



SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College • Mesa College
Miramar College • Continuing Education

Administration and Governance Handbook 2014-2015



Welcome to the New Academic and Fiscal Year

2014-2015

The San Diego Community College District is the second-largest of California's 72 community college districts. Although each district is the legal entity for funding and employment purposes, the 112 colleges that fall under the oversight of these 72 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 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 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 administrative, faculty, and classified staff 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 written in a cursive, flowing style.

Constance M. Carroll, Ph.D.
Chancellor

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HISTORY

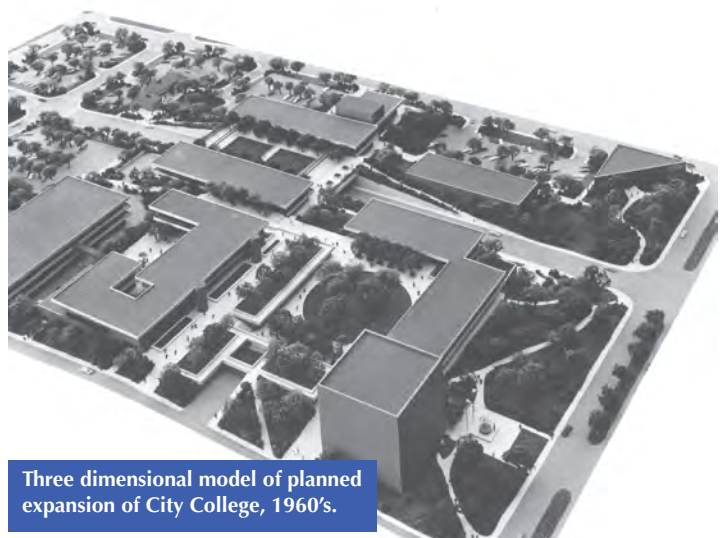


Junior College students march from San Diego High School, original site of the San Diego Community College District, 1918.

San Diego City College, San Diego Mesa College, and San Diego Miramar College are public two-year community colleges administered by the San Diego Community College District. The 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.

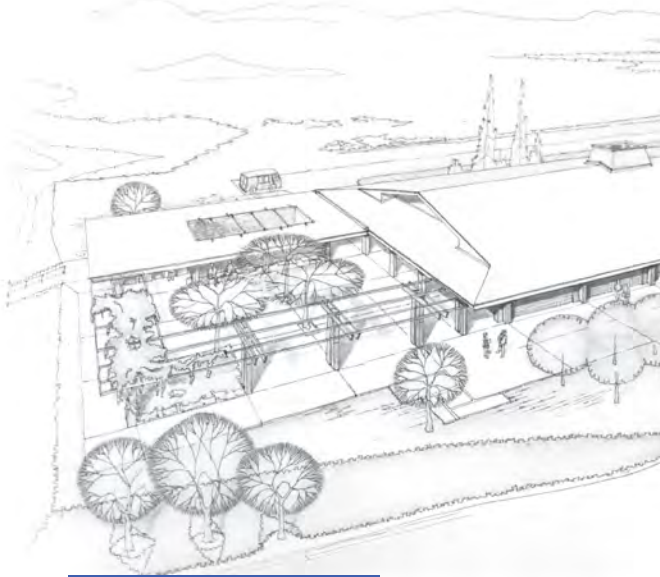
Community college education in San Diego can be traced to 1914 when the Board of Education of the San Diego City Schools authorized postsecondary classes for the youth of San Diego. Classes opened that fall at San Diego High School with four faculty members and 35 students.

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 the second-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.

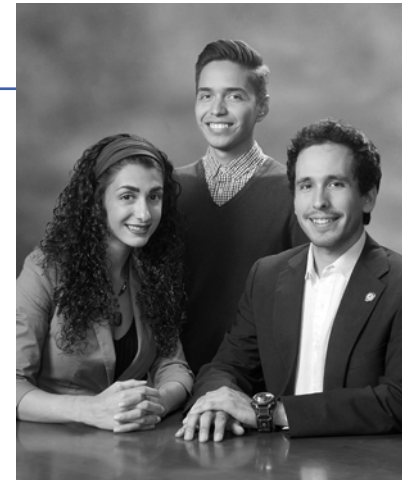


The San Diego Community College District Board of Trustees: (from left, back row) Peter Zschiesche, Mary Graham (front row) Bernie Rhinerson, Maria Nieto Senour, Ph.D., Rich Grosch.

