

# San Diego Community College District Organizational Map

Function	District Responsibilities	College Responsibilities
<p><b>Board Policy &amp; Administrative Regulations</b></p>	<p><b>Responsible: Board of Trustees</b></p> <ul style="list-style-type: none"> <li>• Establish policies &amp; procedures</li> <li>• Work in collegial fashion</li> <li>• Reply primarily on the academic senates for policies &amp; procedures that affect academic &amp; professional matters</li> <li>• Rely primarily on staff with input from various constituencies on administrative matters</li> <li>• Fiscal oversight</li> </ul> <p><b>District Policy: 0020, Governance, District Functional Organization</b></p> <p><b>District Policy: 1001, Board Organization and Meetings</b></p> <p><b>Responsible: Chancellor</b></p> <ul style="list-style-type: none"> <li>• Administration of the district in accordance with policies established by Board</li> <li>• Execution of decisions made by the Board concerning operations</li> <li>• Play a key role in the collective bargaining process</li> </ul> <p><b>District Policy: 0010, Governance, District Administrative Organization</b></p>	<p><b>Responsible: President</b></p> <ul style="list-style-type: none"> <li>• Serve as Chief Administrative Officer of the college</li> <li>• Responsible for total college program</li> <li>• Provide leadership and coordination for college community</li> </ul> <p><b>District Policy: 0010, Governance, District Administrative Organization</b></p>

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<p><b>Budget Development</b></p>	<p><b>Responsible: Assistant Chancellor, Business Services</b></p> <ul style="list-style-type: none"> <li>• Provide leadership for budget development</li> <li>• Establish &amp; maintain budget in consultation with colleges</li> <li>• Ensures conservative budget development process</li> <li>• Provide a formula for distribution of funds through a participatory process</li> <li>• Chair District Budget Development Committee</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.8, Shared Governance, Budget Development &amp; Institutional Planning Advisory Committee</b></p>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Provides college leadership in budget development process</li> <li>• Responsible for expenditure of funds within constraints of state and federal law</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.8, Shared Governance, Budget Development &amp; Institutional Planning Advisory Committee</b></p>
<p><b>Cafeteria/Bookstore</b></p>	<p><b>Responsible: Assistant Chancellor, Business Services</b></p> <ul style="list-style-type: none"> <li>• Responsible for operation of the Auxiliary Services Organization (ABSO)</li> <li>• Management of cafeteria and bookstore operations in consultation with colleges</li> </ul>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Indirect oversight of orderly bookstore and cafeteria operations</li> <li>• Follow-up on student concerns</li> </ul>

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<p><b>Information Technology</b></p>	<p><b>Responsible: SCT</b></p> <ul style="list-style-type: none"> <li>• Most IT support is provided under contract with SCT</li> <li>• Centralized IT support includes administrative computing, network/telephony, web services, &amp; desktop computing</li> <li>• Responsible for Data Center operations, including the Help Desk</li> <li>• The library &amp; finance systems are under separate contract with outside vendors</li> </ul> <p><b>District Policy: 0020, Governance, District Functional Organization</b></p>	<p><b>Responsible: SCT staff reporting to the colleges</b></p> <ul style="list-style-type: none"> <li>• Provides Information Technology support for all District faculty, staff members and instructional labs in the non-credit programs</li> </ul> <p><b>District Policy: 0020, Governance, District Functional Organization</b></p>
<p><b>Equal Opportunity/Diversity/Discrimination Complaint Investigation</b></p>	<p><b>Responsible: Diversity &amp; EEOC Compliance Manager</b></p> <ul style="list-style-type: none"> <li>• Responsible for legal mandates related to compliance &amp; hiring process</li> <li>• Responsible for EEOC reports, discrimination complaints, investigations and resolutions in consultation with the site compliance officer</li> </ul> <p><b>District Policy: 4100, Equal Opportunity/Affirmative Action Employment</b></p> <p><b>District Procedure: 4100-1, Affirmative Action Employee Procedures</b></p>	<p><b>Responsible: Site Compliance Officer</b></p> <ul style="list-style-type: none"> <li>• Serves as “first responder” to complaints on campus</li> <li>• Consults with district on complaint investigations &amp; resolutions</li> </ul> <p><b>District Policy: 4100, Equal Opportunity/Affirmative Action Employment</b></p> <p><b>District Procedure: 4100-1, Affirmative Action Employee Procedures</b></p>

