

Campus Handbook

Administration & Governance Guide
Organizational Charts ● Campus Directory

2008 - 2010

San Diego City College



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Welcome!

San Diego City College



The Campus Handbook was developed to be a helpful tool for discovering a variety of information about the organization of San Diego CityCollege.

Within these pages you will find campus and department organizational charts, committee charges and membership, and telephone numbers of employees from administration to classified staff. You will find this handbook to be beneficial to you in your search for answers to many campus questions. It places that hard-to-find information at your finger tips.

We welcome your suggestions, so please mark-up your handbook and contact us if you want to see other kinds of information included. We appreciate any and all assistance in keeping the handbook as up-to-date and relevant as it can be.

Call in your recommendations for the 2010-2012 handbook to (619) 388-3453, or send an email to Erin Flanagan in the City College President's Office.



www.city.sdccd.edu

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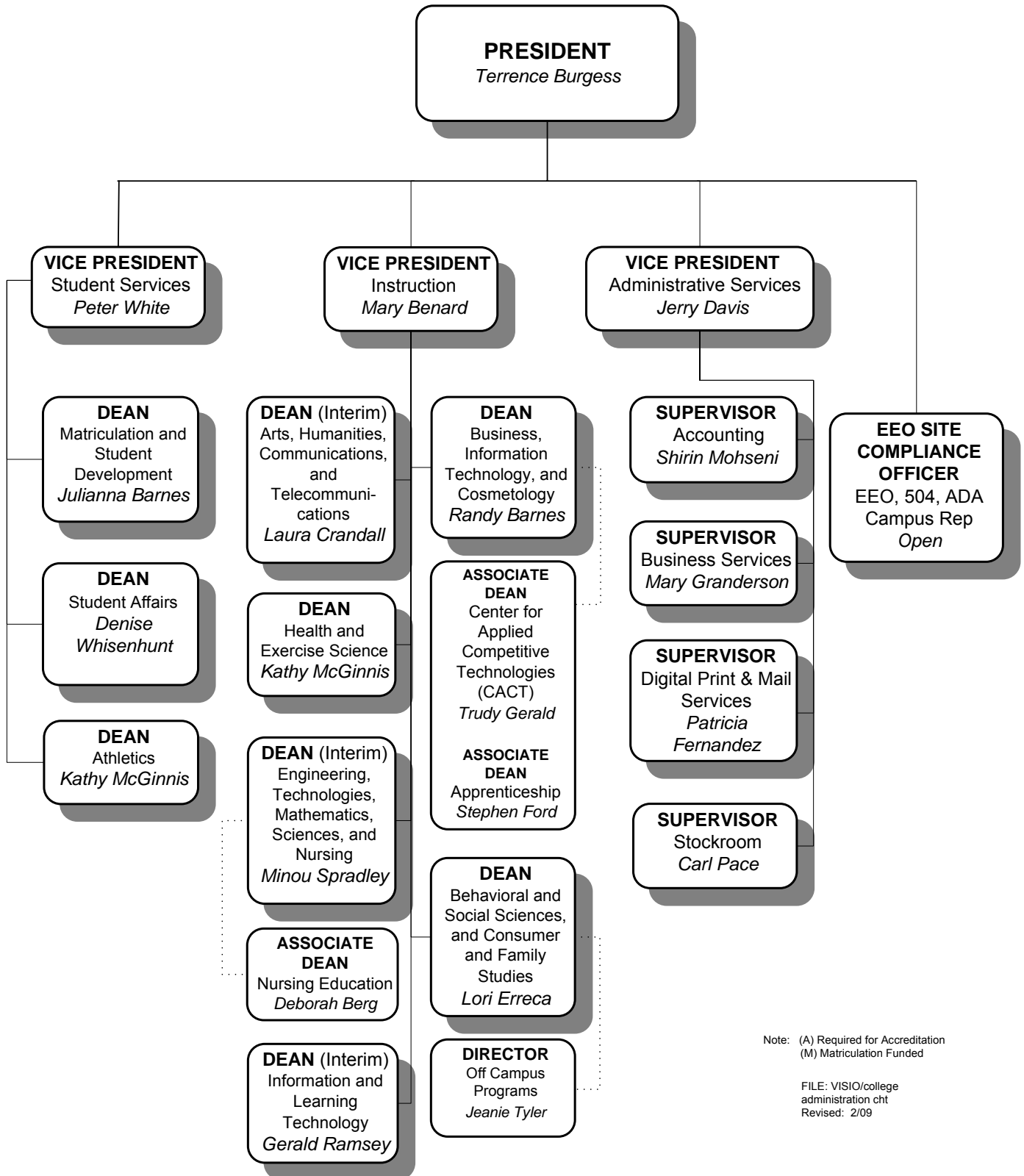
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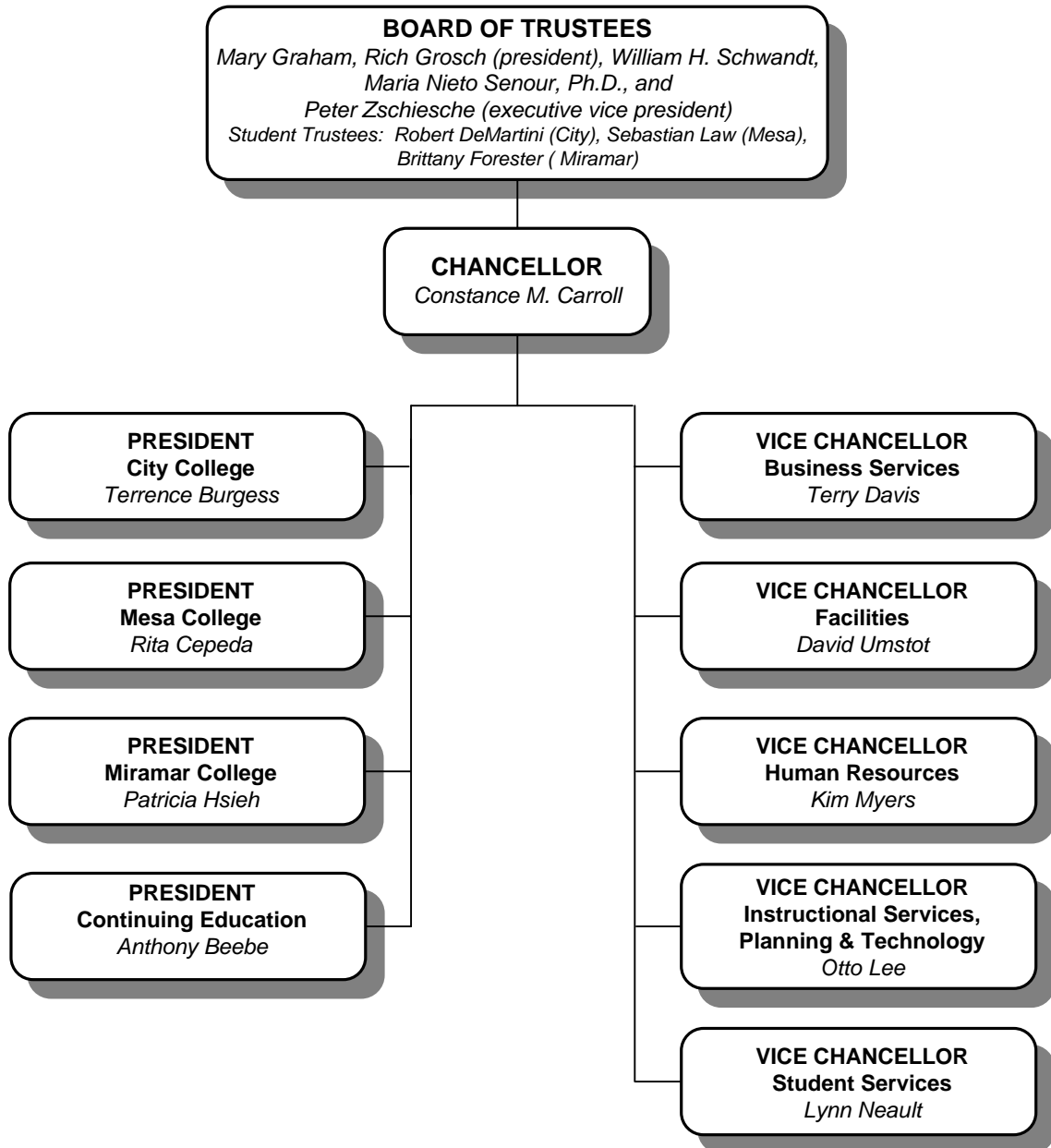
San Diego City College College Administration 2008-2009



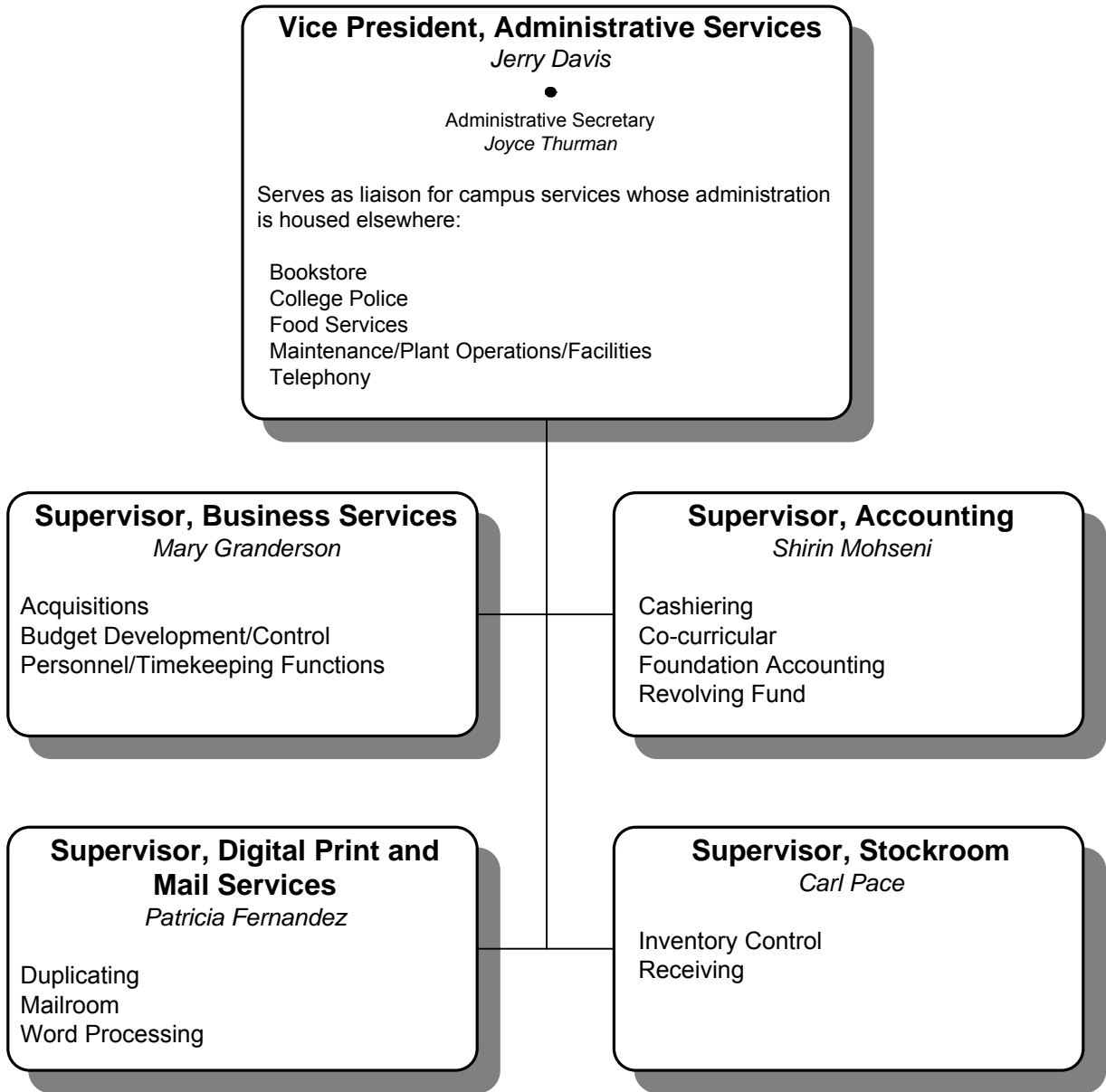
Note: (A) Required for Accreditation
(M) Matriculation Funded