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) Olivia Light (Miramar College) Adam Garcia (City College) Jesus M. Escudero (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) 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) Peter Zschiesche, Mary Graham
(front row) Bernie Rhinerson, Maria Nieto Senour, Ph.D., Rich Grosch



Dr. Constance M. Carroll
Chancellor

District Operations
(619) 388-6957

SAN DIEGO
CITY COLLEGE



Dr. Anthony Beebe
President

Campus Operations
(619) 388-3453

SAN DIEGO
MESA COLLEGE



Dr. Pamela Luster
President

Campus Operations
(619) 388-2721

SAN DIEGO
MIRAMAR
COLLEGE



Dr. Patricia Hsieh
President

Campus Operations
(619) 388-7834

SAN DIEGO
CONTINUING
EDUCATION

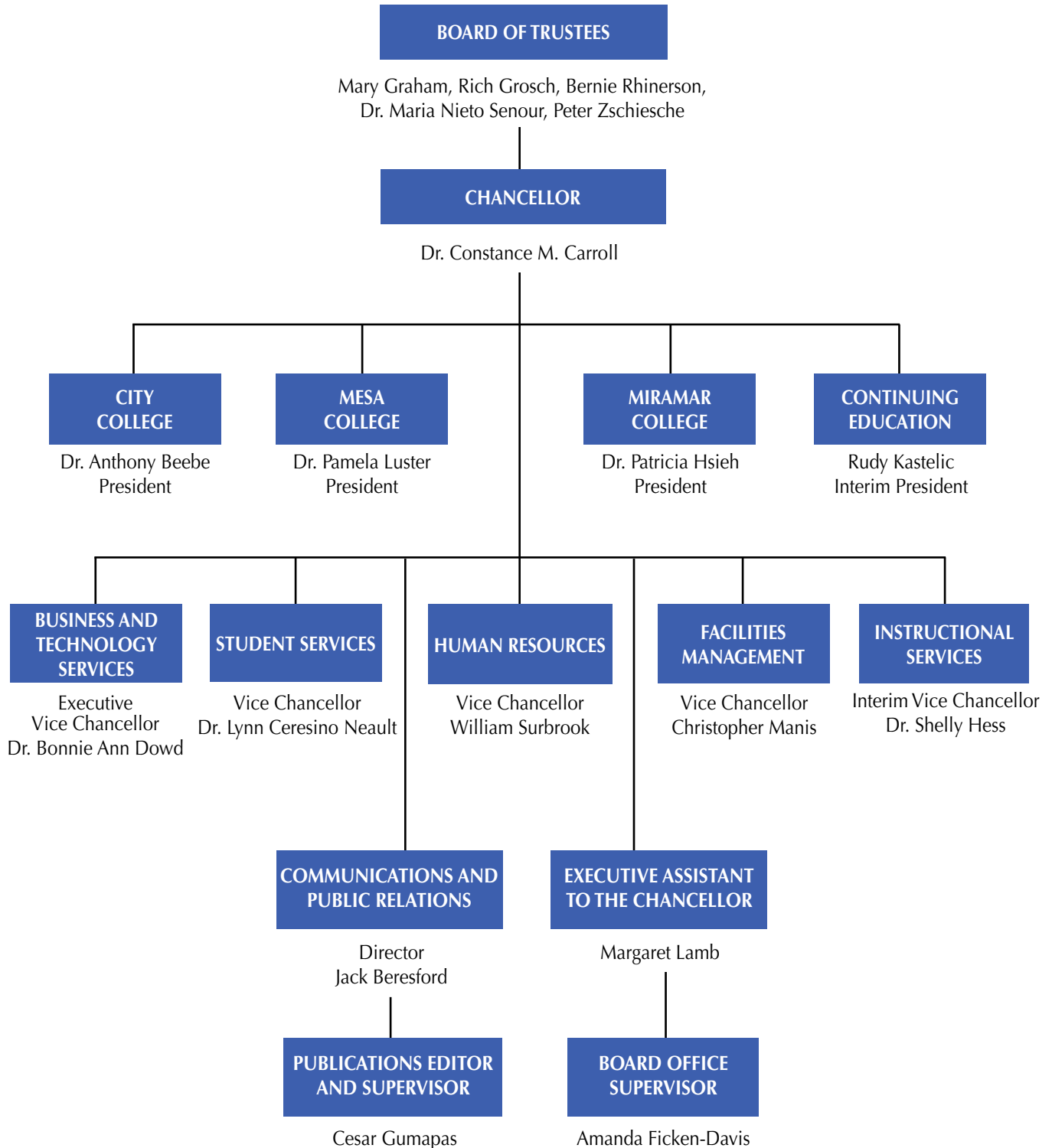


Rudy Kastelic
Interim President

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, Facilities Management, Human Resources, Instructional Services and Planning, 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 various District operations. 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 of the college/Continuing Education. The Presidents report to the Chancellor. The President is responsible for the day-to-day operation of the total college/Continuing Education program and provides leadership and coordination for all programs, services, and operational matters. The Presidents and Chancellor provide overall leadership and operational authority on all of the functional areas that follow.