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<b>Facilities and Planning</b>	<p><b>Responsible: Assistant Chancellor, Facilities Management</b></p> <ul style="list-style-type: none"> <li>• Responsible for procurement, construction, maintenance &amp; operations</li> <li>• Coordination of contracts, leases, and facilities planning</li> <li>• Consultation process is used to ensure campus needs are met</li> </ul>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Develops facilities plans that reflect the educational &amp; student support needs</li> </ul>
<b>College Police</b>	<p><b>Responsible: Chief of Police</b></p> <ul style="list-style-type: none"> <li>• Centralized operation</li> <li>• Responsible for campus safety &amp; parking operations</li> <li>• Includes central dispatch for emergency operations</li> </ul> <p><b>See: Campus Safety Brochure</b></p>	<ul style="list-style-type: none"> <li>• Each campus has police officers and campus safety officers assigned on a rotation basis.</li> </ul>
<b>Fiscal Oversight</b>	<p><b>Responsible: Assistant Chancellor, Business Services</b></p> <ul style="list-style-type: none"> <li>• Administers policy &amp; procedures related to expenditure of funds</li> <li>• Responsible for annual audit and has full audit compliance</li> <li>• Central coordination of purchasing, accounting, grants &amp; contract management, &amp; accounts payable activities</li> <li>• Responsible to ensure revenue and expenditure management conforms to good accounting practices and statutes</li> </ul>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Determines and monitors campus expenditures within approved budget for the college</li> </ul>

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<p><b>Government &amp; Public Relations</b></p>	<p><b>Responsible: Director, Public Information &amp; Government Relations</b></p> <ul style="list-style-type: none"> <li>• Works directly with city, county, state and federal agency representatives that interact with the needs of the district</li> <li>• Works directly with the Chancellor to build partnerships</li> <li>• Guides legislative advocacy and maintains relations with federal, state and local agencies</li> <li>• Assists the colleges to support specific initiatives to improve facilities and enhance public awareness</li> </ul>	<p><b>Responsible: Information Officer</b></p> <ul style="list-style-type: none"> <li>• Works closely with the college president to maintain liaison with local, city, &amp; county organizations, as well as state and national agencies</li> <li>• Promotes public &amp; media relations and activities for the college</li> </ul>
<p><b>Institutional Research</b></p>	<p><b>Responsible: Assistant Chancellor, Student Services</b></p> <ul style="list-style-type: none"> <li>• Responsible for research information &amp; technical needs</li> <li>• Serves in a liaison role to the colleges</li> <li>• Works with college communities &amp; individuals for research and information needs</li> <li>• Maintains an Institutional Research comprehensive website for the district and colleges</li> <li>• Staff support to Board of Trustees</li> </ul> <p><b>District Procedure: 0020.1, Research and Planning Council</b></p>	<ul style="list-style-type: none"> <li>• Liaisons are assigned to each college to facilitate the information and data needs</li> </ul>

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<b>Instructional Services</b>	<p><b>Responsible: Assistant Chancellor, Instructional Services</b></p> <ul style="list-style-type: none"> <li>• Responsible for curriculum coordination &amp; oversight, articulation, grants, economic development &amp; international education</li> <li>• Facilitates the curriculum approval process through CurricUNET, an on-line decision making tool</li> <li>• Responsible for compliance with statute &amp; curriculum alignment in consultation with colleges and academic leadership</li> <li>• Facilitates development of college catalog &amp; class schedules</li> <li>• Oversight of categorically funded programs related to economic development</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.5, Shared Governance, Instructional Services</b></p>	<p><b>Responsible: Vice President of Instruction</b></p> <ul style="list-style-type: none"> <li>• Responsible for curriculum development &amp; provision of academic progress</li> <li>• In consultation with district, facilitates the development of each college catalog &amp; class schedules</li> <li>• Grant development is a coordinated effort</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.5, Shared Governance, Instructional Services</b></p>

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<b>Personnel Support</b>	<p><b>Responsible: Assistant Chancellor, Human Resources</b></p> <ul style="list-style-type: none"> <li>• Responsible for Human Resources for the district</li> <li>• Responsible for negotiations, contract management, hiring procedures &amp; processes, worker’s compensation, benefits, employee records, payroll, and risk management</li> <li>• Serves as chief negotiator for the district representing the Board of Trustees</li> <li>• Develops policy &amp; procedures affecting Human Resources</li> <li>• Coordinates legal matters relating to personnel issues</li> <li>• Maintains job classifications and descriptions</li> </ul>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Defined responsibilities for participating in hiring procedures, staff evaluation &amp; contract administration</li> <li>• Payroll is a collaborative effort with the district office</li> </ul>
<b>Risk Management</b>	<p><b>Responsible: Assistant Chancellor, Human Resources</b></p> <ul style="list-style-type: none"> <li>• Responsible for risk management, worker’s compensation claims &amp; legal matters in consultation with the Chancellor’s Cabinet</li> <li>• Coordinates worker’s compensation liability issues in consultation with the colleges</li> </ul> <p><b>District Procedure: 0220.2, Risk Management Council</b></p>	<p><b>Responsible: Director, Administrative Services</b></p> <ul style="list-style-type: none"> <li>• Coordinates worker’s compensation matters and liability issues in consultation with administration</li> </ul> <p><b>District Procedure: 0220.2, Risk Management Council</b></p>