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Revised: 2/09

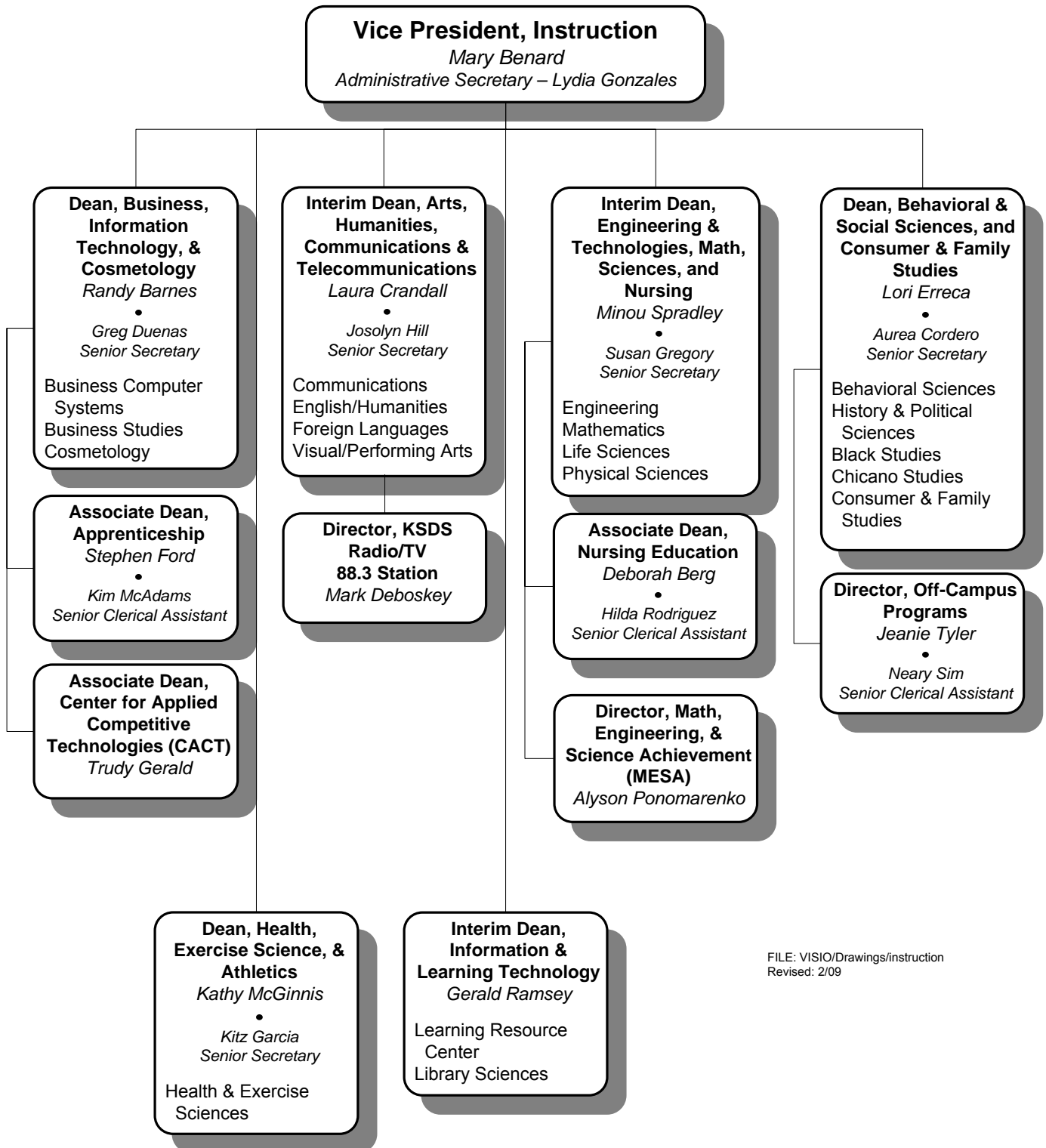
San Diego Community College District District Administration 2008-2009



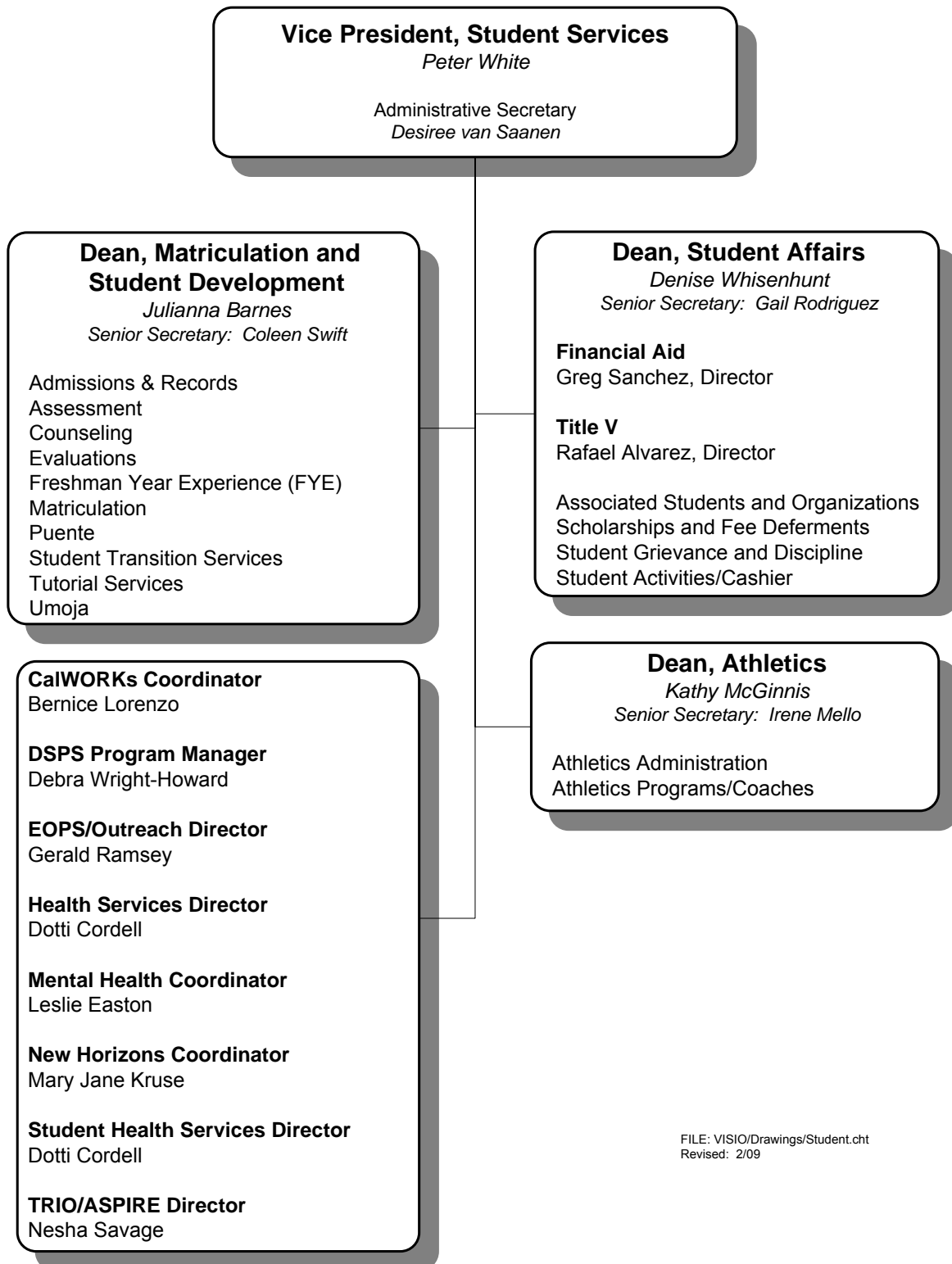
San Diego City College Administrative Services 2008-2009



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San Diego City College Student Services 2008-2009



SAN DIEGO CITY COLLEGE ACCREDITATION

San Diego City College is accredited by the Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an authorized accrediting agency recognized by both the State of California and the United States Department of Education. The College is also approved by the Office of Private Postsecondary Education for the training of veterans, as well as by the U.S. Department of State and the U. S. Immigration Service for international student education.

Accreditation is a rigorous process of self-assessment by the institution and validation by the Accrediting Commission in relation to a set of standards of best practices. The process entails an institutional self-study, a formal visit by a Commission-appointed accreditation team, and a final review and determination by the independent Commission. The College is extremely proud that a full six-year Accreditation was reaffirmed in January 2005. The City College Midterm Report, in response to the Commission Recommendations in 2005, was submitted and accepted by the Commission in 2007. Currently (2008-2010), City College is conducting its Self Study in preparation for the fall, 2010 Accreditation Team Visit.

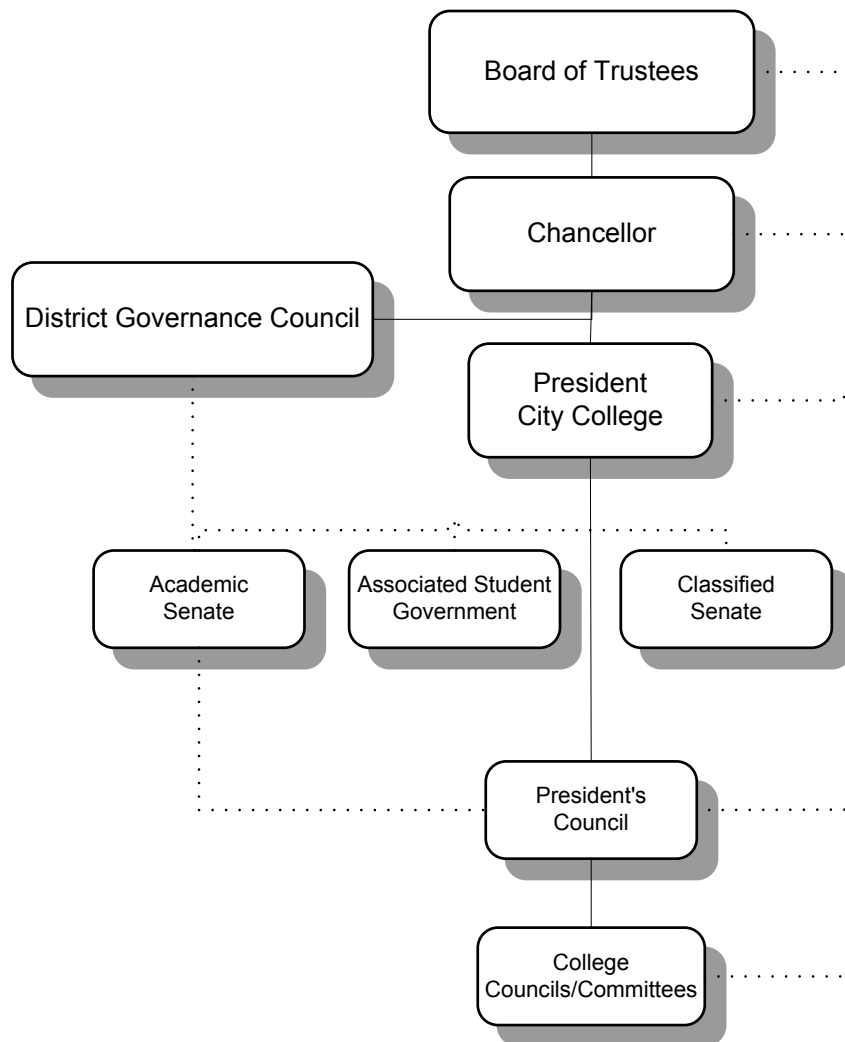
The certificate showing City College as an accredited institution is on public display in the President's conference room.

