Preparing the new generation

Campus Handbook
2013-2014 San Diego City College
Administration and Governance Guide, Organizational Charts, and Campus Directory
The City College Administrative Handbook is intended to provide important information about the organization and governance structure of San Diego City College.

Within these pages you will find college and department organizational charts, college governance committee membership and responsibilities, along with key telephone numbers and frequently asked questions about various programs and services. Also included is the district’s administrative structure, as well as important information about the organization and the role of participatory governance at City College.

Lynn Ceresino Neault, Ed.D.
Interim President
2013-2014
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San Diego City College

Student Services Division

Vice President
Student Services
Denise Whisenhunt

Administrative Secretary
Desiree Van Saanen

Dean
Student Development and Matriculation
Helen Elias

Senior Secretary
Jacqueline Clark
Admission & Records
Assessment
Counseling
Evaluations
First Year Experience
Matriculation
Puente
Student Transition Services
Umoja
Veterans Center

Dean
Student Affairs
Michael Paul Wong

Senior Secretary
Gail Rodriguez
Associated Students and Organizations
Financial Aid
Scholarships and Fee Deferments
Student Grievance and Discipline
Student Leadership and Development

Dean
Athletics
Kathy McGinnis

Senior Clerical Assistant
Irene Mello
Athletic Administration
Athletics Program/Coaches

Student Services Programs
CalWORKS
DSPS
EOPS
Mental Health
Outreach
Price Scholarship Program
Student Health Services
San Diego City College

Administrative Services

Vice President
Administrative Services
Jacque Bell

Administrative Secretary
Tiffany Smith

Supervisor
Business Services
Mary Granderson
Acquisitions
Budget Development/Control

Supervisor
Accounting
Shirin Mohseni
Cashiering
Co-curricular
Foundation Accounting
Revolving Fund

Supervisor
Digital Print and Mail Services
Patricia Fernandez
Duplicating
Mailroom
Word Processing

Supervisor
Stockroom
Gerry Vanderpot
Inventory Control
Shipping/Receiving
Supplies

Bookstore, College Police, Food Services,
Maintenance/Plant Operations/Facilities/Capital Projects,
Telephones/Information Technology
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 2011.

The official documentation of the college accreditation is on file in the President’s Office.
Shared Governance

San Diego City College is governed through a participatory governance process. The role and purpose of all committees and councils in the governance process is to provide input in college decision making and assist in the communication of the nature and the necessities of college projects throughout the college community. College Governance Councils and Committees 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 chart below shows the line of authority and the line of consultation/communication from the college to the Board of Trustees.
Overview of Participatory 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 BP 2510) that all appropriate parties participate collectively in college/district governance in accordance with AB1725, Title 5 §53200-53206 and §51024-51025.

This principle of participatory governance provides the foundation for effective shared decision-making at City College. Mutual trust and support are imperative for the success of participatory 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.

Participatory 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, trust and mutual respect.

Constituent Groups

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

- **Academic Senate**
  representing faculty

- **Associated Students Government**
  representing students

- **Classified Senate**
  representing classified staff

- **Administrators, college association, directors, deans, vice presidents, president**

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 participatory 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.

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.

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, Assessment, and Resource Oversight Council (MPAROC)**
- **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 recommendations 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, reports 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.
Constituent Groups

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.