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<p><b>Student Services</b></p>	<p><b>Responsible: Assistant Chancellor, Student Services</b></p> <ul style="list-style-type: none"> <li>• Responsible for policy development &amp; oversight, program development, student records, state reporting, state &amp; federal compliance &amp; audit</li> <li>• Responsible for administrative computing, institutional research &amp; data base management in consultation with the Vice Presidents, Student Services</li> <li>• Responsible for student discipline and conduct</li> <li>• Coordinates policy review and development with colleges and academic leadership</li> <li>• Coordinates all legal matters related to students and records, including student rights and due process</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.3, Shared Governance, Student Services</b></p>	<p><b>Responsible: Vice President, Student Services</b></p> <ul style="list-style-type: none"> <li>• Policy review &amp; development are coordinated with the district &amp; academic leadership</li> <li>• Directly responsible for provisions of services to students</li> <li>• Responsible for student services management of programs and services</li> </ul> <p><b>District Policy: 0003, Shared Governance</b></p> <p><b>District Procedure: 0003.3, Shared Governance, Student Services</b></p>

## Standing Collegial Councils and Committees

DISTRICT	COMMITTEE STRUCTURE	RESPONSIBILITIES
<b>Budget Development Committee</b>	<ul style="list-style-type: none"> <li>Consists of a participatory governance committee comprised of representation from faculty, administrators, staff &amp; students from the colleges and district</li> </ul> <p><b>District Procedure: 0003.3, Shared Governance, Budget Development and Institutional Planning Advisory Committee</b></p>	<ul style="list-style-type: none"> <li>Makes recommendations to the Chancellor's Cabinet on districtwide budget issues</li> </ul>
<b>Chancellor's Cabinet</b>	<ul style="list-style-type: none"> <li>Consists of an executive leadership body of Presidents, Assistant Chancellors &amp; Director of Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>Makes decisions on policy matters, fiscal operations and planning, legal affairs and matters of the district</li> </ul>
<b>Communication Council (AKA Marketing Committee)</b>	<ul style="list-style-type: none"> <li>Consists of the Governmental Relations Manager, Outreach Officer and the Information Officer from each college and CET</li> </ul> <p><b>District Procedure: 0020.5, Communications Council</b></p>	<ul style="list-style-type: none"> <li>Provides recommendations to the Chancellor's Cabinet on public information/relations policy development and implementation</li> <li>Identifies and addresses public relations issues</li> </ul>
<b>Curriculum Instructional Council</b>	<ul style="list-style-type: none"> <li>Consists of the Assistant Chancellor of Instructional Services, the Vice President of Instruction from each college and CET and Academic Senate representatives from each college and CET</li> </ul> <p><b>District Procedure: 0020.2, Instructional Council</b></p>	<ul style="list-style-type: none"> <li>Provides coordination of curriculum, districtwide, to develop policies &amp; guidelines for improvement of instruction</li> <li>Reviews all procedures and activities related to instructional programs, districtwide</li> </ul>
<b>District Executive Council</b>	<ul style="list-style-type: none"> <li>Consists of students, faculty and staff representatives from each college, CET and the district</li> </ul> <p><b>District Procedure: 0020.6, District Executive Council</b></p>	<ul style="list-style-type: none"> <li>Reviews the Board docket and makes recommendations</li> <li>Shares information on major activities in process throughout the district</li> <li>Reviews districtwide matters related to educational programs and services</li> </ul>

