



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL

November 2, 2016

3:00 p.m. – Room 245

AGENDA

- *1.0 Review Minutes of October 19, 2016
- *2.0 Review of Board Agenda for November 10, 2016
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Dowd
- *5.0 Technology Master Plan 2016-18 Dowd
- *6.0 Chancellor's Goals & Objectives 2016-17 Carroll
- *7.0 Free Speech Brochures Neault
- 8.0 San Diego Promise Update Neault
- *9.0 Student Services Policies and Procedures Neault
 - BP 0005 Accreditation – *Revised*
 - BP 3303 College Enrollment Fees – *Delete* (merged into AP 3300)
 - BP 3304 Instructional and Other Materials – *Delete* (merged into AP 3300)
 - BP 3305 Health Fees – *Delete* (merged into AP 3300)
 - BP 5800 Prevention of Identity Theft in Student Financial Transactions – *New*
 - AP 3300 Fees
- 10.0 Discussion on establishment of an ad hoc committee/taskforce Fremland
to discuss districtwide balance between DE and face to face
- 11.0 Roundtable

*Attachments

Next DGC MEETING scheduled: Wednesday, December 7, 2016 – 3:00 p.m.
District Office – Room 245

Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE – MESA COLLEGE – MIRAMAR COLLEGE – CONTINUING EDUCATION

DISTRICT GOVERNANCE COUNCIL MINUTES

October 19, 2016

Present: Akers, Beresford, Bocaya, Cassar (for Mahler), Cortez, Davis, Dowd, Fakhrabadi, Fremland, Griffin (for Weinroth), Hess (for Bulger), Hubbard, LeDuc (for Kovrig), Luster, Manis, McMahon, Neault, Payne, Perigo, Ramsey (for Hsieh), Rogers (for Surbrook), Watkins, and Whisenhunt

Absent: Bulger, Carroll, Hsieh, Kovrig, Larson, Mahler, Surbrook, Weinroth

1. **APPROVAL OF MINUTES**

The minutes of October 5, 2016, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the October 27, 2016, Board Meeting was opened for review by Executive Vice Chancellor Dowd. Each item was discussed and satisfied.

3. **SAN DIEGO GATEWAY TO COLLEGE & CAREER**

President Cortez introduced the council to this new initiative that focuses on "opportunity youth" in the San Diego area by helping them attain a high school diploma, GED, or CA High School Equivalency Certificate. Students must also attend career counseling classes as part of the program. The first cohort will start in the spring, which includes paid internships and job placement assistance.

4. **2017-2018 AND 2018-2019 COLLEGE AND CE ACADEMIC CALENDARS**

Vice Chancellor Neault shared proposed calendars for the next two years with dates aligning as much as possible with the San Diego Unified School District and San Diego State University.

5. **REVIEW OF BOARD POLICIES**

Vice Chancellor Neault discussed new and revised Student Services Board Policies listed below that will go before the Board of Trustees at the October 27th meeting. No concerns were raised.

BP 3120 Off-Campus Student Activities - Revised

BP 3125 Transportation of Students – Revised

BP 3225 Institutional Effectiveness – New

BP 5110 Counseling – New

BP 5120 Transfer Center – New

BP 5130 Financial Aid – New

BP 5310 Student Access to Shower Facilities – New

BP 5700 Athletics – New

6. SUMMARY REVISIONS TO AP 3100.2

Vice Chancellor Neault presented Administrative Procedure 3100.2 with revisions to disciplinary procedures that eliminate trial-style hearings in favor of a civil rights/neutral investigator model in an effort to avoid re-victimization. Written statements will also now be allowed.

7. DISTRICT SECURITY MASTER PLAN

Vice Chancellor Manis asked for concerns about the updated security master plan for the District and received a statement from AFT representative Robin Watkins: "AFT is opposed to having this proposal move forward as some elements, such as the installation of security cameras are within the scope of negotiations. AFT will be submitting something in writing to this effect."

Academic Senate President of City College Justin Akers also expressed concerns regarding the development process and how resources are being allotted. He asked that this be revisited before publishing.

8. REVIEW OF BP 6980 – SUSTAINABILITY

Vice Chancellor Manis explained proposed revisions of BP 6980, to make the policy broader and general. Specifics, such as plans for green buildings and equipment replacement will be included in the administrative procedure. He asked that members send him any comments or concerns.

9. REVIEW OF INSTRUCTIONAL SERVICES BOARD POLICIES

Shelly Hess, Dean of Curriculum, introduced the new and revised Instructional Services policies listed below, which will go for the first reading at the October 27th Board meeting. One policy is new; the others have received minor, non-substantial revisions. No concerns were raised.

- BP 5102 Career and Technical Education Programs (New Policy – Legally Required)
- BP 5020 Curriculum Development
- BP 5025 Philosophy and Criteria for Associate Degrees and General Education
- BP 5030 Academic Freedom
- BP 5040 Library and Learning Support Services
- BP 5050 Articulation

Adjourned 4:15 p.m.

Chancellor's Office & Board of Trustees

BOARD MEETING

Thursday, August 25, 2016

2:50 p.m. Call to Order – Room 235/245

Followed by Closed Session – Room 300

4:00 p.m. Regular Business Meeting – Room 235/245

9 BOARD POLICIES

9.01 Consideration and adoption of revisions to Chapter 2 – Board of Trustees Board Policies (First Reading 10/27/16). These revisions are part of a comprehensive six-year review to ensure currency.

BP 2010	Board Membership
BP 2200	Board Duties and Responsibilities
BP 2410	Policy and Administrative Procedures
BP 2430	Delegation of Authority to the SDCCD Chancellor
BP 2431	Chancellor Selection
BP 2435	Evaluation of Chancellor
BP 2437	Evaluation of President (College/Continuing Ed)
BP 2510	Participation in Local Decision-Making
BP 2715	Code of Ethics/Standards of Practice
BP 2740	Board Education
BP 2745	Board Self-Evaluation

9.02 Consideration and adoption of new and revised Chapter 5 - Student Services Board Policies (First Reading 10/27/16). These revisions are part of a comprehensive six-year review to ensure currency.

BP 3120	Off-Campus Student Activities – <i>Revised</i>
BP 3125	Transportation of Students – <i>Revised</i>
BP 3225	Institutional Effectiveness – <i>New</i>
BP 5110	Counseling – <i>New</i>
BP 5120	Transfer Center – <i>New</i>
BP 5130	Financial Aid – <i>New</i>
BP 5310	Student Access to Shower Facilities – <i>New</i>
BP 5700	Athletics – <i>New</i>

9.03 Consideration and adoption of new and revised Chapter 4 - Instructional Services Board Policies (First Reading 10/27/16). These revisions are part of a comprehensive six-year review to ensure currency.

BP 5020	Curriculum Development – <i>Revised</i>
BP 5025	Philosophy and Criteria for Associate Degrees and General Education – <i>Revised</i>
BP 5030	Academic Freedom – <i>Revised</i>
BP 5040	Library and Learning Support Services – <i>Revised</i>
BP 5050	Articulation – <i>Revised</i>
BP 5102	Career and Technical Education Programs – <i>New</i>

9 BOARD POLICIES (Continued)

9.04 Consideration and Approval of the Student Services Policies & Procedures (First Reading):

- BP 0005 Accreditation – *Revised*
- BP 3303 College Enrollment Fees – *Delete (merged into AP 3300)*
- BP 3304 Instructional and Other Materials – *Delete (merged into AP 3300)*
- BP 3305 Health Fees – *Delete (merged into AP 3300)*
- BP 5800 Prevention of Identity Theft in Student Financial Transactions – *New*

10 NEW BUSINESS

10.01 Consideration and approval of Board Meeting Schedule for January 2017 through June 2017.

10.02 Presentation of Bond Sale Results for General Obligation Bonds, Election of 2006 (Proposition N), Series 2016 and Refunding of 2007, 2009 and 2011 previously issued bonds.

11 INSTRUCTIONAL SERVICES

11.01 Consideration and approval of new or revised courses and programs.

12 STUDENT SERVICES

12.01 Consideration and Approval of the 2017-2018, and 2018-2019 College and Continuing Education Academic Calendars.

13 BUDGET AND FINANCE

13.01 In the matter of the Cal-WORKs Program and Temporary Assistance for Needy Families (TANF) Program, awarded to San Diego Mesa College from the California Community Colleges Chancellor's Office (CCCCO), authority is requested to:

1. Enter into an agreement with the CCCCCO for Cal-Works (\$101,250) and TANF (\$23,750) for fiscal year 2016-2017 in the combined amount up to \$125,000; and
2. Accept, budget and spend \$125,000 combined from the CCCCCO in the 2016-2017 General Fund/Restricted Budget.

13.02 In the matter of the Deputy Sector Navigator Advanced Transportation and Renewable Energy grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to:

1. Extend the existing grant from June 30, 2017, to December 31, 2017; and
2. Accept, budget and spend an additional \$100,000, increasing the budget from \$200,000 to \$300,000 in the 2016-2017 General Fund/Restricted budget.

