

# Administrative and Governance Handbook

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2024-25



**SAN DIEGO**  
Community College District





**2024-2025**

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## **Administrative and Governance Handbook**

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 118 colleges that fall under the oversight of these 73 districts have responsibilities for instruction and services to the 1.2 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 San Diego Community College District uplifts diverse individuals and communities through culturally affirming teaching, learning, and work environments*

We celebrate the excellence and commitment of everyone serving our communities at City College, Mesa College, Miramar College, College of Continuing Education, and the District Office, which includes the District Service Center and College Police. The District's planning and decision-making functions are conducted in accordance with administrative procedures and participatory governance consultation. The processes are complementary to each other and are presented for your review in this handbook.

We celebrate diversity, equity, inclusion, and accessibility and continuously work to ensure all students, employees, and community members experience safe, healthy, and respectful educational environments, especially as defined by academic freedom. We have established measures to prevent any forms of discrimination or unprofessional conduct within the workplace and classrooms of our District. We are fortunate in having a governing board, administrators, faculty, and classified professionals who are committed to this philosophy.

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

We are pleased to provide the SDCCD'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 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 "Gregory Smith". The signature is fluid and cursive.

Gregory Smith  
Chancellor



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## HISTORY

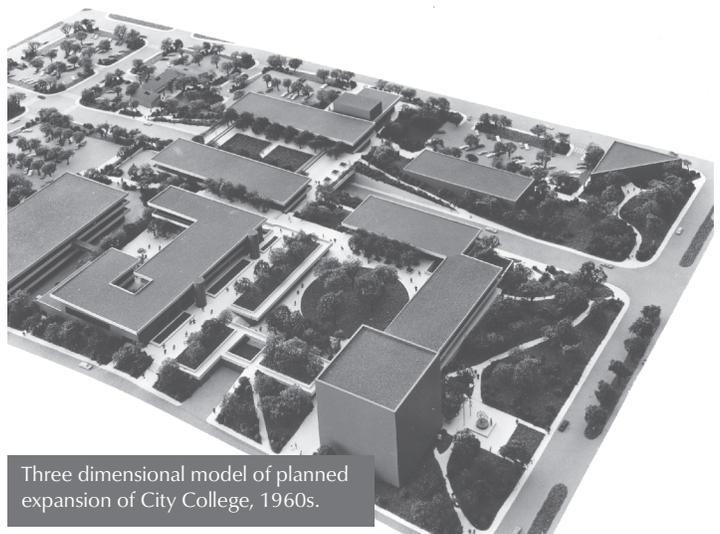


Junior College students march from San Diego High School, original site of the San Diego Community College District, 1918.

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 credit colleges offer programs leading to transfer, employment, skills improvement, and limited baccalaureate degrees. Also under the auspices of the District is San Diego College of Continuing Education 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, City College offers a bachelor's degree in Cyber Defense and Analysis, and Miramar College will offer a bachelor's degree in Public Safety Management beginning in fall 2025.

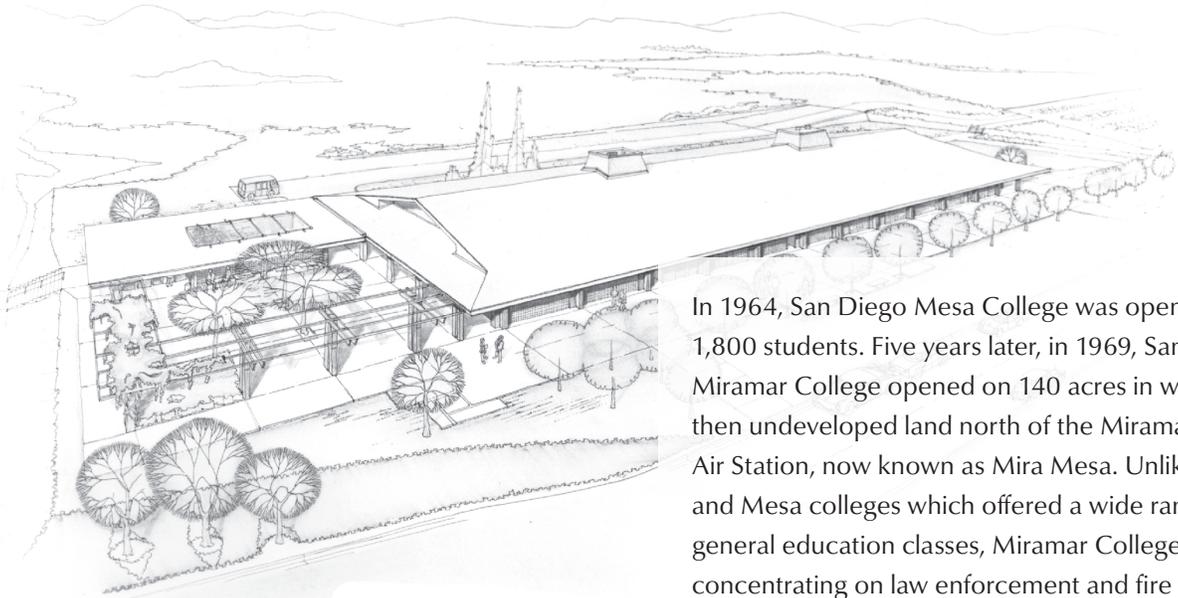
Community college education in San Diego can be traced to 1914 when the Board of Education of the San Diego City Schools authorized postsecondary classes for the youth of San Diego. Classes opened that fall at San Diego High School with four faculty members and 35 students.

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



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

## HISTORY



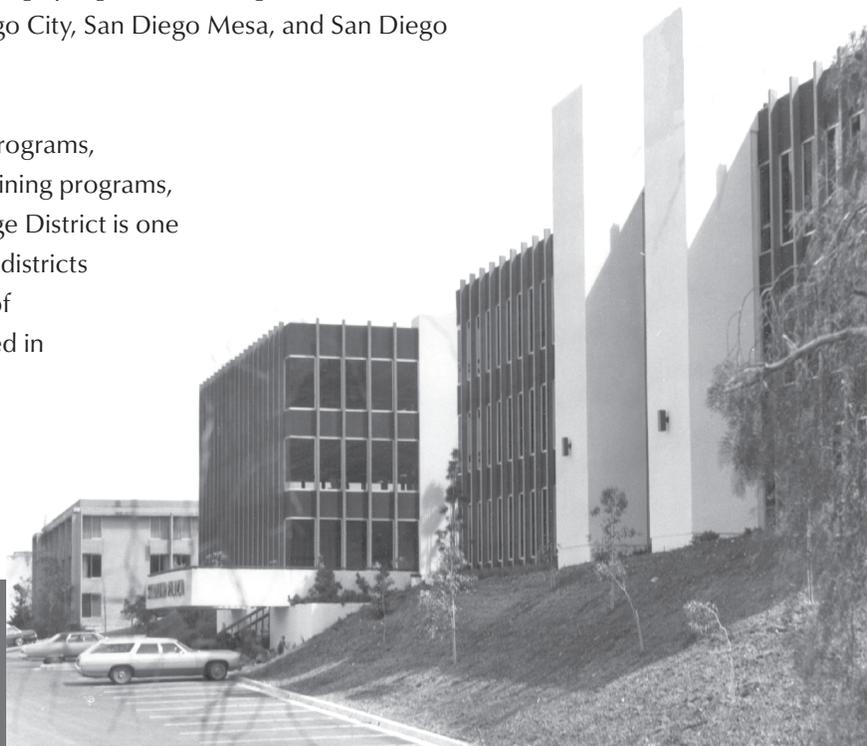
Artist rendering of the Police and Fire Science Building at Miramar College, built 1967.

