessory bundle                               | \$ 910        | 76   |
| Dean, Exercise Science, Health Education and Athletics Office | Softball Batting Mats   | \$ 587        | 75   |
| Physics (PHYS)  | 12 Power Amplifiers   | *             | 74   |
| Anthropology (ANTH)   | DJI Mavic Drone Case  | \$ 80         | 73   |
| Anthropology (ANTH)   | Anemometer  | \$ 34         | 72   |
| Culinary Arts/Culinary Management (CACM)                      | Patio Furniture   | \$ 20,079     | 71   |
| Music (MUSI)  | Facility Improvement  | \$ 88,649     | 70   |
| Geographic Information Systems (GISG)                         | iPads   | *             | 69   |
| Anthropology (ANTH)   | DJI Mavic Pro Replacement Props                                       | \$ 40         | 68   |
| Exercise Science (EXSC)                                       | Swimming Pool Vacuums x 2   | \$ 21,857     | 67   |
| Economics (ECON)  | Travel to Climate Leadership Conference                               | \$ 2,109      | 66   |
| Dramatic Arts (DRAM)  | Full Compass Quote for Lav mics and accessories                       | \$ 1,359      | 65   |
| Business Administration/Management (BUSE)                     | California Lawyers Association Annual Meeting                         | \$ 1,295      | 64   |
| Fashion (FASH)  | University of Fashion software tutorial subscription                  | \$ 1,000      | 63   |
| Fashion (FASH)  | StyleCad Digital Patternmaking Software                               | \$ 8,300      | 62   |
| Computer and Information Sciences (CISC)                      | VIVE DELUXE AUDIO STRAP   | \$ 125        | 61   |
| Computer and Information Sciences (CISC)                      | Fovitec - 2X 7'6" VR Gaming Lighthouse Mount Stand Kit (includes bag) | \$ 46         | 60   |
| Music (MUSI)  | Ensemble Equipment  | \$ 24,133     | 59   |
| Computer and Information Sciences (CISC)                      | Wireless adapter for Vive   | \$ 334        | 58   |
| Dean, Exercise Science, Health Education and Athletics Office | Associate Dean of Athletics Position                                  | \$ 137,249    | 57   |
| Journalism (JOUR)   | Projector and Screen  | \$ 1,089      | 56   |
| Anthropology (ANTH)   | Label Maker   | \$ 26         | 55   |
| Chicano Studies (CHIC)  | Professional Development Guest Speaker                                | \$ 6,580      | 54   |
| Music (MUSI)  | Instructional Equipment   | \$ 3,433      | 53   |
| Fashion (FASH)  | Fashion Snoops annual trend service software subscription             | \$ 6,500      | 52   |
| Computer and Information Sciences (CISC)                      | Potato Pirates Card Game  | \$ 80         | 51   |
| Business Administration/Management (BUSE)                     | Academy of Legal Studies in Business Annual Event                     | \$ 1,575      | 50   |
| Fashion (FASH)  | 1008 Bernina Sewing Machines  | \$ 19,035     | 49   |
| Fashion (FASH)  | Shopify - e-commerce store platform yearly subscription               | \$ 948        | 48   |
| Fashion (FASH)  | Epson SureColor F2100 DTG T-Shirt Printer                             | \$ 15,995     | 47   |
| Fashion (FASH)  | Swatches for Fabric Library   | \$ 300        | 46   |
| Computer and Information Sciences (CISC)                      | Macbook Pro   | \$ 34,327     | 45   |
| Fashion (FASH)  | Textile View Magazine and Textile Report International Magazine       | \$ 648        | 44   |
| Geographic Information Systems (GISG)                         | Professional development  | *             | 43   |
| Fashion (FASH)  | Hootsuite Social Media scheduler                                      | \$ 1,548      | 42   |
| Fashion (FASH)  | VoiceThread online engagement tool                                    | \$ 1,485      | 41   |
| Fashion (FASH)  | Annual Subscription to Grammarly for Faculty                          | \$ 850        | 40   |
| Fashion (FASH)  | Annual Subscription to Grammarly for Students                         | \$ 3,000      | 39   |
| Fashion (FASH)  | Bloomsbury Fashion Central Online Database                            | \$ 5,300      | 38   |
| Exercise Science (EXSC)                                       | Safety Squat Bar  | \$ 768        | 37   |

**BARC 18-19 - RECOMMENDATION**

| PROGRAM/SERVICE AREA  | REQUEST   | ONE TIME COST | RANK |
|---|---|---------------|------|
| English (ENGL)  | 25 Laptops, 1 printer   | \$ 10,725     | 36   |
| Fashion (FASH)  | Ink for Direct to Garment Printer   | \$ 3,255      | 35   |
| Fashion (FASH)  | Cordless handheld microphones x 2   | \$ 208        | 34   |
| Exercise Science (EXSC)                                       | Polar Heart Rate Watches  | \$ 4,537      | 33   |
| Fashion (FASH)  | Wacom Tablets   | \$ 18,498     | 32   |
| Exercise Science (EXSC)                                       | Polar H10 Bluetooth Smart Heart Rate Monitor  | \$ 3,614      | 31   |
| Fashion (FASH)  | 15 inch MacBook Pros  | \$ 9,000      | 30   |
| Economics (ECON)  | Travel to American Association Conference   | \$ 2,146      | 29   |
| Exercise Science (EXSC)                                       | Plyo Boxes  | \$ 1,416      | 28   |
| Geographic Information Systems (GISG)                         | Bad Elf GNSS Surveyor   | \$ 2,637      | 27   |
| Fashion (FASH)  | Training and installation to use Patton Vinyl Cutter  | \$ 500        | 26   |
| Exercise Science (EXSC)                                       | Licensure and Application   | \$ 1,449      | 25   |
| Exercise Science (EXSC)                                       | Mini Bands  | \$ 160        | 24   |
| Hospitality (HOSP)  | Fermentation Lab  | \$ 420,000    | 23   |
| Computer and Information Sciences (CISC)                      | Surface Book 2  | \$ 24,792     | 22   |
| Exercise Science (EXSC)                                       | SynDaver  | \$ 59,794     | 21   |
| Exercise Science (EXSC)                                       | Score table and wall pads for branding  | *             | 20   |
| Exercise Science (EXSC)                                       | Nikon D500  | \$ 2,633      | 19   |
| Exercise Science (EXSC)                                       | Exercise Wheel  | \$ 72         | 18   |
| Exercise Science (EXSC)                                       | Aligna Bod  | \$ 1,280      | 17   |
| Fashion (FASH)  | One NANCE for sewing lab and one NANCE for digital lab  | \$ 40,000     | 16   |
| Fashion (FASH)  | Professional Development to attend conferences and workshops related to apparel, textiles and costume.                  | *             | 15   |
| Exercise Science (EXSC)                                       | First Place Extreme Core Trainer Sleeve   | \$ 256        | 14   |
| Dean, Exercise Science, Health Education and Athletics Office | Athletics Vans  | \$ 240,000    | 13   |
| Exercise Science (EXSC)                                       | Olympic Hex Bar   | \$ 357        | 12   |
| Exercise Science (EXSC)                                       | SuperBands  | \$ 574        | 11   |
| Exercise Science (EXSC)                                       | Deluxe Ab Straps  | \$ 240        | 10   |
| Fashion (FASH)  | Specialized Sewing Machines and Equipment   | *             | 9    |
| Fashion (FASH)  | Specialized Digital Equipment, Software to Facilitate Digital Textiles, Patternmaking, Product Development & E-Commerce | *             | 8    |
| Fashion (FASH)  | Furniture for Fashion Sewing and Digital Labs   | *             | 7    |
| Exercise Science (EXSC)                                       | First Place Portable Foam Glute Ham   | \$ 1,048      | 6    |
| Office of Communications                                      | 2019 Budget Augmentation  | *             | 5    |
| Exercise Science (EXSC)                                       | Sling Studio  | \$ 999        | 4    |
| Exercise Science (EXSC)                                       | Camera Lens   | \$ 2,200      | 3    |
| Exercise Science (EXSC)                                       | 12 passenger vans   | *             | 2    |
| Strong Workforce  | Bus for WBL Trips   | *             | 1    |

