

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
 (S.F. Campaign and Governmental Conduct Code § 1.126)

2011 DEC 13 AM 8:48

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: San Francisco Community College District	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> See Attached.	
Contractor address: [Redacted] 194, San Francisco, CA 94112	
Date that contract was approved: 12/6/2011	Amount of contract: 75 Year Lease of Phelan Plaza Property (\$0)
Describe the nature of the contract that was approved: 75 Year Lease of Phelan Plaza Property	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature [Redacted] Board Secretary or Clerk)

12/8/11

Date Signed



# FACT SHEET

50 PHELAN AVENUE • S194 • SAN FRANCISCO, CA 94112 • 415.239.3680 • FAX 415.452.5150  
<http://www.ccsf.edu/about-city-college/administration/chancellors-office.html>



Dr. Don Q. Griffin  
Chancellor

Dr. Don Q. Griffin was appointed Chancellor of City College of San Francisco on December 18, 2008. He was Interim Chancellor from March 1, 2008.

Dr. Griffin has 39 years of service at CCSF both as an Instructor and an Administrator. Before becoming Interim Chancellor Dr. Griffin served simultaneously as Vice Chancellor of Academic Affairs and Vice Chancellor of Student Development, having been promoted from Dean of Instruction. Prior to becoming an Administrator he was chair of the Department of Behavioral Sciences where he taught from 1969 to 1996.

As Interim Chancellor, he provided decisive and stabilizing leadership

to close the budget gap this year and next year with collaboratively developed solutions that require tough choices and spending reductions while aiming above all to preserve talented personnel and valuable services. In addition, he has called for a plan to address long term fiscal stability and intensify fundraising requirements.

As Vice Chancellor of Academic Affairs, Dr. Griffin increased full-time positions to a record number, managed fiscal crises, led the division in WASC accreditation process, and managed an extensive Program Review process. As Vice Chancellor for Student Development, he restructured that Division including Counseling, Retention Programs, Outreach, Matriculation, and Admissions and Records operations, thus increasing student access, retention, and success. For example, during the time financial aid awards more than doubled because of the re-engineering of the Financial Aid Office.

Preceding his work at City College Dr. Griffin was a Lecturer in the Department of Education, and

Assistant Director for the Special Admissions Program in the Psychology Department at San Francisco State University.

Dr. Griffin has been a licensed Psychologist in the State of California since 1982. He was recognized with an Outstanding Service Award by the Veterans Administration for his work as a Psychologist in the Veterans Affairs hospitals in the East Bay, and for his community work during the Loma Prieta earthquake of 1989.

Active in civic and professional organizations Dr. Griffin was appointed to the Association of Community College Trustees (ACCT) Advisory Committee of Presidents. He is member of the President's Roundtable of African American CEO's, and member of the American Psychological Association.

Dr. Griffin was awarded a Ph.D. in Psychology from the University of California in Berkeley where he also earned his bachelor's degree in Psychology. He achieved his master's degree in Psychology from San Francisco State University.

September 2009

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33 Gough

2229

Vice Chancellor of Finance and Administration  
Peter Goldstein

33 Gough 2249  
 HUMAN RESOURCES  
**Clara Starr, Director**  
 Policies & procedures related to HR  
 Initial salary schedules for academic employees  
 Operation of the Staff Development Office

33 Gough 2318  
 PAYROLL SERVICES  
**Donald Lind, Director**  
 Payroll Taxes  
 Payroll Deductions  
 Retirement Reporting  
 Payroll Operations (Academic & Classified)  
 Managing Payroll IT Resources

B601 3047  
 FACILITIES PLANNING AND CONSTRUCTION  
**David Liggett, Manager**  
 Campus facility planning  
 New building design and construction  
 Existing facility renovation and remodeling

S142 3546  
 MAINTENANCE, BUILDINGS AND GROUNDS  
**Jim Keenan, Superintendent**  
 Responsible for the daily operations of all District property including maintenance and cleaning

33 Gough 2230  
 BUSINESS SERVICES  
**John Bilmont, CFO**  
 Accounting  
 Budgeting  
 Accounts Payable

33 Gough 2327  
 ADMINISTRATIVE SERVICES  
 Contract Processing  
 Mail Services  
 Bookstore  
 Accounting  
 Real Estate  
 Bursar  
 Parking Fund  
 Lab Aid Funds  
 Procurement

31 Gough 2356  
 HUMAN RESOURCES  
**Mia Nguyen, Associate Director**  
 Non-administrative academic personnel  
 Contract compliance  
 Health benefit eligibility  
 Staff Development Activities  
 Develop and coordinate new hires