President
Peter Haro

President-elect
Berta Harris

Secretary
Justin Akers-Chacon

Treasurer
Cathi Lopez

President of Chairs’ Cabinet
Susan Fontana

Past Presidents

<table>
<thead>
<tr>
<th>President</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles H. Parker</td>
<td>1956-57</td>
</tr>
<tr>
<td>Lorraine M. Jenkins</td>
<td>1957-58</td>
</tr>
<tr>
<td>Walter G. Coats</td>
<td>1958-59</td>
</tr>
<tr>
<td>Ruth E. Robinson</td>
<td>1959-60</td>
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<tr>
<td>Wayne Moxley</td>
<td>1960-61</td>
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<tr>
<td>Glen Malpass</td>
<td>1961-62</td>
</tr>
<tr>
<td>C. Paul Villani</td>
<td>1962-63</td>
</tr>
<tr>
<td>Paul A. Roman</td>
<td>1963-64</td>
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<tr>
<td>George A. Schutte</td>
<td>1964-65</td>
</tr>
<tr>
<td>William B. Sulzbach</td>
<td>1965-66</td>
</tr>
<tr>
<td>Eugene Chamberlin</td>
<td>1966-67</td>
</tr>
<tr>
<td>Abraham Shina</td>
<td>1967-68</td>
</tr>
<tr>
<td>George A. Schutte</td>
<td>1968-69</td>
</tr>
<tr>
<td>Don K. Wemple</td>
<td>1969-70</td>
</tr>
<tr>
<td>Robert L. Downs</td>
<td>1970-71</td>
</tr>
<tr>
<td>Frank L. Dolan</td>
<td>1971-72</td>
</tr>
<tr>
<td>James M. Burton</td>
<td>1972-73</td>
</tr>
<tr>
<td>Herald R. Kane</td>
<td>1973-74</td>
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<tr>
<td>Vincent Harron</td>
<td>1974-75</td>
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<tr>
<td>John Markley</td>
<td>1975-76</td>
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<tr>
<td>Jack Willis</td>
<td>1976-77</td>
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<tr>
<td>Vincent Gosewisch</td>
<td>1977-78</td>
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<tr>
<td>Myles Clowers</td>
<td>1978-79</td>
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<tr>
<td>Steve Mori</td>
<td>1979-80</td>
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<tr>
<td>Frank Nickerson</td>
<td>1980-81</td>
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<tr>
<td>Vincent Gosewisch</td>
<td>1981-82</td>
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<td>Joseph Copolla</td>
<td>1982-83</td>
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<td>Myles Clowers</td>
<td>1984-85</td>
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<tr>
<td>Marchelle Fox</td>
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<td>Clarence Stanfield</td>
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<td>Doug Dailard</td>
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<td>Freddie Richards</td>
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<td>Doug Dailard</td>
<td>1996-98</td>
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<td>Carolyn Thomas</td>
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<td>Salley Deaton</td>
<td>2000-02</td>
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<tr>
<td>Libby Andersen</td>
<td>2002-04</td>
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<tr>
<td>Kathy McGinnis</td>
<td>2004-06</td>
</tr>
<tr>
<td>Roberta Alexander</td>
<td>2006-08</td>
</tr>
<tr>
<td>Berta Harris</td>
<td>2008-10</td>
</tr>
<tr>
<td>David Fierro</td>
<td>2010-12</td>
</tr>
</tbody>
</table>
The Board of Trustees shall rely primarily upon the City College Academic Senate in the following academic and professional matters (Board Policy 0003):

- **Curriculum, including establishing prerequisites and placing courses within disciplines**
  Academic Senate & Curriculum Committee
- **Degree and certificate requirements**
  Academic Senate & Curriculum Committee
- **Grading policies**
  Academic Senate & Curriculum Committee
- **Educational program development**
  Academic Senate & Curriculum Committee
- **Standards or policies regarding student preparation and success**
  Academic Senate & Student Services Council
- **District and college governance structures as related to faculty roles**
  Academic Senate, Master Planning, Assessment, and Resource Oversight Council, Accreditation Committee
- **Faculty roles and involvement in accreditation processes including self study, annual reports, and Master Planning**
  Academic Senate, Master Planning, Assessment, and Resource Oversight Council & Accreditation Committee
- **Processes for institutional planning and budget development**
  Academic Senate and Master Planning, Assessment, and 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 the policy and procedure recommendations related to academic and professional matters in Title 5 §§52300, 53206, and Board Policy 0003 shall be developed directly by the Academic Senate and 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
Charge and Decision-making Responsibilities continued...

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:

- **Policies for faculty professional development activities**
  Academic Senate, Exclusive Bargaining Agent, Professional Development Committee, & Instructional Improvement (Flex) Committee

- **Processes for program review**
  Academic Senate, Master Planning, Assessment, and Resource Oversight Council

- **Other academic and professional matters as mutually agreed upon by the governing Board and the Academic Senate**
  Academic Senate and Board of Trustees

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 Academic Senate (Board Policy 0003).**

- **The Academic Senate operates under its own ratified constitution and bylaws.**

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Agendas, Minutes and Related Administrative Activities

- **Agendas and minutes shall be taken and disseminated.**

- **Minutes shall be posted on the Academic Senate web page.**

Reporting/Recommending Responsibilities

- **President’s Council**

- **College President**

- **Instructional Services Cabinet**

- **District Chancellor**

- **Board of Trustees**
Curriculum Committee
Standing Committee of the Academic Senate

Meeting Days and Time
Two Wednesdays per month

Full committee:
First and third
Wednesday, monthly
2:00 p.m., Room B-104

Technical Review Subcommittee:
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 Students Government (0):
None

Chair:
Appointed by the Academic Senate

Charge and 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, non-degree credit, and noncredit courses
  meet standards for approval as defined by Title 5.
• Courses and programs comply with the criteria as defined
  in the California Community Colleges Curriculum 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 post-secondary 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 modifications to approved programs
  are reviewed.
• Reviews credit courses throughout the district to determine
duplication in content; recommends 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 5.
• 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 forwarded 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.
• Minutes shall be posted in a public folder accessible
  electronically.

Reporting Responsibilities
• Academic Senate
• District Curriculum Instructional Council;
  Office of Instruction
• Instructional Services Council
**Professional Development, Tenure & Promotion Committee**

Standing Committee of the Academic Senate

**Meeting Days and Time**
One meeting each month, TBA

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### Membership

**Academic Senate (9):**
At-large, appointed by the Academic Senate

**Administration (0):**
None

**Classified Senate (0):**
None

**Associated Students Government (0):**
None

**Other (0):**
None

**Chair:**
Appointed by the Academic Senate

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### Charge and Decision-making Responsibilities

- Solicits, evaluates, rates, and accesses sabbatical leave requests as authorized by the collective bargaining agreement.
- Approves sabbatical leave reports.
- Evaluates and monitors 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 evaluations, including 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, and promotion to the President of the college.
- Convenes/serves as equivalency committee as needed.