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

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

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

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



## Board of Trustees

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

Four students (one from each college) 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) Craig Milgrim, Maria Nieto Senour, Chancellor Gregory Smith, Marichu G. Magaña, Geysil Arroyo, and Mariah Jameson

## Communicating with the Board

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

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



**Student Trustees:** from left, back row: Zora Williams (Mesa College) and Dalia Ramirez (City College); from left, front row: Haydee Zuniga (College of Continuing Education) and Hailey Hua (Miramar College)

## Board Meetings

Regular meetings of the board of trustees shall normally be held once a month unless otherwise determined by official action. Regular meetings of the board shall normally be held in the Board Conference Room, Suite 235-255 at the Charles W. Patrick District Office Building, 3375 Camino del Rio South, San Diego, California. The board endeavors to hold at least one meeting per year at each college. In addition to regular meetings, the board may also hold workshops/retreats from time to time throughout the year for the study of special topics of interest to the board or the community. The Board meeting schedule and current agenda are available on the District website or by contacting the Chancellor's Office at (619) 388-6957. An agenda containing a brief description of each item of business is posted at the District Office and on the District's website (sdccd.edu) 72 hours in advance of regular meetings and 24 hours before special meetings.

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) Craig Milgrim, Maria Nieto Senour, Geysil Arroyo,  
Mariah Jameson, and Marichu G. Magaña



Gregory Smith  
Chancellor

District Operations  
(619) 388-6957

SAN DIEGO  
CITY COLLEGE



Ricky Shabazz, Ed.D.  
President

Campus Operations  
(619) 388-3453

SAN DIEGO  
MESA COLLEGE



Ashanti T. Hands, Ed.D.  
President

Campus Operations  
(619) 388-2721

SAN DIEGO  
MIRAMAR  
COLLEGE



P. Wesley Lundburg, Ph.D.  
President

Campus Operations  
(619) 388-7834

SAN DIEGO  
COLLEGE OF  
CONTINUING  
EDUCATION

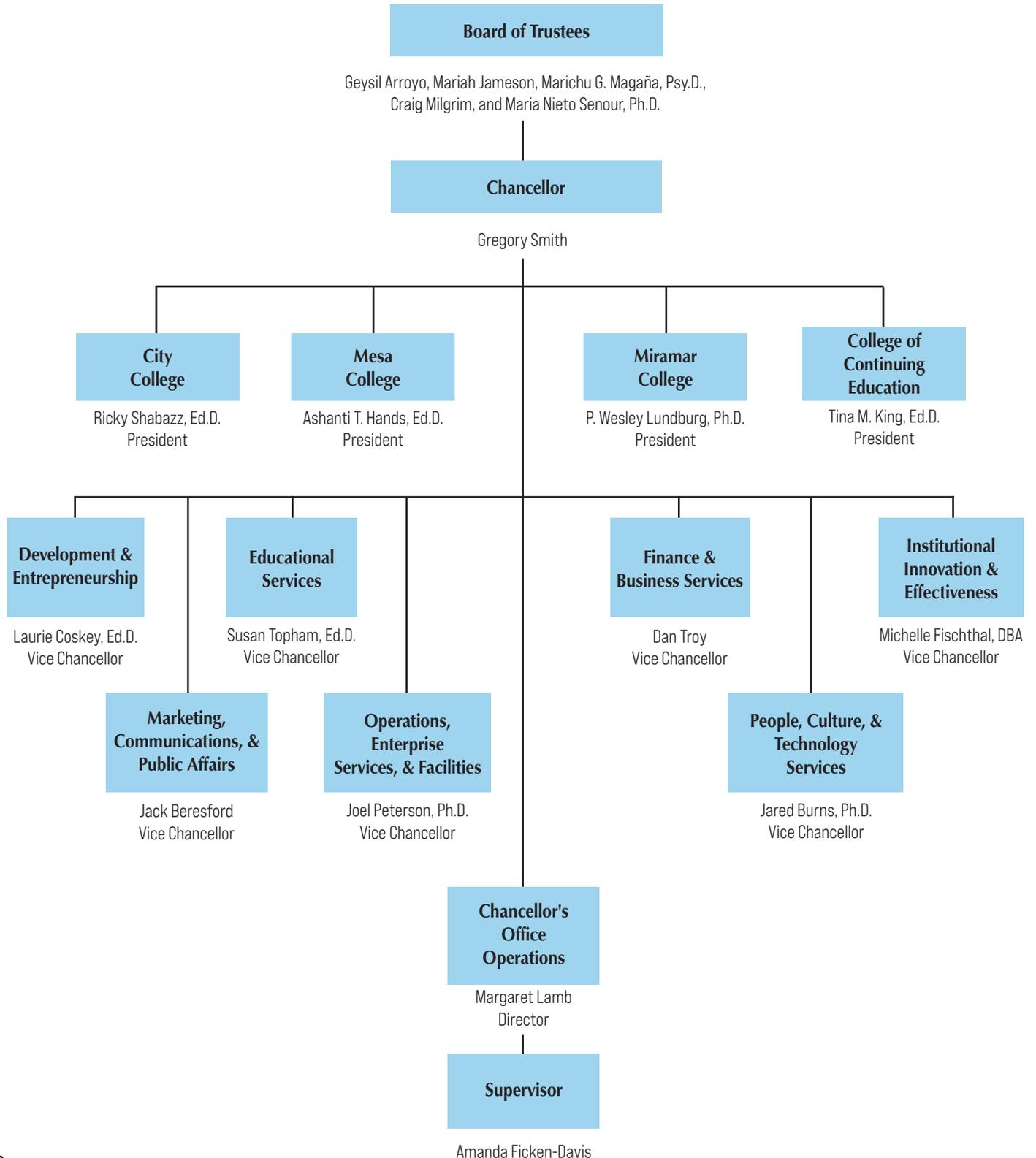


Tina M. King, Ed.D.  
President

Campus Operations  
(619) 388-4990

# DISTRICT ADMINISTRATION ORGANIZATION CHART

## San Diego Community College District Administration



### Map of District and Colleges Functional Organization

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#### Description

The San Diego Community College District is comprised of five major operational units: City College, Mesa College, Miramar College, College of Continuing Education, and the District administrative departments. The District departments that support campus and overall operations include Development and Entrepreneurship; Educational Services; Finance and Business Services; Institutional Innovation and Effectiveness; Marketing, Communications, and Public Affairs; Operations, Enterprise Services, and Facilities (formerly Facilities Management); and People, Culture, and Technology Services (formerly Human Resources).