\* not entered in request

# Budget Considerations

*DRAFT*

## Budget Allocation Recommendation Committee

| <b>Item</b>   | <b>Committee Member</b>                                   | <b>Date</b> |
|---|---|-------------|
| Student Centered Funding Formula<br>AB1725<br>50% Law<br>Faculty Obligation Number<br>Prop 98<br>Budget & Allocating Manual<br>Campus Allocation Model<br>Categorical | Leslie Shimazaki<br><br><br><br><br><br><br>Monica Romero | 9/10/2019   |



SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT

City College • Mesa College  
Miramar College • Continuing Education

# 2018-19 ADMINISTRATIVE AND GOVERNANCE HANDBOOK







## Welcome to the New Academic and Fiscal Year

**2018-2019**

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 115 colleges that fall under the oversight of these 73 districts have responsibilities for instruction and services to the 2.1 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, Continuing Education, the military programs throughout the country 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 in academic freedom. We have also established and emphasize measures to prevent any forms of discrimination or unprofessional conduct within the workplace and classrooms of our District. We are fortunate in having an 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 that reads "Constance M. Carroll". The signature is fluid and cursive.

Constance M. Carroll, Ph.D.  
Chancellor



## TABLE OF CONTENTS

|  |    |
|--|----|
| Chancellor’s Message .....                       | 1  |
| District History .....                           | 4  |
| Board of Trustees .....                          | 6  |
| District Institutional Organization Chart .....  | 7  |
| District Administration Organization Chart.....  | 8  |
| Delineation of Functions .....                   | 9  |
| District Office Administration Departments ..... | 16 |
| Participatory Governance .....                   | 19 |
| Budget Planning and Development Council.....     | 22 |
| Curriculum and Instructional Council .....       | 24 |
| District Governance Council.....                 | 26 |
| Management Services Council .....                | 28 |
| Student Services Council .....                   | 30 |
| United Student Council .....                     | 32 |
| District Marketing and Outreach Committee.....   | 34 |
| District Research Committee.....                 | 36 |
| District Strategic Planning Committee.....       | 38 |
| Trustee Advisory Council .....                   | 40 |
| Citizens’ Oversight Committee .....              | 42 |
| General Information .....                        | 43 |
| Notes.....                                       | 44 |

## HISTORY

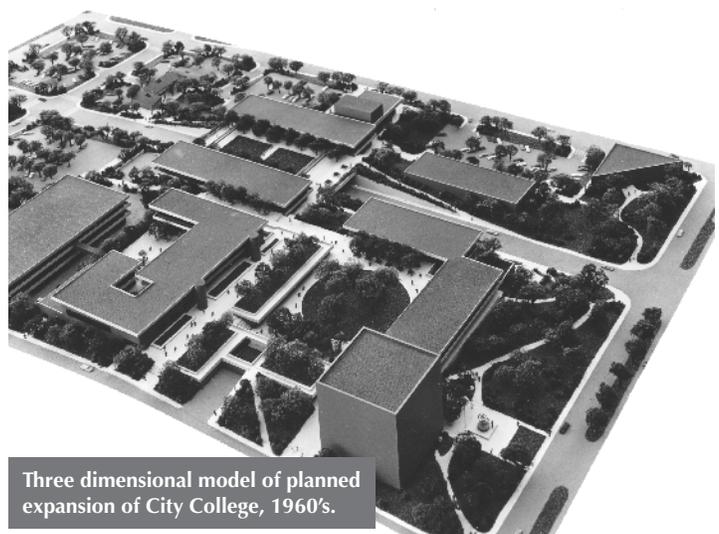


Junior College students march from San Diego High School, original site of the San Diego Community College District, 1918.

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 colleges offer credit programs leading to transfer, employment, and skills improvement. Also under the auspices of the District is the 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.