SHARED GOVERNANCE

San Diego City College is governed through a "shared governance" process. The purpose of all committees/councils in the governance process is to assist in the communication of the nature and the necessities of college projects throughout the college community. They also make recommendations, through the College President, to the Chancellor and the Board of Trustees.

It is especially important that special interest groups use the governance process to accomplish their goals. This process not only gives interest groups broad-based college support, but also assures college-wide prioritization of institutional goals. The following chart shows the line of Authority and the line of Consultation/Communication.

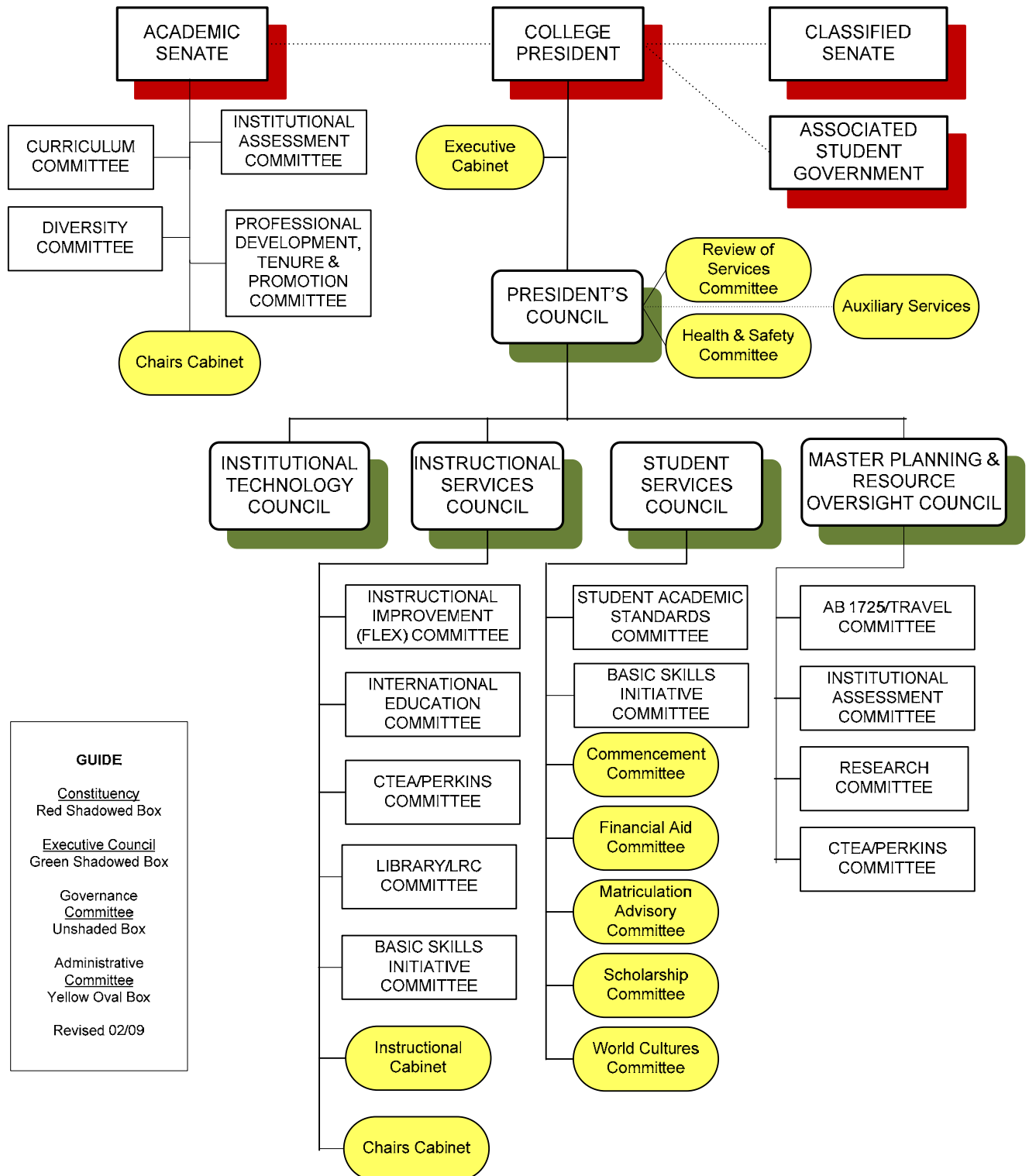
San Diego Community College District District Shared Governance Structure 2008-2009



————— Authority
 Consultation/Communication

Filename: District Sharegov Cht
 Revised: 02/09

San Diego City College Governance and Administrative Structure 2008-2009



College Shared Governance

The governance structure of San Diego City College (City College) is reflective of an institutional decision-making process that involves representatives of all constituent groups in developing and recommending policies and procedures (exclusive of collective bargaining matters) to the College President, District Chancellor, and Board of Trustees. The represented constituencies include students, faculty, classified staff, and administrators/managers.

The decision-making process is in concert with the recognition of the Board of Governors of the California Community Colleges and the Board of Trustees of the San Diego Community College District (Policy 0003 et seq.) that all appropriate parties participate collectively in college/district governance in accordance with AB1725, Title V §53200-53206 and §51024-51025.

This principle of shared governance provides the foundation for effective shared decision-making at City College. Mutual trust and support are imperative for the success of shared governance and result from the regular demonstration that every individual and group involved in the decision-making process seeks first and foremost to improve the college and to strengthen its ability to successfully carry out its mission of educating students.

Shared governance carries with it the responsibility and obligation of all participants to be supportive of a collegial decision-making process. Participation requires a willingness of everyone to actively contribute to decision-making and to accept ownership for the development and creation of a college environment resulting from those decisions. All constituencies have the right and the opportunity to express their points of view. The opinions of all staff and students are treated with respect and are given reasonable consideration. By these means City College strives to build a culture of open dialogue and trust.

Constituent Groups

City College recognizes that there are four constituent groups that are parties of interest in the governance of the institution.

The operational form of collegial consultation with constituent groups at City College is a formal Executive Council and Standing Committee structure. City College implements the shared governance policies of the Board of Trustees through this organization. Executive Councils and Standing Committees include representatives from the four campus constituencies and are organized to encourage the consideration of ideas from every area of the college and specific proposals to be recommended for action.

- **Academic Senate**, representing faculty
- **Associated Student Government**, representing students
- **Classified Senate**, representing classified staff
- **Administrators**, college association, deans, vice presidents, president

Executive Councils and Standing Committees

Executive Councils are organized around the major operational components of the college. Collectively, these bodies formalize the collegial consultation process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the college.

College Shared Governance (continued)

Executive Council and Standing Committee membership consists of faculty, classified staff, administrators, and, when appropriate, students. Members are appointed by the respective constituent groups. Ad-hoc subcommittees, task forces, and work groups may be formed by Executive Councils or Standing Committees and will consist of those members deemed appropriate by the appointing body. Ad-hoc groups will be used rarely and only for specific tasks of short duration that do not overlap with the normal responsibilities of other decision-making groups.

City College has established five Executive Councils that participate in operational and policy recommendations.

- President's Council
- Master Planning and Resource Oversight Council (MPROC)
- Instructional Services Council
- Student Services Council
- Institutional Technology Council

Executive Council decisions will be communicated to the college community through the formal governance process. Each Executive Council and its associated Standing Committees will make and keep agendas, meeting notes, and records of its decisions and recommendations. Each Executive Council will develop, publish, and disseminate its procedures for processing requests, proposals, and projects received from the President's Council or any other segment of the college community.

Standing Committees have been established to facilitate policy and operational recommendation to their respective Executive Councils. All formal decision-making bodies of the college will be organized into a reporting relationship with one of the Executive Councils that, in turn, report to Constituent Groups and the College President. Each Constituent Group, Executive Council, or Standing Committee will determine the need to form, modify, or disband its associated ad-hoc work groups and may do so as deemed necessary.

Appointees serve for a term of two years with the exception of students, who serve for only one year. Ex-officio members serve by virtue of their office. All members of Executive Councils, Standing Committees, ad-hoc subcommittees, task forces, and work groups have full voting privileges (except ex-officio members). There is no limit to the number of two-year terms a member may serve. Membership on the various Executive Councils and Standing Committees is determined by the Constituent Groups. Members of each group are expected to serve as part of their professional responsibilities to the college. In the spirit of shared governance, all Classified Senate representatives will be released for committee meetings. Conflicts in meetings times will be resolved by the President's Council.

Recommendations for revision of these procedures are made annually by the President's Council. Nothing within these procedures shall be construed as impinging on any matter within the purview of collective bargaining.

The Academic Senate

San Diego City College Academic Senate is organized for the following purposes:

- to assume primary responsibility for making recommendations on all "academic and professional matters"; (Title 5 Regulations on academic senates) 53200, C, 1-11;
- to promote the general welfare of San Diego City College, its faculty and its students;
- to encourage a sense of professional responsibility of the highest caliber; and,
- to assist and promote community college education, especially in regard to matters affecting the faculty of San Diego City College.

The legislative and executive functions are vested in a senate, through which the faculty exercises its powers. The Senate has the power to act for the faculty on all matters within the scope of the faculty. It also serves the president of the college as an advisory council.

ACADEMIC SENATE OFFICERS

PresidentBerta Harris
Past PresidentRoberta Alexander
SecretaryHector Martinez
TreasurerCathi Lopez
President of Chairs' CabinetNancy Crispen

PAST PRESIDENTS

Charles H. Parker	1956-57	Vincent Gosewisch	1977-78
Lorraine M. Jenkins	1957-58	Myles Clowers	1978-79
Walter G. Coats	1958-59	Steve Mori	1979-80
Ruth E. Robinson	1959-60	Frank Nickerson	1980-81
Wayne Moxley	1960-61	Vincent Gosewisch	1981-82
Glen Malpass	1961-62	Joseph Copolla	1982-83
C. Paul Villani	1962-63	Frank Nickerson	1983-84
Paul A. Roman	1963-64	Myles Clowers	1984-85
George A. Schutte	1964-65	Marchelle Fox	1985-86
William B. Sulzbach	1965-66	Clarence Stanfield	1986-87
Eugene Chamberlin	1966-67	Doug Dailard	1987-88
Abraham Shina	1967-68	Myles Clowers	1988-90
George A. Schutte	1968-69	Doug Dailard	1990-92
Don K. Wemple	1969-70	Freddie Richards	1992-94
Robert L. Downs	1970-71	John Markley	1994-96
Frank L. Dolan	1971-72	Doug Dailard	1996-98
James M. Burton	1972-73	Carolyn Thomas	1998-00
Herald R. Kane	1973-74	Salley Deaton	2000-02
Vincent Harron	1974-75	Libby Andersen	2002-04
John Markley	1975-76	Kathy McGinnis	2004-06
Jack Willis	1976-77	Roberta Alexander	2006-08

Academic Senate Meetings

Meeting Days and Time:	Two Mondays per month http://www.sdccity.edu/academicsenate/
Membership: Academic Senate (35):	Academic Senate President, Academic Senate President-Elect, Academic Senate Past-President, Academic Senate Secretary, Academic Senate Treasurer, Academic Senate Adjunct Faculty Officer, President of Chairs Council, 28 Senators.
Administration (0):	None.
Associated Student Government (1):	President or designee.
Chair:	Academic Senate President

Charge & Decision-making Responsibilities:

- Approves all policies and procedures within the purview of the Academic Senate.