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### Agenda, Minutes and related Administrative Activities

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

### Reporting/Recommending Responsibilities

- Academic Senate
- Academic Senate Executive Committee
# Associated Students Government

The Associated Students Government assumes primary responsibility for representing the students in the college governance process. It 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. Any registered City College student may vote in the elections.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Carolina Moreno</td>
<td>Governmental Affairs Officer</td>
<td>Steven Faille</td>
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<tr>
<td>Vice President</td>
<td>Michael Roderick</td>
<td>Scholarship Officer</td>
<td>Bryan Taylor</td>
</tr>
<tr>
<td>Secretary</td>
<td>Grace Berrios</td>
<td>Public Events Coordinator</td>
<td>Alexandria Howerton</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Fiona Wilson</td>
<td>Public Relations Officer</td>
<td>Juan Carlos Ortega</td>
</tr>
<tr>
<td>Webmaster</td>
<td>King Arthur</td>
<td>Health Safety and</td>
<td>Ester Palomino</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Officer</td>
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<tr>
<td>Senate President</td>
<td>Jose Alvarez-Malo</td>
<td>Senate Secretary</td>
<td>Alejandro Benavides</td>
</tr>
<tr>
<td>Senate Vice President</td>
<td>Adam Garcia</td>
<td>Advisor</td>
<td>Michael Paul Wong</td>
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<tr>
<td>Senators</td>
<td>Francisco Hernandez</td>
<td>Katie Joy Lonthair</td>
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<td></td>
<td>Chris Yataco</td>
<td>Matilde Gutierrez</td>
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<td>Samantha Masino</td>
<td>Laura Benvidez</td>
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<td>Richard Falhive</td>
<td>Jose Burciaga</td>
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<tr>
<td></td>
<td>Zane Hunker</td>
<td>Candice Bell</td>
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</table>
Associated Students Government Meetings

Meeting Days and Time
To be determined each year
www.sdcity.edu/ASG

Membership
Defined by the Associated Students Government Constitution.
Updates to student officers can be found online.

Charge and Decision-making Responsibilities
The Associated Students 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 Students Government to voice opinions and make recommendations to the 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 Students Government to request participation in other college or district committees as appropriate. The Associated Students 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 Students 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 Affairs will provide oversight to the budget for all Associated Students Government officers and provide the necessary clerical assistance.

Agenda, Minutes and related Administrative Activities
• Agendas and minutes shall be taken and disseminated.
• 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, participatory 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 activities and 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.

President
Terri Jackson

Treasurer
Cynthia Laredo

Vice President
Awana Payne

Secretary
Jennifer Ignacio

Past Presidents
Carol Sampaga
Shirley Norling
Augie Sandoval
Mary Porter
Steve Maule
Hermila Rangel
Rosa Buss
Desiree Van Saanen
June Cressy
Awana Payne
**Classified Senate Meetings**

**Meeting Days and Time**
Ad Hoc
www.sdcity.edu/classifiedsenate

### Membership
- Classified Senate, Classified Senate President,
  Vice President, Secretary-Treasurer,
  Immediate Past-President, Senators

**Chair:**
Classified Senate President

### Charge and 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.**
- **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.

**Agenda, Minutes and Related Administrative Activities**
- **Agendas and minutes shall be taken and disseminated.**
- **Minutes shall be posted in a public folder, accessible electronically.**

**Reporting/Recommending Responsibilities**
- **College President**
- **District Chancellor**
- **Board of Trustees**
- **President’s Council**
- **District Governance Council**

**Standing Committees**
None
Executive Councils and Committees

President’s Council

Meeting Days and Time
Every other Tuesday
2:30 p.m.–4:30 p.m., D-102

Membership

Academic Senate (4):
Academic Senate President, Academic Senate Immediate Immediate Past-President, or Academic Senate President-elect, President of Chairs’ Cabinet, or designee(s), Faculty Co-Chairs of Executive Councils

Administration (6):
College President, Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, Dean of Information and Learning Technology, and administrative representative

Classified Senate (1):
Classified Senate President or designee

Associated Students Government (1):
Associated Students Government President or designee

Other (1):
Public Information Officer (ex-officio)

Chair:
College President

Charge and 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, Assessment and Resource Oversight Council, Institutional Technology Council, Academic Senate, Classified Senate, Associated Students Government, Administrative Cabinet).

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.
• Forwards any policy and procedural recommendation related to academic and professional matters requiring primary reliance or mutual agreement between the Academic Senate 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.
• Receives proposals or accepts identified issues from any individual or group within the college and;
• Refers and/or redirects the issue or proposal to one or more Council, Standing Committee or Governance Group for appropriate research, discussion, debate, development, and recommendation to the President’s Council.
• Tracks the work effort of the various governance groups.
• Organizes the flow of communication among and between groups.
• Reports on the status of issues before the governance groups.
• Coordinates 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.
• 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.