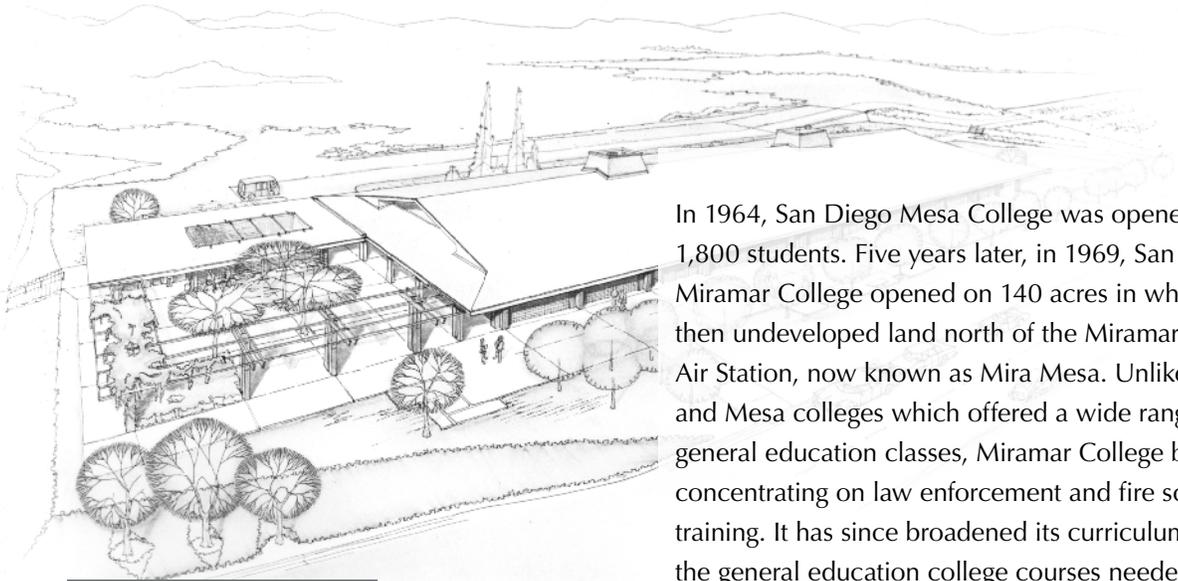
Community college education in San Diego can be traced to 1914 when the Board of Education of the San Diego City Schools authorized postsecondary classes for the youth of San Diego. Classes opened that fall at San Diego High School with four faculty members and 35 students.

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, 1960's.

## HISTORY



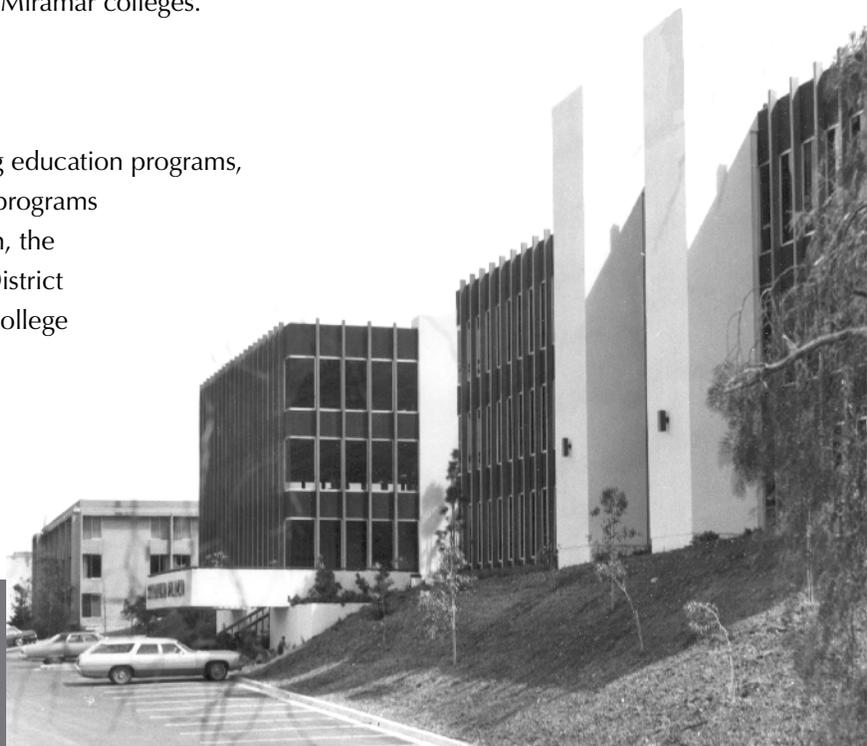
Artist rendering of the Police and Fire Science Building at Miramar College, built 1967.

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 vocational 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 educational programs at military bases across the nation, the San Diego Community College District is one of the largest community college district 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 Twelfth 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: Craig Milgrim, Mary Graham; front row: Sean Elo; Maria Nieto Senour, Ph.D.; Bernie Rhinerson

## Communicating with the Board

The Trustees are sincerely interested in the views of students, faculty, staff, 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 or Continuing Education 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: Alana Mahal Bermodes (Miramar College), Susana Molina-Bibian (City College), Sofia Castellani-Staedler (Mesa 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 (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 ([www.sdccd.edu](http://www.sdccd.edu)) 72 hours before regular meetings and 24 hours before special meetings.

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: Sean Elo; Maria Nieto Senour, Ph.D.; Bernie Rhinerson