The Academic Senate represents the faculty in collegial consultation related to specific “academic and professional matters” as defined in AB 1725, Title V, Sections 53200-53206, and Board Policies 0003, 0003.1, 0003.3, 0003.5, 0003.8, 0020.3, 0020.4, 0020.6, 0210, and 5300.2. The Academic Senate shall retain the right to meet with and appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate. The Board of Trustees will “rely primarily” upon the advice and judgment of the Academic Senate in academic and professional matters.

“Rely primarily” means that all recommendations in the areas listed below will be forwarded to the Board of Trustees by the Academic Senate, and will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. The Board of Trustees’ decision shall be based on a clear and substantive rationale that explains its decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board of Trustees or its designee shall communicate its reason in writing to the Academic Senate within 30 days of the decision. If such recommendations are not accepted, existing policies and procedures shall remain in force.

The Board of Trustees shall “rely primarily” upon the City College Academic Senate in the following “academic and professional” matters (Board Policy 0003):

- | | |
|--|--|
| (1) Curriculum, including establishing prerequisites and placing courses within disciplines; | Academic Senate & Curriculum Committee |
| (2) Degree and certificate requirements; | Academic Senate & Curriculum Committee |
| (3) Grading policies; | Academic Senate |
| (4) Educational program development; | Academic Senate & Curriculum Committee |
| (5) Standards or policies regarding student preparation and success; | Academic Senate and Student Services Council |
| (6) District and college governance structures as related to faculty roles; | Academic Senate, Master Planning and Resource Oversight Council, Accreditation Committee |

Academic Senate Charge and Responsibilities (continued)

- | | | |
|-----|---|--|
| (7) | Faculty roles and involvement in accreditation processes including self-study annual reports; | Academic Senate, Master Planning and Resource Oversight Council, Accreditation Committee |
| (8) | Processes for institutional planning and budget development. | Academic Senate and Master Planning & Resource Oversight Council. |

Mutual agreement with the Academic Senate is provided for by the Board of Trustees for certain policy development. "Mutual agreement" means that policies and procedures recommendations will be established jointly with the Academic Senate and ratified by the Academic Senate and the Board of Trustees or its designees.

"Mutual agreement" means those policies and procedures recommendations related to "academic and professional matters" in Title 5 §52300-53206, and Board Policy 0003 shall be developed directly by the Academic Senate or by an Executive Council or Standing Committee whose membership includes Academic Senate representatives.

In instances where the governing board elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process. In the event mutual agreement cannot be reached, the Board of Trustees shall communicate the reasons in writing to the President of the Academic Senate within three days of the decision.

"Academic and professional matters" and the designated Academic Senate structures within which issues are to be resolved by "mutual agreement" are as follows:

- | | | |
|-----|--|---|
| (1) | Policies for faculty professional development activities; | Academic Senate, Exclusive Bargaining Agent, Professional Development Committee, and Instructional Improvement (Flex) Committee |
| (2) | Processes for program review; | Academic Senate, Master Planning and Resource Oversight Council |
| (3) | Other academic and professional matters as mutually agreed upon by the governing Board and the Academic Senate | Academic Senate and Board of Trustees |

Academic Senate Meetings (continued)

Operating Procedures:

The structure and composition of Academic Senate Standing Committees, ad hoc groups, or other work groups in which matters of an academic or professional nature are discussed and policies developed shall be as follows:

- Faculty representatives shall be appointed by the Academic Senate.
- The Academic Senate and the College President shall mutually agree upon the membership of any college-wide groups that deal with “academic and professional matters” as defined in this policy.
- Any policies and procedures related to “academic and professional matters” shall be referred to the Academic Senate for ratification.
- The Academic Senate reserves the right, after consultation with the College President or Board of Trustees designee, to present its concerns and recommendations directly to the Board of Trustees and the Board of Trustees will respond to the Senate (Board Policy 0003).
- The Academic Senate operates under its own ratified constitution and bylaws.

Agendas, Minutes and Related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted on the Academic Senate web page.

Reporting/Recommending Responsibilities

- President’s Council
- College President
- District Chancellor
- Board of Trustees

Curriculum Committee

Standing Committee of the Academic Senate

Meeting Days and Time:	Full committee	Technical Review Subcommittee
	First and third Wednesday, monthly 2:00 p.m., Room B-104	Second and fourth Wednesday, monthly 2:00 p.m., Room B-104
Membership: Academic Senate (13):	Articulation Officer, Counselor, Librarian, 10 faculty at-large (a balanced representation among arts and sciences and occupational and technical disciplines). May include a campus Evaluator and DSPS representative	
Administration (1):	Vice President of Instruction	
Classified Senate (0):	None	
Associated Student Government (0):	None	
Chair:	Appointed by the Academic Senate	

Curriculum Committee (continued)**Charge & Decision-making Responsibilities:**

- Reviews and approves all courses and programs; including curriculum proposals, catalog changes for new and revised courses and programs, and course activations and deactivations for compliance with state regulations and district policy to ensure the following (Policy 5300.2):
 - Degree credit and non-degree credit and noncredit courses meet standards for approval as defined by Title V.
 - Courses and programs comply with the criteria as defined in the California Community College Standards Handbook.
 - Curriculum meets District policy regarding criteria for the Associate Degree and General Education.
 - Courses delivered by Distance Education conform to state regulations.
 - Classes for the disabled conform to state regulations and guidelines.
 - Stand alone courses that are not offered as part of an approved program are reviewed and approved.
 - Credit courses fulfill requirements for submission as general education courses to Intersegmental Education Transfer Curriculum (IGETC), California State University (CSU), University of California (UC) transfer standards for electives and major requirements to CSU, UC, and/or other postsecondary colleges and universities.
 - Credit courses that fulfill District General Education, multicultural, American Institutions and/or health and physical education requirements are reviewed and approved.
 - New programs and program modifications to approved programs are reviewed.
- Reviews credit courses throughout the District to determine duplication in content, recommend policy/procedures regarding academic and professional matters, provides in-service training for college faculty serving on curriculum development, provides for emergency review of curriculum.
- Ensures that curriculum committee membership, as determined by City College, is in Compliance with Title V.
- Advises faculty and administrators on reasons for withholding approval.
- Takes appropriate action on curriculum proposals for the Academic Senate.

Operating Procedures:

- Policy and procedure recommendations requiring consultation will be forward to the Academic Senate for review and recommendation.
- The Office of the Vice President of Instruction will provide clerical assistance for recording and dissemination of all minutes, reports and required documents.
- Reports results to the Academic Senate and District Curriculum Instructional Council
- Forwards results to the Office of Instruction and the Instructional Services Council.
- The faculty committee chair will receive reassigned time supported by the Office of Instruction.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting Responsibilities:

- | | |
|---|----------------------------------|
| • Academic Senate | • Office of Instruction |
| • District Curriculum Instructional Council | • Instructional Services Council |

Institutional Assessment Committee

Standing Committee of the Academic Senate

Meeting Days and Time:	Twice per month, determined each year
Membership: Academic Senate (10):	At-large faculty from all Schools, Learning Resources, Counseling, including a representative from Senate Executive Committee, the Accreditation Committee, the Faculty Co-chair of the Master Planning and Resource Oversight Council, and the Chair or designee of the Chairs Council
Administration (4):	Vice President of Instruction, Dean of Student Affairs, Dean of Student Development, and Deans as appointed by the President.
Classified Senate (2):	Appointed by the Classified Senate
Associated Student Government (2):	Appointed by Associated Student Government.
Other (1):	Institutional Researcher (periodically).
Co-Chairs:	Selected by committee and ratified by the Academic Senate

Charge & Decision-making Responsibilities:

- Facilitates the development of a faculty and staff-led assessment process of Student Learning Outcomes for City College to improve teaching, learning, advising and serving students at the individual, course, program, and institutional level.
- Assists faculty and staff to articulate, implement, evaluate and improve educational processes based upon outcomes and evaluations
- Advises faculty, staff and administrators on the development of student learning outcomes and assessment study design activities.
- Develops and recommends City College student competencies and develops an institutional assessment model.

Agenda, Minutes and related Administrative Activities:

- Institutional Assessment Committee, <http://www.sdccity.edu/iac/assessment.asp>

Reporting/ Recommending Responsibilities:

- Academic Senate
- President's Council

Professional Development Tenure & Promotion Committee

Standing Committee of the Academic Senate

Meeting Days and Time:	One meeting each month, TBA.
Membership:	
Academic Senate (9):	At-large, appointed by the Academic Senate
Administration (0):	None
Classified Senate (0):	None
Associated Student Government (0):	None
Other (0):	None
Chair:	Appointed by the Academic Senate

Charge & Decision-making Responsibilities:

- Solicits, evaluates, rates, and accesses sabbatical leave requests as authorized by the collective bargaining agreement.
- Approves sabbatical leave reports.
- Evaluates and monitor professional growth plans.
- Makes recommendations to the District Professional Development Council.
- Reports actions to the Instructional Services Council, Academic Senate, and Academic Senate Executive Committee.
- Reviews all tenure and/or promotional recommendations to ensure that they are procedurally correct and meet general College and District standards.
- Reviews non-promotional evaluation appeals as granted by Section 15.13 to ensure that the evaluation is procedurally sound.
- Makes recommendations regarding retention, tenure, promotion to the President of the College.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Academic Senate.
- Academic Senate Executive Committee.

Associated Student Government

Associated Students (AS) is the governing body that finances, organizes, and directs many student-sponsored programs and activities at City College. Elections are held annually for AS Officers. Students with a current City College ID card may vote in the elections.

ASSOCIATED STUDENT OFFICERS – Fall 2008-Spring 2009

President	Robert DeMartini
Vice President	Josef Shannon
Secretary	Christa Res
Treasurer	Michelle Wilson
Webmaster	Ahmed Abdulkadir
Health Safety and Environmental Officer	Melanie Stuart
Scholarship Officer	vacant
Public Events Coordinator	Analucia Partida
Public Relations Officer	Monecia M. Smith
Chief Administrator	Skye Newton
Vice Chief Administrator	Teddy Sinthavy
Public Events Coordinator ..	Jazmine Wells
Ad Hoc HOC/ICC Coordinator	April Julien
Senate President	Laurence Walker
Senators	Sophia Fuentes
 Cynthia B. Michalas
 Irma Olalde
 Jose E. Aguirre
 Michael Shabatay
 Karla Martinez
 Vikrum Deol
 Ali Mahrous
Advisor	Dean Denise Whisenhunt

Associated Student Government Meetings

Meeting Days and Time:	To be determined each year http://www.sdcity.edu/studentresources/campuslife/AS/default.asp
Membership:	Defined by the Associated Student Government's Constitution. Updates to student officers can be found online.