• 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.
Agenda, Minutes and Related
Administrative Activities

• The Office of the President will maintain 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.

• Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

• College President

• Chancellor

• Board of Trustees

• Constituent Groups

Standing Committees

• Executive Cabinet

• Review of Services Committee

• Health and Safety Committee
Executive Cabinet
Standing Committee of 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 and 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
• Minutes are not recorded.

Reporting/Recommending Responsibilities
• College President
**Review of Services Committee**
Standing Committee of President’s Council

**Meeting Days and Time**
Fourth Wednesday per month or as needed

<table>
<thead>
<tr>
<th>Membership</th>
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<tbody>
<tr>
<td>Academic Senate (1):</td>
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<tr>
<td>Academic Senate representative</td>
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<tr>
<td>Administration (2):</td>
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<tr>
<td>Vice President of Administrative Services, College President</td>
</tr>
<tr>
<td>Classified Senate (1):</td>
</tr>
<tr>
<td>Classified Senate representative</td>
</tr>
<tr>
<td>Associated Students Government (1):</td>
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<tr>
<td>Associated Students Government representative</td>
</tr>
<tr>
<td>Other (3):</td>
</tr>
<tr>
<td>Public Information Officer, Regional Facilities Officer, College Police Lieutenant</td>
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<tr>
<td>Chairperson:</td>
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<tr>
<td>Vice President of Administrative Services</td>
</tr>
</tbody>
</table>

**Charge and Decision-making Responsibilities**

- To review and collaborate on issues relating to administrative services (mailroom, stockroom, reprographics), 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.

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

- Health Services, Facilities Services, etc., meetings will be called as needed under the purview of this committee.

- Prescribe an appropriate course of action to resolve or improve the issues(s) brought to the committee.

- Actions of Committee are by consensus. Recommendations are forwarded to the appropriate decision making authority or body.

**Agenda, Minutes, and Related Administrative Activities**

- Agenda and minutes shall be taken and disseminated.
- Shall be posted in a designated on-line public folder.

**Reporting/ Recommending Responsibilities**

- Vice President of Administrative Services
- President’s Council
Health and Safety Committee
Standing Committee of President’s Council

Meeting Days and Time
Second Monday of each month
10:00 a.m.

Membership

Academic Senate (variable):
Appointed by the Academic Senate, by program area.

Administration (variable):
Vice President of Administrative Services, others by program area.

Classified Senate (variable):
Appointed by the Classified Senate by program area.

Associated Students 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.

• 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**

<table>
<thead>
<tr>
<th>Academic Senate (2):</th>
<th>Academic Senate President, Curriculum Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration (8):</td>
<td>Vice President of Instruction, Instructional and Student Service Deans</td>
</tr>
<tr>
<td>Classified Senate (1):</td>
<td>Assigned</td>
</tr>
<tr>
<td>Associated Students Government (1):</td>
<td>Assigned</td>
</tr>
<tr>
<td>Chairs’ Cabinet:</td>
<td>All Faculty Department Chairs</td>
</tr>
<tr>
<td>Other (2):</td>
<td>Information Technology Representative, Off-campus Program Director</td>
</tr>
<tr>
<td>Co-Chairs:</td>
<td>Vice President of Instruction and President of Chairs’ Cabinet</td>
</tr>
</tbody>
</table>

**Charge and Decision-making Responsibilities**

- Reviews and makes recommendations to the President’s Council.
- Coordinates and provides leadership and support for all college functions in instruction.
- 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, etc., 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.

**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.
- 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

**Standing Committees**

- Instructional Improvement (Flex) Committee
- Instructional Cabinet
- Chairs’ Cabinet
Instructional Improvement (Flex) Committee
Standing committee of Instructional Services Council

Meeting Days and Time
One meeting 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 and 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.
• Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities

• Instructional Services Council
• Academic Senate
Instructional Cabinet
Standing committee of Instructional Services Council

Meeting Days and Time
Wednesdays
9:30 a.m.–11:30 a.m., D-102

Membership

Academic Senate (2):
President, President-elect, or Immediate Past President

Faculty (2):
Chair of Chairs and MPAROC Co-chair

Administration (2):
Vice President of Instruction, Instructional Deans,
Student Services Deans, Associate Dean - Nursing,
and DSPS Manager

Classified Senate (1):
President or designee

Other (1):
Public Information Officer and Tutoring Center Supervisor

Charge and 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.

• Agendas and minutes shall be posted in a public folder,
  accessible electronically.

Reporting/ Recommending Responsibilities

• Vice President of Instruction
**Chairs’ Cabinet**  
Standing Committee of Instructional Services Council

**Meeting Days and Time**  
Monthly  
1:30 p.m., Room D-121A

**Membership**

**Academic Senate (1):**  
Academic Senate President

**Administration (26):**  
Department Chairs (including all instructional departments, EOPS, DSPS, Counseling, Library and Learning Resources).