Dr. Constance M. Carroll  
Chancellor

District Operations  
(619) 388-6957

SAN DIEGO CITY COLLEGE      SAN DIEGO MESA COLLEGE      SAN DIEGO MIRAMAR COLLEGE      SAN DIEGO CONTINUING EDUCATION



Dr. Ricky Shabazz  
President

Campus Operations  
(619) 388-3453



Dr. Pamela T. Luster  
President

Campus Operations  
(619) 388-2721



Dr. Patricia Hsieh  
President

Campus Operations  
(619) 388-7834

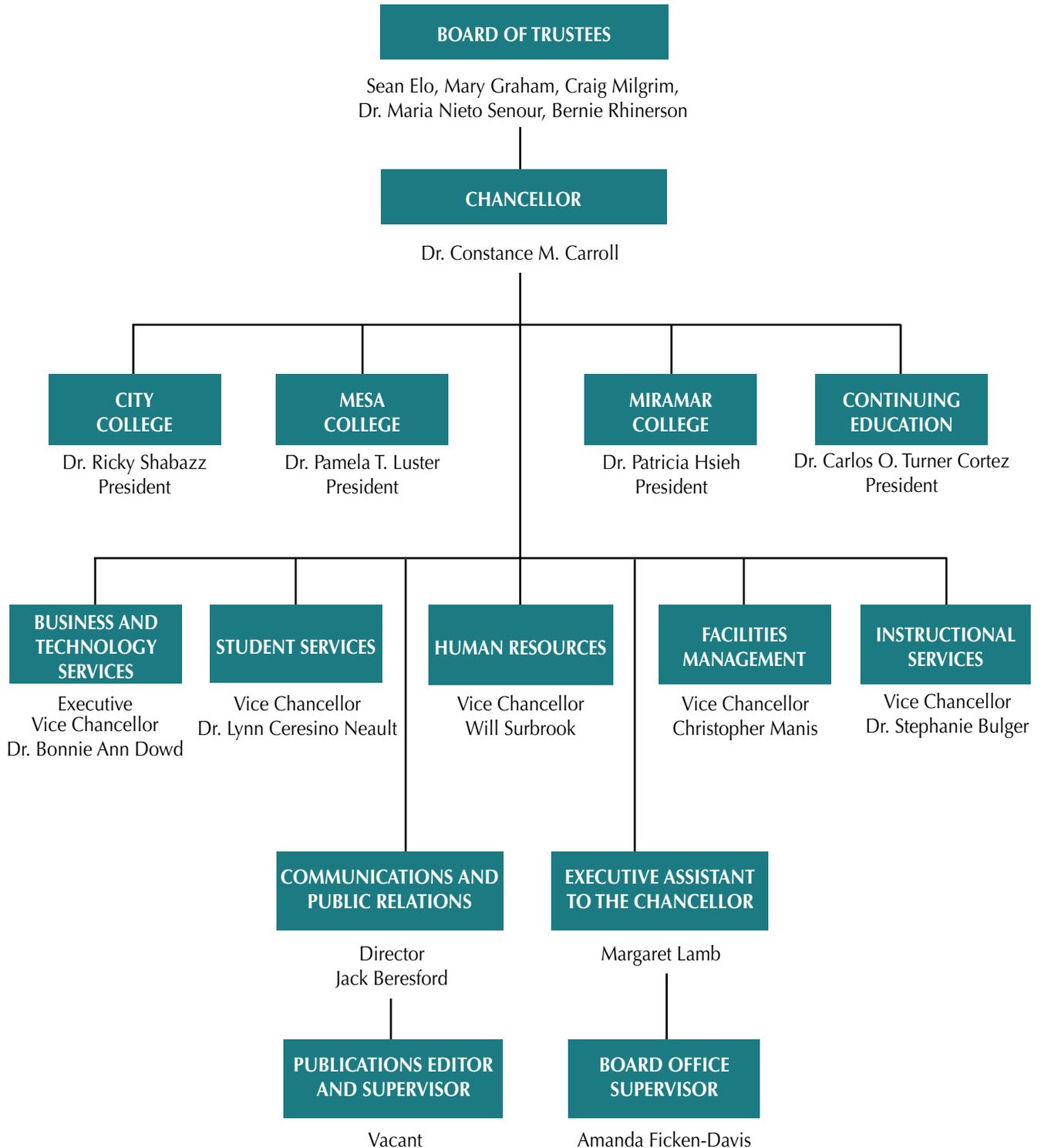


Dr. Carlos O. Turner Cortez  
President

Campus Operations  
(619) 388-4990

# DISTRICT ADMINISTRATION ORGANIZATION CHART

## San Diego Community College District Administration



### **Map of District and College/Continuing Education Functional Organization**

---

#### **Description**

The San Diego Community College District is comprised of five major operational units: City College, Mesa College, Miramar College, 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, Facilities Management, Human Resources, Instructional Services, and Student Services.

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, staff development, direct campus operations, and various ancillary functions are the responsibility of each college and Continuing Education.

Following is a delineation of the areas of functional responsibility between the District administrative departments, the colleges, and the Continuing Education program 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 college/ Continuing Education 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, the colleges, and Continuing Education. 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 and the Continuing Education program 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 total college/Continuing Education program 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 (ABS0)**

*District – Executive Vice Chancellor, Business and Technology Services*  
*Colleges/Continuing Education – 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 (ABS0). Management and oversight of ABS0 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 and Continuing Education. 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/Continuing Education – 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 and Continuing Education leadership. The annual budget is developed in a collaborative manner. A formula for the distribution of funds to the colleges, Continuing Education, 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 staff leadership, and administrators from throughout the District. Once funds are distributed, the colleges, Continuing Education, 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/Continuing Education – 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 Continuing Education 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 and Continuing Education 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/Continuing Education as well as the District Office, with twenty-four 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/Continuing Education – 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 and Continuing Education to enhance public awareness and ensure consistent branding. Each college and Continuing Education 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 designed to ensure that the community is informed of college and Continuing Education operations and initiatives, including an Annual Report, an Economic Impact Report, Propositions S and N Report, Board and Chancellor's Cabinet 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/Continuing Education – 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 and Continuing Education 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 and Continuing Education. 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 and Continuing Education, under the leadership of the President and Vice President of Administrative Services, as well as faculty and staff, 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/Continuing Education – 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 and Continuing Education 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 and Continuing Education 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/Continuing Education – Vice President of Administrative Services*

The Board of Trustees has delegated the responsibility for Human Resources management to the Chancellor. 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 chief 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 hiring process is also 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, Continuing Education, as well as the various District departments have defined responsibilities for participating in hiring procedures, staff 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 and Continuing Education. 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/Continuing Education – 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 and Continuing Education is provided by technicians from Information Technology that report to the leadership at the colleges and Continuing Education. 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, Student Services; Director, Institutional Research and Planning  
Colleges/Continuing Education – Dean/Associate Dean/Associate Dean of Institutional Effectiveness*

Institutional Research is a districtwide operation that reports to the Vice Chancellor, Student Services. It consists of a central component responsible for districtwide studies and information and maintenance of a complex data mart. The colleges and Continuing Education 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, evaluation, research protocols, database management, and support for major projects that are districtwide in scope.

The District Office of Institutional 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. The District Institutional Research staff throughout the District work collaboratively to identify and provide data and information support to District and college/Continuing Education planning efforts, including program review, accreditation, basic skills, student success and equity outcomes, strategic planning, the Student Success Scorecard, and enrollment management. The Institutional Research department maintains a comprehensive website and the staff 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 and Continuing Education in updating their research agendas.

### **Instructional Services**

*District – Vice Chancellor, Instructional Services  
Colleges/Continuing Education – 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 and Continuing Education. 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, Instructional Services, in consultation with the colleges and Continuing Education's academic leadership and administration. Coordination of grants and contracts, economic development, online education, International Education, Military Contract Education, and several categorically funded career technical programs 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, website development, and maintenance is the responsibility of the District administration in coordination with the colleges and Continuing Education leadership.

### **Legal Services and Equal Employment Opportunity (EEO)**

*District – Vice Chancellor, Human Resources; Director, Legal Services and EEO  
Colleges/Continuing Education – 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 misconduct and formal resolutions are also the responsibility of the District Office in consultation with the Site Compliance Officer at each college and Continuing Education. 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 as required.