Charge & Decision-making Responsibilities:

The Associated Student Government is recognized by City College and the Board of Trustees as the duly elected representatives of the student body as provided by Education Code §76060. The Board of Trustees encourages the Associated Student Government to voice opinions and make recommendations to the

Associated Student Government (continued)

administration of the college and the Board of Trustees with regard to district and college policies and procedures that have or will have a significant effect on the student body (Title 5 §51023.7). District and college policies and procedures that have or will have a significant effect on students include the following:

- Grading policies.
- Codes of student conduct.
- Academic disciplinary policies.
- Curriculum development.
- Courses or programs which should be initiated or discontinued.
- Process for institutional planning and budget development.
- Standards and policies regarding student preparation and success.
- Student services planning and development.
- Student fees, where the adoption of fees are within the authority of the district.
- Any other district and college policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on the student body.

This list does not preclude the opportunity for the Associated Student Government to request participation in other college or district committees as appropriate. The Associated Student Government shall be provided an opportunity to effectively participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on the student body. The Board of Trustees shall ensure that, at both the district and college levels, recommendations and positions developed by the Associated Student Government are given every reasonable consideration (Title 5 §51023.7).

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, staff, and administration, nor detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Operating Procedures:

- The Office of Student Development will provide the budget for all Associated Student Government officers and provide the necessary clerical assistance.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- College President.
- President's Council.
- Vice President of Student Services.

Standing Committees: As needed

Classified Senate

The purpose of the Classified Senate is to contribute to the general welfare of San Diego City College and its classified personnel through unity, shared governance and professional responsibility. In doing so, the Classified Senate shall foster a sense of excellence among its members; provide opportunities for its members to hear and exchange ideas affecting their college system; and support participation in local, regional and statewide classified staff associations. Further, through collaborative interaction and professional development activities, the Classified Senate shall promote camaraderie, understanding, and morale among all classified staff, as well as advocate student learning and achievement where possible.

CLASSIFIED SENATE OFFICERS

President Jun e Cressy
Vice President Sean Ryan
Secretary Awana Payne
Treasurer Neary Sim

PAST PRESIDENTS

Carol Sampaga
 Shirley Norling
 Augie Sandoval
 Mary Porter
 Steve Maule
 Hermila Rangel
 Rosa Buss
 Desiree van Saanen

Classified Senate Meetings

Meeting Days and Time:	Ad-Hoc http://www.sdcity.edu/classifiedsenate/default.asp
Membership: Classified Senate (16):	Classified Senate President, Vice President, Secretary-Treasurer, Immediate Past-President, Senators.
Chair:	Classified Senate President.

Charge & Decision-making Responsibilities:

The Classified Senate is recognized by the Board of Trustees as the organization that represents the classified staff in “effective participation” in policy decision-making. The Senate is authorized to fix and amend by vote of the classified staff, the composition, constitution and bylaws of its Senate. It is the intent of this policy that the Board of Trustees gives the recommendations of the Classified Senate every reasonable consideration.

The classified staff, jointly with other constituent groups, will be given the opportunity to actively participate in College/District governance in the formulation and development of recommendations regarding policies and procedures that impact the classified staff in the following areas:

- Participation in college/district governance structures, including the selection of representatives to serve on college/district committees.
- Institutional planning.

Classified Senate Meetings (continued)

- Budget planning and development.
- Regulations and procedures relating to physical safety.
- Selection and evaluation of administrators.
- Staff development.
- Student/classified and faculty/classified relations.
- Other areas deemed to impact classified staff as determined by the Board of Trustees or its designee in consultation.
- Representation in academic and professional matters in an advisory role.

Except in matters of exigency, the Board of Trustees and College President will not take action on matters having a significant impact on classified staff until it has provided an opportunity for classified staff to participate in the formulation and development of those matters through the college governance process.

Nothing in this policy will be construed to infringe upon the due process rights of the classified staff or diminish any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- College President
- District Chancellor
- Board of Trustees
- President's Council

Standing Committees:

None

President's Council

Meeting Days and Time	Tuesdays, 2:00-4:00 p.m., D-102
Membership: Academic Senate (7)	Academic Senate President, Academic Senate Immediate Past-President or Academic Senate President-elect, President of Chairs Cabinet, or designee(s), Faculty Co-Chairs of each Executive Council.
Administration (4)	College President, Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, and administrative representative.
Classified Senate (1)	Classified Senate President or designee.
Associated Student Government (1)	Associated Student Government President or designee.
Other (1)	Public Information Officer (ex-officio).
Chair:	College President.

Charge: Decision-making Responsibilities:

- Provides college-wide input on shared governance issues through review and discussion.
- Serves as the main policy body that forwards recommendations on shared governance issues to the district and Board of Trustees not requiring primary reliance or mutual agreement between the Academic Senate and the Board of Trustees or its designee.
- Assists in disseminating and interpreting policies and procedures to the appropriate constituent groups.
- Requests, considers, and makes recommendations to the College President on proposals from major decision-making groups (Instructional Services Council, Student Services Council, Master Planning and Resource Oversight Council, Institutional Technology Council, Academic Senate, Classified Senate, Associated Student Government, Administrative Cabinet).
- Oversees self-study and accreditation process
- Coordinates the implementation of the Accreditation Team Report recommendations.
- Approves self-study report and planning agenda items.
- Organizes and tracks the flow of information between and among college decision-making groups.
- Facilitates communication and appropriate involvement of all members of the college community.

Operating Procedures:

- Establishes rules of order and other processes to be used by the President's Council in the deliberation on college issues related to shared governance.
- Any policy and procedural recommendation related to "academic and professional matters" requiring "primary reliance" or "mutual agreement" between the Academic Senate will be forwarded to the Academic Senate for review and approval.
- Forwards recommendations on shared governance issues not requiring primary reliance or mutual agreement between the Academic Senate and Board of Trustees. These recommendations are submitted to the College President and District Chancellor for action or for presentation to the Board of Trustees for action.

President's Council (continued)

- When the President's Council receives proposals, or accepts identified issues from any individual or group within the college, the President's Council may:
 - Refer and or redirect the issue or proposal to one or more Councils, Standing Committees or Governance Groups for appropriate research, discussion, debate, development, and recommendation to the President's Council.
 - Track the work effort of the various governance groups.
 - Organize the flow of communication among and between groups.
 - Report on the status of issues before the governance groups.
 - Coordinate the maintenance of the governance information system.
- Formulates appropriate recommendations for submission to the College President, where no additional information or participation is required.
- Determines that an issue is not within the scope of shared governance, or is not appropriate for consideration by the President's Council.
- Strives to achieve consensus on all issues before forwarding its recommendations:
 - Develops consensus for all decisions or recommendations emanating from the President's Council.
 - Since consensus may not mean total agreement on every issue brought to the President's Council, it is recognized that a minority opinion may be recorded.

Agenda, Minutes and related Administrative Activities:

- The Office of the President will maintaining a project/report calendar to track the progress of all tasks directed to the various Constituent Groups, Executive Councils, or Standing Committees.
- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- College President.
- Chancellor.
- Board of Trustees.
- Constituent Groups.

Standing Committees: None

Executive Cabinet

Administrative Meeting of the President's Council

Meeting Days and Time:	As Needed
Membership: Administration (4):	College President, Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services.
Chair:	College President.

Charge: Decision-making Responsibilities:

- Advises the College President on administrative issues requiring coordination among the major operational areas of the institution: Instruction, Student Services, Administrative Services, and President's Office.
- Serves as a venue for sharing operational information among the major operational areas of the institution.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- College President.

Auxiliary Services Committee

Meeting Days and Time:	Second Monday per month or as needed
Membership: Academic Senate (1):	Academic Senate representative
Administration (2):	Vice President of Administrative Services, College President
Classified Senate (1):	Classified Senate representative
Associated Student Government (1):	Associated Student Government representative.
Other (3):	Public Information Officer, Regional Facilities Officer, College Police Lieutenant
Chairperson:	Vice President of Administrative Services

Charge and Decision-making Responsibilities:

- To review and collaborate on issues relating to facilities, maintenance, security, health and safety, telephones, and computing services. Specifically, to attend the monthly Review of Services meeting. As needs arise to address other services impacting the campus environment or the delivery of programs/services, e.g. Bookstore, Food Services, Health Services, etc. meetings will be called under the purview of this committee.
- By consensus: To prescribe an appropriate course of action to resolve or improve the issue(s) brought to the committee.

- To make recommendations or advise College programs, services, and constituents in the matters of services impacting the campus environment.

Agenda, Minutes, and related Administrative Activities:

- Shall be distributed to the President, members of the Committee, and to the various governance councils.
- Shall be posted in a designated on-line “Public Folder”.

Reporting/ Recommending Responsibilities:

- President’s Council
- Reports as an administrative committee to Administrative Services

Health and Safety Committee

Administrative Committee of President's Council

Meeting Days and Time:	Second Monday of each month, 10:00 a.m.
Membership:	Appointed by the Academic Senate, by program area.
Academic Senate (variable):	
Administration (variable):	Vice President of Administrative Services, others by program area.
Classified Senate (variable):	Appointed by the Classified Senate by program area.
Associated Student Government (1):	Associated Students president or designee.
Other:	Standing membership by college programs.
Chair:	Vice President of Administrative Services

Charge and Decision-making Responsibilities:

- Ensures the intent of District Policy 4800 *Injury and Illness Prevention* is carried out, and that employees perform their duties in such a manner that is safe to themselves and to others.
- Develops and prescribes direct measures to reduce workplace hazards.
- Makes recommendations or advises college programs, services, and constituents in the matters of health, safety and well-being of City College employees, students and visitors.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Agendas and minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Vice President of Administrative Services
- President’s Council

Instructional Services Council

Meeting Days and Time:	One Monday per month following Chairs Cabinet
Membership: Academic Senate (2):	Academic Senate President, Curriculum Committee Chair
Administration (8):	Vice President of Instruction, Instructional and Student Service Deans
Classified Senate (1):	Assigned
Associated Student Government (1):	Assigned
Chairs' Cabinet:	All Faculty Department Chairs
Other (2):	Information Technology Representative, Off- Campus Program Director
Co-Chairs:	Vice President of Instruction and President of Chairs Cabinet

Charge & Decision-making Responsibilities:

- Reviews and makes recommendations to the President's Council.
- Coordinates and provides leadership and support for all college functions in instruction and Instructional Services Council.
- Reviews and makes policy and procedural recommendations on shared governance issues within instruction requiring "primary reliance" or "mutual agreement" between the Academic Senate and the Board of Trustees or the College President
- Facilitates communication among department chairs and deans regarding instructional programs, scheduling, procedures, planning, et cetera with the intent of improving services to students. Decisions are made to have common operations among departments and schools with regard to instructional services.

By consensus:

- Develops common procedures among schools and departments.
- Plans schedule development for the school year.
- Shares planning information of interest to the members.
- Supports and coordinates the Curriculum Committee.
- Reviews academic program review.

Operating Procedures:

- The Office of the Vice President of Instruction will provide clerical assistance for recording and disseminating all minutes, reports, and required documents.
- Any policy and procedural recommendation related to "academic and professional matters" requiring "primary reliance" or "mutual agreement" between the Academic Senate will be forwarded to the Academic Senate for review and approval.
- Recommendations requiring consultation will be forwarded to the President's Council for review and recommendation.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Instructional Services Council (continued)**Reporting/Recommending Responsibilities:**

- President's Council.
- Academic Senate, when any policy or procedure is related to "academic and professional matters".