Bookstore/Cafeteria (ABSO)

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 (ABSO). Management and oversight of ABSO is the responsibility of the Executive Vice Chancellor, Business and Technology Services. All cafeteria and bookstore operations are managed centrally and have indirect consultative relationships with the Vice President of Administrative Services at each college 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 Presidents of Administrative Services

The Board of Trustees delegates budget development to the District administration, 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 Development and Institutional Planning Advisory Committee, comprised of faculty leaders and administrators from throughout the District. Once funds are distributed, the colleges and 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 also responsible for the development, maintenance, and execution of emergency response operations for the District and reporting requirements under the Clery Act.

Facilities Planning and Operations

District – Vice Chancellor, Facilities Management

Colleges/Continuing Education – Vice Presidents 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 also 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 very 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 administering all policies and procedures related to the expenditure of funds, and has responsibility for audit compliance. Once a budget is developed and approved 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 District administration. The functional responsibilities include negotiations, contract management, hiring procedures and processes, workers' compensation, employee benefits, employee records, payroll, legal services, 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 also coordinated through this department. Job classifications and descriptions are developed and maintained by the District Office. The hiring process also is 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 also 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

Colleges/Continuing Education – President; Director of Information Technology

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.

Institutional Research and Planning

District – Vice Chancellor, Student Services; Director, Institutional Research and Planning

Colleges/Continuing Education – President; College Researcher

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, as well as college-based researchers at each college and Continuing Education that support college data and information needs. The college-based researchers report to the colleges and Continuing Education for work direction and research priorities, along with a formal reporting relationship with the District Office for training, evaluation, research protocols, database management, and support for projects that are districtwide in scope. The central office is responsible for annual accountability reporting, enrollment projections, state reporting and developing a culture of evidence for the District. The District Institutional Research staff and college-based researchers 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 office maintains a comprehensive website and the staff provide support to the Chancellor and Board of Trustees. The department is also responsible for establishing an annual research agenda for the District and supporting the colleges and Continuing Education in development of their research agendas.

DELINEATION OF FUNCTIONS

Instructional Services and Planning

District – Vice Chancellor, Instructional Services and Planning

Colleges/Continuing Education – Vice President of Instruction/Vice President of Instruction and Student Services (Continuing Education)

Curriculum development, as well as provision of the academic program, is the responsibility of the Vice Presidents of Instruction at the colleges and Vice President of Instruction and Student Services at 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 and Planning, 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 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 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. 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.

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 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 content of the District website, a source of information for both external and internal constituents.

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/Vice President of Instruction and Student Services (Continuing Education)

Student Services program development and operations are the responsibility of the Vice Presidents of Student Services at the colleges and the Vice President of Instruction and Student Services at 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 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. Compliance with state and federal laws, including legal matters related to students and records are also 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

Cesar Gumapas
388-6914

**Instructional Services
and Planning**

Interim Vice Chancellor

Dr. Shelly Hess

District Office, Room 125
Phone: (619) 388-6965
Fax: (619) 388-6549



Administrative Assistant

Irene Williams
388-6965

Curriculum and Instructional Services

Dr. Shelly Hess
388-6963

District Strategic Planning Initiatives

Dr. Shelly Hess, Committee Chair
388-6965

Economic Development Programs

Dr. Sharon Rhodes, Dean
388-6876

Military Education

Michael Curtis, Director
City College
388-3329

Online and Distributed Learning Programs

Dr. Kats Gustafson, Dean
388-6750

Workforce Education Programs

Dr. Lorraine Collins, Dean
388-6830

**Business and
Technology Services**



Executive Vice Chancellor
Dr. Bonnie Ann Dowd

District Office, Room 210
Phone: (619) 388-6975
Fax: (619) 388-6670

Administrative Assistant
Nancy Johnson
388-6975

Acquisition, Inventory, and Receiving
Gary Waldrop, Supervisor
388-1180

Bookstore Services
Nancy Wichmann, Manager
388-2643

Business Support Services
Vacant, Director
388-6562

**District Reprographics,
Digital Production, and Mailroom**
Benny Davila, Supervisor
388-6574

Fiscal Services
Charles Rogers, Controller
388-6555

Food Services
Gayla Pierce, Manager
388-1176

Information Technology
Kent Keyser, Director
388-6939

Keith Barron, Assistant Director
388-6728

Purchasing and Contract Services
Ed Cook, 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
Raymund Aguirre
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