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

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

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

#### Board Policy and Administrative Procedures

##### Board of Trustees

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

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

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

### **Chancellor**

The chancellor is the primary executive officer of the District and is responsible for the administration of the District in accordance with the policies established by the Board of Trustees. The execution of all decisions made by the Board of Trustees concerning operations of the District is the responsibility of the chancellor.

### **Presidents**

The president of each college is the institutional primary executive officer. The presidents report to the chancellor. The president is responsible for providing leadership for the day-to-day operation of the college including coordination of all programs, services, and operational matters. The chancellor and presidents provide overall leadership and operational authority on all of the functional areas that follow, listed in alphabetical order.

### **Budget Development**

*District – Vice Chancellor, Finance and Business Services*

*Colleges – Vice President of Administrative Services*

The Board of Trustees delegates budget development to the chancellor, under the leadership of the vice chancellor, Finance and Business Services.

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

### **Campus Stores/Food Services**

*District – Vice Chancellor, Operations, Enterprise Services, and Facilities*

*Colleges – Vice President of Administrative Services*

The campus stores are managed and operated as a separate business enterprise of the District. The food services contractor manages and operates the Food Services Program. Management and oversight are the responsibility of the vice chancellor, Operations, Enterprise Services, and Facilities. All operations are managed centrally and have indirect consultative relationships with the vice president of Administrative Services at each college. The vice president of Administrative Services is responsible for indirect oversight of the orderly, day-to-day operation of the campus store and food services on campus.

## DELINEATION OF FUNCTIONS

### **College Police**

*District – Chief of Police; Vice Chancellor, Operations, Enterprise Services, and Facilities*

*Colleges – Police Lieutenant; Vice President of Administrative Services*

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

### **Development and Entrepreneurship**

*District – Vice Chancellor, Development and Entrepreneurship*

*Colleges – Director, Development and Entrepreneurship*

The vice chancellor, Development and Entrepreneurship is responsible for the coordination of the District's comprehensive fund development and entrepreneurship programs, including leadership for the District Foundation, resource and fund development, major gifts, donor relations, fundraising, gift giving, grants, community engagement, and related investments in District and college programs. Grant development is a collaborative responsibility between the colleges and District administration. Support is provided for college grant seeking efforts and for grant implementation. The five District foundations (City, Mesa, Miramar, Continuing Education, and District Office) meet regularly for districtwide collaborations. The District administration has primary responsibility for developing and maintaining relationships with industry and convening a Corporate Council to address workforce needs districtwide.

### **Facilities Planning and Operations**

*District – Vice Chancellor, Operations, Enterprise Services, and Facilities*

*Colleges – Vice President of Administrative Services*

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

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

The District administration is responsible for a \$3.5 billion General Obligation Bond, Measure HH, which includes the procurement and construction management of projects throughout the District. The District works closely with the colleges, under the leadership of the college president and vice president of Administrative Services, as well as faculty, classified professionals, and administrators, in each project's design, planning, and build-out. The District administration is also responsible for reporting and responding to the Measure HH Citizens' Bond Oversight Committee on all matters pertaining to bond projects.

### **Fiscal Oversight**

*District – Vice Chancellor, Finance and Business Services*

*Colleges – Vice President of Administrative Services*

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

## DELINEATION OF FUNCTIONS

### **General Counsel**

*District – Vice Chancellor, People, Culture, and Technology Services; General Counsel  
Colleges – Site Compliance Officer*

General counsel is responsible for coordinating legal services and litigation against the District including consulting with outside counsel on discovery, strategy, and settlement negotiations. General counsel also prepares and issues opinions and provides advice and representation on legal matters impacting the District.

### **Institutional Innovation and Effectiveness (Research and Planning)**

*District – Vice Chancellor, Institutional Innovation and Effectiveness;  
Director, Office of Institutional Effectiveness and Research  
Colleges – Dean/Associate Dean of Institutional Effectiveness*

The Institutional Innovation and Effectiveness (II&E) office operates at the District level and includes the Office of Institutional Effectiveness and Research (OIER). Its primary functions encompass the oversight of districtwide strategic planning, management of institutional research, coordination of accreditation processes, training, and administration of educational and emerging technology programs, processes, and services. Additionally, the II&E supports and collaborates on the design and maintenance of databases critical for developing a culture of data-informed decision-making and districtwide performance monitoring, and provides coordination and reporting for districtwide surveys.

Each college with the District houses its own Institutional Effectiveness and Research Departments typically overseen by a dean of Institutional Effectiveness (titles and department names may vary). The District's II&E/OIER collaborates with these college departments to coordinate districtwide training, research protocols, database management, and provide support for major projects of district or statewide significance.

The II&E/OIER plays a pivotal role in accountability reporting, enrollment projections, assessment of student outcomes, and state compliance reporting, fostering a districtwide culture of evidence-based planning. Institutional Effectiveness staff across the District collaborate to gather and provide data insights to support District and college-level initiatives, including program review, accreditation, student success and equity outcomes, strategic planning, and enrollment management.

To enhance transparency and data accessibility, II&E maintains a comprehensive research website, and the administrators and classified professionals support the data and information needs of the chancellor and Board of Trustees. Moreover, the department is responsible for establishing an annual research agenda for the District in collaboration with the colleges, ensuring alignment with districtwide goals and initiatives.

### **Instructional Services**

*District – Vice Chancellor, Educational Services*

*Colleges – Vice President of Instruction*

Curriculum development and the provision of the academic program is the responsibility of the vice presidents of Instruction at the colleges. Coordination and alignment of curriculum, including compliance with Title 5 and policy and procedure development related to instruction is the responsibility of the vice chancellor, Educational Services, in consultation with the colleges' academic leadership and administration. Coordination of grants and contracts, economic development, online education, International Education, and coordination of the Strong Workforce Program in collaboration with the colleges are also the responsibility of the District administration. Oversight of the District's large online education program, including training, management of the online learning management system, is the responsibility of the District administration in coordination with the colleges' leadership.