**Chair:**  
President of Chairs’ Cabinet

**Charge and 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’ Cabinet evaluation instrument is distributed by the President of the Chairs’ Cabinet 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.
- Agendas and meeting notes are posted in a public folder, accessible electronically.

**Reporting/ Recommending Responsibilities**

- Instructional Services Council
- Academic Senate
Student Services Council

Meeting Days and Time
Third Thursday each month
1:00 p.m.

Membership

Academic Senate faculty representation, Chair of Chairs (2):
Appointed by the Academic Senate (one teaching and one counseling faculty members).

Administration (10):
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, DSPS Coordinator, Instructional Dean, Career and Transfer Center Director, and Health Center Director

Classified Senate (2):
Appointed by the Classified Senate/Student Services Administrative Assistant

Associated Students Government (2):
Associated Students President and designee

Other (1):
Articulation Officer (ex-officio).
Vice President of Student Services

Charge and 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 develops proposals for 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 Student Development and Matriculation or Dean of Student Affairs shall be the vice chairperson.
- 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.
- 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

Standing Committees

- Student Academic Standards Committee
- Financial Aid Committee
- Matriculation Advisory Committee
- Scholarship Committee
- World Cultures Committee
**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 and faculty representative

**Charge and 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.

**Agenda, Minutes and related Administrative Activities**

- Agendas and minutes shall be taken and disseminated.
- 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
Administration (2):
Dean of Student Affairs, Financial Aid Manager

Classified Senate (1):
Senior Secretary

Associated Students Government:
None

Other (1):
Financial Aid Supervisor

Chair:
Dean of Student Affairs

Charge and 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.
• Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities
• Vice President of Student Services
• Student Services Council
Matriculation Advisory Committee
Standing Committee of Student Services Council

Meeting Days and Time
TBA

Membership

Academic Senate (4):
Appointed by the Academic Senate, including two classroom faculty members and two counselors.

Administration (1):
Dean of Student Development and Matriculation

Classified Senate (1):
Senior Secretary

Chair:
Dean of Student Development and Matriculation

Charge and 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.
• Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities
• Vice President of Student Services
• Student Services Council
**Scholarship Committee**
Standing Committee of Student Services Council

**Meeting Days and Time**
As needed

<table>
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<tr>
<th>Membership</th>
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<tbody>
<tr>
<td><strong>Academic Senate (4):</strong> Appointed by the Academic Senate, including two classroom faculty members and two counselors.</td>
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<tr>
<td><strong>Administration (1):</strong> Dean of Student Affairs</td>
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<tr>
<td><strong>Classified Senate (1):</strong> Senior Secretary</td>
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</table>

**Chair:**
Dean of Student Affairs

**Charge and 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.

**Agenda, Minutes and related Administrative Activities:**
- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted in a public folder accessible electronically.

**Reporting/Recommending Responsibilities**
- Vice President of Student Services
- Student Services Council
World Cultures Committee
Standing Committee of Student Services Council

Meeting Days and Time
TBA

Membership

Academic Senate (4):
At-large, appointed by the Academic Senate, including World Cultures Program co-directors.

Administration (1):
Vice President of Student Services and representatives from City College Foundation.

Co-Chair:
Co-directors, World Cultures Program

Charge and 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.

• Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

• Vice President of Student Services

• Student Services Council
Master Planning, Assessment, and Resource Oversight Council (MPAROC)

Meeting Days and Time
Second and fourth Wednesdays
3:30 p.m., Room D-102

Membership

Academic Senate (14):
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 Students Government (1):
Associated Students President or designee

Other (1):
Community member

Co-Chair:
Faculty member and administrator to be elected by the committee

SLO – Co-coordinator:
Project leads

Charge and Decision-making Responsibilities

- Facilitates the development of a faculty and staff-led assessment process of Student Learning and Administrative 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.
- Provides direction for the program review, planning, and resource allocation processes for the campus.
- Integrates long-term instructional, facilities, and technology plans 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 institutional competencies, and makes recommendations to the President’s Council.
- Facilities review and updates of:
  - The mission statement
  - Institutional priorities
  - Criteria for hiring and equipment acquisition
- Integrates recommendations of other councils into the program review, planning, and resource allocation processes
- Coordinates the program review, planning, and resource allocation processes.
- Reviews and makes policy and procedural recommendations on participatory governance budget issues requiring mutual agreement between the Academic Senate and the Board of Trustees or the President.

In Budget Development

- 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. This is allocated at the President’s discretion.
- Reviews and approves the recommendation of the Vocational Education (CTEA) Committee for the allocation of CTEA funds.
- 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.

Operating Procedures
• Office of the Vice President of Instruction 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 Students 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.
• 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.