13.03 In the matter of the Deputy Sector Navigator Life Science/Biotechnology grant awarded by the California Community Colleges Chancellor's Office (CCCCO), Economic and Workforce Development Program (EWD) to San Diego Miramar College, authority is requested to:

1. Extend the existing grant from June 30, 2017, to December 31, 2017; and
2. Accept, budget and spend an additional \$100,000, increasing the budget from \$200,000 to \$300,000 in the 2016-2017 General Fund/Restricted budget.

13 BUDGET AND FINANCE (Continued)

- 13.04** In the matter of an agreement with the California Commission on Peace Officer Standards and Training (POST) for San Diego Miramar College to provide law enforcement in-service courses, authority is requested to:
1. Enter into an agreement with the Commission on POST to provide in-service courses to be delivered in the 2016-2017 fiscal year; and
 2. Accept, budget and spend \$310,493 in the 2016-2017 General Fund/Restricted budget.
- 13.05** In the matter of the Agreement between the San Diego Community College District and the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) to provide services as defined in the Instructional Agreement, #16-17-4152 from YCCD/CDTC, authority is requested to accept, budget and spend \$12,500 in the 2016-2017 General Fund/Restricted Budget.
- 13.06** In the matter of the Child Development programs, California State Preschool (CSPP-6442) and the General Child Care and Development (CCTR-6211) contracts, at San Diego City College, San Diego Mesa College, and San Diego Miramar College from the California Department of Education for operation of the Child Development Centers, authority is requested to accept, budget and spend an additional \$16,509 in the contract (CCTR-6211) and an additional \$22,886 in the contract (CSPP-6442) in the 2016-2017 fiscal year.
- 13.07** Approval of purchase orders prepared during the period of October 1, 2016, and October 31, 2016.

14 HUMAN RESOURCES

- 14.01** Certification of short-term personnel service effective on or after November 11, 2016, per California Education Code Section 88003.
- 14.02** Approval of academic, classified, substitute and student personnel actions relating to appointments, assignment changes, salary changes, status changes, leaves of absence, separations and volunteerism during the period October 1 - 31, 2016,
- 14.03** In the matter of the Strong Workforce Program Funds from the California Community Colleges Chancellor's Office (CCCCO), awarded to San Diego Mesa College to improve the quality and increase the quantity of career technical education (CTE), authority is requested to:
1. Establish a new 1.0 FTE, 12-month, Associate Dean, Range 16, Step C, (\$8,146.88-\$11,881.80), in the Management Unit;
 2. Establish a new 1.0 FTE, 11 month, Program Technician, Range 23, Step C, (\$3,951.55-\$5,721.16), in the AFT Classified Unit, Office Technical;
 3. Establish a new 1.0 FTE, 10-month, PHLB/DENA/MEDA ILT, Range 23, Step C, (\$3,951.55-\$5,721.16), in the AFT Classified Unit, Office Technical;
 4. Establish a new 1.0 FTE, 10-month, CACM/HOSP ILT, Range 23, Step C, (\$3,951.55-\$5,721.16), in the AFT Classified Unit, Office Technical;
 5. Establish a new 1.0 FTE, 12-month, Administrative Technician, Range 22, Step C, (\$3,829.47-\$5,544.41), in the AFT Classified Unit, Office Technical; and
 6. Establish a new 1.0 FTE, 11-month, Work-Based Learning Coordinator position, Step C - Class 6, (\$7,625.90), AFT College Faculty Unit.

14 **HUMAN RESOURCES** (Continued)

14.04 In the matter of San Diego Mesa College Institutional Effectiveness Office, authority is requested, effective November 11, 2016, (contingent upon review of Human Resources) to:

1. Delete a current 1.0 FTE Research Associate, position #011895, Range 28 (\$4,232-\$6,755), Office Technical Unit, in San Diego Mesa College's Institutional Effectiveness Office; and
2. Establish a new 1.0 FTE Associate Dean of Research and Planning, Range 16 (\$7,428-\$11,882) in the Management Unit.

15 **FACILITIES, BUILDINGS AND REAL ESTATE**

15.01 Authority to declare an emergency pursuant to Public Contract Code 20654 for expenditures to complete repairs to the existing hot and cold water loop in the HVAC system at the G Building at Mesa College. (Note: Approval of this action requires a unanimous vote of the Board. Approval by the County Superintendent of Schools is also required.)

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S GOALS AND OBJECTIVES 2016-17

Submitted to the Board of Trustees

Dr. Constance M. Carroll
Chancellor

As always, my annual goals and objectives are intended to supplement the basic duties and responsibilities of the position of chancellor. The basic responsibilities have been developed over the years and are understood as expectations. Some of the responsibilities are also codified in statute. The goals and objectives that are presented below are the priorities I have established in addition to the regular responsibilities of the position. Because of the magnitude of goals established in the previous year, some are being continued, with modifications, in 2016-17.

My goals and objectives for the coming year emphasize planning, as well as specific developments and innovations, made possible in large measure by the continuing improvements in financial resources. However, it will also be important for me to strike a balance between expansion into existing or new areas, and the need to be conservative in view of some continuing financial constraints.

1. **Provide leadership in planning for a variety of improvements in the number of full-time faculty positions, with an emphasis on diversity, general staffing, and improving the overall infrastructure of personnel and programs. Planning will include goals for:**
 - a) Increasing and replacing full-time faculty positions, credit and noncredit;
 - b) Increasing or replacing selected classified staff and administrative positions;
 - c) Implementing and/or increasing programs, especially:
 - Associate Degrees for Transfer
 - Online courses and programs
 - Plan for future directions in Restorative Justice
 - Districtwide plan for institutionalizing learning communities
 - Districtwide planning for future baccalaureate programs
 - d) Using the state's "Strong Workforce" funding to strengthen existing and develop new workforce education efforts;
 - e) Completing the work of the Basic Skills Committee to determine the appropriate level of collegiate and pre-collegiate credit vs. noncredit in Basic Skills and developing a coordinative plan for assigning students; and
 - f) Monitoring and implementing successful new directions for Military Education, to include options in online courses and programs.

2. Develop budget plans and strategies to address stabilization and future needs (ongoing).

I will focus my efforts on budget outcomes by:

- a) Carefully monitoring state funding affecting fiscal year 2016-2017; ensuring maintenance of a balanced budget, adequate reserves, and less reliance on one-time funding; continuing strategies to address compliance with the 50% Law, and other state and federal requirements;
- b) Ensuring that all units of the District maintain a balanced budget for their operations;
- c) Providing additional revenue for the Special Reserve for funding the steep increase in the employer contribution to the state retirement systems CalSTRS and CalPERS;
- d) Analyzing and reducing the SDCCD structural budget deficit that is annually created by ongoing reductions and fluctuations in state funding;
- e) Eliminating payroll problems to ensure error-free payrolls; and
- f) Ensuring the successful ramp-up and implementation of the Enterprise Resource Planning (ERP) project to provide a new integrated data system for the District, with an emphasis on direct leadership and effective communication.

3. Provide support for the planning activities, decisions, and functions of the Board of Trustees (ongoing).

During the course of 2016-2017, I intend to focus on the Board's planning and decision-making functions by:

- a) Highlighting the Board at the national conference of the Association of Community College Trustees (ACCT);
- b) Highlighting the Board at other national, state, and local events through presentations, publications, and discussions;
- c) Scheduling and implementing a sixth joint SDCCD/San Diego Unified School District Board meeting;
- d) Completing and publishing plans to ensure the positive outcomes of the joint SDCCD/San Diego Unified School District Board meeting; and
- e) Hosting a third meeting and celebration for members of the community who serve on the many campus industry and program advisory committees so that the Board can honor them for their service.

4. Provide leadership for institutionalizing instructional and student services initiatives.

I will focus on ensuring comprehensive and coordinated strategies within the District for these programs by:

- a) Ensuring the development of routine reports and research on important instructional programs (e.g., online education, transfer degrees, campus scheduling patterns, etc.);
- b) Ensuring the development of routine reports and research on student success and completion, and student equity;
- c) Monitoring districtwide progress and coordinating activities regarding the state grants in Student Success and Support Programs (SSSP) and Student Equity; and
- d) Tracking progress through regular reports and ensuring the success of the regional Career Pathways Trust grant and other workforce initiatives.

5. Provide continuing leadership and support for the bond programs and other facilities projects (ongoing).

As the \$1.555 billion bond program moves toward its final years, it will continue to require careful oversight and attention by the chancellor. During 2016-2017, I plan to focus on the facilities area by:

- a) Ensuring the successful completion of the final two bond projects: Child Development Center (City College), and Emergency Vehicle Operations Course (EVOC) in conjunction with the County and City of San Diego;
- b) Ensuring the successful issuance of the District's final bond sale;
- c) Moving forward with more surplus property lease agreements to ensure a revenue stream for maintaining Propositions S and N construction projects;
- d) Continuing my personal support, participation, and attention to support the successful operation of the Propositions S and N Citizens' Oversight Committee;
- e) Planning for a retrospective celebration and communication strategy for the completion of Propositions S and N; and
- f) Developing plans for a capital campaign to fund performing arts facilities at City, Mesa, and Miramar colleges, and Continuing Education.