### **Marketing, Communications, and Public Affairs**

*District – Vice Chancellor, Marketing, Communications, and Public Affairs*

*Colleges – 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 vice chancellor of Marketing, Communications, and Public Affairs works directly with the chancellor to build partnerships, guide legislative advocacy, and maintain relations with federal, state, and local agencies and officials, including media relations. Direct assistance is also provided to the colleges to enhance public awareness and ensure consistent branding. Each college has an information officer who works closely with the president and also maintains liaison with local, city, and county organizations, as well as state and national agencies, to promote public and media relations and activities.

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

### **People and Culture**

*District – Vice Chancellor, People, Culture, and Technology Services*

*Colleges – Vice President of Administrative Services*

The Board of Trustees has delegated the responsibility for Human Resources management to the chancellor. Management of human resource operations is the responsibility of the vice chancellor, People, Culture, and Technology Services. The functional responsibilities include negotiations, contract management, hiring procedures and processes, employee benefits, employee records, payroll, legal services, Title IX, and equal employment opportunity.

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

Equal Employment Opportunity (EEO) reporting, monitoring, and training are the responsibility of the District administration. Discrimination complaint investigations not involving sex- or gender-based allegations and formal resolutions are the responsibility of the EEO office. 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.

Oversight for Title IX investigations, resolution, and due process involving sex- or gender-based misconduct is the responsibility of the District Title IX compliance officer under the leadership of the associate vice chancellor, Employee Relations.

Payroll is a collaborative effort between the District Office and the vice presidents of Administrative Services at each college. Legal services are coordinated through the vice chancellor, People, Culture, and Technology Services, in consultation with the chancellor.

### **Risk Management**

*District – Vice Chancellor, Operations, Enterprise Services, and Facilities;*

*Associate Vice Chancellor, Facilities, Risk Management, and Operations*

*Colleges– Vice President of Administrative Services*

Risk Management, including workers' compensation claims and legal matters related to District operations is the responsibility of the vice chancellor, Operations, Enterprise Services, and Facilities. The Risk Management office works in consultation with the Chancellor's Cabinet for all legal matters, as well as with the vice president of Administrative Services at each college for workers' compensation and liability matters.

### **Student Services**

*District – Vice Chancellor, Educational Services*

*Colleges – Vice President of Student Services*

Student Services program development and operations are the responsibility of the vice presidents of Student Services at the colleges. Policy development and oversight, program development, student records maintenance and disposition, state reporting, state and federal compliance and audit, District Outreach, and Disability Support Programs and Services are the responsibility of the vice chancellor, Educational Services. Policy review and development is coordinated with the colleges' academic and student services leadership.

Administrative computing related to students and services and access to student information is also the responsibility of the vice chancellor, Educational Services, in coordination with the vice presidents of Student Services. Coordination and oversight of the San Diego Promise program is the responsibility of the vice chancellor, Educational Services, in collaboration with the vice presidents of Student Services. Responsibility for Title IX investigations, resolution, and due process. Responsibility for Title IX and related supportive measures, education, and training is shared between the vice chancellor, Educational Services and vice chancellor, People, Culture, and Technology Services. Compliance with state and federal laws, including legal matters related to students and records, is the responsibility of the District administration.

### **Technology Services**

*District – Vice Chancellor, People, Culture, and Technology Services;*

*Associate Vice Chancellor, Information Technology*

*Colleges – President*

The District Technology Services Department manages many critical functions, including SDCCD Enterprise Resource Planning (ERP), administrative computing, cloud services, digital security, network data management, telephony and voice services, data center operations, web services, desktop computing, and Service Desk support.

Instructional computing is handled at the campus level in close collaboration with District IT to ensure comprehensive support for instructional technology services. Each campus is staffed with dedicated instructional technicians who provide on-site support for instructional computing needs.

The associate vice chancellor, Information Technology Services reports to the vice chancellor, People, Culture, and Technology Services. While the respective vice chancellors for each functional area have operational responsibilities for the Administrative Finance System, Human Resources System, and Student Information System, the District Technology Services department maintains overall technical oversight.



## DISTRICT OFFICE ADMINISTRATION DEPARTMENTS

### Chancellor's Office

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#### Chancellor

Gregory Smith

District Office, Room 300

Phone: (619) 388-6957

Fax: (619) 388-6541



#### Director, Chancellor's Office Operations

Margaret Lamb

388-6957

#### Supervisor, Chancellor's Office Operations

Amanda Ficken-Davis

388-6957

### Marketing, Communications, and Public Affairs

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#### Vice Chancellor

Jack Beresford

District Office, Room 335

Phone: (619) 388-6914

#### Creative Services

Leslie Stump, Manager

388-6914



### Development and Entrepreneurship

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#### Vice Chancellor

Laurie Coskey, Ed.D.

District Office, Room 260

Phone: (858) 231-9933



#### Executive Assistant

Veronica Camarillo

388-6670

#### Director

Vacant

**Educational Services**

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**Vice Chancellor**

Susan Topham, Ed.D.

District Office, Room 125

Phone: (619) 388-6965

Fax: (619) 388-6549

**Executive Assistant**

Jessica Lee

388-6965

**Career Education and  
Workforce Development**

Amertah Perman, Dean

District Office, Room 125

388-6573

**Equity and Special Funded Programs**

Lillian Garcia, Dean

District Office, Room 275

388-6876

**Instructional Services**

Shelly Hess, Ed.D., Dean

District Office, Rooms 130/140

388-6963

**Online and Distributed Learning**

Brian Weston, Dean

1528 Broadway

388-6750

**Outreach and Student Affairs**

Andrew "Luke" Menchaca, Dean

District Office, Room 105

388-6703

**Student Records**

Marina Jordan, Student Services Supervisor II

District Office, Room 105

388-6929

388-6946 (fax)

**Student Services**

Victor DeVore, Dean

District Office, Room 125

388-6922

**Wellness, Safety, and  
Disability Support  
Programs and Services (DSPS)**

Poppy Fitch, Dean

District Office, Room 275

388-6811

388-6534 (fax)

**Finance and  
Business Services**

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**Vice Chancellor**

Dan Troy

District Office, Room 210

Phone: (619) 388-6975

Fax: (619) 388-6670



**Executive Assistant**

John "Jamey" Murphy

388-6975

**Business and Fiscal Services**

Nancy Lane, Associate Vice Chancellor

388-6977

Nahid Razi, Associate Vice Chancellor

388-6773

**Purchasing and Contract Services**

Kelly Rosas, Manager

388-6796

**Fiscal Services**

Rowena Rodriguez, Manager

388-6762

Araceli Arreola-Bustamante, Manager

388-6773

Courtney McClair, Manager

388-6620

CoCo Bazemore, Manager

388-6770

Lorraine Mageau, Acting Manager

388-6674

**Institutional Innovation  
and Effectiveness**

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**Vice Chancellor**

Michelle Fischthal, DBA

District Office, Room 105

Phone: (619) 388-6580

Fax: (619) 388-6946

Email: [ie@sdccd.edu](mailto:ie@sdccd.edu)



**Executive Assistant**

Ginger Jeu

388-6580

**Institutional Effectiveness and Research**

Natalia Córdoba-Velásquez Alarcón, Director

388-6941

**Innovation Systems Analyst**

Elaine Chance

388-6580

**Faculty Specialists for Emerging Technologies**

388-6580

**Operations, Enterprise Services, and Facilities**

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**Vice Chancellor**

Joel Peterson, Ph.D.