COLLEGE	COMMITTEE STRUCTURE	RESPONSIBILITIES
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Consists of the Assistant Chancellor of Instructional Services, Executive Director of SCT and one representative from each college from management, classified &amp; academic senate, as well as one representative from Management Services, Instructional and Student Services</li> </ul> <p><b>District Procedure: 0020.4, Information Systems Council</b></p>	<ul style="list-style-type: none"> <li>Reviews, monitors and recommends policies, procedures and practices relating to the needs, resources, allocations and information control measures for information technology, districtwide</li> </ul>
<b>Management Services Council</b>	<ul style="list-style-type: none"> <li>Consists of representation from each of the district administrative offices and the Director of Administrative Services from each college and CET</li> </ul> <p><b>District Procedure: 0020.7, Management Services Council</b></p>	<ul style="list-style-type: none"> <li>Reviews and makes recommendations to Chancellor's Cabinet related to business services, human resources and facilities policy development and implementation</li> </ul>
<b>Student Services Council</b>	<ul style="list-style-type: none"> <li>Consists of the Assistant Chancellor of Student Services, the Vice President of Student Services from each college and CET, and a representative of the Academic Senate from each college and CET</li> </ul> <p><b>District Procedure: 0020.3, Student Services Council</b></p>	<ul style="list-style-type: none"> <li>Develops, reviews, monitors and maintains all student services policies and procedures, districtwide</li> <li>Develops and reviews all programs related to student services matters, including administrative systems</li> </ul>
<b>Academic Senate</b>	<ul style="list-style-type: none"> <li>Academic Senate</li> </ul> <p><b>District Policy: 0210, Academic Senate and Faculty Council</b></p>	<ul style="list-style-type: none"> <li>Represents the college faculty to management at the college as an integral part of decision-making and problem resolution</li> <li>Recommendations are made to the Governing Board on academic and professional matters outside of collective bargaining</li> </ul>
<b>Associated Students</b>	<ul style="list-style-type: none"> <li>Governing Board of students</li> </ul>	<ul style="list-style-type: none"> <li>Promotes and represents the best interests of the students and the college</li> <li>Organizes and directs many student sponsored programs and activities on campus</li> </ul>

COLLEGE	COMMITTEE STRUCTURE	RESPONSIBILITIES
<b>Classified Senates</b>	<ul style="list-style-type: none"> <li>• Governance organization</li> </ul>	<ul style="list-style-type: none"> <li>• Represents the classified staff on matters not related to collective bargaining</li> <li>• Are included in the colleges' participatory governance councils; hold special events for staff and provide opportunities and forums for information sharing</li> </ul>
<b>Participatory Governance Councils</b>	<ul style="list-style-type: none"> <li>• Mesa College               <ul style="list-style-type: none"> <li>○ The College President, representatives from the Academic Senate, Senior Administration, Classified Senate, Middle Management and Associated Students</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for college plans, budget development, major decisions, and problem solving</li> </ul>
	<ul style="list-style-type: none"> <li>• City College               <ul style="list-style-type: none"> <li>○ The College President, representatives from the Academic Senate, Senior Administration, Classified Senate President, Middle Management, Associated Students, and Public Information Officer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for college plans, budget development, major decisions, and problem solving</li> </ul>
	<ul style="list-style-type: none"> <li>• Miramar College               <ul style="list-style-type: none"> <li>○ The College President, representatives from Administration, Academic Senate, Classified Senate, and Associated Students</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Deliberate and seek consensus on issues facing the college</li> <li>• Orchestrates the College's major initiatives in Strategic Planning, Budget &amp; Planning, Grants &amp; Projects, Institutional Effectiveness and Learning Outcomes</li> <li>• Oversees the work of the College's shared governance committees and facilitates communication among college constituency groups</li> </ul>

COMMUNITY INVOLVEMENT	COMMITTEE STRUCTURE	RESPONSIBILITIES
<b>Auxiliary Organization</b>	<ul style="list-style-type: none"> <li>College Presidents, Academic Senate representatives</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes contract education and other permitted activities that provide annual direct support to the colleges</li> </ul>
<b>College Foundations</b>	<ul style="list-style-type: none"> <li>Includes both public members and institutional members</li> </ul>	<ul style="list-style-type: none"> <li>Supports and advances the educational and student services provided by the colleges</li> <li>Annually raises and distributes funds for student scholarships and special college projects</li> </ul>
<b>District Corporate Council</b>	<ul style="list-style-type: none"> <li>Group of San Diego’s leading business professionals</li> </ul>	<ul style="list-style-type: none"> <li>Serves as a forum for the business perspective and helps the district plan the best educational strategies for students</li> </ul>
<b>Planning “S” Oversight Committee</b>	<ul style="list-style-type: none"> <li>Members from student government, business organizations, senior citizens’ organization, taxpayers’ organization and a foundation or advisory council supporting a college or the district</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for informing the public concerning the district’s expenditure of bond proceeds; reviews those expenditures and ensures that the expenditures are spent in accordance with the law and the ballot measure</li> <li>Prepares and presents an annual report of the activities and expenditures to the Board</li> </ul>
<b>Trustee Advisory Committee</b>	<ul style="list-style-type: none"> <li>Each Trustee appoints a Council member from the community</li> </ul> <p><b>District Policy: 1020, Trustee Advisory Council, Policies &amp; Bylaws Governing the Formation and Operation</b></p>	<ul style="list-style-type: none"> <li>Facilitates communication among citizens, Board members and educators</li> </ul>