6. Provide leadership for setting and achieving enrollment management goals (ongoing).

This remains a volatile area of state policy, which requires close attention, especially given the countercyclical relationship between employment rates and community college enrollment patterns. Therefore, enrollment management will continue to be the primary "business" of the District. I plan to focus on enrollment management by:

- a) Expanding the effort to analyze and take action on districtwide research pertaining to enrollment patterns and needs, ensuring that the research is practical for accommodating decision-making;
- b) Supporting enrollment growth at the campuses, especially plans for the growth of Miramar College;
- c) Developing plans for maximizing class offerings and enrollments in the evenings, on weekends, and online; and
- d) Ensuring the implementation of the optimal and affordable size, configuration, and support services needed for the semesters and optional sessions, with special attention to online support services.

7. Design and Implement Development/Advancement Initiatives. (new goal)

Like all other institutions of higher education, the San Diego Community College District and its institutions have financial constraints that impede efforts in innovation and initiatives beyond the level of funding provided by the state. In order to move forward, it will be necessary to organize and implement development and advancement projects, including the following:

- a) San Diego Promise;
- b) Planned Giving Processes, Procedures, and Marketing; and
- c) Performing Arts Facilities Campaign

8. Participate in community activities (ongoing).

Because ours is a community college organization, it is important for the chancellor to participate in a variety of community activities in order to highlight the District, as well as to encourage community connections. I will continue to do this by:

- a) Participating in key community organizations and continuing my service on the boards of the University of San Diego, the San Diego Foundation, and the Mayor's Workforce Taskforce;
- b) Attending and making presentations at community functions;
- c) Encouraging and facilitating the participation of Board members, Presidents, and other leaders within the District in community functions;
- d) Expanding publications, e-mail blasts, and social media notices for the community's information; and
- e) Encouraging community, business, and legislative leaders to visit the institutions of our District, including special Board workshops.

9. Participate in appropriate national, regional and state activities (ongoing).

It is important for me as chancellor to participate in national, regional, and California activities and projects. However, my participation will continue to include only those activities that have relevance to our District and to my work as a community college leader and member of the higher education community. I plan to ensure that my emphasis will always be the San Diego community, while I will participate in other arenas by:

- a) Attending and making presentations at national, regional, and California meetings and conferences;
- b) Continuing my service on the boards of the National Council on the Humanities/National Endowment for the Humanities (NEH), the League for Innovation, the Community College Humanities Association, and the California Promise Committee;
- c) Writing articles and, if possible, a monograph or two; and
- d) Participating in other higher education projects.

10. Special Goal from Board of Trustees (continuing goal):

Mentor and support new and existing District leaders and positively manage leadership turnover.

11. Special Goal from Board of Trustees (continuing goal):

Develop and implement plans that will:

- a) Ensure a diverse applicant pool that reflects the diversity of the student population, positions, as appropriate;
- b) Educate and ensure that hiring personnel appreciate the value of a diverse workforce;
- c) Result in increased diversity in the faculty, administration, and staff in the colleges, Continuing Education and the District offices;
- d) Include a mentoring program to be initiated upon hiring employees, as appropriate;
- e) Work with the academic senate – and faculty union as appropriate – to create a structure and to secure funding for a meaningful, districtwide professional development academy emphasizing effective pedagogy for working with diverse student population, including students with disabilities and developmental students; and
- f) Periodically share details of implementations with the Board.

12. Special Goal for Board of Trustees (new goal):

Ensure that a strategic approach is developed to reduce escalating textbook costs for students in the San Diego Community College District by:

- a) Ensuring the development of a pilot program to introduce Open Education Resource (OER) to one or more of SDCCD's campuses;
- b) Encouraging voluntary faculty participation in the pilot program, with the goal of achieving 15% of available classes as OER compatible; and
- c) Providing regular reports to the Board.

The San Diego Community College District guarantees freedom of expression provided that such expression does not result in a disruption of the orderly operations of campus and District programs and activities.

Free Speech Areas

Mesa College has recommended areas for a variety of free speech activities, e.g., speeches/presentations, rallies, distribution of literature, posting, and voter registration. The map on the back of this brochure identifies the recommended free speech area. If you have any questions or need clarification, contact the Office of Student Affairs.

- Restrictions shall not be placed on subject matter, topics or viewpoints expressed in the recommended free speech areas.
- The recommended free speech areas are listed on the map.
- All visitors are encouraged to check in with the Office of the Dean of Student Affairs to advise campus officials of their presence on campus.

- Tables, chairs, sound system and other support materials or other supplies may be provided by the college.
- Parking permits will not be provided.

Posting

- Posting of materials by other than college affiliated groups, will not be permitted on campus except in the recommended free speech area.
- Kiosks and/or bulletin boards located in the recommended free speech area are recommended for general posting. See locations on the map.
- Posting is not permitted on building surfaces, trees, elevators or grounds.
- Material content must convey lawful activities and not be misleading.
- Commercial literature must have the organization/institution affiliation, along with address and telephone number clearly stated.
- Materials posted on recommended "free speech" bulletin boards or kiosks will be removed weekly.
- Mesa College does not endorse, approve, authorize, sponsor or regulate any commercial business, commodity, or service posted or distributed on campus.

Distribution of Literature

- Petitions, circulars, leaflets, newspapers and printed materials may be distributed in the recommended free speech areas.
- No person or organization distributing materials in the free speech area shall coerce any person into accepting any material.
- Newspapers, leaflets, and other printed materials may be left for distribution in recommended areas only. Check with the Office of Student Affairs or check the map.
- Litter, resulting from discarded materials in and around the free speech area, must be retrieved by persons distributing the material prior to departure.

Solicitation on Campus

The college does not endorse or authorize solicitation of personal information or resources from students or staff.

Use of Campus Space by External Organizations

For use of campus space by external organizations, see guidelines available in the Office of Student Affairs.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 3 – GENERAL INSTITUTION

BP 0005 – ACCREDITATION

The Board of Trustees is committed to adhering to the eligibility requirements and accreditation standards and policies of the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC) for the colleges and the Western Association of Schools and Colleges, Accrediting Commission for Schools for the Continuing Education program.

The District Chancellor shall:

- a) Ensure that the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges;
- b) Ensure that the District complies with the accreditation process and standards for programs that seek special accreditation from other accrediting bodies;
- c) Ensure that the District complies with the accreditation process and standards of the Accrediting Commission for Schools for the Continuing Education programs;
- d) Keep the Board informed of approved accrediting organizations and the status of accreditations;
- e) Ensure that the Board is involved in any accreditation process in which Board participation is recommended or required; and
- f) Provide the Board with a summary of all accreditation reports and any actions taken or to be taken in response to recommendations in an accreditation report.

Adopted: February 18, 2010

Supersedes: New Policy, 2/18/10

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SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3303 – COLLEGE ENROLLMENT FEES

Each student shall be charged an enrollment fee for credit courses in accordance with California Education Code Section 76300. The enrollment fee is established by the Board of Governors.

1. The enrollment fee must be paid in accordance with the fee payment schedule published in the schedule of classes.
2. The following students will be exempt from paying the enrollment fee:
 - a. Students who qualify for a Board of Governors Waiver A;
 - b. Students enrolled solely in apprenticeship courses;
 - c. Students enrolled pursuant to 48800 under the conditions of a Memorandum of Understanding with the high school;
 - d. Students enrolled in a San Diego Community College District class at San Diego State University or University of California, San Diego.
3. Students with approved forms of education tuition assistance shall have those fees applied and refunded in accordance with the terms and conditions of the assistance program.
4. Students are responsible for fee increases imposed by the California Legislature for specified terms.

Adopted: — October 14, 2010

Supersedes: — Policy 3303 – 6/26/86, 12/03/87



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3304—INSTRUCTIONAL AND OTHER MATERIALS

In accordance with California Education Code 73365, 76395 and Title 5 section 59400 et seq., students may be required to provide instructional and other materials for a course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

1. INSTRUCTIONAL MATERIALS ARE DEFINED AS FOLLOWS:

- a. Instructional and other materials—Any tangible personal property which is owned or primarily controlled by an individual student;
- b. Required instructional and other materials—Any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or, any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours;
- c. Solely or exclusively available from the District—The material is not available except through the district, or that the district requires that the material be purchased or procured from it.
 - 1) A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and
 - 2) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
 - 3) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.
- d. "Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

2. IMPLEMENTATION

- a. All required instructional and other materials shall be listed in the official course outline on file at each college.
- b. The dean shall coordinate review of the listing of required materials and determine if the fees meets the criteria specified.