District Office, Room 310

Phone: (619) 388-6546

**Executive Assistant**

Molly Gardner

388-6827

**Architecture and Design**

Lance Lareau, District Architect

388-6546

Ryan Murphy, Construction Manager

388-6546

Kellie Silva, Contract Specialist

388-6546

Steve Dow, Special Projects Manager

388-6546

**District Special Events**

Melinda Harriman, Director

388-6599

**Enterprise Services**

Nancy Wichmann, Director

388-6788

**Acquisition, Inventory, and Receiving**

Gary Waldrop, Supervisor

Central Distribution Center

9315 Hillery Drive

388-1180

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

Benny Davila, Supervisor

388-6574

**Facilities, Risk Management, and Operations**

Aurora Ayala, Associate Vice Chancellor

388-6422

**Facilities Services**

**(Maintenance, Custodial, Grounds)**

Angelo Pellegrini, Director

District Service Center

1536 Frazee Road

388-6422

**Risk Management and Real Property**

Karen Woods, Program Supervisor

388-6546

**Police Department**

Joseph Ramos, Chief of Police

District Service Center

1536 Frazee Road

388-6411

**Parking and Live Scan**

Regan Impellizeri, Program Supervisor

District Service Center

1536 Frazee Road

388-6416

**People, Culture,  
and Technology Services**

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**Vice Chancellor**  
Jared Burns, Ph.D.

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

**Executive Assistant, HR**  
Karen Brown  
388-6589

**Employee Services**  
Betty Robles-Leal, Associate Vice Chancellor  
Room 385  
388-6582

**Employment**  
Andrea Gonzales, Employment Supervisor  
Room 330  
388-6579

**Benefits and Compensation**  
Frank Thompson, Benefits and Compensation  
Manager  
Room 330  
388-6587

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

**Employee Relations, Title IX and Professional  
Development**  
Aimee Gallagher, Associate Vice Chancellor  
Room 385  
388-6880

**EEO/Diversity Officer**  
Johanna Palkowitz  
Room 385  
388-6591

**Title IX Compliance**  
Amber Eckert, Coordinator  
Room 385  
388-6660

**General Counsel**  
Ljubisa Kostic, General Counsel  
Room 385  
388-6591

**Information Technology**  
Peter Maharaj, Associate Vice Chancellor  
388-1166

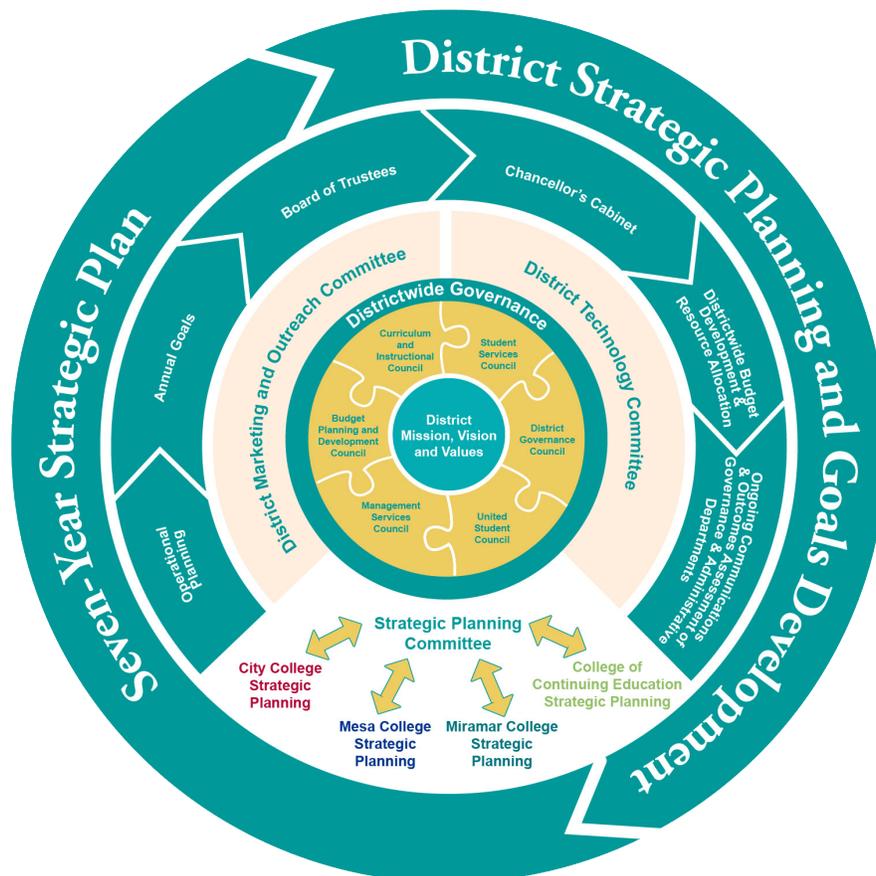
Antoine Andari, District Director  
388-6278

Areeluck Parnsoonthorn, District Director  
388-1174

## 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 seven-year strategic plan which establishes the strategic planning goals for the organization. The District strategic plan provides an overarching planning framework for the District. It is developed collaboratively under the leadership of the District Strategic Planning Committee and reflects the planning priorities of the colleges. The District Strategic Planning Committee is comprised of representatives of the colleges and District administrative departments. The District strategic plan undergoes extensive review through the District governance councils, which are comprised of representatives from the colleges, before being approved by the Board of Trustees.