### **Risk Management**

*District – Vice Chancellor, Human Resources; Risk Manager  
Colleges/Continuing Education – 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 and Continuing Education for workers' compensation and liability matters.

### **Student Services**

*District – Vice Chancellor, Student Services  
Colleges/Continuing Education – Vice President of Student Services*

Student Services program development and operations are the responsibility of the Vice Presidents of Student Services at the colleges and Continuing Education. 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, Student Services. Policy review and development is coordinated with the colleges and Continuing Education's academic and student services leadership. Administrative computing related to students and services, including self-service systems (web-based) and access to student information is also the responsibility of the Vice Chancellor, Student 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 Student 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 Student Services. Compliance with state and federal laws, including legal matters related to students and records are the responsibility of the District administration.

**Chancellor /  
Board Office**

---

**Chancellor**

Dr. Constance M. Carroll  
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**

Vacant  
388-6914

**Instructional Services  
and Planning**

---

**Vice Chancellor**

Dr. Stephanie Bulger  
District Office, Room 125  
Phone: (619) 388-6965  
Fax: (619) 388-6549



**Administrative Assistant**

Jessica Lee  
388-6965

**Curriculum Services**

Dr. Shelly Hess, Dean  
388-6963

**District Strategic Planning Initiatives**

Dr. Stephanie Bulger, Committee Chair  
388-6965

**Instructional Services**

Antonio Alarcón, Dean  
388-6876

**Military Education**

Joshua Pohribnak, Director  
388-3329

**Online and Distributed Learning Programs**

Dr. Kats Gustafson, Dean  
388-6750

**Career Education and Workforce Development**

Amertah Perman, Dean  
388-6573

**Business and  
Technology Services**

---

**Executive Vice Chancellor**

Dr. Bonnie Ann Dowd

District Office, Room 210

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 Support Services**

Rochelle Lowe, Director

388-6562

Nancy Wichmann, Manager

(Includes Bookstore and Food Services)

388-2643

**District Reprographics,  
Digital Production, and Mailroom**

Benny Davila, Supervisor

388-6574

**Fiscal Services**

Charles W. Rogers, Controller

388-6555

Nancy Lane, Manager

388-6977

**Information Technology**

Don Bertram, Director (Acting)

388-6939

Jill O'Dea, Assistant Director (Acting)

388-6728

**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)**

Donn Betz, 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

**Student Services**



**Vice Chancellor**

Dr. Lynn Ceresino Neault

District Office, Room 100  
Phone: (619) 388-6922  
Fax: (619) 388-6970

**Administrative Assistant**

Jessica Dekoekkoek  
388-6922

**Disability Support Programs and Services (DSPS)**

Jeff Higginbotham, Director  
Room 275  
388-6811  
388-6534 fax

**Outreach/Relations with Schools**

Shakerra Carter, Associate Dean  
388-6703

**Research and Planning**

Natalia Córdoba-Velásquez, Director  
388-6941

**Student Records**

Gabriela Alvarez, Supervisor II  
388-6929  
388-6946 fax

**Student Services**

Catrina Hixon, Director  
388-6922

**Title IX Compliance**

Christopher May, Coordinator  
388-6660

**Human Resources**



**Vice Chancellor**

Will Surbrook

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

**Administrative Assistant, HR**

Karen Mitchell  
388-6589

**Benefits and Retirement**

Ursula Salbato, Supervisor  
Room 385  
388-6587

**EEO/Diversity Officer**

Johanna Palkowitz  
Room 385  
388-6591

**Employee Relations**

Aimee Gallagher, Director  
Room 330  
388-6880

**Employee Services**

Betty Robles-Leal, Director  
Room 380  
388-6582

**Employment and Professional Development**

Erin Milligan Hill, Director  
Room 330  
388-6579

**Legal Services/EEO**

Ljubisa Kostic, Director  
Room 385  
388-6591

**Payroll**

Amanda Stopper, Supervisor  
Room 380  
388-6582

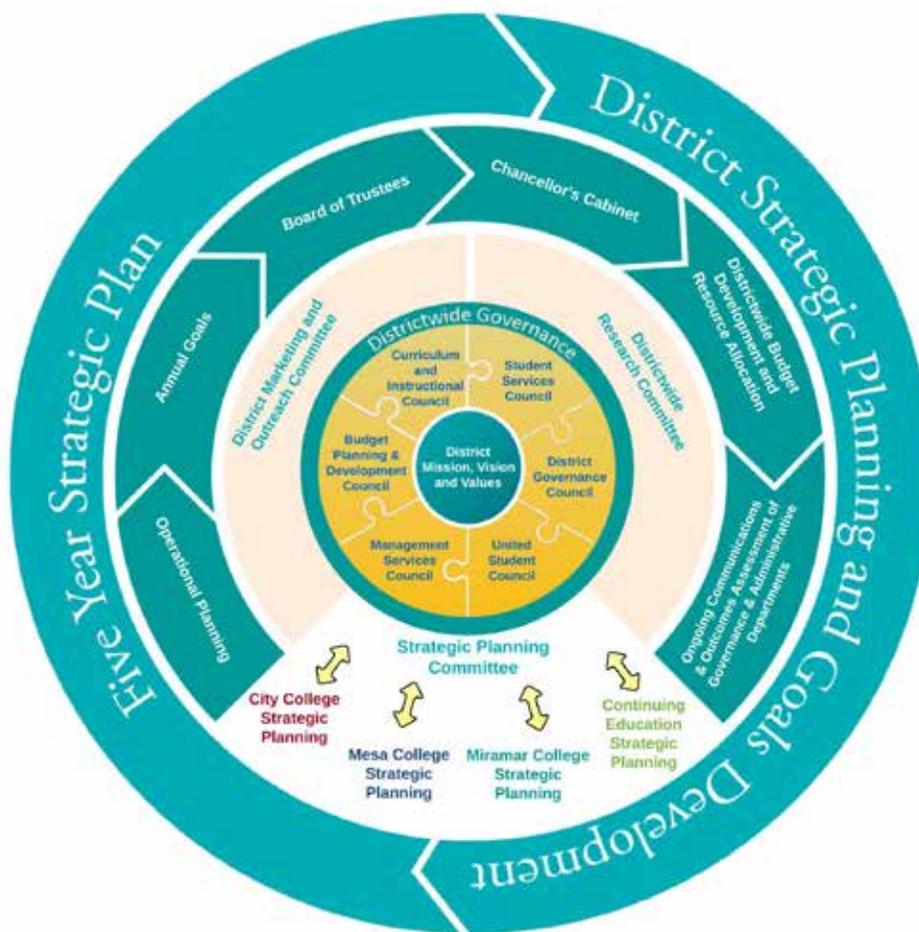
**Risk Management**

Frank Fennessey, Risk Manager  
Room 385  
388-6953

## 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 four-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 and Continuing Education. The District Strategic Planning Committee is comprised of representatives of the colleges, Continuing Education and district administrative departments. The District strategic plan undergoes extensive review through the District governance councils which are comprised of representatives from the colleges and Continuing Education, before 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**