- c. ~~All required materials which are solely and exclusively available from the District must be provided to the student at cost.~~
 - d. ~~No instructor may require that a student provide instructional or other material except for those listed and approved above. No student shall be penalized as a result of not providing materials which have not been approved and listed in the course outline.~~
3. PHYSICAL EDUCATION FACILITIES CHARGES ARE ONLY CHARGED TO STUDENTS AS FOLLOWS:
- a. ~~If the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course;~~
 - b. ~~Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.~~

Adopted: ~~_____~~ October 14, 2010

Supersedes: ~~_____~~ Policy 3304 7/11/86



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3305 – HEALTH FEES

Each student shall pay a health fee in accordance with Education Code, section 76355.

1. All students shall pay the health fee as a part of enrollment in college programs.
2. Health fees shall be used for on-campus supervision and services, and accident insurance.
3. The amount of fees shall be reviewed each year by the Board and shall be published in Attachment I to Policy 3300 (Fee Schedule for School Year).
4. The following students shall be exempt from the payment of the health fee:
 - a. Students exempt from payment of enrollment fees;
 - b. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination, or organization.

Adopted: ~~October 14, 2010~~

Supersedes: ~~Policy 3305 10/14/98~~



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3300 – FEES

1. INTRODUCTION

In compliance with Education Code and applicable laws the Chancellor shall ensure that the fees charged by the District, both required fees and fees authorized by law, shall be published in detail in the college catalogs and posted on the college websites.

2. REQUIRED FEES:

- a. **Enrollment Fee** (Education Code Section 76300)
Each student shall be charged a fee for enrolling in credit courses as required by law.
- b. **Baccalaureate Degree Pilot Program Fees** (Title 5 Section 58520)
Each student shall be charged a fee in addition to an enrollment fee for upper division coursework that is part of a baccalaureate degree pilot program.
- c. **Nonresident Tuition** (Education Code section 68000 et. seq.)
Nonresident students shall be charged nonresident tuition for all units enrolled at the District, plus the enrollment fee per unit and Baccalaureate Degree program fee for applicable upper division coursework unless specifically exempted by law or District policy. See BP 3301 – Nonresident Tuition
- d. **Health Fee** (Education Code Section 76355)
The Chancellor or designee shall present to the board for approval a fee to be charged to each full time student for student health services
- e. **Parking Fee** (Education Code Section 76360)
The Chancellor or designee shall present to the board for approval a fee for parking services
- f. **Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. See Administrative Procedure 5031 Instructional and Other Materials.

- g. **Physical Education Facilities** (Education Code Section 76395)
Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.
- h. **Student Representation Fee** (Education Code Section 76060.5)
Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
- i. **Transcript Fees** (Education Code Section 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Board is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. Transcript fees shall be published in the college catalogs and college websites. No charge shall be made for furnishing up to two transcripts of students' records. There shall be no charge for searching for or retrieving any student record.
- j. **International Students Application Processing Fee** (Education Code Section 76142)
The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

3. PROHIBITED FEES INCLUDE:

- a. Late application (CCCCO Student Fee Handbook)
- b. Add/drop (CCCCO Student Fee Handbook)
- c. Mandatory student activities (CCCCO Student Fee Handbook)
- d. Student Identification Cards (CCCCO Student Fee Handbook)
- e. Student Body Organization (CCCCO Student Fee Handbook)
- f. Nonresident application (CCCCO Student Fee Handbook)
- g. Field trip (Title 5 Sections 55450 and 55451)
- h. For dependents of certain veterans (Education Code Section 66025.3)
- i. For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- j. For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- k. Required or funded services (CCCCO Student Fee Handbook)
- l. Refundable deposits (CCCCO Student Fee Handbook)
- m. Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- n. Mandatory mailings (CCCCO Student Fee Handbook)

- o. Rental of practice rooms (CCCCO Student Fee Handbook)
- p. Apprenticeship courses (Education Code Section 76350)
- q. Technology fee (CCCCO Student Fee Handbook)
- r. Late payment fee (Title 5 Sections 58502 and 59410)
- s. Nursing/healing arts student liability insurance (Title 5 Section 55234)
- t. Cleaning (CCCCO Student Fee Handbook)
- u. Breakage (CCCCO Student Fee Handbook)
- v. Test proctoring (CCCCO Student Fee Handbook)

4. COLLECTION AND REFUND OF FEES

The Chancellor shall establish procedures regarding the collection and refund of fees as allowed by law. See AP 6300.11 Student Refunds and AP 6300.12 District Cashering, Collections and Deposits.

APPROVED: _____
Constance M. Carroll, Ph.D.
Chancellor

DATE: _____

Supersedes: New Procedure (BP 3303, BP 3304, BP 3305 merged into new procedure)



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board Policy

Chapter 5 – Student Services

BP 5800 – PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the District Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference: 15 U.S. Code Section 1681m(e) (Fair and Accurate Credit Transactions Act [FACT ACT or FACTA])

Adopted:

Supersedes: New Policy

Technology Master Plan 2016-18



3375 Camino del Rio South, San Diego, CA 92108
• www.sdccd.edu



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Technology Master Plan 2016-18
Overview

I. Plan Overview

Technology in the San Diego Community College District (SDCCD) is a critical component of learning, teaching and student support as well as the foundation and infrastructure for all administrative and business operations throughout the District. For example, students utilize technology to apply, enroll and complete coursework. Faculty use technology to develop curriculum, deliver instruction in a traditional classroom setting and in distance-learning environments, to administer class rosters and for reporting course grading. Staff and managers use technology for ongoing business operations within the District's Enterprise Resource Planning (ERP) systems and other applications and rely on technology for data and statistical analysis to support planning and decision-making. The previous examples are only some of the ways in which technology is integrated into all aspects of college life at SDCCD.

In order to meet the expanding integration and dependency on technology at SDCCD, a master plan for technology at the District has become increasingly necessary. In addition, technology has become one of the most costly aspects of operations beyond salary and benefits at all districts in the California Community College system. The state, however, does not provide a separate line item funding mechanism for technology; therefore, it is imperative that districts plan for purchase and replacement of technology for academic and operational purposes.

Up until 2010, the District outsourced its Information Technology Services to an external vendor so technology issues have been addressed informally through advisory groups. Also, since 2002, when the District's taxpayers approved the passage of Proposition S and again in 2006 approved the passage of Proposition N for a combined total of nearly \$1.6 billion, major technology infrastructure improvements and equipment purchases have been made. Proposition S and N, a major capital construction program throughout the District, is winding down, which further necessitates a focused technology plan to be developed.

The Technology Master Plan 2016-18 represents an initial effort to plan for ever-increasing costs related to technology in the years to come. It is also intended to provide the structure by which technology is addressed at the District. Academic technology is the responsibility of each of the three colleges. The District's Information Technology Services Department supports Continuing Education's multiple campus sites and all other administrative and operational sites, as well as network infrastructure districtwide.

The San Diego Community College District's Technology Master Plan 2015-2018 identifies major districtwide information systems, standards and technology goals. The plan is intended to not only guide the implementation and operations of technology services at the District, the Colleges and Continuing Education, but also support other planning efforts of the District.

The Technology Master Plan 2016-18 serves as a living document initially covering a three-year period that will be regularly reviewed and updated. As projects are completed and new priorities arise, and as strategies change, the objectives of the plan will be modified to reflect the changing needs of the District.

Planning is a process whereby the District determines its long-term goals and objectives and then identifies the best approach to achieving the objectives. It is a continual process where performance is monitored against identified goals and objectives and adjustments are made to accomplish the desired outcomes. Ever changing software and hardware technology advances along with the need to constantly refresh technology equipment with no direct line item from the state for technology funding makes a technology plan vital to the effective operation of the District and attainment of long-term goals and objectives in support of student access and success.

As a multi-college District serving multiple campuses and sites throughout the City of San Diego, it is important to provide a framework related to that which is centralized technology services and that which is decentralized technology services to the Colleges.

Centralized and Decentralized Technology Framework

The District consists of three colleges: San Diego City College, Mesa College, and Miramar College and San Diego Continuing Education, which operates at seven campuses throughout the city. As a multi-college District, San Diego Community College District has several administrative and operational locations in the city which include: a District Administration building, a District Service Center which houses centralized Campus Police, Facilities Maintenance and Operations, and the District's Data Center for network and data operations throughout the District.

The District's Technology Master Plan 2016 is a three year plan of the services, technology initiatives, goals and accomplishments of the Information Technology Services Department and how it supports San Diego City College, Mesa College and Miramar College and the District's Strategic Plan. The Technology Master Plan has been structured in five primary sections as follows:

- Technology Master Plan 2016-18 Overview
- District's Information Technology Services and Continuing Education
- San Diego City College Technology Plan
- San Diego Mesa College Technology Plan
- San Diego Miramar College Technology Plan

The Technology Master Plan 2016-18 represents the operational and academic technology services related to the development, management, operation, maintenance, and evaluation of the infrastructure, administrative information systems, operations support, and management of web resources, telephone services, hardware, software and equipment throughout the District. The planning for the District's technology needs is integrated into the appropriate District or college's governance and planning processes with resources allocated accordingly.