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



## Participatory Governance

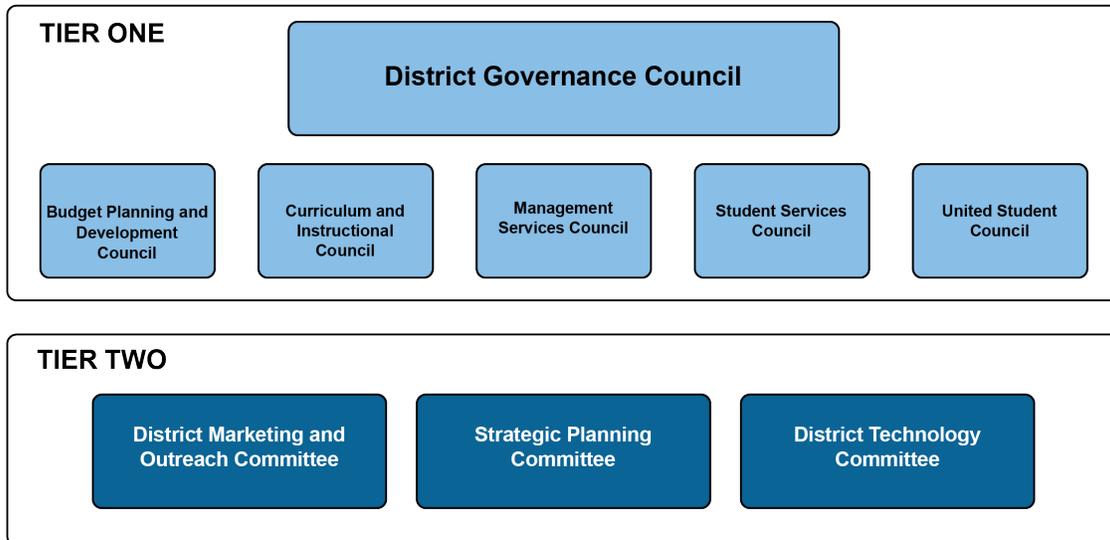
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The Board of Trustees of the San Diego Community College District is committed to collegial governance. In accordance with Title 5, Sections 51023.7, 51023.5, and 53200-53204, and the mission of the San Diego Community College District: To provide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

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

### Participatory Governance Structure

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



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

## 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 to more narrowly focus on matters pertaining to a designated subject. The Governance Committees serve in an advisory role.

The three **Governance Committees** include:

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

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

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

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

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

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

## **Budget Planning and Development Council**

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### **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 leadership, faculty, classified professionals, and administration. The council:

1. Shall limit its charge to budget and fiscal matters only, and excludes personnel and labor related 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. Meet, as required, and 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. 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 Plant and Instructional Support (equipment and deferred maintenance only) districtwide expenditures
  - e. Districtwide program improvements
  - f. Receive reports and provide input 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, District policy, and sound fiscal management.

### Budget Planning and Development Council

#### Membership 2024-2025

Dan Troy	Vice Chancellor, Finance and Business Services, Council Chair	District Office
Mona Alsoraimi	Academic Senate President	City College
Esther Anthony-Thomas	Classified Senate President	College of Continuing Education
Araceli Arreola-Bustamante	Manager, Budget, Fiscal Services	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
Michelle Fischthal	Vice Chancellor, Institutional Innovation and Effectiveness	District Office
Andrew Hoffman	Academic Senate President	Mesa College
Malia Kunst	Classified Senate President	Miramar College
Nancy Lane	Vice Chancellor, Finance and Business Services	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Jim Mahler	AFT Representative – Appointed	
Pablo Martin	Academic Senate President	Miramar College
John Parker	Vice President, Administrative Services	City College
Sean Ryan	Classified Senate President	City College
Jacqueline Sabanos	Vice President, Administrative Service	College of Continuing Education
Susan Topham	Vice Chancellor, Educational Services	District Office
Richard Weinroth	Academic Senate President	College of Continuing Education
Ayana Woods	Classified Senate President	Mesa College

## **Curriculum and Instructional Council**

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### **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 coordinating the curriculum districtwide and developing districtwide guidelines for the improvement of instruction on the college campuses of the District. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

### **Functions and Responsibilities**

1. Coordinate all districtwide instructional services, programs, and activities.
2. Review and analyze legislative and regulatory proposals for impact on District programs. Develop recommendations for the District position.
3. Provide arbitration regarding issues impacting the publication of class schedules and college catalogs.
4. Review courses and programs 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 a 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 the Chancellor’s Cabinet.
8. Provide a forum for instructional issues.

### **Authority**

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

Reference: Procedure 0020.2.

## PARTICIPATORY GOVERNANCE

### Curriculum and Instructional Council

#### Membership 2024-2025

Susan Topham	Vice Chancellor, Educational Services, Council Chair	District Office
Shelly Hess	Dean, Instructional Services, Council Co-Chair	District Office
Kathy Bailey	College Curriculum Co-Chair	City College
Matilda "Tillie" Chavez	Vice President, Instruction	City College
Rebecca Collins-Bernardino	College Curriculum Co-Chair	City College
Adrienne Dines	Acting Articulation Officer	Mesa College
Justin Estep	College Curriculum Chair	Mesa College
Richard Gholson	College Curriculum Chair	College of Continuing Education
Darren Hall	College Curriculum Chair	Miramar College
Elizabeth Norvell	Articulation Officer	City College
Isabel O'Connor	Vice President, Instruction	Mesa College
Michael Odu	Vice President, Instruction	Miramar College
Mara Palma-Sanft	Articulation Officer	Miramar College
Juliette Parker	Articulation Officer	Mesa College
Minou Spradley	Acting Vice President, Instruction	College of Continuing Education

## **District Governance Council**

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### **Description**

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

### **Function**

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

Specifically, the council will:

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

### **Responsibilities**

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

### **Authority**

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

## PARTICIPATORY GOVERNANCE

### Relationship

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

### Accountability

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

Reference: Procedure 0020.6.

### District Governance Council

#### Membership 2024-2025

Greg Smith	Chancellor, Council Chair	District Office
Mona Alsoraimi	Academic Senate Designee	City College
Esther Anthony-Thomas	Classified Senate President	College of Continuing Education
Jack Beresford	Vice Chancellor, Marketing, Communications, and Public Affairs	District Office
Victor Bocaya	Police Officers Association	District Office
Jared Burns	Vice Chancellor, People, Culture, and Technology Services	District Office
Carmen Carrasquillo	Academic Senate Designee	Miramar College
Laurie Coskey	Vice Chancellor, Development and Entrepreneurship	District Office
Michelle Fischthal	Vice Chancellor, Institutional Innovation and Effectiveness	District Office
Mary Gwin	Academic Senate Designee	Mesa College
Ashanti T. Hands	President	Mesa College
Andrew Hoffman	Academic Senate President	Mesa College
Hailey Hua	Associated Student President and Student Trustee	Miramar College
Tina M. King	President	College of Continuing Education
Malia Kunst	Classified Senate President	Miramar College
P. Wesley Lundburg	President	Miramar College
Jim Mahler	AFT President	
Pablo Martin	Academic Senate President	Miramar College
Joel Peterson	Vice Chancellor, Operations, Enterprise Services, and Facilities	District Office
Dalia Ramirez	Associated Student President and Student Trustee	City College
Sean Ryan	Classified Senate President	City College
Yvonne Schmeltz	AFT Guild – Office Technical Representative	
Ricky Shabazz	President	City College
Susan Topham	Vice Chancellor, Educational Services	District Office
Jessica Varnado-Swall	Academic Senate Designee	College of Continuing Education
Richard Weinroth	Academic Senate President	College of Continuing Education
Zora Williams	Associated Student President and Student Trustee	Mesa College
Ayana Woods	Classified Senate President	Mesa College
María-José Zeledón-Pérez	Academic Senate President	City College
Haydee Zuniga	Associated Student President and Student Trustee	College of Continuing Education