Student Services

Vice Chancellor

Dr. Lynn Ceresino Neault

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



Administrative Assistant

Mariel Ramos
388-6922

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

Dr. Gail J. Conrad, Director
Room 275
388-6811
388-6534 fax

Outreach/Relations with Schools

Larry Maxey, Associate Dean
388-6703

Research and Planning

Dr. Cathy Hasson, Director
388-6944

Student Records

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

Student Services

Catrina Hixon, Director
388-6922

Human Resources

Vice Chancellor

William Surbrook

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



Administrative Assistant

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

Sylvia Swenson, Director
Room 380
388-6582

Employment and Professional Development

Erin Milligan Hill, Director
Room 330
388-6579

Legal Services/EEO

Mary Rogers, Director
Room 385
388-6591

Payroll

Carlos Barreiro, Supervisor
Room 380
388-6582

Risk Management

Frank Fennessey, Risk Manager
Room 385
388-6953

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 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 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. This policy also does not limit other rights and responsibilities of management and the Board as specifically provided in existing state and other regulations.

The major District participatory governance councils and committees are:

- Budget Development and Institutional Planning Advisory Committee
- District Governance Council
- District Marketing and Outreach Committee
- District Strategic Planning Committee
- Districtwide Research Committee
- Instructional Council
- Management Services Council
- Student Services Council

Other committees and workgroups may function under the auspices of the Vice Chancellors in order to carry out specific functions.

Budget Development and Institutional Planning Advisory Committee

Description

The Budget Development and Institutional Planning Advisory (BDIPA) Committee shall be entrusted with the task of making recommendations to the Chancellor on districtwide budget and planning issues. This committee shall be comprised of representatives from student, faculty, staff, and administration. The committee shall not address matters which are negotiable. Specifically, the Committee:

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 committee's charge.
2. To meet, as required, and to encourage full participation in the budget development process.
3. The committee shall have access to District financial information related to budget development and institutional planning matters.
4. Committee to advise or participate on broad districtwide discussion of fiscal issues, such as:
 - a. Health and welfare cost
 - b. Allocation formulas
 - c. Budget development model
 - d. Capital outlay (equipment and deferred maintenance only) districtwide expenditures
 - e. Districtwide program improvements
 - f. Analyze, advise, and review the districtwide Educational Master Plan goals, and strategic plan goals, and resource allocation
5. Make recommendations on alternative sources of obtaining revenues from external sources.
6. Recommendation for adoption of new districtwide educational programs, development of new centers and their budgetary and planning fiscal impact.

Authority

The main task of the committee is to make recommendations, to meet the needs of the students, 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 and budgeting their unit 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 Development and Institutional Planning Advisory Committee

Membership 2014-2015

Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services, Committee Chair	District Office
Joyce Allen	Classified Senate President	Miramar College
Rachelle Agatha	Vice President, Administrative Services	Mesa College
Seher Awan	Vice President Administrative Services	City College
Brett Bell	Vice President, Administrative Services	Miramar College
Sally Deaton	Academic Senate Designee	City College
Buran Haidar	Academic Senate President	Miramar College
Terry Kohlenberg	Academic Senate President	Mesa College
Nancy Lim	Accounting Supervisor	District Office
Jim Mahler	AFT Representative - Appointed	
Lynn Ceresino Neault	Vice Chancellor, Student Services	District Office
Bob Parker	Vice President, Administrative Services	Continuing Education
Timothy Pawlak	Academic Senate President	Continuing Education
Charles Rogers	Controller	District Office
Vacant	Manager, Fiscal Services, Business and Technology Services	District Office

Curriculum and Instructional Council

Description

The Curriculum and Instructional Council (CIC) reports to the Chancellor’s Cabinet and consists of members who meet to review and coordinate instructional matters. The council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the 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 2014-2015