Instructional Improvement (Flex) Committee

Standing committee of Instructional Services Council

Meeting Days and Time:	Two meetings each month, TBA.
Membership: Academic Senate (10):	At-large, appointed by the Academic Senate
Administration (1):	Appointed by the Vice President of Instruction
Co-Chairs:	Faculty and administrative representatives

Charge & Decision-making Responsibilities:

- Provide opportunities for faculty to maintain currency in their respective disciplines, to improve and expand their knowledge of pedagogical skills, instructional methodologies, and technological abilities, and to develop interdisciplinary approaches to classroom instruction and service delivery to students.
- Designs, reviews, implements, and evaluates instructional improvement activities and ensures that instructional improvement activities meet the guidelines for professional development as prescribed in Title 5.
- Makes recommendations to the Instructional Services Council at regularly scheduled meetings.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Instructional Services Council.
- Academic Senate.

International Education Committee

Standing committee of Instructional Service Council

Meeting Days and Time:	Two meetings per semester
Membership: Academic Senate (2-4):	At-large faculty, including the International Education Coordinator.
Administration (1):	Administrative member of the District International Education Committee.
Associated Student Government (2-3):	Appointed by the Associated Student Government
Chair:	Administrator appointed by the College President.

International Education Committee (continued)

Charge & Decision-making Responsibilities:

- Provide faculty, staff, and students with opportunities to participate in a variety of educational programs, meetings, and cultural events that will develop global competencies and internationalize the curriculum to include: professional development activities, academic (including language) and vocational classes, study abroad, technical assistance, and teacher exchange programs.
- Recommends, reviews, educates, sponsors International Educational Week events, and participates in SDICCA.
- Makes recommendations to the appropriate manager: Vice President of Instruction, Vice President of Student Services and/or the President via the Instructional Services Council.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Instructional Services Council.

Career Technical Education (CTEA/Perkins) Committee

Standing committee of Instructional Services Council

Meeting Days and Time:	Four-six meetings per academic year, TBA.
Membership: Academic Senate (10):	Two at-large faculty members, three faculty members from vocational/technical disciplines, four faculty members representing special populations (DSPS, Financial Aid, EOPS, New Horizons), CTEA Counselor.
Administration (2):	CTEA/Perkins Project Director, CTEA Coordinator
Associated Student Government (1):	Appointed by Associated Student Government
Other (2):	Representatives from industry
Chair:	CTEA Project Director

Charge & Decision-making Responsibilities:

- Assures compliance with the mandates of CTEA/Perkins to improve the vocational/technical programs at San Diego City College through curriculum development, integration and professional development.
- Improves student success, especially the success of students designated as special populations, in the skill attainment and program completion of vocational/technical programs.
- Allocates, by consensus, CTEA/Perkins funds to eligible programs on campus, insuring compliance with Federal and State regulations concerning the use of CTEA/Perkins funds.
- Make recommendations to Instructional Council Vice President of Instruction, and the President.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

CTEA/Perkins Committee (continued)

Reporting/ Recommending Responsibilities:

- Instructional Services Council.
- Master Planning and Resource Oversight Council.
- Budget Development Committee.

Library/LRC Committee

Standing Committee of the Instructional Services Council

Meeting Days and Time:	Monthly, TBA.
Membership: Academic Senate (10):	Appointed by the Academic Senate, to include two librarians and a Learning Resource Specialist.
Chair: Faculty	representative.

Charge & Decision-making Responsibilities:

- Promotes a strong relationship between the Library and Learning Resource Center and faculty in order to monitor holdings and acquisitions in support of instructional programs.
- Promotes faculty involvement for program effectiveness of the Library and Learning Resource Center.
- Makes recommendations to the Academic Senate and Master Planning and Resource Oversight Council.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Master Planning and Resource Oversight Council.

Instructional Cabinet

Administrative Committee of Instructional Services Council

Meeting Days and Time:	Wednesdays, 9:30 a.m. D102
Membership: Academic Senate (1):	Academic Senate President.
Administration (8):	Vice President of Instruction, Instructional Deans, one Student Services Dean, Director of Off-Campus Programs, President of Chairs Cabinet
Classified Senate (0):	None
Associated Student Government (0):	None
Other (0):	None
Chair: Vic	President of Instruction

Instructional Cabinet (continued)

Charge & Decision-making Responsibilities:

- Manages the direction of instructional activities among the schools.
- Discusses issues and concerns and makes recommendations/decisions to instructional programs and services.
- Exchanges information among participants as well as constituents involved.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Agendas and minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Vice President of Instruction

Chairs Cabinet

Administrative Committee of Instructional Services Council

Meeting Days and Time:	Monthly, 1:30 p.m. D121A
Membership: Academic Senate (1):	Academic Senate President.
Administration (26):	Department Chairs (including all instructional departments, EOPS, DSP&S, Counseling, Library and Learning Resources).
Chair:	President of Chairs Cabinet.

Charge: Decision-making Responsibilities:

- Facilitates exchange of information between academic and student services departments
- Mentors new chairs and support all chairs in performing their duties.
- Provides a channel of communication between administration and chairs.
- Promotes increased communication between the academic senate and chairs
- Fosters discussion of issues and concerns for chairs.

Operating Procedures:

- At the last meeting of the school year a chairs council evaluation instrument is distributed by the President of the Chairs Council for use in evaluating the council's effectiveness and in planning for the following year.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Agendas and meeting notes are posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Instructional Services Council and the Academic Senate

Student Services Council

Meeting Days and Time:	Third Thursday each month, 1:00 p.m.
Membership: Academic Senate (4):	Appointed by the Academic Senate (two teaching and two counseling faculty members).
Administration (4):	Vice President of Student Services, Dean of Information & Learning Technology, Dean of Matriculation and Student Development, Dean of Student Affairs, EOPS Director, Financial Aid Director, DSP&S Coordinator, Instructional Dean, Career and Transfer Center Director, Health Center Director, Staff Department Heads
Classified Senate (2):	Appointed by the Classified Senate/Student Services Administrative Assistant
Associated Student Government (2):	Associated Students President and designee
Other (1):	Articulation Officer (ex-officio).
Co-Chairs:	Vice President of Student Services and faculty representative

Charge & Decision-making Responsibilities:

The Student Services Council is a policy recommending committee devoted to student services and student development activities at City College. This shared governance council initiates and makes policy recommendations to the President through the President's Council.

- Provides leadership and support for all college functions related to Student Services.
- Reviews and makes policy and procedural recommendations on shared governance issues within student services requiring "primary reliance" or "mutual agreement" between the Academic Senate and the Board of Trustees or the College President.
- Advises the Academic Senate and the college community on recommended policies and procedures dealing with: matriculation, student preparation and success, grading, academic appeals, student fees, student life, student services, co-curricular activities, student services technology, child care, student due process and policies affecting students.
- Recommends and advises on long-range and short-term plans for the Student Services division.
- Reviews, recommends, and acts upon policies and procedures that affect student services, Matriculation, and student interests as they pertain to the campus and the District.
- Identifies campus student services issues and develops policy initiatives and proposals for consideration by the President's Council.
- Identifies district-wide issues and develop proposals for the consideration of the District Student Services Council.
- Receives and acts on recommendations of subcommittees.

Operating Procedures:

- Recommendations requiring consultation will be forwarded to the President's Council for review and recommendation.
- Any policy and procedural recommendation related to "academic and professional matters" requiring "primary reliance" upon or "mutual agreement" with the Academic Senate will be forwarded to the Academic Senate for review and approval.
- Dean of Matriculation and Student Development or Dean of Student Affairs shall be the vice-chairperson.

Student Services Council (continued)

- Voting rights shall be confined to the standing members of the committee or to the person holding the written proxy of a standing member of the committee.
- Members may be represented by their designee or may give their proxy to another member of the standing committee. Such representation must be registered in writing with the chairperson.
- A quorum shall consist of a majority of the standing membership of the committee.
- Resource personnel shall attend meetings as requested by the chairperson of the council.
- Required clerical services shall be provided by the staff of the office of the Vice President of Student Services.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- President's Council.
- Academic Senate, when any policy or procedure is related to "academic and professional matters".

Student Academic Standards Committee

Standing Committee of Student Services Council

Meeting Days and Time:	One meeting each month, TBA.
Membership:	
Academic Senate (8):	At-large faculty, including six teaching faculty members and two counselors.
Administration (2):	Vice President of Student Services, Dean appointed by the College President.
Other (3):	Articulation Officer (ex-officio), two Evaluators (ex-officio).
Chair:	Vice President of Student Services.

Charge & Decision-making Responsibilities:

- Acts on individual student petitions requesting a Selected Studies Major for the Associate Degree.
- Acts on individual student petitions requesting substitution of courses or waiver of academic requirements set forth in the City College Catalog.
- Acts on individual student petitions requesting credit for upper division coursework or foreign transcript credit.
- Identifies catalog issues and develop policy initiatives and proposals for the consideration of the Instructional Services Council or Student Services Council, as appropriate.
- Makes final decisions pertaining to appeals for exception to graduation requirements.

Student Academic Standards Committee (continued)

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Student Services Council.

Financial Aid Committee

Standing Committee of the Student Services Council

Meeting Days and Time:	TBA.
Membership:	None.
Academic Senate (0):	
Administration (2):	Dean of Student Affairs, Financial Aid Manager.
Classified Senate (1):	Senior Secretary
Associated Student Government (0):	None
Other (1)	Financial Aid Supervisor.
Chair:	Dean of Student Affairs.

Charge & Decision-making Responsibilities:

- Acts on student Appeals for Financial Aid, including financial aid reinstatement and exceptions to financial aid policies.
- Makes recommendations regarding issues and concerns pertaining to financial aid and the student assistance program.
- Exchanges information among participants as well as constituents involved in the financial aid program.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services.

Matriculation Advisory Committee

Administrative Committee of Student Services Council

Meeting Days and Time:	TBA.
Membership:	Appointed by the Academic Senate, including two classroom faculty members and two counselors.
Academic Senate (4):	
Administration (1):	Dean of Matriculation and Student Development.
Classified Senate (1):	Senior Secretary
Chair:	Dean of Matriculation and Student Development

Charge & Decision-making Responsibilities:

- Advises on the matriculation program content and activities.
- Approves the institutional Matriculation Plan and revisions prior to submittal to the State Chancellor's Office.
- Makes recommendations regarding issues and concerns pertaining to matriculation and student access and success.
- Exchanges information among participants as well as constituents involved in the matriculation program.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services.

Scholarship Committee

Administrative Committee of Student Services Council

Meeting Days and Time:	As needed
Membership:	Appointed by the Academic Senate, including two classroom faculty members and two counselors.
Academic Senate (4):	
Administration (1):	Dean of Student Affairs.
Classified Senate (1):	Senior Secretary
Chair:	Dean of Student Affairs.

Charge & Decision-making Responsibilities:

- Convenes and coordinates appropriate departmental committees to make decisions regarding student scholarship recipients.
- Makes recommendations regarding issues and concerns pertaining to the student scholarship program.
- Exchanges information among participants as well as constituents involved in the student scholarship program

Scholarship Committee (continued)

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services.

World Cultures Committee

Administrative Committee of Student Services Council

Meeting Days and Time:	TBA.
Membership: Academic Senate (6):	At-large, appointed by the Academic Senate, including World Cultures Program co-directors.
Administration (1):	Vice President of Student Services and representative from City College Foundation
Co-chairs:	Co-directors, World Cultures Program

Charge & Decision-making Responsibilities:

- Plans, organizes, and implements a schedule of World Cultures Program events and activities to create a campus environment that welcomes and celebrates diverse cultures, values, and perspectives.
- Makes recommendations regarding issues and concerns pertaining to the campus cultural environment and incorporation of cultural perspectives into the college curriculum.
- Exchanges information among participants as well as constituents involved in the World Cultures Program.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services

Student Disciplinary (Policy 3100) Committee

Meeting Days and Time:	TBA.
Membership: Academic Senate (2 or more):	Appointed by the Academic Senate, to be equal in number to the number of student representatives.
Administration (1):	Vice President of Student Services.
Associated Student Government (2):	Appointed by the Associated Student Government, to be equal in number to the number of faculty representatives
Chair:	Vice President of Student Services.

