



***San Diego Community College District  
City College, Mesa College, Miramar College  
and  
Continuing Education***

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**Delineation of Functions  
Map of District and College/Continuing Education  
Functional Organization**

The San Diego Community College District is comprised of five major operational units: City College, Mesa College, Miramar College, Continuing Education, and the District administrative departments. The District departments that support campus and overall operations, including Business and Technology Services, Communications and Public Relations, Facilities Management, Human Resources, Instructional Services , and Student Services.

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

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

It should be understood that all administrative departments and operations in the District Office are under the final authority of the Chancellor, and the operation of college/Continuing Education is under the authority of the President, who reports to the Chancellor. The Board of Trustees is the final level of authority for all functions within the District.

- **Board Policy & Administrative Regulations**

- **Board of Trustees**

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

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

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

- **Chancellor**

The Chancellor is the Chief Executive Officer of the District and is responsible for the administration of the District in accordance with the policies established by the Board of Trustees. The execution of all decisions made by the Board of Trustees concerning operations of the District is the responsibility of the Chancellor.

- **Presidents**

The President of each college and the Continuing Education program is the institutional Chief Executive Officer. The Presidents report to the Chancellor. The President is responsible for providing leadership for the day-to-day operation of the total College/Continuing Education program including coordination of all programs, services, and operational matters. The Chancellor and Presidents provide overall leadership and operational authority on all of the functional areas that follow, listed in alphabetical order.

- **Bookstore/Cafeteria (ABS0)**

**District – Executive Vice Chancellor, Business and Technology Services  
Colleges/Continuing Education – Vice President of Administrative Services**

The cafeteria and bookstore are managed and operated as a separate business enterprise of the District as the Auxiliary Business Services Organization (ABS0). Management and oversight of ABS0 is the responsibility of the Executive Vice Chancellor, Business and Technology Services. All cafeteria and bookstore operations are managed centrally and have indirect consultative relationships with the Vice President of Administrative Services at each college and Continuing Education. The Vice President of Administrative Services is responsible for indirect oversight of the orderly, day-to-day operation of the bookstore and cafeteria on campus.

- **Budget Development**

**District – Executive Vice Chancellor, Business and Technology Services  
Colleges/Continuing Education – Vice President of Administrative Services**

The Board of Trustees delegates budget development to the District administration, under the leadership of the Executive Vice Chancellor, Business and Technology Services. While the Board retains its fiduciary responsibility for fiscal oversight, the District office is responsible for establishing and maintaining the budget, in consultation with the Vice Presidents of Administrative Services, as well as the College and Continuing Education leadership. The annual budget is developed in a collaborative manner. A formula for the distribution of funds to the colleges, Continuing Education, and other District operations, established through a participatory process, is used in the annual budget development process. This formula has been refined annually with input from the Budget Planning and Development Council, comprised of faculty leaders, classified staff leadership, and administrators from throughout the District. Once funds are distributed, the

colleges and administrative departments are responsible for the expenditure and monitoring of funds within the constraints of local, state, and federal laws. Audits and fiscal controls are the responsibility of the District administration.

- **College Police**

**District – Chief of Police; Vice Chancellor, Facilities Management  
Colleges/Continuing Education – Police Lieutenant; Vice President of  
Administrative Services**

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

- **Communications and Public Relations**

**District – Director, Communications and Public Relations  
Colleges/Continuing Education – Public Information Officer**

The District has substantial involvement with city, county, state, and federal agencies along with other representatives that interact with and impact the needs of the District. The Director of Communications and Public Relations works directly with the Chancellor to build partnerships, guide legislative advocacy, and maintain relations with federal, state, and local agencies and officials, including media relations. Direct assistance is also provided to the colleges and Continuing Education to enhance public awareness and ensure consistent branding. Each college and Continuing Education has a Public Information Officer who works closely with the President and also maintains liaison with local, city, and county organizations, as well as state and national agencies, to promote public and media relations and activities.

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

- **Facilities Planning and Operations**  
**District – Vice Chancellor, Facilities Management**  
**Colleges/Continuing Education – Vice President of Administrative Services**

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

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

The District administration is also responsible for two major construction bond projects (Propositions S & N), including the procurement and construction management of several major facilities throughout the District. The District Office works very closely with the colleges and Continuing Education, under the leadership of the President and Vice President of Administrative Services, as well as faculty and staff, in the design, planning and build-out of each project. The District administration is also responsible for reporting and responding to the Propositions S & N Citizens' Oversight Committee on all matters pertaining to the bond projects.

- **Fiscal Oversight**  
**District – Executive Vice Chancellor, Business and Technology Services**  
**Colleges/Continuing Education - Vice President of Administrative Services**

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

- **Human Resources**  
**District – Vice Chancellor, Human Resources**  
**Colleges/Continuing Education – Vice President of Administrative Services**

The Board of Trustees has delegated the responsibility for Human Resources management to the District administration. The functional responsibilities include negotiations, contract management, hiring procedures and processes, workers' compensation, employee benefits, employee records, payroll, legal services, equal employment opportunity and risk management.

The Vice Chancellor, Human Resources, serves as the chief negotiator for the District, representing the Board of Trustees. Policy and procedure development affecting Human Resources is also coordinated through this department. Job classifications and descriptions are developed and maintained by the District Office. The hiring process also is managed and monitored by the District administration. The Presidents, Chancellor, and Board of Trustees are responsible for final hiring decisions and other personnel actions. Each college, Continuing Education, as well as the various District departments have defined responsibilities for participating in hiring procedures, staff evaluation, and contract administration as it relates to supervisory responsibilities.