Standing Committees
• Career Technical Education (CTEA) Committee
• AB 1725/Travel Committee
• Research Committee
• Accreditation Steering Committee
• Facilities Master Plan Committee
**Career Technical Education (CTEA) Committee**

Standing committee of MPAROC

**Meeting Days and Time**

Four-six meetings per academic year, TBA

### Membership

**Academic Senate (2-4):**
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 CTEA Project Director, and CTEA Coordinator

**Associated Students Government (2-3):**
Appointed by the Associated Students Government.

**Other (2):**
Representatives from industry

**Chair:**
CTEA Project Director

### Charge and Decision-making Responsibilities

- Assures compliance with the mandates of CTEA 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 funds to eligible programs on campus, insuring compliance with Federal and State regulations concerning the use of CTEA funds.

- Makes recommendations to Instructional Council, the Vice President of Instruction, and the President.

### Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken and disseminated.

- Minutes shall be posted in a public folder accessible electronically.

### Reporting/ Recommending Responsibilities

- Instructional Services Council

- Master Planning, Assessment, and Resource Oversight Council
**AB 1725/Travel Committee**
Standing Committee of MPAROC

**Meeting Days and Time**
One meeting each month, TBA

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**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

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**Charge and 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.

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**Agenda, Minutes and related Administrative Activities**

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

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**Reporting/Recommending Responsibilities**

- Master Planning, Assessment, and Resource Oversight Council
**Research Committee**

Standing Committee of MPAROC

**Meeting Days and Time**

Twice per semester, to be determined

<table>
<thead>
<tr>
<th>Membership</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Co-Chairs:</strong></td>
<td></td>
</tr>
<tr>
<td>Vice President, Student Services, Academic President or designee.</td>
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<tr>
<td><strong>Administrators (3):</strong></td>
<td></td>
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<tr>
<td>Appointed by the President</td>
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<tr>
<td><strong>Faculty members (3):</strong></td>
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<tr>
<td>Appointed by the Academic Senate</td>
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<tr>
<td><strong>Classified staff members (2):</strong></td>
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<tr>
<td>Appointed by the Classified Senate</td>
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<tr>
<td><strong>Other (1):</strong></td>
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<tr>
<td>Campus Researcher</td>
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</table>

**Charge and Decision-making Responsibility**

The committee receives and reviews requests from faculty, staff, and college 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 Activities**

**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, Assessment, and Resource Oversight Council
Accreditation Steering Committee
Standing committee of MPAROC

Meeting Days and Time
As needed

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 Students Government (1):
At-large, appointed by the Associated Students Government.

Other (1):
Campus Researcher.

Co-Chair (2):
Faculty member, recommended by the President, approved by the Academic Senate, and Vice President of Instruction or Student Services.

Charge and 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.

• 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 MPAROC

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, Assessment, 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

Other (1):
Campus Researcher

Chair:
Vice President, Administrative Services

Charge and 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.

• Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities

• Master Planning, Assessment, and Resource Oversight Council
Institutional Technology Council

Meeting Days and Time
2nd Wednesday, every month, 1:00 p.m.

Agenda, Minutes and related
Administrative Activities
• Agendas and minutes shall be taken and disseminated.
• Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities
• President’s Council

Standing Committees
None

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 (1):
Appointed by the Classified Senate to include one Network Specialist

Associated Students Government (1):
Associated Students Government President or designee

Other (3):
SCT Representative assigned to City College, Supervisor of Technology Support Group, and Public Information Officer

Co-Chairs:
Dean of Information and Learning Technology and faculty representative

Charge and 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.

• 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.
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). 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.

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. The campus is closed on official holidays.

What is the college’s smoking policy?
San Diego City College is a Smoke and Tobacco Free campus. All tobacco, smokeless products and electronic delivery systems are prohibited. SDCCD Policy 0505. California Smokers’ Helpline | 1-800-NO-BUTTS

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 call box 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. There are also blue light emergency phone located through out the campus.

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.

Outside organizations may use our facilities for a fee.
Arrangements are made through Tiffany Smith in the Business Services Office at (619) 388-3428.

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.

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.

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.

To reserve the following campus spaces, contact:
Tiffany Smith, Business Services
x3428

- Conference Rooms:
  A-104, B-104, D-101, D-102, D-121A
- Staff Dining Room:
  D121 A/B or just 8
- Gorton Quad
- Schwartz Square
- Curran Plaza
- Student Cafeteria/D-123
- Theatre

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.

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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 advise 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 x.6405 or use the designated College Police key on your office telephone.

Calling x.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, within 24 hours, supervisors (not the injured employee) should complete the Accident, Injury, and Occupational Illness Investigation Report and fax both sides to Risk Management at x.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.

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

Derrall Chandler
Facilities Services
x.3537

Darwin Browne
Disability Support Program and Services
x.3513

Dottie Cordell
Student Health Services
x.3450

Debra Reed
Biology
x.3256

Patty Fernandez
Reprographics
x.3444

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

Parking
Parking permits are required to park in all lots. Students must have valid permits beginning the first day of the semester. If you do not have a valid permit, you will be cited. There is no ticketing on Saturdays.