District Strategic Plan

SDCCD's primary planning document is its Strategic Plan, which addresses Board approved districtwide goals and objectives. In a multi-college district, the planning process is a shared one. At SDCCD, the four institutions that comprise the District participate in both institutional and districtwide planning. City, Mesa, and Miramar colleges, Continuing Education each have planning processes that are appropriate to their individual missions and structures. The districtwide planning effort provides a broader framework that addresses common and coordinated goals that affect the entire organization in its efforts to serve the entire City of San Diego. The Strategic Plan 2013-2017 was adopted by the San Diego Community College District Governing Board on June 13, 2013.

Strategic Goal 2 of the current four-year strategic plan is:

“Strengthen our institutional effectiveness through innovation, continuous process and systems improvement, staff development, and enhanced internal collaboration.”

The linkage between the Technology Master Plan 2016-18 and the Strategic Plan 2013-17 is Goal 2, which identifies four objectives to be achieved as follows:

- Use technology to enable innovative approaches to learning, teaching, delivery, and student support.
- Align organizational and business processes for greater effectiveness and accountability in achieving student learning and administrative outcomes.
- Improve internal and external communications which foster prompt and broad feedback and engage in dialogue with stakeholders.
- Expand the continuum of professional development opportunities for all faculty, staff, and administrators to be best prepared to respond to the evolving student needs and measures of student success.

II. District Information Technology Services

The District's technology goals can be consolidated to five primary categories of: *Access*, *Efficiency*, *Support*, *Funding* and ongoing *Training/Professional Development*.

Access is defined as a fully available wired and wireless network infrastructure, wide area network, and internet access. This goal also includes smart classroom and conference room audio visual technology. This goal has been somewhat fluid in planning wireless coverage for the colleges as new buildings have come on line, student traffic patterns and densities change, forcing the need for additional installations of wireless access points, network cabling and VOIP network switch ports.

Efficiency is a broad-based term intended to include the full automation of online Enterprise Resource Planning (ERP) business processes and eliminate external "shadow systems" and manual business processes to maximize resource utilization and minimize waste or operational inefficiencies. From an academic perspective this goal also includes technology for classroom-based instruction to expand learning opportunities and take advantage of pedagogical best practices. Included in this broad term of efficiency is also the need for very high reliability of all technology resources.

Support includes all levels of technology support including administrative and academic technical support positions as well as faculty. Since the passage of Proposition S in 2002 and Proposition N in 2006, SDCCD has approximately doubled its academic square footage districtwide and has implemented significant investments in new technology. District IT now supports approximately 10,000 active network connections and has assumed full responsibility for the entire network infrastructure including all buildings and into all the classrooms (excluding computers and program specific technology in the classrooms), as well as to the various Facilities Management control systems such as Water, Power, HVAC, Fire, Intrusion, etc.

Funding is the need to identify the necessary budget sources to cover the ongoing refresh of technology for all academic and administrative needs across the colleges and district administrative offices. With the life cycle of various technologies requiring refreshes as quickly as three years for Apple computers and four years for IBM PC compatible computers certain academic programs may not be able to wait for the normal five year "average" replacement cycle. Additionally, due to several years of reduced state funding, the district still has an unusually larger number of out-of-warranty computer inventory than we would like. Combining this state budget impact with the need to budget plan for technology purchased with funding in the capital bond construction buildings; technology refresh budget planning must continue to be an on ongoing need, in perpetuity.

Training can be expressed as the ongoing professional development need for staff to use, install, support and teach technology as it becomes available for program requirements and administrative purposes. The pace of technology upgrades are coming so quickly that individual, self-paced training may not be able to keep up with industry and student demand/expectations. This also ties back to staffing levels as it may not always be possible to send staff to training or conferences due to project and operational demands, position openings, and/or increasing buildup of unused vacation time.

DRAFT

**District Information Technology Operations
and
Continuing Education**

I. Background

The District's Information Technology (IT) Services Department is responsible for the districtwide support of administrative computers and the district-wide telecommunication infrastructure and campus based network infrastructure, which provide common data and voice services across all major District locations, Continuing Education sites and the college campuses.

The colleges operate their own Information Technology departments on campuses. Continuing Education's seven sites are fully supported by the District's IT Department for all administrative and academic IT support, which includes all computers and audio visual academic technology in the classrooms.

The District's IT Department's network staff is responsible for maintaining administrative computer disk image standards, telecom room wiring standards, network switch configuration standards and router configuration standards. Through the years, the maintenance of these standards has greatly improved the reliability and performance of the network infrastructure.

In total, the District's IT Department has sixty-five (65) staff positions and will be going through a reorganization in 2016 and 2017 due to several retirements and the implementation of the new PeopleSoft Enterprise Resource Planning (ERP) system, which will replace existing administrative systems with limited to no integration of operational functionalities. As the PeopleSoft system matures and the District is able to transition off of the IBM mainframe platform which is located at the Miramar College data center (W building) the department's needs are anticipated to continue to evolve. And, technology equipment and operational processes are constantly changing with limited shelf life, which requires constant refresh and improvements. Clearly, technology represents a significant portion of an operational budget. Unfortunately, the State of California does not provide a separate line item funding source for technology; therefore, planning tied to resource availability is vital for the District's IT Department.

The major core subsystems supported by the District's IT Department are:

- PeopleSoft Finance, Human Capital Management (including Payroll) and Campus Solutions and Financial Aid ERP (Administrative Systems), PeopleSoft Interactive Hub Portal, Oracle Identity Management suite, and Oracle Relational Enterprise Database Management System
- Application Development support for ISIS, Sigma's Student Aid Management (soon to be migrated to PeopleSoft), and various related Web Applications
- Data Center Operation Support for IBM Mainframe (ISIS, Sigma, IBM RS6000 RISC Minicomputers [SirsiDynix Library System], and the many specialized physical and virtual microcomputers that directly support the new PeopleSoft ERP system hosts)
- Network and Telecommunications Infrastructure (Data, Voice and Video)
- Internet and Intranet Security Systems including firewalls and routers
- Administrative microcomputers districtwide (all colleges, CE and District Offices)

- Academic IT/AV support for all Continuing Education campuses
- Email Systems (Microsoft Exchange Mail and Internet SMTP Mail including anti-virus, anti-spyware, and anti-SPAM utility subsystems)
- Mitel PBX Telephone Systems at all college and district locations
- AVST Voice Mail Systems (and other third party carrier services for voice and data)
- SirsiDynix Library System
- District Web Services including OUCampus Content Management System, and Secure Socket Layer Certificates management and implementation
- Emergency Communication System Support (Blackboard Connect) and Web Site Messaging Districtwide
- Remote Access Services (VM View)
- Student, Course, and Instructor Data Interface to Blackboard Learn Online Course Management System
- Data Exchanges with all other third party agencies including county, state, and federal agencies

With the exception of Continuing Education, the District's IT Department does not support classroom or instructional program specific technology. Each of the three colleges has its own academic technology support staff organizations and structure comprised of various quantities of network specialists, microcomputer specialists, lab technicians, instructional assistants, media technicians, media clerks, etc., who report directly to a Dean or other member of the college management team and are included in each college's technology planning efforts.

IT Governance and Advisory Processes Districtwide

Information Technology governance is handled at each college through their individual Information Technology committees. Each college has an IT committee comprised of various administrative and academic representatives and chaired by a Dean or other college administrator. Each college IT committee is responsible for prioritizing and planning the necessary resources for their college based academic and administrative technology projects.

The District's Director of Information Technology Services attends each college's IT committee meetings at least once a quarter to discuss standards, projects and priorities specific to the college or the District (or even other colleges). Formal minutes are kept for these meetings and posted to the college's websites.

Because the District had a long history of outsourcing information technology services management and operations and only brought the efforts in house in 2010, the governance process at the District Information Technology Services has been advisory and informal. This plan includes an initiative that will provide for a newly formed Districtwide Technology Committee starting in academic year 2016-17 in order to provide a more structured and focused planning process related to the districtwide technology services and operations.

The following table represents the many existing committees and advisory groups used to compile the District Information Technology Services Division’s planning efforts currently:

Committee	Sponsor	IT Participant	Frequency
College Information Technology Councils	Campus Chair	Director	Quarterly
District Student Services Division	Vice Chancellor, Student Services	Director /Team	Weekly
District Business and Technology Services Division	Executive Vice Chancellor, Business and Tech. Services	Director /Team	Weekly
Human Resources Division	Vice Chancellor, HR	Asst. Director/Team	Monthly
Facility Department	Vice Chancellor, Facilities	Director /Team	Monthly
Online Learning Pathways	Vice Chancellor, Instructional Services	Director	Quarterly
Microcomputer Advisory Group (MAG)	IT/Purchasing & Contract Services Department	Director	Quarterly/ as required
Committee for Audio Visual Equipment (CAVE)	IT/Purchasing & Contract Services Department	Director	Quarterly/ as required

In addition, District Information Technology and the Purchasing and Contract Services departments work together to provide oversight and direction to the *Microcomputer Advisory Group* and the *Committee for Audio Visual Equipment* (both groups are made up of representatives from each of the colleges and Continuing Education) for the development of District-wide technology standards and specifications for the procurement of microcomputers, printers, and audio visual equipment.