Shelly Hess	Interim Vice Chancellor, Instructional Services, Committee Chair	District Office
Randy Barnes	Vice President, Instruction	City College
Roanna Bennie	Vice President, Instruction	Miramar College
Brian Ellison	Vice President, Instruction and Student Services	Continuing Education
Shelly Hess	Dean, Instructional Services	District Office
Jan Lombardi	Curriculum Co-Chair	City College
Tim McGrath	Vice President, Instruction	Mesa College
Donna Namdar	Curriculum Chair	Continuing Education
Lynn Ceresino Neault	Vice Chancellor, Student Services	District Office
Elizabeth Norvell	Articulation Officer	City College
Mara Palma-Sanft	Articulation Officer	Miramar College
Juliette Parker	Articulation Officer	Mesa College
Michelle "Toni" Parsons	Curriculum Chair	Mesa College
Desiree Payne	Senior Secretary, Curriculum and Instructional Services	District Office
Erica Plourde	Curriculum Analyst, Curriculum and Instructional Services	District Office
Carmen Scott	Curriculum Technician, Curriculum and Instructional Services	District Office
Deanna Shelton	Curriculum Co-Chair	City College
Duane Short	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

Membership 2014-2015

Constance M. Carroll	Chancellor, Committee Chair	District Office
Anthony Beebe	President	City College
Jack Beresford	Director, Communications and Public Relations	District Office
Bonnie Ann Dowd	Executive Vice Chancellor, Business and Technology Services	District Office
Jesus Escudero	AS President and Student Trustee	Mesa College
Rob Fremland	Academic Senate Designee	Mesa College
Adam Garcia	AS President and Student Trustee	City College
Buran Haidar	Academic Senate President	Miramar College
Peter Haro	Academic Senate Designee	City College
Berta Harris	Academic Senate President	City College
Shelly Hess	Interim Vice Chancellor, Instructional Services	District Office
Patricia Hsieh	President	Miramar College
Terrie Hubbard	Classified Senate President	Miramar College
Rudy Kastelic	Interim President	Continuing Education
Terry Kohlenberg	Academic Senate President	Mesa College
Neill Kovrig	Classified Senate President	Continuing Education
Angela Liewen	Classified Senate President	Mesa College
Olivia Light	AS President and Student Trustee	Miramar College
Pamela Luster	President	Mesa College
Christopher Manis	Vice Chancellor, Facilities Management	District Office
Marie McMahon	Academic Senate Designee	Miramar College
Lynn Ceresino Neault	Vice Chancellor, Student Services	District Office
Timothy Pawlak	Academic Senate President	Continuing Education
Yvonne Schmeltz	Classified Senate President	City College
Will Surbrook	Vice Chancellor, Human Resources	District Office
Richard Weinroth	Academic Senate Designee	Continuing Education

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.

District Marketing and Outreach Committee

Membership 2014-2015

Jack Beresford	Director, Communications and Public Relations, Committee Chair	District Office
Ranessa Ashton	Public Information Officer	Continuing Education
Heidi Bunkowske	Public Information Officer	City College
Genevieve Esguerra	Outreach Coordinator	Mesa College
Cesar Gumapas	Publications Editor and Supervisor	District Office
Lina Heil	Public Information Officer	Mesa College
Larry Maxey	Associate Dean, District Outreach	District Office
Truongson "Sonny" Nguyen	Outreach Coordinator	Miramar College
Vacant	Public Information Officer	Miramar College
Vacant	Outreach Coordinator	City College
Vacant	Outreach Coordinator	Continuing Education

District Strategic Planning Committee

Description

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

District Strategic Planning Committee

Membership 2014-2015

Shelly Hess	Interim Vice Chancellor, Instructional Services, Committee Chair	District Office
Joyce Allen	Classified Senate President	Miramar College
Ranessa Ashton	Public Information Officer	Continuing Education
Libbier Bakit	Classified Senate Designee	Continuing Education
Randy Barnes	Vice President, Instruction	City College
Salley Deaton	Academic Senate Designee	City College
Daphne Figueroa	Academic Senate Designee	Miramar College
Cathy Hasson	Director, Research and Planning	District Office
Madeleine Hinkes	Academic Senate Designee	Mesa College
Tim McGrath	Vice President, Instruction	Mesa College
Pete Miles	Academic Senate Designee	Continuing Education
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Yvonne Schmeltz	Classified Senate President	City College
Vacant	Student Representative	
Vacant	Administrator	Mesa College

Districtwide Research Committee

Description

The Districtwide 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 strongly complements campus research agendas, 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 via web, email, or list serve methods.
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.
7. Coordinate implementation of the SDCCD research and planning priorities through existing campus and Continuing Education committees.
8. Report to the Chancellor's Cabinet on issues of research, planning, and strategic direction.