One-day Parking Permit Machine Locations: City: CTC/V building parking structure floors 2, 5, & 6 located at 17th & C Streets. Daily permits are $1.00 per hour or $5.00 per day - cash and coin only. For more information visit the College Police web page at:
http://police.sdcccd.edu/parking/parking.cfm

Professional Development Forms
The Professional Development forms for faculty are available online at City College website. Paper 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.sdcity.edu/facstaff/directory.asp
Directory of Services and Departments

A

Academic Senate
Peter Haro
Room A-2 / x.3578

Accident Reports - Faculty/Staff
Tiffany Smith
A-105 / x.3450

Accident Reports - Students (Day)
Nancy Sickler
A-114 / x.3450

Accident Reports - Students (Eve)
College Police
V-100 / x.3461

Accounting
Shirin Mohseni
A-114 / x.3405

Activities - Students
Michael P. Wong
D-106 / x.3498

Administrative Services
Jacquelin Bell
A-105 / x.3428

Admission of Students
Lou Humphries/Denise Hollis
A-112 / x.3475

Articulation
Perla Viscarrza
E-Bldg / x.3074

Associated Student Body
Michael Paul Wong
D-106 / x.3498

Athletic Program Coordinator
Dede Bodnar
P3-203 / x.3544

Attendance/Grades - Students
Lou Humphries
A-109 / x.3475

Audio Visual/Media Services
Majeda Nasrawi
R-104 / x.3418

Bookstore
DeeDee Porter
A-12 / x.3976

Budget Control
Mary Granderson
A-105 / x.3430

Building Maintenance
Derrall Chandler
T-211(f) / x.3537

Business Services
Mary Granderson
A-105 / x.3430

Cafeteria/Food Services
Patton Alberti
D-123 / x.3415

CalWORKs
Bernice Lorenzo
A-10A / x.3797

Capital Outlay
Carmeter Lard
A-105 / x.3433

Cashiering
Shirin Mohseni
A-114 / x.3405

Child Development Center
Gloria Lyon
F-Bldg / x.3877

Classified Senate
Terri Jackson
A-113 / x.3936

Commencement
Denise Whisenhunt
D-106 / x.3498

Communication/Public Relations
Heidi Bunkowske
A-117 / x.3911

Computer Problems & Software
Help Desk
District / x.7000

Cosmetology
Sudie Phillips
V-109E / x.3613

Counseling - Certificated
Nesha Savage
A-110 / x.3357

Counseling - Classified
Megan Soto
A-110 / x.3565

Curriculum Planning
Jan Lombardi
C-201 / x.3587

Custodial Service
Derrall Chandler
T-211(f) / x.3537

D

Disability Support Services
Debra Wright-Howard
A-115 / x.3513

Discipline - Students
Michael P. Wong
D-106 / x.3498

Duplicating - Digital Printing
Patricia Fernandez
A-8 / x.3444

E

Emergency Book Loans
Michael P. Wong
D-106 / x.3498

Enactus (formerly SIFE)
Leroy Brady
A-10(c) / x.3999

EOPS
Star Rivera-Lacey
A-113 / x.3448
Equal Opportunity
Site Compliance
Edwin Hiel
E Bldg. / x.3388