## **Management Services Council**

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### **Description**

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

- Educational Services
- Finance and Business Services
- People, Culture, and Technology Services
- Operations, Enterprise Services, and Facilities

### **Functions and Responsibilities**

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

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

### **Authority**

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

### **Relationships**

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

## 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 2024-2025

Joel Peterson	Vice Chancellor, Operations, Enterprise Services, and Facilities, Council Chair	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
Jared Burns	Vice Chancellor, People, Culture, and Technology Services	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Peter Maharaj	Associate Vice Chancellor, Information Technology Services	District Office
Andrew “Luke” Menchaca	Dean, Outreach and Student Affairs	District Office
John Parker	Vice President, Administrative Services	City College
Amertah Perman	Dean, Career and Workforce Development, Instructional Services	District Office
Nahid Razi	Associate Vice Chancellor, Finance and Business Services	District Office
Jacqueline Sabanos	Vice President, Administrative Services	College of Continuing Education
Nancy Wichmann	Director, Enterprise Services	District Office

## **Student Services Council**

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### **Description**

The District Student Services Council reports to the Chancellor’s Cabinet. It consists of each college’s Chief Student Services officers and Academic Senate leadership. The council is responsible for establishing, developing, and maintaining 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 districtwide student services programs, services, and activities.
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 developing policies that affect them.

### **Authority**

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

Reference: Procedure 0020.3.

## PARTICIPATORY GOVERNANCE

### Student Services Council

#### Membership 2024-2025

Susan Topham	Vice Chancellor, Educational Services, Council Chair	District Office
Jennifer Aase	Academic Senate/Counseling Dept. Co-Chair	Miramar College
Shakerra Carter	Vice President, Student Services	College of Continuing Education
Victor DeVore	Dean, Student Services	District Office
Allison Douglas-Chicoye	Dean, Student Development	Miramar College
Poppy Fitch	Dean, Wellness, Safety, and Disabled Students Programs and Services (DSPS)	District Office
Georgina M. Garcia	Academic Senate/Counseling Dept. Co-Chair	City College
Lillian Garcia	Dean, Equity and Special Funded Programs	District Office
Adrian Gonzales	Vice President, Student Services	Miramar College
Carolina Gonzales	Academic Senate/Counseling Dept. Co-Chair	College of Continuing Education
Roberta Krauss	Dean, Counseling and Student Success	College of Continuing Education
Bernice Lorenzo	Dean, Student Development and Matriculation	College of Continuing Education
Guillermo Marrujo	Academic Senate Representative	Mesa College
Larry Maxey	Vice President, Student Services	Mesa College
Andrew "Luke" Menchaca	Dean, Outreach and Student Affairs	District Office
Marciano Perez	Vice President, Student Services	City College
Cynthia Rico	Academic Senate/Counseling Dept. Co-Chair	Mesa College

## **United Student Council**

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### **Description**

The United Student Council is a districtwide participatory governance council of student leaders that 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 before taking effect. The council shall convene under the guidance of the vice chancellor of Educational Services or designee.

### **Voting Membership**

City College:	1 representative
Mesa College:	1 representative
Miramar College:	1 representative
College of Continuing Education:	1 representative

### **Term of Office**

The United Student Council representatives shall be appointed/elected by the Associated Student Body at each college. They 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.

## PARTICIPATORY GOVERNANCE

### United Student Council

#### Membership 2024-2025

Andrew "Luke" Menchaca	Dean, Outreach and Student Affairs, Council Chair	District Office
Susan Topham	Vice Chancellor, Educational Services, Advisor	District Office
Cheryl Barnard	Dean, Student Affairs	Miramar College
Hailey Hua	Student Trustee	Miramar College
Victoria Kerba Miller	Dean, Student Affairs	Mesa College
Michelle Madrid Novak	Dean, Student Affairs	College of Continuing Education
Dalia Ramirez	Student Trustee	City College
Adan Sanchez	Acting Dean, Student Affairs	City College
Zora Williams	Student Trustee	Mesa College
Haydee Zuniga	Student Trustee	College of Continuing Education

## **District Marketing and Outreach Committee**

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### **Description**

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

### **Function**

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

Specifically, the committee will:

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

**District Marketing and Outreach Committee**

**Membership 2024-2025**

Jack Beresford	Vice Chancellor, Marketing, Communications, and Public Affairs, Committee Chair	District Office
David Brooks	Multimedia Specialist	District Office
Tavaris Franklin	Outreach Coordinator	College of Continuing Education
Cesar Gumapas	Information Officer	City College
Chantal Hernandez	Acting Outreach Coordinator	Miramar College
Andrew “Luke” Menchaca	Dean, Outreach and Student Affairs	District Office
Char O'Connor	Digital Communications Specialist	District Office
Clarissa Padilla	Acting Outreach Coordinator	City College
Jennifer Park	Acting Outreach Coordinator	Mesa College
Anabell Pulido	Information Officer	Mesa College
Steve Quis	Information Officer	Miramar College
Brenna Leon Sandeford	Information Officer	College of Continuing Education
Leslie Stump	Manager of Creative Services	District Office
Susan Topham	Vice Chancellor, Educational Services	District Office
Andrea Yeager	Outreach Coordinator	College of Continuing Education

### District Strategic Planning Committee

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#### Description

The District Strategic Planning Committee will serve as a vehicle for initiating and coordinating District strategic planning and communication of districtwide strategic planning processes and strategy outcomes.

#### Function

The District Strategic Planning Committee is a standing committee composed constituency representatives who function as a planning group that supports, collaborates on, and reviews institutional planning processes and strategy outcomes in a collegial manner. The committee reviews planning priorities related to the communities we serve and planning outcomes strategies that inform annual budgets. The District Strategic Planning Committee reports to the District Governance Council.

Specifically, the committee will:

1. Develop a coordinated timeline for institutional planning processes throughout the District;
2. Review planning activity outcomes so that common elements, themes, and needs can be identified, reviewed, and addressed;
3. Conduct and determine a schedule for 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 internal and external groups and agencies that relates to planning opportunities;
5. Sponsor forums or workshops to discuss planning in conjunction with other groups, (e.g., District Governance Council, Chancellor's Cabinet, Board of Trustees, participatory governance groups, external entities);
6. Develop and disseminate short-term and long-term planning strategies; and
7. Provide recommendations and reports to participatory governance groups and the Board of Trustees when applicable and/or requested.