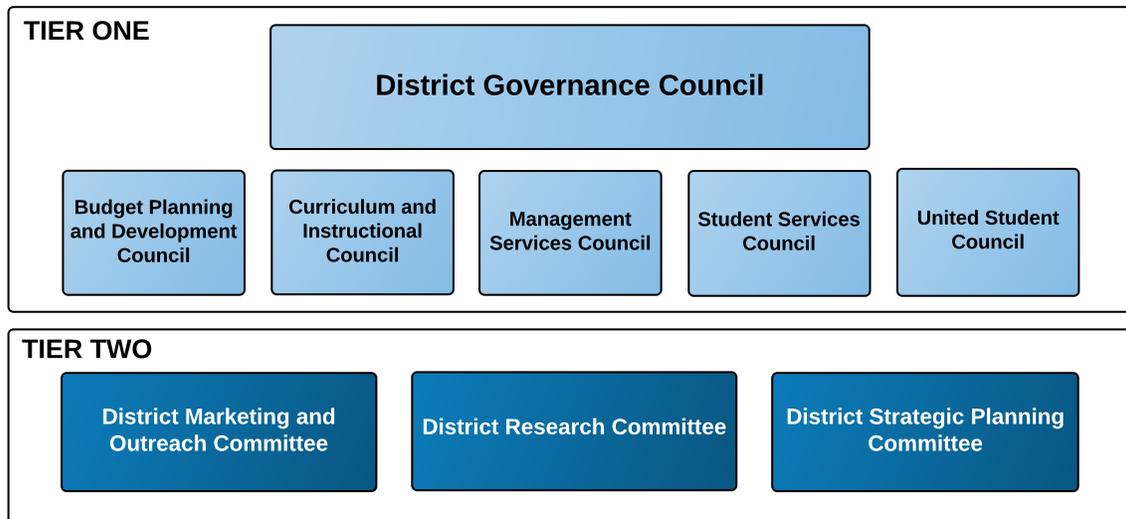
---

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 and staff 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, and staff.

Board Policy 2510 was adopted with the intent of ensuring that faculty, students, and staff 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.*

## PARTICIPATORY GOVERNANCE

**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 three 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 focused 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 Research Committee
- District Strategic Planning 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 to 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, staff, 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.

## PARTICIPATORY GOVERNANCE

### 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 2018-2019

|                      |   |                      |
|----------------------|---|----------------------|
| Bonnie Ann Dowd      | Executive Vice Chancellor,<br>Business and Technology Services, Committee Chair | District Office      |
| Brett Bell           | Vice President, Administrative Services   | Miramar College      |
| Stephanie Bulger     | Vice Chancellor, Instructional Services,<br>Strategic Planning Chair            | District Office      |
| Olivia Flores        | Academic Senate President Designee  | Continuing Education |
| Berta Harris         | Academic Senate President Designee  | City College         |
| Terrie Hubbard       | Classified Senate President   | Miramar College      |
| Nancy Lane           | Manager, Fiscal Services  | District Office      |
| Lorenze Legaspi      | Vice President, Administrative Services   | Mesa College         |
| Jim Mahler           | AFT Representative - Appointed  | AFT                  |
| Laura Murphy         | Academic Senate President Designee  | Miramar College      |
| Lynn Ceresino Neault | Vice Chancellor, Student Services   | District Office      |
| Kim Perigo           | Academic Senate President   | Mesa College         |
| Charles Rogers       | Controller  | District Office      |
| Jacqueline Sabanos   | Vice President, Administrative Service  | Continuing Education |
| Vacant               | Vice President, Administrative Services   | City College         |

## **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 colleges and Continuing Education 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 2018-2019**

|                      |  |                      |
|----------------------|--|----------------------|
| Jennifer Boots       | College Curriculum Co-chair                        | City College         |
| Stephanie Bulger     | Vice Chancellor, Instructional Services, CIC Chair | District Office      |
| Tillie Chavez        | Vice President, Instruction                        | City College         |
| Michelle Fischthal   | Vice President, Instruction                        | Continuing Education |
| Richard Gholson      | Continuing Education Curriculum                    | Continuing Education |
| Shelly Hess          | Dean, Instructional Services, CIC Co-chair         | District Office      |
| Andrew Hoffman       | College Curriculum Chair                           | Mesa College         |
| Paulette Hopkins     | Vice President, Instruction                        | Miramar College      |
| Lynn Ceresino Neault | Vice Chancellor, Student Services                  | District Office      |
| Elizabeth Norvell    | Articulation Officer                               | City College         |
| Isabel O'Connor      | Vice President, Instruction                        | Mesa College         |
| Mara Palma-Sanft     | Articulation Officer                               | Miramar College      |
| Juliette Parker      | Articulation Officer                               | Mesa College         |
| Duane Short          | 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 staff 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, Continuing Education 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.

### Responsibility and Authority

1. Responsibilities
  - a. To review and recommend items pending Board of Trustees consideration and to advise the Chancellor relative to those matters contained therein.
  - b. 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.
  - c. To identify “general issues” for discussion and follow up and/or formal assignment to staff and other committees.
2. Authority
  - a. The council may request appropriate college/District personnel to provide other services considered necessary to accomplish the functions and responsibilities described and assigned herein.
  - b. The council may refer matters to the other college/District standing councils for their review and consideration.
  - c. 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.