II. Technology Systems and Services

Starting in 2002 with Proposition S, the District invested significantly in upgrading its technology throughout the District. Upon passage of Proposition N in 2006, an even greater capital investment was made in new buildings, programs, and infrastructure and the technology to support them.

Where possible, high speed Voice-Over-IP (VOIP) switches were implemented to support newer VOIP classroom and campus-based emergency phones, PBX telephone handsets, VOIP safety cameras, and higher speed networking bandwidths. Virtual server node clusters were purchased to take advantage of newer server technologies in the data center, reducing power requirements and saving demand on the data center's uninterruptible power supply (UPS) and back-up generator, while providing improved server hardware redundancy and equipment fault tolerance.

Network and Telecommunications Infrastructure

The District's network infrastructure is comprised of local area networks with administrative and academic segments at each of the colleges and Continuing Education (CE) campuses, and administrative segments at the District Office and District Service Center. The network segments operate at switched one gigabit Ethernet speeds. There are approximately 315 network switches districtwide. There are approximately ten thousand (10,000) active network devices districtwide on a daily basis when college and CE classes are in session.

In addition to the IBM mainframe and related disk subsystems, the data center houses approximately 15 IBM RISC based minicomputers, and approximately 400 Intel-based servers, of which 250 are physical servers and 150 are virtual servers. There are three Mitel PBX telephone systems in the data center, of which two are in production for the Miramar College campus and one is a test machine. There are also two AVST voice mail call processors and two controller computer systems.

Each of the three colleges, five CE campuses, the District Office, and the District Service Center are currently connected via AT&T Wide Area Network data circuits, (also sometimes referred to as a Metropolitan Area Network or MAN), which are then connected to the Internet through two fully redundant 10 gigabit data circuits, one each provided by AT&T and Time Warner.

The District is in the process of converting the AT&T WAN circuits over to dark fiber to provide greater bandwidth between the colleges and the data center hosts such as the PeopleSoft ERP system, as well as to the Internet. Dark Fiber simply means the District will be paying a carrier to install fiber optic cable in a ring between all our District locations and the District will own and operate the equipment on each end of the fiber, instead of entering into long term contracts with the carrier for specific circuit speeds. This will enable the District to upgrade the equipment (usually the optical interfaces) at any time to obtain even greater speeds. However, the initial speed of the equipment will be 10 gigabit per second, which is forty (40) times greater than the WAN speeds we have in place today of two hundred and fifty (250) megabits per second, so there should not be a need to upgrade for several years.

Administrative Systems

The District's Finance and Human Resources Oracle PeopleSoft system run on a Hewlett Packard (HP) Virtual Machine (VM) environment with the Oracle database running on a pair of redundant high speed Exadata database servers. The District maintains maintenance agreements with Oracle on the Oracle hardware and software, and with HP on the HP VM server hardware. The District is still in the planning and implementation stage for the Student and Financial Aid systems and anticipates completion of these modules by calendar year 2017.

The current Student System (ISIS) and Financial Aid (SAM) operate on an IBM mainframe with fully redundant RAID Storage Area Network disk arrays. The District's IT department supports the ISIS software and maintains a 24x7 support agreement with Sigma Systems for the Financial Aid module. All IBM mainframe equipment and software is maintained with a 24x7 onsite support agreement with IBM.

District IT systems are operational 24x7, with the exception of the IBM mainframe supporting the Student System and Financial Aid, which is offline every weeknight at 12:00 midnight, Saturdays after 2:00 pm, and all day on Sundays. During these offline periods, critical batch processing is completed and then after the weekend processing finishes, database maintenance and full systems backups are completed on Sundays.

District IT performs backups on all administrative systems at least once a day and some critical disk subsystems multiple times a day. All backups are sent off-site every day to a special environmentally controlled, earthquake and fire hardened, secure facility.

Disaster Preparedness

In addition to daily backups it is critical that the District be prepared for any disaster that could negatively impact administrative and operational data. Therefore, the District maintains a contract with Corodata, which provides daily pickup and delivery service to and from its environmentally controlled, earthquake and fire hardened, secure facility in San Diego. All Data center hosts (IBM Mainframe, Minicomputers, and Intel based servers) are backed up at least once a day (if not more frequently) and all back up media goes off-site to the Corodata facility. In addition, the District maintains a sourcing contract with CCS Technology Solutions for Disaster Recovery Services to source similar computer equipment within 5 days of any disaster, which is backed by a \$250,000 penalty guarantee.

Once SDCCD is migrated off the IBM mainframe, many more affordable colocation options will be available, where minimal space (10 square feet) can be leased with a T1 (1.54 megabits) or higher data circuit speed bandwidth options. The District could choose to purchase and place a PeopleSoft Rack and a webserver rack (for the District and College webserver) at this off-site Disaster Recovery facility and have a full off-site Disaster Recovery plan. To do so with the

IBM Mainframe would be cost prohibitive in both cost (\$500K to \$1M a year) and in staff resources for the support and testing (2-3 FTE).

Identity Management

The implementation of the new PeopleSoft ERP system adds the ability to further implement single sign-on capabilities through Oracle's Identity Manager toolset to enable students to log into computer labs or the Library system with the same user name and password as they would use to login to PeopleSoft Campus Solutions self-service. The same toolset will be used to provide user credentials (account and password tokens) to an external email provider for student email accounts.

Web Server Systems and Standards

Each college is responsible for designing and supporting its own website and they may choose to maintain a webmaster position for the design of their web pages, or contract the website design and development to a third party firm.

The District's IT department is responsible for the systems administration of all the web servers in the District and they are housed in the data center. District IT works with the college web master or third party design firms to make sure the sites (and web servers) are always available. District IT is responsible for all web server Secure Socket Layer (SSL) encryption implementations and annual license renewals.

In addition, District IT has implemented OUCampus, an enterprise web content management system (CMS) by OmniUpdate which is used for all District and District Division web servers and the District is in the process of converting over some of the last remaining department web pages, as staffing resources are available. The District's OUCampus license is made available to the colleges as well and recently Mesa College's new website was implemented using OUCampus.

Library System

The District uses a centralized library system from SirsiDynix that manages circulation and subscription services and provides an online catalog of each college's holdings of books, research resources and other media holdings. The library can be accessed 24 hours a day, 7 days a week by District students and staff. The library system uses a college and user authentication product from EZ Proxy to manage the unique research subscription resources funded by each college.

District Personal Computers

The District purchases desktop computers with a four year onsite warranty; however, they usually have a five year useful life and replacement cycle. Apple desktop computers are purchased with a three year warranty and also usually have a five year useful life. The District

maintains an inventory of out of warranty computers to bridge the gap between end of warranty and replacement.

All Toshiba, Fujitsu and HP laptops (District standards) purchased by the District have a three year onsite warranty and maintain a useful life of three to five years. The District only buys commercial grade laptops as opposed to retail grade which are usually less expensive but can't be purchased with onsite warranties from the manufacturers and are typically not as durable.

Although District IT is not responsible for purchasing computer replacements, inventories are usually compiled twice a year to review out of warranty conditions districtwide to coincide with beginning and ending budget cycles.

IT Technology Support Services

District IT working with the college Academic IT departments provide onsite support services and staff at all locations where the District conducts operations for staff, faculty, and students with the exception of satellite Continuing Education locations, where IT staff are on call to provide support at those locations. The District IT department also provides IT Helpdesk support for all locations throughout the District.

IT Support Hours

District IT operates seven days a week and twenty-four hours a day. The Data Center is staffed with a computer operator seven days a week, with reduced shift staffing on Sundays. IT Network staff start at 7:00 am and have two major overlapped shifts (7:00 am to 4:00 pm, and 9:00 am to 6:00 pm) to provide coverage until 6:00 pm. After 6:00 pm, the staff rotates weekly shifts for after hours on call support to maintain 24x7 coverage. When system maintenance is required a 4:00 am to 11:00 am shift is scheduled.

Each college Academic IT department provides its own help desk and shift coverage to support the computer and audio visual equipment needs for the students and faculty in the classrooms.

IT Systems Maintenance Services

Because the IT Systems operate 24x7, regular system maintenance is required, which is completed during a standing maintenance window of Monday through Friday starting at 4:00 am and to be completed by 6:00 am to allow enough recovery time to restore service for administrative users starting work at 7:00 am. All major subsystem downtime is communicated in advance to all users.

IT Helpdesk Services

District IT currently provides Helpdesk service for staff and faculty at all District locations using a Help Desk software application called "Track-IT" by Numara Software. The Help Desk logs all contacts, assigns a ticket number, assigns the work to the appropriate person, team or

department, and then follows up to make sure the ticket can be closed and the work was completed to the client's satisfaction. Hours for the IT Helpdesk are 7:00 am to 5:00 pm, which is the time period when most contacts are made to the Help Desk. After 5:00 pm, the Help Desk number is transferred to an answering service which then maintains a list of IT contacts and escalation procedure outlined in the next paragraph.