Equipment Transfers
Carmeter Lard
A-105 / x.3432

Evaluations - Faculty
Perla Viscarrza
E Bldg. / x.3074

Evaluations - Student
Elena Garduno
A-110 / x.3949

Facilities Use
Tiffany Smith
A-105 / x.3428

Facilities Services
Derrall Chandler
T-211 / x.3537

Financial Aid
Greg Sanchez
A-113 / x.3507

First Year Services
Bonnie Peters
L-206 / x.3998

Fitness Center
Paul Greer
P2-02 / x.3970

Flex/Instructional Improvement
Minou Spradley
E Bldg. / x.3520

Food Service
Patton Alberti
Cafeteria / x.3415

Foundation
President’s Office
E Bldg. / x.3453

Gardening - Grounds
Kim Stillson
M-1 / x.3593

Health Services
Dotti Cordell
A-116 / x.3450

Honors Program
Kelly Mayhew
A-1(n) / x.3512

Independent Learning Center
Don Long
R-106(a) / x.3265

Incubator - Technology Business
Trudy Gerald
T-110 / x.3730

Insurance Claims - Student
Nancy Sickler
A-116 / x.3450

Insurance Forms - Staff/Faculty
Tiffany Smith
A-105 / x.3428

International Students
Dora Meza
A-112 / x.3476

Keys
College Police
V-100 / x.3461

KSDS Radio Station
Mark DeBoiskey
C-102 / x.3759

Library/LRC
Rob Ewell/Carol Withers
R-Bldg / x.3421

Mail Service
Patricia Fernandez
A-8 / x.3444

Matriculation
Helen Elias
A-110(m) / x.3709

Mental Health
Leslie Easton
A-221 / x.3539

MESA Program
Rafael Alvarez
T-311(e) / x.3156

Military Education
Lisa Curtin
A-117 / x.3328

Multimedia
Majeda Nasrawi
R-100(a) / x.3418

News Media Liaison
Heidi Bunkowske
A-117 / x.3911

Newspaper - City Times
Roman Koenig
T-316 / x.3815

Nursing Information
Deborah Berg
A-112 / x.3441

Off-Campus Programs
Jeannie Tyler
E Bldg. / x.3924

Outreach
Elizabeth Vargas
A-113 / x.3496

Parking Permits
College Police
V-100 / x.3461

Parking Program
Debra Picou
District Services Center / x.6416

Payroll
Earline Barrett
A-105 / x.3432

Puente
Luis Perez
A-110 / x.3668

Pay Warrants
Tiffany Smith
A-105 / x.3428

Police - Campus
Sgt. Jordan Mirakian
V-100 / x.3461

President’s Office
Erin Flanagan
E Bldg. / x.3453

Publications/PR - College
Heidi Bunkowske
A-117 / x.3911

Records - Student
Lou Humphries/Denise Hollis
A-109 / x.3474

Repairs - Equipment
Derrall Chandler
T-211(f) / x.3537

Requisitions - Supplies
Carmeter Lard
A-105 / x.3433
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<thead>
<tr>
<th><strong>Revolving Fund</strong></th>
<th><strong>Tutorial Center</strong></th>
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<tbody>
<tr>
<td>Shirin Mohseni</td>
<td>Lance Soukhaseum</td>
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<tr>
<td>A-114 / x.3405</td>
<td>R-212 / x.3685</td>
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<thead>
<tr>
<th><strong>Room Assignment</strong> - Classroom</th>
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<tbody>
<tr>
<td>Instructional Secretaries</td>
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<td>Varies / Varies</td>
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<tr>
<th><strong>Room Reservation</strong> - Conference</th>
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<tbody>
<tr>
<td>Tiffany Smith</td>
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<tr>
<th><strong>Schedule Changes</strong> - Faculty</th>
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<tbody>
<tr>
<td>Instructional Deans</td>
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<tr>
<td>Varies / Varies</td>
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<th><strong>Scholarships</strong></th>
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<tr>
<td>Michael Paul Wong</td>
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<td>D-106 / x.3413</td>
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<tr>
<th><strong>Seeds@City</strong></th>
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<tbody>
<tr>
<td>Lora Logan</td>
</tr>
<tr>
<td>505-414-2723</td>
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<tr>
<th><strong>Stockroom</strong></th>
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<tbody>
<tr>
<td>Gerry Vanderpot</td>
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<tr>
<td>T-106 / x.3584</td>
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<thead>
<tr>
<th><strong>SLO (Student Learning Outcomes)</strong></th>
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</thead>
<tbody>
<tr>
<td>Dotti Cordell/Berta Harris</td>
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<tr>
<td>A-116 or A-2 / x.3450 or x.3578</td>
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<tr>
<th><strong>Substitutes</strong> - Faculty</th>
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<tr>
<td>Instructional Deans</td>
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<td>Varies / Varies</td>
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<tr>
<th><strong>Telecommunications</strong></th>
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<tbody>
<tr>
<td>Larry Quick</td>
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<tr>
<td>C-125 / x.3030</td>
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<tr>
<th><strong>Telephone Service Orders</strong></th>
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<tbody>
<tr>
<td>Tiffany Smith</td>
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<td>A-105 / x.3428</td>
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<thead>
<tr>
<th><strong>Testing</strong> - Student</th>
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<tbody>
<tr>
<td>Eric Flores</td>
</tr>
<tr>
<td>A-110 / x.3274</td>
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<table>
<thead>
<tr>
<th><strong>Theatre Box Office</strong></th>
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</thead>
<tbody>
<tr>
<td>Rob Norberg</td>
</tr>
<tr>
<td>Saville Theatre / x.3676</td>
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<thead>
<tr>
<th><strong>Transfer/Career Center</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marilyn Harvey</td>
</tr>
<tr>
<td>A-111 / x.3951</td>
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<thead>
<tr>
<th><strong>Travel &amp; Conference</strong></th>
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</thead>
<tbody>
<tr>
<td>Cecilia Thibeault</td>
</tr>
<tr>
<td>A-105 / x.3434</td>
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<thead>
<tr>
<th><strong>Umoja</strong></th>
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<tbody>
<tr>
<td>Erin CharLens</td>
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<tr>
<td>L-121 / x.3796</td>
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<tr>
<th><strong>Vandalism Reports</strong></th>
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<td>College Police</td>
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<tr>
<td>V-100 / x.3461</td>
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<tr>
<th><strong>Veteran’s Services</strong></th>
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<tbody>
<tr>
<td>Belinda Harris</td>
</tr>
<tr>
<td>A-109 / x.3504</td>
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<tr>
<th><strong>Vice Presidents</strong></th>
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<tbody>
<tr>
<td>Barnes/Whisenhunt/Bell</td>
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<tr>
<td>x.3523 / x.3464 / x.3428</td>
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<tr>
<th><strong>Work Experience</strong></th>
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