## PARTICIPATORY GOVERNANCE

### 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 to review with the Chancellor various reports or recommendations prior to their 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 2018-2019</u> |   |                      |
| Constance M. Carroll        | Chancellor, Committee Chair                                 | District Office      |
| Justin Akers                | Academic Senate Designee                                    | City College         |
| Jack Beresford              | Director, Communications and Public Relations               | District Office      |
| Alana Mahal Bermodes        | AS President and Student Trustee                            | Miramar College      |
| Vic Bocaya                  | Police Officers Association                                 | District Office      |
| John Bromma                 | Academic Senate Designee                                    | Continuing Education |
| Stephanie Bulger            | Vice Chancellor, Instructional Services                     | District Office      |
| Sofia Castellani-Staedler   | AS President and Student Trustee                            | Mesa College         |
| Carlos Turner Cortez        | President   | Continuing Education |
| Bonnie Ann Dowd             | Executive Vice Chancellor, Business and Technology Services | District Office      |
| Jan Jarrell                 | Academic Senate President                                   | City College         |
| Patricia Hsieh              | President   | Miramar College      |
| Terrie Hubbard              | Classified Senate President                                 | Miramar College      |
| Neill Kovrig                | Classified Senate President                                 | Continuing Education |
| Trina Larson                | Classified Senate President                                 | Mesa College         |
| Andrew Leal                 | AS President and Student Trustee                            | City College         |
| Pamela Luster               | President   | Mesa College         |
| Jim Mahler                  | AFT President   |                      |
| Christopher Manis           | Vice Chancellor, Facilities Management                      | District Office      |
| Marie McMahon               | Academic Senate President                                   | Miramar College      |
| Laura Murphy                | Academic Senate Designee                                    | Miramar College      |
| Lynn Ceresino Neault        | Vice Chancellor, Student Services                           | District Office      |
| Awana Payne                 | Classified Senate President                                 | City College         |
| Kim Perigo                  | Academic Senate President                                   | Mesa College         |
| Ricky Shabazz               | President   | City College         |
| Will Surbrook               | Vice Chancellor, Human Resources                            | District Office      |
| Danielle Short              | AFT Classified Representative                               |                      |
| Manuel Velez                | Academic Senate Designee                                    | Mesa College         |
| Richard Weinroth            | Academic Senate President                                   | Continuing Education |

## **Management Services Council**

---

### **Description**

The Management Services Council serves as the forum where districtwide staff 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, Continuing Education, 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.

## PARTICIPATORY GOVERNANCE

### 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

#### Membership 2018-2019

|                    |   |                      |
|--------------------|---|----------------------|
| Christopher Manis  | Vice Chancellor, Facilities Management, Committee Chair                   | District Office      |
| Roxann Aubrey      | Acting Vice President, Administrative Services                            | City College         |
| Brett Bell         | Vice President, Administrative Services                                   | Miramar College      |
| Don Bertram        | Acting Director, Information Technology Business and Technology Services  | District Office      |
| Aimee Gallagher    | Director, Employee Relations Human Resources                              | District Office      |
| Jeff Higginbotham  | Director, Disability Support Programs & Services (DSPS), Student Services | District Office      |
| Erin Milligan Hill | Director, Employment and Professional Development, Human Resources        | District Office      |
| Lorenze Legaspi    | Vice President, Administrative Services                                   | Mesa College         |
| Rochelle Lowe      | Director, Business Support Services                                       | District Office      |
| Amertah Perman     | Dean, Career and Workforce Development, Instructional Services            | District Office      |
| Charles Rogers     | Controller, Business and Technology Services                              | District Office      |
| Jacqueline Sabanos | Vice President, Administrative Services                                   | Continuing Education |

## **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 and Continuing Education. 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 2018-2019**

|                      |  |                      |
|----------------------|--|----------------------|
| Lynn Ceresino Neault | Vice Chancellor, Student Services, Council Chair | District Office      |
| Rick Cassar          | Academic Senate                                  | Miramar College      |
| Adrian Gonzales      | Vice President, Student Services                 | Miramar College      |
| Ashanti Hands        | Vice President, Student Services                 | Mesa College         |
| Leroy Johnson        | Academic Senate                                  | Mesa College         |
| Bernice Lorenzo      | Academic Senate                                  | City College         |
| Cat Prindle          | Academic Senate                                  | Continuing Education |
| Vacant               | Vice President, Student Services                 | Continuing Education |
| Denise Whisenhunt    | Vice President, Student Services                 | City 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 Student Services or designee.

### **Voting Membership**

|                       |                   |
|-----------------------|-------------------|
| City College:         | 2 representatives |
| Mesa College:         | 2 representatives |
| Miramar College:      | 2 representatives |
| 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 Continuing Education, 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**

**Membership 2018-2019**

|                           |  |                 |
|---------------------------|--|-----------------|
| Shakerra Carter           | Associate Dean, Outreach, Advisor          | District Office |
| Lynn Ceresino Neault      | Vice Chancellor, Student Services, Advisor | District Office |
| Andrew Leal               | Student Trustee                            | City College    |
| Sofia Castellani-Staedler | Student Trustee                            | Mesa College    |
| Alana Mahal Bermodes      | Student Trustee                            | Miramar College |
| Marciano Perez            | Dean, Student Affairs                      | City College    |
| Victoria Kerba Miller     | Dean, Student Affairs                      | Mesa College    |
| Cheryl Barnard            | Dean, Student Affairs                      | Miramar 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/Continuing Education.

#### 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/Continuing Education;
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.

## PARTICIPATORY GOVERNANCE

### District Marketing and Outreach Committee

#### Membership 2018-2019

|                          |   |                      |
|--------------------------|---|----------------------|
| Jack Beresford           | Director, Communications and Public Relations,<br>Committee Chair | District Office      |
| Ranessa Ashton           | Public Information Officer  | Continuing Education |
| David Brooks             | Multimedia Specialist   | District Office      |
| Shakerra Carter          | Associate Dean, District Outreach                                 | District Office      |
| Char Cook                | Digital Communications Specialist                                 | District Office      |
| Genevieve Esguerra       | Outreach Coordinator  | Mesa College         |
| Vacant                   | Publications Editor and Supervisor                                | District Office      |
| Cesar Gumapas            | Public Information Officer  | City College         |
| Jennifer Kearns          | Public Information Officer  | Mesa College         |
| Truongson “Sonny” Nguyen | Outreach Coordinator  | Miramar College      |
| Steve Quis               | Public Information Officer  | Miramar College      |
| Trevor Walker            | Outreach Coordinator  | City College         |
| Vacant                   | Outreach Coordinator  | Continuing Education |

### District Research Committee

---

#### Description

The District Research Committee (DRC) reports to the Chancellor's Cabinet and consists of members who meet to coordinate the research and planning priorities throughout the SDCCD. It shall function as the central coordinating body for the SDCCD research and planning priorities and shall provide leadership and guidance on initiatives that systematically promote a stronger culture of evidence. The committee will help coordinate and prioritize the joint efforts of campus-based and district-based researchers to avoid duplication of effort and enhance the effectiveness of a districtwide community of researchers.