Payroll is also a collaborative effort between the District Office and the Vice Presidents of Administrative Services at each college and Continuing Education. Legal services are coordinated through the Vice Chancellor, Human Resources, in consultation with the Chancellor.

- **Information Technology**  
**District – Executive Vice Chancellor, Business and Technology Services;**  
**Director of Information Technology**  
**Colleges/Continuing Education – President**

The District Information Technology department is responsible for the District's administrative computing, network data and voice services, data center operations, web services, desktop computing, and a 24/7 Help Desk. Application support for the District's library is provided under contract by the vendor of the library system. Support for the instructional labs at the colleges and Continuing Education is provided by technicians from Information Technology that report to the leadership at the colleges and Continuing Education. Additional instructional technicians are located on the campuses, to provide support for instructional computing.

The Director of Information Technology reports to the Executive Vice Chancellor, Business and Technology Services. Operational responsibility for the Administrative Finance System, the Human Resources System, and the Student Information System resides with the respective Vice Chancellor for each functional area under the overarching technical responsibility of the District Information Technology department.

- **Institutional Research & Planning**

**District – Vice Chancellor, Student Services; Director, Institutional Research & Planning  
Colleges/Continuing Education – Dean; Research and Planning Analyst**

Institutional Research is a districtwide operation that reports to the Vice Chancellor, Student Services. It consists of a central component responsible for districtwide studies and information and maintenance of a complex data mart, as well as Research and Planning analysts at each college and Continuing Education that support college data and information needs. The Research and Planning analysts report to the colleges and Continuing Education for work direction and research priorities, along with an informal reporting relationship with the District Office for training, evaluation, research protocols, database management, and support for projects that are districtwide in scope.

The District Office of Institutional Research is responsible for annual accountability reporting, enrollment projections, assessment of various student outcomes, state reporting and developing a culture of evidence for the District. The District Institutional Research staff and Research and Planning analysts work collaboratively to identify and provide data and information support to District and college/Continuing Education planning efforts, including program review, accreditation, basic skills, student success and equity outcomes, strategic planning, the Student Success Scorecard, and enrollment management. The Institutional Research department maintains a comprehensive website and the staff provide support to the data and information needs of the Chancellor and Board of Trustees. The department is also responsible for establishing an annual research agenda for the District and supporting the colleges and Continuing Education in updating their research agendas.

- **Instructional Services**

**District – Vice Chancellor, Instructional Services  
Colleges/Continuing Education – Vice President of Instruction**

Curriculum development, as well as provision of the academic program, is the responsibility of the Vice Presidents of Instruction at the colleges and Continuing Education. Coordination and alignment of curriculum, including compliance with Title 5 and policy and procedure development related to instruction is the responsibility of the Vice Chancellor, Instructional Services, in consultation with the colleges and Continuing Education's academic leadership and administration. Coordination of grants and contracts, economic development, online education, International Education, Military Contract Education, and several categorically funded career technical programs are also the responsibility of the District administration. Grant development is a collaborative responsibility between the colleges and the District administration with resources provided by the District Office. The District administration has primary responsibility for developing and maintaining relationships with industry and a Corporate Council to address workforce needs districtwide. Oversight of the District's large online education program, including training, website development, and maintenance is the responsibility of the District administration in coordination with the colleges and Continuing Education leadership.

- **Legal Services & EEO**

**District – Vice Chancellor, Human Resources; Director, Legal Services and EEO  
Colleges/Continuing Education – Site Compliance Officer**

The Director, Legal Services and EEO is responsible for legal mandates related to compliance and employment. EEO reporting, monitoring, and training are the responsibility of the District administration. Discrimination complaint investigations not involving sex or gender-based misconduct and formal resolutions are also the responsibility of the District Office in consultation with the Site Compliance Officer at each college and Continuing Education. The Site Compliance Officer is the first responder to complaints and issues on campus, in consultation with the President, and may resolve certain complaints informally, as appropriate. Complaints involving sex or gender-based misconduct are the responsibility of the Title IX Compliance Officer. The Director, Legal Services, and EEO also coordinates all of the legal and contractual matters of the District including working with outside counsel on various matters as required.

- **Risk Management**

**District – Vice Chancellor, Human Resources; Risk Manager  
Colleges/Continuing Education – Vice President of Administrative Services**

Risk management, including workers' compensation claims and legal matters related to District operations is the responsibility of the Vice Chancellor, Human Resources. The Risk Management office works in consultation with the Chancellor's Cabinet for all legal matters, as well as with the Vice President of Administrative Services at each college and Continuing Education for workers' compensation and liability matters.

- **Student Services**

**District – Vice Chancellor, Student Services  
Colleges/Continuing Education – Vice President of Student Services**

Student Services program development and operations are the responsibility of the Vice Presidents of Student Services at the colleges and Continuing Education. Policy development and oversight, program development, student records maintenance and disposition, state reporting, state and federal compliance and audit, Institutional Research, District Outreach, Title IX Compliance, and Disability Support Programs and Services are the responsibility of the Vice Chancellor, Student Services. Policy review and development is coordinated with the colleges and Continuing Education's academic and student services leadership. Administrative computing related to students and services, including self-service systems (web-based) and access to student information is also the responsibility of the Vice Chancellor, Student Services, in coordination with the Vice Presidents of Student Services. Compliance with state and federal laws, including legal matters related to students and records are the responsibility of the District administration.

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