Charge & Decision-making Responsibilities:

- Conducts student disciplinary hearings in accordance with Board Policy 3100 – Student Rights and Responsibilities.
- Makes recommendations to the College President regarding student disciplinary matters.
- Hearings are closed and confidential.
- An official record of the proceedings is made by electronic recording.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services
- College President

Human Subjects Research Committee

Meeting Days and Time:	Ad-hoc
Membership: Academic Senate (3):	Appointed by the Academic Senate.
Administration (1):	Vice President of Student Services.
Chair:	Vice President of Student Services.

Charge & Decision-making Responsibilities:

- Reviews requests for research involving students and student participation in surveys, questionnaires, and interviews wherein students are the subject of the research.
- Makes recommendations to the College President regarding positive or negative effects of proposed student research.

Operating Procedures:

- Reviews written proposals from researchers and determines positive or negative effects on the educational environment and/or the individual student subjects.

Human Subjects Research Committee (continued)

- Records recommendations via a Human Subjects Form and forwards it to the College President for disposition.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- Vice President of Student Services.
- College President.

Master Planning and Resource Oversight Council (MPROC)

Meeting Days and Time:	Second and fourth Wednesdays 3:30pm, Room D-102
Membership: Academic Senate (4):	Appointed by the Academic Senate, including faculty co-chair of the Institutional Technology Council.
Administration (5):	Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, administrative co-chair of the Institutional Technology Council, two deans at-large.
Classified Senate (1):	Appointed by the Classified Senate
Associated Student Government (1):	Associated Students President or designee
Other (1):	Community member.
Co-Chairs:	Faculty member and administrator to be elected by the committee

Charge & Decision-making Responsibilities:

- Provides direction for the program review, planning, and resource allocation process for the campus.
- Integrates long-term instructional, facilities, and technology plan into the institutional master plan.
- Integrates accreditation action plans into the institutional master plan.
- Develops and publishes the master plan and annual updates.
- Evaluates the mission and institutional priorities and make recommendations to the President's Council.
- Develops:
 - The mission statement,
 - Institutional priorities, and
 - Criteria for hiring and equipment acquisition.
- Compiles forms A/B/6 from each council.
- Integrates recommendations of other councils into the program review, planning, and resource allocation process
- Develops the master plan and annual updates.
- Develops and provide the college with statistics for program review.
- Coordinates the program review, planning, and resource allocation process.
- Reviews and makes policy and procedural recommendations on shared governance budget issues requiring mutual agreement between the Academic Senate and the Board of Trustees or the President.

In Budget Development role:

- Develops an "operating budget" that carries out the mission of the college as delineated in the College Master Plan; reviews and assesses the impact of reductions/increases; and justifies the level of any additional program allocations required to provide an appropriate schedule of classes and level of service.
- Establishes the parameters by which the college budget is developed
- Sets conditions for allocations that are not specified by formula or parameter.
- Oversees the allocation of College Auxiliary Supported Projects (ASP) Funds.
- Reviews and approves the recommendation of the Vocational Education (CTEA) Committee for the allocation of CTEA funds.

Master Planning and Resource Oversight Council (continued)

Operating Procedures:

- Office of the Vice President of Student Services will provide clerical assistance for recording and disseminating all minutes, reports and required documents.
- Recommendations requiring consultation will be forward to the President's Council for review and recommendation.
- Recommendations requiring approval of any policy and procedure related to "institutional planning and budget" will be forward to the Academic Senate for approval.
- The membership makes regular reports to their respective areas. The college mission, goals and objectives, facilities plan, technology plan, and accountability report are communicated annually to the College President, Academic Senate, Classified Senate, Associated Student Government, and Board of Trustees.
- Annually disseminates the Master Plan and Annual Update to each employee.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities:

- President's Council.
- Academic Senate when any policy or procedure is related to "institutional planning and budget".

AB 1725/Travel Committee

Standing Committee of MPROC

Meeting Days and Time:	One meeting each month, TBA.
Membership:	
Academic Senate (6):	At-large, appointed by the Academic Senate.
Administration (2):	At-large, appointed by the College President.
Classified Senate (4):	At-large, appointed by the Classified Senate.
Co-Chairs:	Faculty and administrative representatives.

Charge & Decision-making Responsibilities

- Reviews and approves AB1725/Travel funding requests of faculty, classified staff and administrators to off-campus conferences, seminars and workshops as authorized by district and college procedures.
- Reviews and approves AB 1725/Travel Reports.
- Supports faculty, classified staff and administrators in their goal to maintain currency in their respective fields and improve service delivery to students.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

AB1725/Travel Committee (continued)**Reporting/ Recommending Responsibilities:**

- Master Planning and Resource Oversight Council.

Research Committee

Standing Committee of MPROC

Meeting Days and Times:	Monthly, to be determined.
Co-Chairs:	Vice President, Student Services, Academic Senate President or designee
Membership:	Three (3) administrators appointed by the president, three (3) faculty members appointed by the Academic Senate; Two (2) classified staff members appointed by the Classified Senate; Campus Researcher.
Resource members:	District Director, Institutional Research and Planning, District Chief Researcher

Charge & Decision-Making Responsibility:

The committee receives and reviews requests from faculty, staff and colleges programs for research data; prioritizes research requests in line with the college's Mission Statement, Master Plan, Accreditation requirements, and state, federal and other funding-agency requirements; initiates research requests itself based on identification of college-wide research needs; develops and periodically updates annual college-wide research agenda; and makes research results, as appropriate, available to the college community.

Agenda, Minutes and related Administrative Activities:

- Agenda and minutes shall be taken and disseminated
- Minutes shall be posted in a public folder accessible electronically

Reporting/Recommending Responsibilities:

- Master Planning and Resource Oversight Council

Accreditation Steering Committee

Ad-hoc committee of MPROC

Meeting Time and Date:	First Friday, monthly
Membership: Academic Senate (4-6):	At-large, appointed by the Academic Senate
Administration (4-6):	Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, Instructional and Student Services Deans
Classified Senate (1-2):	At-large, appointed by the Classified Senate
Associated Student Government (1):	At-large, appointed by Associated Student Government
Other (1):	Institutional Researcher.
Co-Chair (2):	Faculty member, recommended by the president, approved by the Academic Senate, and Vice President of Instruction or Student Services.

Charge & Decision-making Responsibilities:

- Oversees and coordinates the Accreditation Standard Sub-Committee, in consultation with the Academic Senate and College President.
- Oversees the development and review of the Accreditation Self-Study, Mid-term and Special Accreditation Reports.
- Coordinates the implementation of Accreditation Self-Study Action Agenda Items.

Operating Procedures:

- Action recommendations will be forward to the President’s Council for review and disposition.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted on the City College website.

Reporting/Recommending Responsibilities:

- President’s Council.
- Academic Senate, when any policy or procedure is related to “academic and professional matters”.

Facilities Master Plan Committee

Standing Committee of MPROC

Meeting Days and Time:	As needed.
Membership: Academic Senate (4):	Academic Senate President or designee, Chair of Chairs Council, at-large Department Chair, representative of Master Planning and Resource Oversight Council.
Administration (5):	Vice President of Administrative Services, Vice President of Instruction, Vice President of Student Services, at-large Instructional Dean, at-large Student Services Dean.
Classified Senate (1):	Classified Senate President or designee
Associated Student Government (1):	Associated Student Government President or designee
Chair:	Vice President, Administrative Services

Charge & Decision-making Responsibilities:

- Establishes as needed, subcommittees with specific facilities related purpose e.g. by project, program, category, etc.
- Participates on such subcommittees where interest and input is relevant to committee charge.
- Communicates with constituent groups e.g. program, department, school, division or designated, such as chairs, senate, etc.
- Becomes knowledgeable about historic, present, future facilities plans.
- Updates the campus community as to the status of the Facilities Master Plan.

Operating Procedures:

- One member shall serve as recorder.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- Master Planning and Resource Oversight Council.

Institutional Technology Council

Meeting Days and Time:	Every Friday, 11:45 a.m.
Membership: Academic Senate (5):	Appointed by the Academic Senate, to include faculty from Computer Sciences, Engineering, Multimedia, and Online Instruction.
Administration (4):	Dean of Information and Learning Resources, Instructional Dean, Student Services Dean or Supervisor, Vice President of Administrative Services or designee.
Classified Senate (2):	Appointed by the Classified Senate to include one Network Specialist
Associated Student Government (1):	Associated Student Government President or designee
Other (2):	SCT Representative assigned to City College. Supervisor of Technology Support Group, Public Information Officer.
Co-Chairs:	Dean of Information and Learning Technology and faculty representative.

Charge & Decision-making Responsibilities:

Develops an institutional Information Technology Plan with a primary focus on the role of technology in the support and delivery of information-based resources to all constituencies of the College, i.e., students, faculty, staff, and administrators

- Reviews and revises, as an ongoing process, the Information Technology Plan as the College’s priorities and strategies change in response to student and community needs.
- Supports and assists the college in its mission with regard to technology decisions to meet current and future needs to areas, such as
 - microcomputer platforms, operating systems, software and peripherals
 - infrastructure and facility to ensure acquisition interface
 - schedule for replacement/refurbishment/reallocation of equipment
 - security, staffing and maintenance needs
 - provide guidelines for the development of computer-assisted instruction
- Assesses, evaluates and anticipates impact or relation of information technology to institutional priorities and directions.
- Provides guidelines and leadership in the development of computer-assisted instruction including curriculum and assessment of instructional computer use.

Agenda, Minutes and related Administrative Activities:

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities:

- President’s Council

Frequently Asked Questions

Where do I go to pick up my paycheck? Electronic deposit of your pay warrant is convenient and credited to your account at midnight preceding the pay date (time varies based on your financial institution's policy). Your warrant "pay stub" is put in your mailbox on payday. For those who still choose to pick-up their warrants, please be advised that they are available during business hours in Business Services for 5 workdays (including payday) and then sent back to the District Payroll Department.

How do I reserve a room? All conference room and classroom reservations require submission of the Request for Facilities Use form. Submitting the form confirms the reservation and alerts Facilities and College Police to the activity. Please notify the appropriate person to cancel a room reservation. This will allow for rescheduling of the room, if needed, as meeting space on the campus is minimal.

Contact Joyce Thurman in Business Services at x3428 to reserve the following campus spaces:

Conference Rooms A-104, D-101, D-102, D-121A

Staff Dining Room D121B

Gorton Quad

Schwartz Square

Curran Plaza

Student Cafeteria

Classrooms are assigned to instructional deans. Contact the appropriate [dean's assistant](#) to reserve a classroom. All contract employees may receive access to the room scheduling web program (Room Matrix) to preview classroom availability. Contact the Vice President of Instruction Office (x3523) to request room matrix access.

Outside organizations may use our facilities for a fee. Arrangements are made through Joyce Thurman, Business Services Office (x3428).

How can I get rid of furniture/equipment I no longer need?

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to Business Services. DO NOT drop off any items in the area east of the L Building.

Items identified as "dropped off" will be delivered back to their point of origin pending receipt of appropriate ETD's. When the approved ETD is received, Facilities Services will relocate the equipment for pickup by the warehouse.

Am I allowed to come to campus during off-hours?