#### Functions and Responsibilities

1. Develop recommendations and initiatives that systematically promote a culture of evidence at the campuses and District level.
2. Coordinate the development of a districtwide research agenda that responds to statewide initiatives and priorities of the Board of Trustees, as well as campus research agendas, and avoids duplication of effort, and maximizes the effectiveness of all research resources.
3. Identify and coordinate the use of new technologies to meet research and strategic planning needs.
4. Ensure that informational reports, studies, and research are accessible to the stakeholder community in a user-friendly format.
5. Act as an advisory and resource body to assist in creating greater access and coordination of information resources within the colleges/District and among contracting agencies outside the District.
6. Recommend research and planning priorities to the Chancellor's Cabinet, and report on issues of research, planning, and strategic direction.
7. Coordinate implementation of the SDCCD research and planning priorities through existing campus and Continuing Education committees.

#### Authority

1. Recommends research agenda and planning priorities to the Chancellor's Cabinet.
2. Initiates special studies and research designs as required for state reporting.

Reference: Procedure 0020.1.

**District Research Committee**

**Membership 2018-2019**

|                           |  |                      |
|---------------------------|--|----------------------|
| Natalia Córdoba-Velásquez | Director, Institutional Research,<br>Chair       | District Office      |
| Bridget Herrin            | Associate Dean,<br>Institutional Effectiveness   | Continuing Education |
| Madeleine Hinkes          | Dean, Institutional Effectiveness                | Mesa College         |
| Hai Hoang                 | Campus-based Researcher                          | Mesa College         |
| Clair Johnson             | Campus-based Researcher                          | City College         |
| Jessica Luedtke           | Dean, Institutional Effectiveness                | Continuing Education |
| Daniel Miramontez         | Dean, School of PRIE, Library,<br>and Technology | Miramar College      |
| Susan Murray              | Dean, Institutional Effectiveness                | City College         |
| Patrick Panelli           | Research Analyst                                 | District Office      |
| Xi Zhang                  | Campus-based Researcher                          | Miramar College      |
| TBD*                      | Faculty  | City College         |
| TBD*                      | Faculty  | Continuing Education |
| TBD*                      | Faculty  | Mesa College         |
| TBD*                      | Faculty  | Miramar College      |

\* Academic Senate Appointment

### 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/Continuing Education.

#### 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/Continuing Education; 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/Continuing Education 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/Continuing Education;
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 2018-2019**

|                   |  |                      |
|-------------------|--|----------------------|
| Stephanie Bulger  | Vice Chancellor, Instructional Services, Chair           | District Office      |
| John Bromma       | Academic Senate President/Designee                       | Continuing Education |
| Bonnie Ann Dowd   | Business Planning and Development Council<br>Chairperson | District Office      |
| Rob Fremland      | Academic Senate President/Designee                       | Mesa College         |
| Naomi Grisham     | Academic Senate President/Designee                       | Miramar College      |
| Madeleine Hinkes  | Dean, Institutional Effectiveness/Designee               | Mesa College         |
| Terrie Hubbard    | Classified Senate President/Designee                     | Miramar College      |
| Jan Jarrell       | Academic Senate President/Designee                       | City College         |
| Neill Kovrig      | Classified Senate President/Designee                     | Continuing Education |
| Trina Larson      | Classified Senate President/Designee                     | Mesa College         |
| Andrew Leal       | United Student Council Representative                    | City College         |
| Jessica Luedtke   | Dean, Institutional Effectiveness/Designee               | Continuing Education |
| Daniel Miramontez | Dean, School of PRIE, Library and Technology             | Miramar College      |
| Susan Murray      | Dean, Institutional Effectiveness/Designee               | City College         |
| Lynn Neault       | Student Services Council Representative                  | District Office      |
| Jay Purnell       | Classified Senate President/Designee                     | City College         |

Office of Institutional Research and Planning by invitation.

## 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.

| <b>Trustee Advisory Council</b> |                         |
|---------------------------------|-------------------------|
| <u><b>Membership</b></u>        |                         |
| Luis Barrios                    | Fayaz Nawabi            |
| Phil Blair                      | Alberto M. Ochoa        |
| Willie Blair                    | Olivia Puentes-Reynolds |
| Nola Butler-Byrd                | Jared Quiant            |
| Clint Carney                    | Martha Rañón            |
| Dwayne Crenshaw                 | Gary Rotto              |
| Ralph Dimarucut                 | Evonne Seron Schulze    |
| Ricardo A. Flores               | Cecil Steppe            |
| Carol Kim                       | Mark Tran               |
| Terra Lawson-Remer              | David Valladolid        |
| Jeff Marston                    | Sid Voorakkara          |
| Alan Mobley                     | 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

| <b>Citizens' Oversight Committee</b> |   |
|--------------------------------------|---|
| <b><u>Membership 2018-2019</u></b>   |   |
| Thomas Kaye                          | Chairperson – Foundation/Advisory Committee Member      |
| Jane Gawronski                       | Vice Chairperson – Senior Citizens' Organization Member |
| Alana-Mahal Bermodes                 | Student Member  |
| Leslie Bruce, J.D.                   | Member-at-Large   |
| Mike Frattali                        | Taxpayer Organization Member                            |
| Shandon Harbour                      | Taxpayer Organization Member                            |
| Robert Kiesling                      | Taxpayer Organization Member                            |
| Ed Oremon                            | Member-at-Large   |
| Yen Tu                               | Business Organization Member                            |
| Linda Zintz                          | 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](mailto:fscc@sdccd.edu).







#### Board of Trustees

Sean Elo  
 Mary Graham  
 Craig Milgrim  
 Bernie Rhinerson  
 Maria Nieto Senour, Ph.D.

#### Chancellor

Constance M. Carroll, Ph.D.

#### Presidents

Ricky Shabazz, Ed.D., San Diego City College  
 Pamela T. Luster, Ed.D., San Diego Mesa College  
 Patricia Hsieh, Ed.D., San Diego Miramar College  
 Carlos O. Turner Cortez, Ph.D., San Diego Continuing Education

The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego 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 Continuing Education**  
 4343 Ocean View Boulevard  
 San Diego, CA 92113-1915

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

**2 CE 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