The first contact is always to an IT Network Specialist who is on call 24x7. After 30 minutes, the escalation procedure is to the Network Supervisor and then the Manager of PC and Network Services, and if not available, the Assistant IT Director, and then the IT Director.

As previously noted, this procedure does not pertain to classroom support, which goes through the local college Academic IT department's support procedures, which vary from college to college but are documented and communicated to faculty.

With the implementation of the new PeopleSoft ERP system and Student Self Service functionality, the District may have to look at how best to provide Student Support within the new system. For Blackboard Learn, the District contracts out to Blackboard/Presidium to provide student and faculty support of the Blackboard system.

Facilities Management contracts out to Megamation for work requests and automated work assignments to staff very similar to Track-IT, so there may be some economies in combining this service as well with the new PeopleSoft ERP system as time goes on.

III. District Information Technology Planning Initiatives

Planning efforts for the District Information Technology Services include several initiatives that have been identified as Level One Initiatives representing current or near term, or level Two Initiatives to be addressed in future years of the plan.

Level One Initiatives:

1. Complete Initial Installation of PeopleSoft ERP Solution and become self-supporting for the technical and development services.
2. Implement Strong Password Network Security Policies and 90 day Change Policy
3. Complete wireless expansion planning for legacy (non-Prop S/N) buildings for Miramar College and all Continuing Education Sites
4. Expand Wireless Coverage into all permanent classrooms and faculty offices at Mesa and City College in a phased implementation as staff resources are available.
5. Implement Dark Fiber installations (WAN Upgrades) for City and Mesa College to Miramar College Data Center
6. Establish PeopleSoft Integration Plan for new Canvas online CMS

Level Two Initiatives:

1. Establish a budget and plan to replace all remaining digital phone handsets to newer VOIP handsets.
2. Establish Plan and Budget for upgrade of Microsoft Exchange Email System
3. Upgrade the data center backbone from 1 gigabit to 10 gigabit speed in a phased plan as budget and staff available.
4. Complete Dark Fiber installations (WAN Upgrades) for all remaining District and Continuing Education locations and make sure redundant connections for all locations are installed.
5. Evaluate costs, advantages and risks for multiple disaster recovery scenarios for the PeopleSoft ERP system once the district migrates off of the IBM mainframe platform. District may consider offsite DR for District and College Web Servers as well.
6. Establish Plan to move SDCCD administrative computers from Windows 7 standard to Windows 10
7. After Dark Fiber installation is complete, evaluate options for Session Initiation Protocol (SIP) trunking over WAN.

As a result of the creation of a Districtwide Technology Master Plan, a primary outcome is the creation of a centralized Technology Planning Committee (TPC) to be chaired by the Executive Vice Chancellor of Business and Technology Services Division (or designee) with key academic and administrative technology representatives' districtwide invited to serve on the committee. Committee configuration recommendation is attached as Appendix A.

The charge for the committee is to formalize communications with regard to District and college technology plans, develop a process by which the District's Technology Master Plan will be regularly updated, technology needs identified and assessed, and, integrated into other planning efforts and resource allocations districtwide. The District's Technology Master Plan has been created based upon the following guiding principles:

- District keeps abreast of new technologies, equipment, software, and educational delivery methods and utilizes the best of these to support student learning and success
- Provide the necessary resources to keep current with the effective use of technology and continue to reach for other cutting edge technology where possible
- Assess the effectiveness of technology being used districtwide using valid assessment methods; and, use that assessment to base decisions on where to most effectively provide additional technology funding
- Regularly assess the effectiveness of various technologies in providing an improved learning environment and ease for students in accessing registration, counseling, library, and all other student services and for staff and administrators to conduct business and operational processes
- Determine the best use of physical and personnel resources to include planning for technology innovation, timely upkeep and replacement of equipment and software, adequate personnel to assist faculty, staff, and students with their technology needs
- Prioritize technology needs and identify sources for resource allocation

Technology Planning Committee

Districtwide Technology Committee

Purpose

The District Technology Committee provides a forum where technology staff and administrative representatives meet to discuss and review matters related to the centralized services provided by the District's Information Technology Services Department in support of campus operations.

Improve institutional effectiveness by maximizing technology resources and services in support of strategic goals and plans provided by Information Technology Services for the campuses and Continuing Education and communicate current and future technology needs.

Charge

- 1) Review District Technology Master Plan on an annual basis and update in accordance with District planning cycle.
- 2) Review and update information technology standards and define technology best practices.
- 3) Research new technologies to support and improve technology infrastructure and operations to enhance and improve the capabilities and functionality of the administrative information systems environment to better serve and support faculty, staff and students.
- 4) Continue to improve the information technology infrastructure to provide reliable and high-performance access to network and online services.

Membership (To Be Determined)

**COLLEGE AND CONTINUING
EDUCATION TECHNOLOGY PLANS**

DRAFT



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6200 Budget Preparation

~~Each year, the District Chancellor~~ The Vice Chancellor of Business Services shall present to the Board of Trustees in June, a tentative budget and in September, a final adopted budget for the ensuing fiscal year. The budget will be prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. ~~The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.~~ Development of the budget shall begin early in the calendar year in order to provide ample opportunities for the Board, faculty and staff to consider all relevant data, parameters and issues prior to Board adoption at a regularly scheduled meeting. The tentative budget shall be filed with the appropriate agencies on or before July 1 each year.

In accordance with Title 5 regulations, the tentative budget shall include estimated income and proposed expenditures in sufficient detail to permit comparisons between the proposed budget and the actual revenues and expenses in the current and prior fiscal years.

On or before September 15 of each year, the Board of Trustees shall adopt a final budget for the current fiscal year. The final adopted budget shall reflect all relevant provisions in the state budget act, the District's closing balances from the prior year and all changes identified following approval of the tentative budget.

The tentative and adopted budget shall also reflect the following:

- Adherence to principles of sound fiscal management.
- Allocation of resources to instructional and support programs consistent with the District's mission, goals and priorities.
- A balanced budget between resources and expenditures based upon a realistic assessment of financial resource availability and expenditure requirements.
- General fund cash flow reserves shall be no less than 5% of proposed general fund expenditures.
- An unrestricted general fund reserve sufficient to provide for working capital, appropriate cash flow, state and local funding uncertainties and future emergencies the Board may declare.

- Current revenue and enrollment projections.
- Budget projections address long term goals and commitments to assure financial stability.

Prior to adoption of the final budget, the Board shall hold a public hearing. The date, time and location of the public hearing, along with the dates and locations at which the proposed budget may be inspected by the public shall be posted and also published in a newspaper of general circulation in the District.

The adopted and annual financial data shall be reported in the form and manner prescribed by the Office of the State Chancellor and distributed as required by law or regulation.

Reference: Education Code Section 70902(b)(5); Title 5, Sections 58300 et seq.; ~~Government Code Section 7800;~~ WASC/ACCJC Accreditation Standard III.D

Adopted: August 28, 2008

Revised:

See Administrative Procedures: AP 6200.1; AP 6200.2

*NOTE: The **red ink** signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 6200 titled Budget Preparation adopted on August 28, 2008 and BP 6205 titled Final Budget adopted on August 28, 2008. The language in **blue ink** is included for consideration.*



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6300 Fiscal Management

The **District Chancellor** ~~Vice-Chancellor of Business Services~~ shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget, when necessary, are made in a timely manner. ~~when necessary.~~
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References: Education Code Section 84040(c); Title 5 Section 58311; WASC/ACCJC Accreditation Standard III.D

Adopted: August 28, 2008

Revised:

See Administrative Procedures: AP 6300.4

NOTE: The red ink signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SDCCD BP 6300 titled Fiscal Management adopted on August 28, 2008. The language in blue ink is included for consideration.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6340 Bids and Contracts

The Board of Trustees delegates to the District Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the District Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the District Chancellor is authorized to proceed with a contract.