If you have a reason to be on campus beyond normal hours of operation, please let College Police know you are on campus. Dispatch can be reached at 388-6405. This is for your safety as well as for the security of the campus environment.

What is the college's smoking policy? Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings. Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of a public building.

What do I do in emergency situations?

Emergency Telephones - Emergency telephones have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Others, due to original cable installation, may be on other walls. You should familiarize yourself with the "Callbox" location in each of your teaching environments.

The call box is a red square apparatus and you only need to push the button for direct dial to College Police Dispatch. Keep access to these phones clear of desks, TV/VCR's, overhead projectors and any other equipment.

Fire Alarms - When a fire alarm sounds, you **MUST** evacuate the areas affected. Alarms are specific to "regions" which means they sound only in the areas requiring evacuation. Doors should be closed, but left unlocked when you leave the area. Remain outside until notified by College Police or Facilities that you can re-enter.

If evacuation is necessary for "other" reasons, College Police, and if required, other designated staff will convey that information in person. Doors should be locked in this instance. Re-entry is permissible only on the advisement of designated staff or College Police.

Medical Incidents - If you witness an accident or injury that appears to require immediate medical attention, call either 9-911 or 388-6405 or use the designated College Police key on your office telephone.

Calling 619-388-6405 summons College Police who will assess and evaluate the need for additional medical response. If you believe the situation is a medical emergency, it is appropriate to dial 9-911 first and College Police second.

Accident Reports

In order to advise District Risk Management of workplace injuries as soon as possible after they occur, Supervisors (not the injured employee) should complete the Accident, Injury, and Occupational Illness Investigation Report and fax both sides to Risk Management at FAX 619-388-6898.

The original and the Employee's Claim for Workers' Compensation Benefits Form should then follow the normal process. Send a copy of both forms to Business Services.

EvacuChair

The EvacuChair is for use when elevators are inoperable and wheelchair access to another floor is needed. The EvacuChair is available near A-225 (east wing). If a need arises which requires use of the EvacuChair please contact one of the following for assistance.

Derrall Chandler, Facilities Services, 619.388-3537
Business Services, 619.388-3428
Disability Support Program and Services, 619.388-3513
Student Health Services, 619.388-3450
Debra Reed, Biology, 619.388-3256

Is there anything else I may need to know?

Travel Requests - To ensure timely processing of checks for Travel & Conference (e.g. Advances, and Direct Pays for Registration and Transportation, etc.), submit completed documentation early enough so they arrive in Business Services at least 2 ½ weeks prior to the registration deadline and/or date of travel.

After processing by Business Services, the travel requests are approved and signed by the president and then sent to various department(s) at the District Office for signature before a check can be processed. Checks are generated once a week.

Any Travel Request that is submitted after the date of travel must be accompanied by a letter of justification describing the extenuating circumstances that precluded following procedure.

Conference/Travel forms and procedures are available on the City College website.

<http://www.sdcity.edu/facstaff/downloads.asp>

Professional Development Forms - The Professional Development forms for faculty are available online at City College website. Hard copy forms are no longer available in the President's office. Go to <http://www.sdcity.edu/facstaff/downloads.asp>

Volunteer Workers - Any and all unsalaried persons performing voluntary services (volunteers) for City College must have a current Volunteer Worker Notification Form on file with Business Services. This form must be completed before the person performing the services actually starts. One is needed for each "dates of assignment" period. The time period entered in the "dates of assignment" line cannot go beyond the fiscal year in which the volunteer started.

WHO'S RESPONSIBLE?

Visit the City College website for the most current information

<http://www.sdccity.edu/facstaff/directory.asp>

ASSIGNMENT	CONTACT	ROOM	PHONE
Academic Senate	Berta Harris	A-2	3578
Accident Reports - Faculty/Staff	Joyce Thurman	A-105	3428
Accident Reports - Students (Day)	Nancy Sickler	A-114	3450
Accident Reports - Students (Eve)	College Police	T-211	3461
Accounting	Shirin Mohseni	A114	3405
Activities - Students	Denise Whisenhunt	D-106	3498
Administrative Services	Jerry Davis	A-105	3428
Admission of Students	Lou Humphries/Denise Hollis	A-112	3475
Articulation	Libby Andersen	E-Bldg	3074
Associated Student Body	Denise Whisenhunt	D-106	3498
Athletic Program Coordinator	Dede Bodnar	P3-203	3544
Attendance/Grades, Students	Lou Humphries	A-109	3475
Audio Visual/Media Services	Majeda Nasrawi	R-104	3418
Bookstore	Dee Dee Porter	A-12	3976
Budget Control	Mary Granderson	A-105	3430
Building Maintenance	Derrall Chandler	T-211(f)	3537
Bulletin, Faculty/Staff	Barbara Butler	E-Bldg	3453
Bulletin, Student	Gail Rodriguez	D-106	3498
Business Services	Mary Granderson	A-105	3430
Cafeteria/Food Services	Vince Margetta	D-123	3415
CalWORKs	Bernice Lorenzo	A-10A	3797
Capital Outlay	Carmeter Lard	A-105	3433
Cashiering	Shirin Mohseni	A-114	3405
Child Development Center	Gloria Lyon	F-Bldg	3877
Classified Senate	June Cressy	A-8	3225
Commencement	Denise Whisenhunt	D-106	3498
Communication/Public Relations	Heidi Bunkowske	A-117	3911
Computer Problems & Software	Help Desk	District	7000
Cosmetology	Patricia Grooms-Jones	S-Bldg	3284
Counseling (Certificated)	Bonnie Peters	A-110	3675
Counseling (Classified)	Megan Soto	A-110	3565
Curriculum Planning	J. Lombardi	C-201	3587
Custodial Service	Derrall Chandler	T-211(f)	3537
Disability Support Services	Debra Wright-Howard	A-115	3513
Discipline, Student	Denise Whisenhunt	D-106	3498
Duplicating (Digital Printing)	Patricia Fernandez	A-8	3444
Emergency Book Loans	Denise Whisenhunt	D-106	3498
EOPS	Gerald Ramsey	A-113	3448
Equal Opportunity Site Compliance	Mary Coleman	E Bldg	3388
Equipment Transfers	Carmeter Lard	A-105	3432
Evaluations, Faculty	Libby Andersen	E-Bldg	3074
Evaluations, Student (M-Z)	Christine Monaco	A-110	3210

ASSIGNMENT	CONTACT	ROOM	PHONE
Evaluations, Student (A-L)	Margie Aguayo	A-110	3466
Facilities Use	Joyce Thurman	A-105	3428
Facilities Services	Derrall Chandler	T-211	3537
Financial Aid	Greg Sanchez	A-113	3507
Fitness Center	Paul Greer	P2-02	3970
Flex/Instructional Improvement	Rose LaMuraglia	A-16-G	3719
Food Service	Vince Margetta/Pat Breen	Cafeteria	3415
Gardening, Grounds	Kim Stillson	M-1	3593
Health Services	Dotti Cordell	A-116	3450
Honors Program	Hector Martinez/Kelly Mayhew	A-1(n)	3512
Independent Learning Center	Don Long	R-106(a)	3265
Incubator, Technology Business	Trudy Gerald	T-110	3730
Insurance Claims, Student	Nancy Sickler	A-116	3450
Insurance Forms, Staff/Faculty	Joyce Thurman	A-105	3428
International Education	Marion Froehlich	A-1(q)	3652
International Students	Dora Meza	A-112	3476
Keys	College Police	T-211	3461
KSDS Radio Station	Mark DeBoskey	C-102	3759
Library/LRC	G. Ramsey/C. Withers	R-Bldg	3421
Mail Service	Patricia Fernandez	A-8	3444
Matriculation	Julianna Barnes	A-110(m)	3709
Mental Health	Debra Wright-Howard	A-221	3994
MESA Program	Alyson Ponomarenko	T-311(e)	3156
Military Education	Lisa Curtin	A-117	3328
Multimedia	Majeda Nasrawi	R-100(a)	3418
New Horizons	Mary Jane Kruse	A-10C	3424
News Media Liaison	Heidi Bunkowske	T-316	3911
Newspaper, City Times	Roman Koenig	T-319	3815
Nursing Information	Deborah Berg	A-112	3441
Off-Campus Programs	Jeanie Tyler	E-Bldg	3924
Outreach	Larry Maxey	A-113	3890
Parking Permits	College Police	T-211	3461
Parking Program	Debra Picou	Dist Svc Ctr	6416
Payroll	Earline Barrett/B. Leverette	A-105	3432/3434
Puente	Luis Perez	A-110	3668
Pay Warrants	Joyce Thurman	A-105	3428
Police, Campus	Lt. Jack Doherty/Sgt. Nick Johns	T-211	3461
President's Office	Erin Flanagan	E-Bldg	3453
Publications/PR, College	Heidi Bunkowske	A-117	3911
Records (Student)	L. Humphries/Denise Hollis	A-109	3474
Repairs, Equipment	Derrall Chandler	T-211(f)	3537
Requisitions, Supplies	Carmeter Lard	A-105	3433
Revolving Fund	Shirin Mohseni	A-114	3405
Room Assignment, Classroom	Instructional Secretaries	Varies	Varies
Room Reservation, Conference	Joyce Thurman	A-105	3428
SDCC Foundation	Jerry Davis	A-105	3428

<u>ASSIGNMENT</u>	<u>CONTACT</u>	<u>ROOM</u>	<u>PHONE</u>
Schedule Changes, Faculty -----	Instructional Deans -----	Varies -----	Varies
Scholarships -----	Carmen Ruffo -----	D-106 -----	3413
SIFE (Students In Free Enterprise) -----	Leroy Brady -----	A-10(c) -----	3999
Stockroom -----	Carl Pace -----	T-106 -----	3584
SLOs (Student Learning Outcomes) -----	Dotti Cordell/Berta Harris -----	A-116/A-2 -----	3450/3578
Substitutes – Faculty -----	Instructional Deans -----	Varies -----	Varies
Telecommunications -----	Larry Quick -----	C-125 -----	3030
Telephone Operator -----	Elcia Rozier -----	A-112 -----	3400
Telephone Service Orders -----	Joyce Thurman -----	A-105 -----	3428
Testing, Student -----	Eric Flores -----	A-110 -----	3274
Theatre Box Office -----	Rob Norberg -----	Saville Theatre -----	3676
Title V -----	Raphael Alvarez -----	L-211 -----	3202
Transfer/Career Center -----	Marilyn Harvey -----	A-111 -----	3951
Travel & Conference -----	Brenda Leverette -----	A-105 -----	3434
TRIO/ASPIRE -----	Freddie Richards -----	A-10 -----	3407
Tutorial Center -----	Lance Soukhaseum -----	R-212 -----	3685
Umoja -----	Marilyn Harvey -----	A-110 -----	3796
Vandalism Reports -----	College Police -----	T-211 -----	3461
Veteran's Services -----	Belinda Harris -----	A-109 -----	3504
Vice Presidents -----	White/Benard/Davis -----	Varies -----	Varies
Word Processing -----	Patricia Fernandez -----	A-8 -----	3444
Work Experience -----	Randy Barnes -----	T-216 -----	3488
World Cultures -----	Elizabeth Meehan/Karen Lim -----	A-2 -----	3512



SAN DIEGO CITY COLLEGE
 1313 Park Boulevard
 San Diego, CA 92101-4787
 619-388-3400



Terrence J. Burgess, Ph.D., President

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 representation is binding on the San Diego Community College District without the express approval of the Board of Trustees. (Mary Graham, Rich Grosch, Bill Schwandt, Maria Nieto Senour, Ph.D., Peter Zschiesche)

Constance M. Carroll, Ph.D., Chancellor