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.

Districtwide Research Committee

Membership 2014-2015

Cathy Hasson	Director, Institutional Research and Planning, Committee Chair	District Office
Lou Ascione	Dean, School of Liberal Arts	Miramar College
Sam Ballard	Campus-based Researcher	Miramar College
John Bromma	Faculty	Continuing Education
Brian Ellison	Vice President, Instruction and Student Services	Continuing Education
Berta Harris	Faculty	City College
Bri Hays	Campus-based Researcher	Mesa College
Shelly Hess	Interim Vice Chancellor, Instructional Services and Planning	District Office
Corrine Layton	Faculty	Continuing Education
Jessica Luedtke	Research Analyst	District Office
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Dina Miyoshi	Faculty	Mesa College
Denise Whisenhunt	Vice President, Student Services	City College
Xi Zhang	Campus-based Researcher	City College

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.

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 2014-2015

Christopher Manis	Vice Chancellor, Facilities Management, Committee Chair	District Office
Rachelle Agatha	Vice President, Administrative Services	Mesa College
Seher Awan	Vice President, Administrative Services	City College
Brett Bell	Vice President, Administrative Services	Miramar College
Gail Conrad	Director, Disability Support Programs & Services (DSPS), Student Services	District Office
Kent Keyser	Director, Information Technology Business and Technology Services	District Office
Erin Milligan Hill	Director, Employment and Professional Development, Human Resources	District Office
Bob Parker	Vice President, Administrative Services	Continuing Education
Sharon Rhodes	Dean, Economic Development, Instructional Services	District Office
Charles Rogers	Controller, Business and Technology Services	District Office
Sylvia Swenson	Director, Employee Services, Human Resources	District Office
Nancy Wichmann	Manager, Auxiliary Business Services Organization, Bookstore Services, Business and Technology Services	District Office

Student Services Council

Description

The District Student Services Council reports to the Chancellor's Cabinet and consists of the Chief Student Services officers and Academic Senate leadership from each college 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 2014-2015

Lynn Ceresino Neault	Vice Chancellor, Student Services, Committee Chair	District Office
Julianna Barnes	Vice President, Student Services	Mesa College
Ailene Crakes	Academic Senate	Mesa College
Brian Ellison	Vice President, Instruction and Student Services	Continuing Education
Stephen Flores	Academic Senate	Continuing Education
Cathi Lopez	Academic Senate	City College
David Navarro	Academic Senate	Miramar College
Gerald Ramsey	Vice President, Student Services	Miramar College
Denise Whisenhunt	Vice President, Student Services	City College

Trustee Advisory Council

Description

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

Function

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

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

Composition

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

Authority of the Council

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

Term of Office

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

Frequency of Meetings

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

Reference: Procedure 1020.

Trustee Advisory Council	
<u>Membership</u>	
Willie Blair	Alan Mobley
Nola Butler-Byrd	Alberto Ochoa
Clint Carney	Olivia Puentes-Reynolds
Laurie Coskey	Gary Rotto
Dwayne Crenshaw	Evonne Seron Schulze
Herb Delute	Cecil Steppe
Ricardo A. Flores	David Valladolid
Bob Garber	Sid Voorakkara
Jeff Marston	

The 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

Propositions S and N Citizens' Oversight Committee

Membership

Evonne Seron Schulze	Chairperson – Senior Citizens Organization Member
Ed Oremen	Vice Chairperson – Member at Large
Leslie Bruce	Member at Large
Sunita Cooke	Member at Large
Scott Crosby	Taxpayer Organization Member
Jean-Paul de Kervor	Member at Large
Pierre Domercq	Member at Large
Gerald Hosenkamp	Taxpayer Organization Member
Tom Kaye	Foundation/Advisory Committee Member
Sarah Kruer Jager	Member at Large
David MacVean	At Large
Thomas Scanlan	Member at Large
Rosalie Schwartz	Member at Large
Glen Sparrow	Taxpayer Organization Member
Christopher Michael Ward	Member at Large
Carolina Moreno	Student Member

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.



★ 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 Centre City Campus
 1400 Park Boulevard
 San Diego, CA 92101-4721

3 César Chávez Campus
 1960 National Avenue
 San Diego, CA 92113-2116

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

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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.