CONDITION

~~The San Diego Community College District is an "equal opportunity employer" committed to affirmative action employment practices in all its programs and activities. This policy specifically extends the District's commitment to contractors and vendors as a condition of their doing business with the District.~~

POLICY

~~It is the policy of the San Diego Community College District that all contractors, subcontractors and vendors who employ 15 or more individuals and who contract for \$25,000 or more worth of business with the District during any one fiscal year, shall be required to demonstrate "good faith" efforts toward equal opportunity and affirmative action employment practices.~~

~~The Chancellor shall implement the procedural instructions consistent with Federal and State laws, executive orders, and Addendum 1 to this policy.~~

RULES

~~This policy shall be incorporated by reference into each contract or purchase order.~~

~~The Chancellor or designee shall monitor contracts and purchase orders to assure that the contractor/vendors subject to this policy demonstrate good faith efforts to implement this policy in their employment practices.~~

~~If it is determined that a contractor/vendor does not demonstrate "good faith" effort, the Chancellor shall present a report to the Board and the Board will impose the appropriate sanctions authorized by law.~~

~~SUPERSEDES: POLICY C-7100, 1/1/73~~

References: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; WASC/ACCJC Accreditation Standard III.D.16

Adopted: October 14, 1998

Revised:

Replaces current SDOCCD Policy 4110

NOTE: The **red ink** signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDOCCD Policy 4110 (formerly Policy C-7100) titled Equal Opportunity/Affirmative Action Contractors and Vendors adopted on October 14, 1998. The language in **blue ink** is included for consideration.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 5400 Financial Audits

There shall be an annual contracted outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The District Chancellor ~~Vice-Chancellor of Business Services~~ shall assure that an annual contracted audit is completed and submitted to the State Chancellor's office as required. The District Chancellor ~~Vice-Chancellor of Business Services~~ shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit, ~~and make this arrangement no later than the first day of May for the preceding year. Upon making this arrangement the Vice-Chancellor or designee will notify the State Chancellor's Office no later than May 15. Audit reports will include the annual financial report of the District, Proposition 39 financial and performance audits, District Auxiliary Organization audit, and the individual college foundation audits.~~

References: Education Code Section 84040(b); CCR Title 5 Section 59102; WASC/ACCJC Accreditation Standard III.D.7

Adopted: August 28, 2008

Revised:

See Administrative Procedures:

*NOTE: The **red ink** signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 6400 titled Audits adopted on August 28, 2008. The language in **blue ink** is included for consideration.*



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6520 ~~Asset Management and Inventory of Property and Records~~ Security for District Property and Records

The District Chancellor shall be authorized to manage, control and protect the assets and records of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage, and to insure that appropriate documentation is maintained of all ordering, receiving, delivery to operational assignment, subsequent transfers, and ultimate disposal. ~~In addition, the care and custody of District hard-copy records shall also be documented and maintained. Routine delegation of authority to establish and manage necessary procedures shall be made to the Vice Chancellor of Business Services and the Director of Purchasing and Contract Services.~~

Reference: Education Code Section 81600 et seq.; WASC/ACCJC Accreditation Standard III.B.1

Adopted: August 28, 2008

Revised:

~~See Administrative Procedures:~~

NOTE: The **red ink** signifies language that is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SDCCD BP 6520 titled *Asset Management and Inventory of Property and Records* adopted on August 28, 2008. The language in **blue ink** is included for consideration.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

BP 6536 Use of District Equipment

CONDITION

District materials are public property administered under the trusteeship of the Board and restricted by law generally to activities which are a part of District programs.

POLICY

~~In accordance with Educational Master Plan Goal IX: TO PARTICIPATE AND SHARE ACTIVELY IN THE CULTURAL, INTELLECTUAL AND RECREATIONAL LIFE OF THE COMMUNITY and Goal I: TO MINIMIZE ANY SITUATION THAT ACTS AS A BARRIER TO EDUCATION,~~ the Board hereby regulates ~~the~~ use of District equipment and supplies under the following rules shall abide by:

1. Priority for use shall be in support of regular District programs.
2. On-site use which is incidental to the use of real property under the Civic Center Act is as authorized by Policy-7325 BP 6700 titled Civic Center and Other Facilities Use.
3. Use for personal advantage or gain by individuals is prohibited. This prohibition includes employees, members of the community, and students in other than direct educational activities.
4. Students may be authorized by instructors and local equipment custodians to use District equipment and supplies in circumstances additional to classroom/ laboratory classes when such use is a part of a course of study in which the student is currently enrolled. This authority is limited to on-campus use under the immediate supervision of the instructor.
5. The District Chancellor may authorize the use of District equipment and supplies as exceptions to rules 1, 2, or 4 above, when in the District Chancellor's opinion:
 - a. ~~The use is for the general benefit of the community and further implementation of the Educational Master Plan;~~ and
 - b. The use does not constitute appreciable cost to the District by reducing significantly the service life of the equipment; or
 - c. The use is in response to an emergency or civil disaster assistance request.

Such exceptions shall be reported to the Board of Trustees

Adopted: January 24, 1980

Revised: October 14, 1998, _____

(Replaces current SDCCD Policy 0530)

NOTE: This policy is unique to the SDCCD. The language in black ink is from current SDCCD Policy 0530, adopted on January 24, 1980 and revised on October 14, 1998. The language in blue ink is included for consideration.

San Diego Community College
CLASSIFICATION DESCRIPTION

Page: 1 of 2

Job Code:

Original Date: 09/2016

Last Revision: 09/2016

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: xx

Title: Development Coordinator

Unit: Office Technical

DEFINITION

Under the direction of an assigned manager, and partnering closely with the Director of Communications, serve as a key member of the Development team and contribute to reaching its goal of meaningfully engaging a wide variety of donors, volunteers, faculty, and administrators who are committed to ensuring long-term philanthropic support for the District. Provide administrative support and project management for District Development activities and coordinate a wide range of highly visible issues/events, with complex problems of a confidential and extremely sensitive nature, such as salon event management and follow up; drafting a variety of communications, including talking points, leadership briefings, donor correspondence, and event collaterals; maintaining contact reports; compiling prospect/donor lists; conducting prospect research; and activity tracking and reporting. Organize leadership trainings, webinars, workshops, and other events; evaluate existing procedures as problems arise, and recommend and implement new methods as needed. Ensure the manager and other District leaders are briefed for Development events and meetings. Provide budgetary support, gather fiscal data, and assist in budget preparation and monitoring. May provide work direction to others.

EXAMPLE OF DUTIES

1. Provide administrative and project-based support to the Development team; assist with the preparation, research, and gathering of materials and information for meetings and events, and drafting, editing, and proofreading correspondence, briefings, talking points, and reports for District leadership and donors. Develop high-level knowledge of the key fundraising priorities for the District.
2. Manage all aspects of event preparation and execution, such as reserving venues, preparing lists and invitations, catering arrangements, drafting and printing event collaterals, assisting with sending arrangements/event logistics, and managing event follow up communications.
3. Research prospect and donor information as requested. Evaluate information and prepare concise, well-organized outlines, reports, summaries, and correspondence concerning statistical, biographical, and financial information.
4. Administer fiscal/budgetary issues and activities, including processing of financial forms and documents and preparation of monthly and fiscal year-end financial reports, ensuring compliance with all District policies and procedures, and coordinating with vendors, business officers, and other appropriate officers. Interpret and organize financial information.
5. Prepare and process donor gifts and coordinate travel, entertainment, purchases orders, pay authorizations, reimbursements, and initiate high value purchases and service in a timely manner. Monitor all expenditures, including reimbursements for travel, mileage, and entertainment.
6. Develop and maintain productive relationships with faculty and staff to support fundraising initiatives for District priorities. Manage the concerns of multiple stakeholders, among them board members, District leaders, volunteers, and other staff. Provide excellent customer service to internal staff members and external clients and donors.
7. Verify, compile, and record information for the preparation of reports and maintenance of filing systems; prepare records and reports based on data obtained from a variety of sources; process data in accordance with prescribed procedures.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Accounting principles and practices for financial analysis of budgets.
 Applicable sections of California Education Code.
 Computer applications, including word processing, spreadsheets and databases.
 District organization, operations, policies, and objectives.
 English usage, grammar, spelling, punctuation, and vocabulary.
 Fundraising dynamics and the concepts of development.
 Interpersonal skills using tact, diplomacy and courtesy.
 Modern office practices, procedures, and equipment, including computer hardware and software.
 Oral and written communications skills.
 Record-keeping techniques.
 Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
 Communicate and interact effectively orally and in writing with diverse constituencies, within and outside the District, including major and prospective donors.
 Conduct donor/prospect research; extract and distill pertinent information from multiple sources.
 Establish and maintain effective working relationships with others.
 Exercise judgment and discretion in handling confidential and sensitive matters.
 Learn, interpret, and apply District policies, rules, and regulations.
 Maintain records and prepare statistical and narrative reports.
 Meet schedules and time lines.
 Operate a variety of modern office equipment, including computer hardware and software.
 Organize and prioritize tasks with strong use of initiative, sound judgment, independent thought, and precise attention to detail with high level of professionalism.
 Perform a wide variety of difficult and specialized administrative, clerical, and technical work with speed and accuracy.
 Plan, prioritize, coordinate, and organize work and events.
 Train and provide work direction to others.
 Understand and follow oral and written directions.
 Use computer software applications at an advanced level, including word processing, spreadsheets, and databases.
 Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to Associate Degree and two years of increasingly responsible experience providing administrative support and coordinating logistics for meetings and events. Experience in a non-profit development/fundraising environment working with diverse groups of people, including major gift prospects, donors, volunteers and prominent social, business, and government figures is highly desired.

License:

Valid California Drivers' License

WORKING CONDITIONS**Physical Requirements:**

Category III, usually minimum.

Environment:

Favorable, usually involves an office. Some travel to attend off-site appointments and events.
 Availability to attend events or perform duties outside of normal work hours, including evening and weekends.