## PARTICIPATORY GOVERNANCE

### District Strategic Planning Committee

#### Membership 2024-2025

Michelle Fischthal	Vice Chancellor, Institutional Innovation and Effectiveness, Chair	District Office
Mona Alsoraimi-Espiritu	Academic Senate President/Designee	City College
Jared Burns	Vice Chancellor, People, Culture, and Technology Services	District Office
Natalia Cordoba-Velasquez Alarcon	Director, Institutional Effectiveness and Research	District Office
Laurie Coskey	Vice Chancellor, Development and Entrepreneurship/Designee	District Office
Kurt Hill	Classified Senate President/Designee	Miramar College
Hai Hoang	Dean, Institutional Effectiveness	Mesa College
Andrew Hoffman	Academic Senate President/Designee	Mesa College
Neill Kovrig	Classified Senate President/Designee	College of Continuing Education
Malia Kunst	Classified Senate President/Designee	Miramar College
Jessica Luedtke	Dean, Institutional Effectiveness	College of Continuing Education
Pablo Martin	Academic Senate President/Designee	Miramar College
Daniel Miramontez	Dean, Institutional Effectiveness	Miramar College
Susan Murray	Dean, Institutional Effectiveness	City College
Sean Ryan	Classified Senate President/Designee	City College
Jaime Sykes	Research and Planning Analyst	District Office
Susan Topham	Vice Chancellor, Educational Services	District Office
Daniel Troy	Vice Chancellor, Finance and Business Services	District Office
Richard Weinroth	Academic Senate President/Designee	College of Continuing Education
Ayana Woods	Classified Senate President/Designee	Mesa College
María-José Zeledón-Perez	Academic Senate President/Designee	City College
Vacant	United Student Council Representative	District Office

*The District Office of Institutional Research and Planning by invitation.*

## **District Technology Committee**

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### **Description**

The District Technology Committee under the leadership of the vice chancellor, People, Culture, and Technology Services, serves as the districtwide forum where classified professionals, faculty and administrative representatives throughout the District meet to discuss and review technology matters related to the centralized technology services provided by the Information Technology Services Department in support of the District as a whole and the four colleges.

### **Functions and Responsibilities**

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

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

### **Authority**

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

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

### **Relationships**

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

## PARTICIPATORY GOVERNANCE

### District Technology Committee

#### Membership 2024-2025

Jared Burns	Vice Chancellor, People, Culture, and Technology Services, Committee Chair	District Office
Antoine Andari	District Director, Information Technology Services	District Office
Brett Bell	Vice President, Administrative Services	Miramar College
Annette De Lozier	Human Resources Systems Analyst	District Office
Victor DeVore	Dean, Student Services	District Office
Robbi Ewell	Dean, Information and Learning Technology	City College
David Fierro	Director of College Technology	Mesa College
Nancy Lane	Finance and Business Services Representative	District Office
Lorenze Legaspi	Vice President, Administrative Services	Mesa College
Charlie Lieu	Student Services	Mesa College
Peter Maharaj	Associate Vice Chancellor, Information Technology Services	District Office
Daniel Miramontez	Dean, School of PRIE, Library and Technology	Miramar College
Majeda Nasrawi	Instructional Support Supervisor II / Campus AV Liaison	City College
Brian Palmiter	Faculty Representative, Automotive Technology	College of Continuing Education
John Parker	Vice President, Administrative Services	City College
Rose Parnsoonthom	District Director, Information Technology Services	District Office
Angelo Pellegrini	Director, Facilities Services	District Office
Mike Rubin	Customer Experience Manager	District Office
Jacqueline Sabanos	Vice President, Administrative Services	City College
Anthony Vargas	College Events and Operations Administrator	College of Continuing Education
Brian Weston	Dean, Online Learning and Distance Education	District Office
Nancy Wichmann	Business and Finance Services Representative	District Office
Rachel Wilker	Human Resources System Representative	District Office
Vacant	Academic Senate Representative	Miramar College
Vacant	Manager, Network and PC Services	District Office

## **Trustee Advisory Council**

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### **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**

Each voting member of the Board of Trustees may nominate up to seven (7) members to the Trustee Advisory Council. 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. All appointments shall be made at a regular 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 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.

## TRUSTEE ADVISORY COUNCIL

### Term of Office

Council members serve at the discretion of the Board of Trustees. Upon appointment, a council member shall serve until their appointment is rescinded by the Board of Trustees or for the duration of the nominating trustee's term. Should that trustee be reelected, they may re-nominate any or all Council members that they have appointed.

### Frequency of Meetings

The Trustee Advisory Council will meet at least twice each academic year at dates and times to be set by the chancellor. The chancellor may cancel any meetings of the TAC with at least 24 hours notice.

Reference: Board Policy 2820.

### Trustee Advisory Council

#### Membership 2024-2025

Courtney Baltiskyya	William Ponder
Clint Carney	Martha Rañón
Eric Felix	Gary Rotto
Jesus Gallegos-Muñoz	Cecil Steppe
Jeff Marston	Mark Tran
Anchi Mei	David Valladolid
Alan Mobley	Marissa Vasquez
Ellen Nash	John Watson
Alberto M. Ochoa	Peter Zschiesche
Becky Phillipott	



### General Information for Operations, Enterprise Services, and Facilities

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#### **Conference Room Reservations**

Operations, Enterprise Services, and Facilities Office 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 Julian Hernandez ([juhernan@sdccd.edu](mailto:juhernan@sdccd.edu)) and James Whittenburge ([jwhittenburge@sdccd.edu](mailto:jwhittenburge@sdccd.edu)) via email.

#### **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 Molly Gardener in the Operations, Enterprise Services, and Facilities Office, Suite 310.

#### **Parking Passes**

Temporary parking passes – valid for up to two weeks – can be obtained from the Operations, Enterprise Services, and Facilities Office in Suite 310. Additional parking information can be obtained from District Parking at (619) 388-6416.

#### **Campus Police**

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

#### **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 (619) 388-6422.
- Send an email to [fsc@sdccd.edu](mailto:fsc@sdccd.edu).

### Board of Trustees

Geysil Arroyo  
Mariah Jameson  
Marichu G. Magaña, Psy.D.  
Craig Milgrim  
Maria Nieto Senour, Ph.D.

### Chancellor

Gregory Smith

### Presidents

Ricky Shabazz, Ed.D., San Diego City College  
Ashanti T. Hands, Ed.D., San Diego Mesa College  
P. Wesley Lundburg, Ph.D., San Diego Miramar College  
Tina M. King, Ed.D., San Diego College of Continuing Education

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



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

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

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

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

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

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

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

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

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

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

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

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